

Board of Education Summary

Vision

We will inspire and prepare each student to achieve success in college and career.

Mission

Each student will attain academic and personal success in a safe and caring environment that honors the diversity of our students and staff.

Core Values

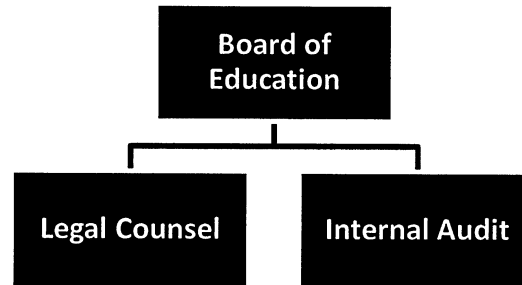
- We empower each student to achieve academic excellence
- We create reciprocal relationships with families and members of the community
- We attract and retain highly skilled personnel
- We assure an efficient and effective organization
- We provide a safe and secure environment

Board of Education Goals

- **Goal 1:** To prepare every student for success in postsecondary education and career
- **Goal 2:** Engage families and the community to be partners in the education of our students
- **Goal 3:** Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- **Goal 4:** Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

PROGRAM COMPONENT ORGANIZATION

The Board of Education Program is comprised of the Board of Education Services, Internal Audit and In-house Counsel Services. The Board of Education provides the policy direction for Harford County Public Schools. The Board oversees the operations of the school system. The Internal Auditor and Legal Counsel Offices work with the Board of Education in an advisory capacity



	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2017 Budget	FY 2018 Budget	Change
Board of Education	\$ 573,815	\$ 629,338	\$ 567,526	\$ 657,670	\$ 641,799	\$ (15,871)
Board of Education Services	196,032	228,786	206,980	275,753	245,966	(29,787)
Internal Audit Services	156,160	178,555	134,764	151,320	160,897	9,577
Legal Services	221,623	221,997	225,783	230,597	234,936	4,339

Summary Report

Board of Education

By Object Code	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$391,557	\$396,628	\$391,893	\$401,038	\$22,159	\$423,197
Contracted Services	\$91,008	\$133,993	\$80,661	\$138,530	(\$35,030)	\$103,500
Supplies	\$10,457	\$9,486	\$9,780	\$13,000	\$0	\$13,000
Other Charges	\$79,993	\$82,689	\$82,422	\$100,602	(\$3,000)	\$97,602
Equipment	\$800	\$6,542	\$2,770	\$4,500	\$0	\$4,500
Total:	\$573,815	\$629,338	\$567,526	\$657,670	(\$15,871)	\$641,799

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	2.0	2.0	2.0	0.0	2.0
Clerical 12 Month	3.0	3.0	3.0	0.0	3.0
	5.0	5.0	5.0	0.0	5.0

By State Category	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget	FY18 FTE
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ADMINISTRATIVE SERVICES

Contracted Services	\$91,008	\$133,993	\$80,661	\$138,530	\$(35,030)	\$103,500	
Equipment	\$800	\$6,542	\$2,770	\$4,500	\$0	\$4,500	
Other Charges	\$79,993	\$82,689	\$82,422	\$100,602	\$(3,000)	\$97,602	
Salaries	\$309,559	\$313,433	\$307,687	\$316,800	\$20,713	\$337,513	
Supplies	\$10,457	\$9,486	\$9,780	\$13,000	\$0	\$13,000	
TOTAL:	\$491,817	\$546,142	\$483,320	\$573,432	\$(17,317)	\$556,115	4.2

SPECIAL EDUCATION

Salaries	\$81,998	\$83,196	\$84,206	\$84,238	\$1,446	\$85,684	
TOTAL:	\$81,998	\$83,196	\$84,206	\$84,238	\$1,446	\$85,684	0.8

Grand Total:	\$573,815	\$629,338	\$567,526	\$657,670	\$(15,871)	\$641,799	5.0
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Board of Education Services

Program Overview

Policy making for the Harford County Public Schools is vested in the Harford County Board of Education. Senate Bill 629 enacted by the 2009 Maryland General Assembly, and effective July 1, 2009, provides for a nine member board of education in Harford County. Six of the members were elected and three of the members are appointed by the Governor. Each Board member serves a term of four years. Board members may not serve for more than two consecutive terms. This legislation also authorized the position of a nonvoting student member who is to be elected by the students of the Harford County Public Schools system in a manner specified by the Board.

Members of the Board do not receive salary or compensation, but receive an allowance of \$300 monthly for travel and other expenses related to the performance of their duties.

The Education Article of the Annotated Code of Maryland defines specific statutory powers of the Board of Education which include, but are not limited to, the following:

- Determine, with the Superintendent's advice, educational policies
- Appoint principals, teachers and other personnel and set their salaries
- Prepare an annual Operating and Capital budget
- Establish at least one citizen advisory committee
- Adopt curriculum guides, course of study and other teaching aids recommended by the Superintendent
- Acquire, rent, repair, improve and build school buildings
- Purchase and distribute instructional materials and equipment
- Provide for an annual audit
- Determine student attendance areas

FY 2018 Funding Adjustments

The changes to the Board of Education for fiscal 2018 are:

Wage Adjustments of \$8,243:

- Proposed salary/wage adjustments of \$8,243

Cost Saving Measures of (\$38,030):

- Reduction in legal fees, (\$30,000)
- Reduction in audit fees to actual, (\$5,030)
- Reduction in board member allowance to actual, (\$1,000)
- Elimination of mileage reimbursement, (\$2,000)

The decrease in expenditures from the fiscal 2017 budget for the Board of Education is (\$29,787).

Board of Education Services

By Object Code

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$44,747	\$46,777	\$51,143	\$50,873	\$8,243	\$59,116
Contracted Services	\$79,141	\$106,335	\$80,457	\$136,030	(\$35,030)	\$101,000
Supplies	\$45	\$127	\$31	\$750	\$0	\$750
Other Charges	\$72,099	\$75,547	\$75,349	\$88,100	(\$3,000)	\$85,100
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$196,032	\$228,786	\$206,980	\$275,753	(\$29,787)	\$245,966

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	1.0	1.0	1.0	0.0	1.0

By State Category

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
FTE: 1.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 CLERICAL Board of Education 101-XXX-021-005 51110 FTE: 1.0	\$44,747	\$46,777	\$51,143	\$50,873	\$8,243	\$59,116
Total Salaries	\$44,747	\$46,777	\$51,143	\$50,873	\$8,243	\$59,116
Contracted Services						
2 AUDITING Board of Education 101-XXX-021-005 52185	\$42,416	\$52,732	\$52,389	\$55,030	\$(5,030)	\$50,000
3 LEGAL FEES Board of Education 101-XXX-021-005 52195	\$36,725	\$40,353	\$28,068	\$75,000	\$(30,000)	\$45,000
4 CONSULTANTS Board of Education 101-XXX-021-005 52205	\$0	\$13,250	\$0	\$6,000	\$0	\$6,000
Total Contracted Services	\$79,141	\$106,335	\$80,457	\$136,030	\$(35,030)	\$101,000
Supplies						
5 OFFICE Board of Education 101-XXX-021-005 53440	\$45	\$127	\$31	\$500	\$0	\$500
6 BOOKS, SUBS, PERIODICALS Board of Education 101-XXX-021-005 53475	\$0	\$0	\$0	\$250	\$0	\$250
Total Supplies	\$45	\$127	\$31	\$750	\$0	\$750
Other Charges						
7 OTHER Board of Education 101-XXX-021-005 54170	\$891	\$1,716	\$823	\$2,000	\$0	\$2,000

By State Category	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES						
Other Charges						
8 BOARD MEMBERS ALLOWANCE Board of Education 101-XXX-021-005 54640	\$33,400	\$33,400	\$33,400	\$34,400	\$(1,000)	\$33,400
9 MILEAGE, PARKING, TOLLS Board of Education 101-XXX-021-005 54720	\$940	\$0	\$37	\$2,000	\$(2,000)	\$0
10 PROFESSIONAL DUES Board of Education 101-XXX-021-005 54730	\$29,442	\$30,670	\$32,059	\$39,700	\$0	\$39,700
11 INSTITUTES, CONFERENCES, MTGS. Board of Education 101-XXX-021-005 54750	\$7,426	\$9,761	\$9,030	\$10,000	\$0	\$10,000
Total Other Charges	\$72,099	\$75,547	\$75,349	\$88,100	\$(3,000)	\$85,100
Total ADMINISTRATIVE SERVICES	\$196,032	\$228,786	\$206,980	\$275,753	\$(29,787)	\$245,966
Report Total:	\$196,032	\$228,786	\$206,980	\$275,753	\$(29,787)	\$245,966

Internal Audit

Program Overview

The Office of Internal Audit is an independent office, reporting directly to the Board of Education. The Internal Audit Office performs independent, objective assurance and auditing, and investigative services designed to add value, improve internal controls and strengthen HCPS. Specific activities include:

- Measuring and evaluating the effectiveness of internal controls
- Identifying areas for operational improvement
- Reducing organizational risks

Accomplishments – FY 2016

- Established an independent office by creating an Internal Audit Board Policy, Internal Audit Charter and separating the office from performing management functions
- Gained an understanding of the school system as a whole by meeting with members of HCPS' Leadership Team
- From this knowledge, developed a risk-based audit plan for fiscal year 2017
- Performed the required exit audit for an individual who left the system during fiscal year 2016
- Performed continuous auditing techniques on procurement card transactions and logs
- Prepared analyses as requested by the Audit Committee and Board of Education members

Goals – FY 2018

- Obtain Board of Education approval of the internal audit plan to determine the priorities of the Office of Internal Audit (Board Goal 4)
- Perform assurance and consulting services with integrity to help HCPS and the Board of Education achieve the highest levels of effectiveness and efficiency (Board Goal 4)
- Promote compliance with laws, regulations, policies and procedures through reviews and analyses of HCPS activities (Board Goal 4)
- Deliver accurate, relevant, timely and quality services (Board Goal 4)
- Engage in strategic efforts to maximize overall effectiveness and efficiency while maintaining a strong system of internal controls (Board Goal 4)

Objectives – FY 2018

- Perform the audits and examinations listed on the fiscal year 2018 internal audit plan
- Perform continuous auditing techniques on procurement card transactions and logs
- Perform the required exit audits on department heads, principals and lead secretaries who leave the system during fiscal year 2018
- Provide the Superintendent and Board of Education with an audit report for each of the audits completed

FY 2018 Funding Adjustments

The changes to Internal Audit for fiscal 2018 include:

Wage and Benefits Adjustments of \$9,577:

- Proposed salary/wage adjustments for Internal Audit of \$9,577

The increase in expenditures from the fiscal 2017 budget for Internal Audit is \$9,577.

Internal Audit Services

By Object Code

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$141,189	\$141,862	\$130,234	\$139,570	\$9,577	\$149,147
Contracted Services	\$11,867	\$27,658	\$204	\$2,500	\$0	\$2,500
Supplies	\$1,399	\$1,226	\$357	\$1,500	\$0	\$1,500
Other Charges	\$1,705	\$1,268	\$1,689	\$3,750	\$0	\$3,750
Equipment	\$0	\$6,542	\$2,280	\$4,000	\$0	\$4,000
Total:	\$156,160	\$178,555	\$134,764	\$151,320	\$9,577	\$160,897

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	2.0	2.0	2.0	0.0	2.0

By State Category

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
FTE: 2.0						
ADMINISTRATIVE SERVICES						
Salaries						
1 PROFESSIONAL Internal Audit 101-XXX-022-016 51100 FTE: 1.0	\$96,412	\$96,325	\$84,337	\$93,249	\$6,562	\$99,811
2 CLERICAL Internal Audit 101-XXX-022-016 51110 FTE: 1.0	\$43,604	\$44,546	\$45,898	\$46,321	\$3,015	\$49,336
3 OTHER Internal Audit 101-XXX-022-016 51170 FTE: 0.0	\$1,173	\$990	\$0	\$0	\$0	\$0
Total Salaries	\$141,189	\$141,862	\$130,234	\$139,570	\$9,577	\$149,147
Contracted Services						
4 CONSULTANTS Internal Audit 101-XXX-022-016 52205	\$0	\$6,098	\$0	\$0	\$0	\$0
5 SOFTWARE MAINTENANCE Internal Audit 101-XXX-022-016 52380	\$11,867	\$21,560	\$204	\$2,500	\$0	\$2,500
Total Contracted Services	\$11,867	\$27,658	\$204	\$2,500	\$0	\$2,500
Supplies						
6 OFFICE Internal Audit 101-XXX-022-016 53440	\$1,399	\$1,226	\$357	\$1,500	\$0	\$1,500
Total Supplies	\$1,399	\$1,226	\$357	\$1,500	\$0	\$1,500
Other Charges						

By State Category	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES						
Other Charges						
7 MILEAGE, PARKING, TOLLS Internal Audit 101-XXX-022-016 54720	\$85	\$23	\$7	\$350	\$0	\$350
8 PROFESSIONAL DUES Internal Audit 101-XXX-022-016 54730	\$895	\$920	\$1,272	\$900	\$0	\$900
9 INSTITUTES, CONFERENCES, MTGS. Internal Audit 101-XXX-022-016 54750	\$725	\$325	\$410	\$2,500	\$0	\$2,500
Total Other Charges	\$1,705	\$1,268	\$1,689	\$3,750	\$0	\$3,750
Equipment						
10 SOFTWARE Internal Audit 101-XXX-022-016 55460	\$0	\$5,362	\$1,830	\$2,000	\$0	\$2,000
11 COMPUTERS/BUSINESS EQUIPMENT Internal Audit 101-XXX-022-016 55805	\$0	\$1,180	\$450	\$2,000	\$0	\$2,000
Total Equipment	\$0	\$6,542	\$2,280	\$4,000	\$0	\$4,000
Total ADMINISTRATIVE SERVICES	\$156,160	\$178,555	\$134,764	\$151,320	\$9,577	\$160,897
Report Total:	\$156,160	\$178,555	\$134,764	\$151,320	\$9,577	\$160,897

Legal Counsel

Program Overview

The Legal Counsel Office provides legal services to the Board of Education, Superintendent of Schools, and administrative staff. These duties include:

- Review and provide interpretation of existing and new legislation to the Board and/or staff
- Review and interpretation of judicial decisions relating to education law to the Board and/or staff
- Provision of legal advice regarding specific cases and/or matters
- Representation in formal cases involving student, employee, contracts and other matters
- Providing advice regarding and formulating Board policy and procedures
- Providing advice and representation in special education cases or special education matters
- Preparation of opinion letters for the Board, Superintendent or staff
- Responding to Maryland Public Information Act requests
- Attendance at meetings and/or provision of legal advice to various HCPS committee.
- Providing oversight and supervision to the Governmental Relations Office
- Serving as liaison to the Board's Ethics Panel
- Draft, review and revise contracts, memoranda of understanding and other agreements
- Making presentations to Board and staff regarding legislative issues

Goals - FY 2018

- Provide effective and timely legal advice to the Board; the Superintendent and school system staff
- Provide timely and effective legal representation in matters which are pending before administrative agencies or courts involving special education, employment matters, and general litigation involving the Board
- Provide timely updates regarding the effect and/or impact of new legislation and/or judicial cases involving education issues
- Provide effective and timely legal advice to the Ethics Panel in matters involving legal issues unrelated to the Board; providing administrative services, e.g. arranging for Panel meetings; collecting financial disclosure reports from administrative and supervisory personnel on a yearly basis; meeting with the Chairman regarding issues or concerns on a specific matter
- Provide effective, high-quality staff development presentations regarding legal topics
- Provide effective policy drafting, analysis and development
- Provide effective direction, guidance and representation to the Department of Special Education
- Provide effective high quality procedures including analyzing, development and drafting

FY 2018 Funding Adjustments

The changes to the Office of Legal Counsel for fiscal 2018 are:

Wage Adjustments of \$4,339:

- Proposed salary/wage adjustments of \$4,339

The increase in expenditures from the fiscal 2017 budget for the Office of Legal Counsel is \$4,339.

Legal Services

By Object Code

	FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
Salaries	\$205,621	\$207,989	\$210,516	\$210,595	\$4,339	\$214,934
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$9,014	\$8,134	\$9,393	\$10,750	\$0	\$10,750
Other Charges	\$6,188	\$5,874	\$5,384	\$8,752	\$0	\$8,752
Equipment	\$800	\$0	\$490	\$500	\$0	\$500
Total:	\$221,623	\$221,997	\$225,783	\$230,597	\$4,339	\$234,936

Budgeted Full Time Equivalent Positions

	FY15	FY16	FY17	17-18	FY18
Administrator	1.0	1.0	1.0	0.0	1.0
Clerical 12 Month	1.0	1.0	1.0	0.0	1.0
Total:	2.0	2.0	2.0	0.0	2.0

By State Category

				FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
FTE: 1.2				ADMINISTRATIVE SERVICES					
Salaries									
1	PROFESSIONAL			\$86,803	\$88,073	\$89,142	\$89,174	\$1,513	\$90,687
	Legal Services								
	101-XXX-021-011	51100	FTE: 0.6						
2	CLERICAL			\$36,194	\$36,720	\$37,168	\$37,183	\$1,380	\$38,563
	Legal Services								
	101-XXX-021-011	51110	FTE: 0.6						
3	CLERICAL SUBSTITUTES			\$627	\$0	\$0	\$0	\$0	\$0
	Legal Services								
	101-XXX-021-011	51111	FTE: 0.0						
Total Salaries				\$123,623	\$124,793	\$126,309	\$126,357	\$2,893	\$129,250
Supplies									
4	OFFICE			\$1,488	\$1,177	\$856	\$1,500	\$0	\$1,500
	Legal Services								
	101-XXX-021-011	53440							
5	POSTAGE/COURIER SERVICE			\$214	\$126	\$73	\$150	\$0	\$150
	Legal Services								
	101-XXX-021-011	53450							
6	BOOKS, SUBS, PERIODICALS			\$7,312	\$6,830	\$8,463	\$9,100	\$0	\$9,100
	Legal Services								
	101-XXX-021-011	53475							
Total Supplies				\$9,014	\$8,134	\$9,393	\$10,750	\$0	\$10,750
Other Charges									
7	OTHER			\$4,198	\$4,308	\$4,325	\$4,350	\$0	\$4,350
	Legal Services								
	101-XXX-021-011	54170							

By State Category		FY15 Actual	FY16 Actual	FY17 Actual	FY17 Budget	17-18 Change	FY18 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	MILEAGE, PARKING, TOLLS Legal Services 101-XXX-021-011 54720	\$740	\$404	\$419	\$702	\$0	\$702
9	PROFESSIONAL DUES Legal Services 101-XXX-021-011 54730	\$591	\$640	\$435	\$650	\$0	\$650
10	INSTITUTES, CONFERENCES, MTGS. Legal Services 101-XXX-021-011 54750	\$659	\$522	\$205	\$3,050	\$0	\$3,050
Total Other Charges		\$6,188	\$5,874	\$5,384	\$8,752	\$0	\$8,752
Equipment							
11	COMPUTERS/BUSINESS EQUIPMENT Legal Services 101-XXX-021-011 55805	\$800	\$0	\$490	\$500	\$0	\$500
Total Equipment		\$800	\$0	\$490	\$500	\$0	\$500
Total ADMINISTRATIVE SERVICES		\$139,625	\$138,801	\$141,576	\$146,359	\$2,893	\$149,252
FTE: 0.8							
SPECIAL EDUCATION							
Salaries							
12	PROFESSIONAL Spec. Ed. - Legal Services 106-XXX-016-011 51100 FTE: 0.4	\$57,868	\$58,715	\$59,428	\$59,450	\$1,020	\$60,470
13	CLERICAL Spec. Ed. - Legal Services 106-XXX-016-011 51110 FTE: 0.4	\$24,129	\$24,480	\$24,779	\$24,788	\$426	\$25,214
Total Salaries		\$81,998	\$83,196	\$84,206	\$84,238	\$1,446	\$85,684
Total SPECIAL EDUCATION		\$81,998	\$83,196	\$84,206	\$84,238	\$1,446	\$85,684
Report Total:		\$221,623	\$221,997	\$225,783	\$230,597	\$4,339	\$234,936