

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

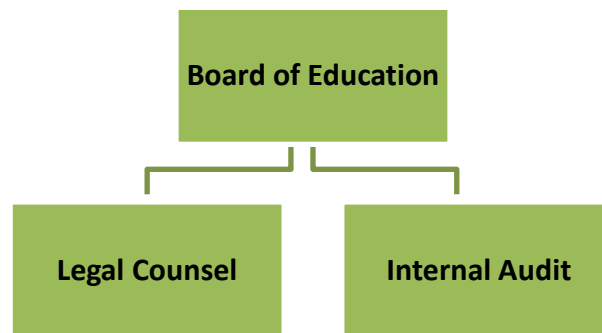
- We empower each student to achieve academic excellence
- We create reciprocal relationships with families and members of the community
- We attract and retain highly skilled personnel
- We assure an efficient and effective organization
- We provide a safe and secure environment

Board of Education Goals – FY 2020

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
- Board Goal 3: Hire and support highly effective staff who are committed to building their own professional capacity in order to increase student achievement
- Board 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 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2019 Budget	FY 2020 Budget	Change
Board of Education	\$ 567,526	\$ 653,713	\$ 623,183	\$ 629,101	\$ 657,466	\$ 28,365
Board of Education Services	206,980	268,062	221,733	226,602	231,463	4,861
Internal Audit Services	134,764	155,592	164,411	164,728	179,524	14,796
Legal Services	225,783	230,059	237,039	237,771	246,479	8,708

Summary Report

Board of Education

By Object Code	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$391,893	\$425,392	\$443,304	\$442,716	\$23,365	\$466,081
Contracted Services	\$80,661	\$129,583	\$85,981	\$92,000	\$2,500	\$94,500
Supplies	\$9,780	\$9,917	\$14,616	\$15,033	(\$250)	\$14,783
Other Charges	\$82,422	\$86,090	\$74,126	\$76,102	(\$1,500)	\$74,602
Equipment	\$2,770	\$2,731	\$5,156	\$3,250	\$4,250	\$7,500
Total:	\$567,526	\$653,713	\$623,183	\$629,101	\$28,365	\$657,466

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
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	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget	FY20 FTE
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ADMINISTRATIVE SERVICES

Contracted Services	\$80,661	\$129,583	\$85,981	\$92,000	\$2,500	\$94,500	
Equipment	\$2,770	\$2,731	\$5,156	\$3,250	\$4,250	\$7,500	
Other Charges	\$82,422	\$86,090	\$74,126	\$76,102	(\$1,500)	\$74,602	
Salaries	\$307,687	\$339,515	\$354,827	\$354,490	\$19,903	\$374,393	
Supplies	\$9,780	\$9,917	\$14,616	\$15,033	(\$250)	\$14,783	
TOTAL:	\$483,320	\$567,836	\$534,707	\$540,875	\$24,903	\$565,778	4.2

SPECIAL EDUCATION

Salaries	\$84,206	\$85,878	\$88,477	\$88,226	\$3,462	\$91,688	
TOTAL:	\$84,206	\$85,878	\$88,477	\$88,226	\$3,462	\$91,688	0.8

Grand Total:	\$567,526	\$653,713	\$623,183	\$629,101	\$28,365	\$657,466	5.0
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Board of Education

Program Overview

Policy making for 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 are elected and the Governor appoints three of the members. 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 non-voting 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 that 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

Board of Education Services

By Object Code

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$51,143	\$60,535	\$63,982	\$63,702	\$4,861	\$68,563
Contracted Services	\$80,457	\$128,731	\$85,099	\$91,000	\$0	\$91,000
Supplies	\$31	\$0	\$96	\$500	\$0	\$500
Other Charges	\$75,349	\$78,796	\$72,557	\$71,400	\$0	\$71,400
Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Total:	\$206,980	\$268,062	\$221,733	\$226,602	\$4,861	\$231,463

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
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

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES						

Salaries

1 CLERICAL Board of Education 101-XXX-021-005 51110 FTE: 1.0	\$51,143	\$58,951	\$63,761	\$63,702	\$4,861	\$68,563
2 CLERICAL - ADDT'L HRS Board of Education 101-XXX-021-005 51150 FTE: 0.0	\$0	\$1,585	\$221	\$0	\$0	\$0
Total Salaries	\$51,143	\$60,535	\$63,982	\$63,702	\$4,861	\$68,563

Contracted Services

3 AUDITING Board of Education 101-XXX-021-005 52185	\$52,389	\$50,184	\$47,963	\$50,000	\$0	\$50,000
4 LEGAL FEES Board of Education 101-XXX-021-005 52195	\$28,068	\$45,961	\$37,136	\$40,000	\$0	\$40,000
5 CONSULTANTS Board of Education 101-XXX-021-005 52205	\$0	\$32,585	\$0	\$1,000	\$0	\$1,000
Total Contracted Services	\$80,457	\$128,731	\$85,099	\$91,000	\$0	\$91,000

Supplies

6 OFFICE Board of Education 101-XXX-021-005 53440	\$31	\$0	\$96	\$500	\$0	\$500
Total Supplies	\$31	\$0	\$96	\$500	\$0	\$500

Other Charges

7 OTHER CHARGES Board of Education 101-XXX-021-005 54170	\$823	\$1,533	\$0	\$1,000	\$0	\$1,000
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By State Category		FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	BOARD MEMBERS ALLOWANCE Board of Education 101-XXX-021-005 54640	\$33,400	\$33,400	\$33,400	\$33,400	\$0	\$33,400
9	MILEAGE, PARKING, TOLLS Board of Education 101-XXX-021-005 54720	\$37	\$0	\$0	\$0	\$0	\$0
10	PROFESSIONAL DUES Board of Education 101-XXX-021-005 54730	\$32,059	\$32,862	\$34,134	\$33,000	\$0	\$33,000
11	INSTITUTES, CONFERENCES, MTGS. Board of Education 101-XXX-021-005 54750	\$9,030	\$11,001	\$5,023	\$4,000	\$0	\$4,000
Total Other Charges		\$75,349	\$78,796	\$72,557	\$71,400	\$0	\$71,400
Total ADMINISTRATIVE SERVICES		\$206,980	\$268,062	\$221,733	\$226,602	\$4,861	\$231,463
Report Total:		\$206,980	\$268,062	\$221,733	\$226,602	\$4,861	\$231,463

Internal Audit

Program Overview

The Office of Internal Audit serves independently within the Harford County Public School System, 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

The Internal Auditor also provides oversight and administration of the Fraud Hotline.

Board of Education Goals – FY 2020

- Board Goal 1: Prepare every student for success in postsecondary education and career
- Board Goal 2: Engage families and the community to be partners in the education of our students
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- Board Goal 4: Provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning, creativity and innovation

Departmental Objectives – FY 2020

- Promote and model accountability, transparency and ethical behavior (Board Goal 4)
- Promote compliance with laws, regulations, policies and procedures through reviews and analyses of HCPS activities (Board Goal 4)
- Develop and implement the Board of Education's approved Office of Internal Audit's risk-based audit plan for FY 2019 (Board Goal 4)
- Perform the audits and examinations listed on the FY 2020 internal audit plan with integrity to help HCPS and the Board of Education achieve the highest levels of effectiveness and efficiency (Board Goal 4)
- Provide the Board of Education and Superintendent with impactful audit reports for each completed audit (Board Goal 4)
- Address the office's staffing issue to ensure the Office of Internal Audit is appropriately sized to accomplish the office's objectives (Board Goal 4)

Accomplishments – FY 2018

- Completed seven exit audits for Principals, Directors and Lead Secretaries (Board Goal 4)
- Completed continuous auditing techniques on procurement card transactions and logs (Board Goal 4)
- Completed an audit of the Cash Receipts of Harford County Public Schools (Board Goal 4)
- Completed a budget analysis of the FY 2019 Board of Education's Budget (Board Goal 4)
- Prepared analyses as requested by Board of Education members (Board Goal 4)
- Reviewed the remediation status of prior audit findings (Board Goal 4)
- Issued formal reports to the Board of Education and Superintendent for each review/audit completed (Board Goal 4)
- Developed a risk-based internal audit plan for FY 2019 to set the priorities for the Office of Internal Audit (Board Goal 4)
- Obtained Board of Education approval of the internal audit plan (Board Goal 4)
- Provided the Board of Education with an annual update on the status of the FY 2018 internal audit plan (Board Goal 4)

Internal Audit Services

By Object Code

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$130,234	\$149,989	\$158,130	\$158,045	\$9,796	\$167,841
Contracted Services	\$204	\$852	\$882	\$1,000	\$2,500	\$3,500
Supplies	\$357	\$608	\$0	\$433	(\$250)	\$183
Other Charges	\$1,689	\$1,904	\$649	\$2,500	(\$1,500)	\$1,000
Equipment	\$2,280	\$2,240	\$4,750	\$2,750	\$4,250	\$7,000
Total:	\$134,764	\$155,592	\$164,411	\$164,728	\$14,796	\$179,524

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
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

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES						

Salaries

1	PROFESSIONAL Internal Audit 101-XXX-022-016 51100 FTE: 1.0	\$84,337	\$99,825	\$103,860	\$103,825	\$3,662	\$107,487
2	CLERICAL Internal Audit 101-XXX-022-016 51110 FTE: 1.0	\$45,898	\$50,165	\$54,270	\$54,220	\$6,134	\$60,354
Total Salaries		\$130,234	\$149,989	\$158,130	\$158,045	\$9,796	\$167,841

Contracted Services

3	CONSULTANTS Internal Audit 101-XXX-022-016 52205	\$0	\$0	\$0	\$0	\$2,500	\$2,500
4	SOFTWARE MAINTENANCE Internal Audit 101-XXX-022-016 52380	\$204	\$852	\$882	\$1,000	\$0	\$1,000
Total Contracted Services		\$204	\$852	\$882	\$1,000	\$2,500	\$3,500

Supplies

5	OFFICE Internal Audit 101-XXX-022-016 53440	\$357	\$608	\$0	\$433	(\$250)	\$183
Total Supplies		\$357	\$608	\$0	\$433	(\$250)	\$183

Other Charges

6	MILEAGE, PARKING, TOLLS Internal Audit 101-XXX-022-016 54720	\$7	\$110	\$308	\$100	\$0	\$100
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By State Category		FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
7	PROFESSIONAL DUES Internal Audit 101-XXX-022-016 54730	\$1,272	\$820	\$291	\$900	\$(200)	\$700
8	INSTITUTES, CONFERENCES, MTGS. Internal Audit 101-XXX-022-016 54750	\$410	\$974	\$50	\$1,500	\$(1,300)	\$200
Total Other Charges		\$1,689	\$1,904	\$649	\$2,500	\$(1,500)	\$1,000
Equipment							
9	SOFTWARE Internal Audit 101-XXX-022-016 55460	\$1,830	\$1,756	\$4,750	\$2,000	\$5,000	\$7,000
10	COMPUTERS/BUSINESS EQUIPMENT Internal Audit 101-XXX-022-016 55805	\$450	\$484	\$0	\$750	\$(750)	\$0
Total Equipment		\$2,280	\$2,240	\$4,750	\$2,750	\$4,250	\$7,000
Total ADMINISTRATIVE SERVICES		\$134,764	\$155,592	\$164,411	\$164,728	\$14,796	\$179,524
Report Total:		\$134,764	\$155,592	\$164,411	\$164,728	\$14,796	\$179,524

Legal Services

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 committees.
- 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

Board of Education Goals – FY 2020

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

Departmental Objectives – FY 2020

- Provide effective and timely legal advice to the Board, the Superintendent and school system staff (Board Goals 1-4)
- Provide timely and effective legal representation in matters that are pending before administrative agencies or courts involving special education, employment matters, and general litigation involving the Board (Board Goals 3 & 4)
- Provide timely updates regarding the effect and/or impact of new legislation and/or judicial cases involving education issues (Board Goals 1-4)
- 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 or a specific matter (Board Goal 3)
- Provide effective, high-quality staff development presentations regarding legal topics (Board Goals 1-4)
- Provide effective policy drafting, analysis and development (Board Goals 1-4)
- Provide effective direction, guidance and representation to the Department of Special Education (Board Goals 1 & 4)
- Provide effective high-quality procedures including analyzing, development and drafting (Board Goals 1-4)
- Provide timely responses to Maryland Public Information Act (MPIA) Requests (Board Goals 1-4)
- Provide timely and effective review/drafting of agreements, memoranda of understanding and contracts (Board Goals 1-4)

Accomplishments – FY 2018

- Provided timely and effective representation to the Board and the Superintendent regarding cases and appeals (Board Goals 1-4)

- Provided timely and effective legal representation in matters pending before administrative agencies or courts involving special education, employment and general litigation matters involving the Board (Board Goals 3 & 4)
- Provided timely and effective advice to staff regarding a variety of legal issues including student discipline; special education and IEPs, parental rights; employment issues (Board Goals 1-4)
- Provided timely responses to Maryland Public Information Act requests (Board Goals 1-4)
- Provided timely and effective advice to staff regarding agreements, contracts and memoranda of understanding (Board Goals 1-4)
- Provided timely and effective legal advice to the Ethics Panel in matters involving issues unrelated to the Board; providing administrative services (Board Goal 3)
- Provided high-quality professional development presentations to staff regarding special education matters, equity and 2018 legislation (Board Goals 1-4)
- Provided effective, high-quality policy drafting, analysis and development (Board Goals 1-4)
- Provided effective, high-quality procedures, including analyzing, development and drafting (Board Goals 1-4)

Legal Services

By Object Code

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
Salaries	\$210,516	\$214,868	\$221,193	\$220,969	\$8,708	\$229,677
Contracted Services	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$9,393	\$9,310	\$14,520	\$14,100	\$0	\$14,100
Other Charges	\$5,384	\$5,390	\$920	\$2,202	\$0	\$2,202
Equipment	\$490	\$492	\$406	\$500	\$0	\$500
Total:	\$225,783	\$230,059	\$237,039	\$237,771	\$8,708	\$246,479

Budgeted Full Time Equivalent Positions

	FY17	FY18	FY19	19-20	FY20
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

	FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES						

Salaries

1	PROFESSIONAL Legal Services 101-XXX-021-011 51100 FTE: 0.6	\$89,142	\$90,680	\$93,346	\$93,374	\$4,200	\$97,574
2	CLERICAL Legal Services 101-XXX-021-011 51110 FTE: 0.6	\$37,168	\$38,311	\$39,370	\$39,369	\$1,046	\$40,415
Total Salaries		\$126,309	\$128,990	\$132,716	\$132,743	\$5,246	\$137,989

Supplies

3	OFFICE Legal Services 101-XXX-021-011 53440	\$856	\$1,495	\$906	\$1,500	\$0	\$1,500
4	POSTAGE/COURIER SERVICE Legal Services 101-XXX-021-011 53450	\$73	\$180	\$62	\$150	\$0	\$150
5	BOOKS, SUBS, PERIODICALS Legal Services 101-XXX-021-011 53475	\$8,463	\$7,635	\$13,552	\$12,450	\$0	\$12,450
Total Supplies		\$9,393	\$9,310	\$14,520	\$14,100	\$0	\$14,100

Other Charges

6	OTHER CHARGES Legal Services 101-XXX-021-011 54170	\$4,325	\$4,512	\$0	\$0	\$0	\$0
7	MILEAGE, PARKING, TOLLS Legal Services 101-XXX-021-011 54720	\$419	\$223	\$166	\$602	\$0	\$602

By State Category		FY17 Actual	FY18 Actual	FY19 Actual	FY19 Budget	19-20 Change	FY20 Budget
ADMINISTRATIVE SERVICES							
Other Charges							
8	PROFESSIONAL DUES Legal Services 101-XXX-021-011 54730	\$435	\$655	\$562	\$550	\$0	\$550
9	INSTITUTES, CONFERENCES, MTGS. Legal Services 101-XXX-021-011 54750	\$205	\$0	\$191	\$1,050	\$0	\$1,050
Total Other Charges		\$5,384	\$5,390	\$920	\$2,202	\$0	\$2,202
Equipment							
10	COMPUTERS/BUSINESS EQUIPMENT Legal Services 101-XXX-021-011 55805	\$490	\$492	\$406	\$500	\$0	\$500
Total Equipment		\$490	\$492	\$406	\$500	\$0	\$500
Total ADMINISTRATIVE SERVICES		\$141,576	\$144,182	\$148,562	\$149,545	\$5,246	\$154,791
SPECIAL EDUCATION							
Salaries							
11	PROFESSIONAL Spec. Ed. - Legal Services 106-XXX-016-011 51100 FTE: 0.4	\$59,428	\$60,453	\$62,230	\$62,262	\$2,765	\$65,027
12	CLERICAL Spec. Ed. - Legal Services 106-XXX-016-011 51110 FTE: 0.4	\$24,779	\$25,425	\$26,246	\$25,964	\$697	\$26,661
Total Salaries		\$84,206	\$85,878	\$88,477	\$88,226	\$3,462	\$91,688
Total SPECIAL EDUCATION		\$84,206	\$85,878	\$88,477	\$88,226	\$3,462	\$91,688
Report Total:		\$225,783	\$230,059	\$237,039	\$237,771	\$8,708	\$246,479