



Board of Education of Harford County
Budget Citizen Advisory Committee (CAC)
Meeting Minutes of November 16, 2016

Call to Order

Mr. Seccurro called the meeting to order at 6:00 PM.

Committee Members Present

Scott Bachman	Joe Lambdin
Donald Beynon	Paul MacMillian
Dick Calvert	John Santora
Michelle Francis	Bill Seccurro
Dion Guthrie	

Committee Member Absent

Jim Thornton

HCPS Staff Member(s) Present

Deborah Judd, Assistant Superintendent for Business Services
Eric Clark, Supervisor of Budget
Teri Schmid, Administrative Assistant to the Board of Education

Approval of Previous Meeting Minutes

A motion was made by Mr. Lambdin, with a second by Mr. Guthrie to accept the October 17, 2016 meeting minutes. As a matter of record, Mr. Seccurro stated that Budget CAC meetings would follow Roberts Rules of Order.

Open Meetings Act

Since the October 17, 2016 meeting, the following items have been confirmed with Mr. Greg Szoka, the attorney to the Board of Education:

- Full committee meetings must comply with the Open Meetings Act
- A quorum exists when there are six (6) committee members present
- Sub committee meetings are not subject to the Open Meetings Act (but cannot exceed five (5) members)

Miscellaneous

- If a Board of Education member chooses to attend a Budget CAC meeting, they may do so in the capacity of an audience member and shall not participate in the meeting itself.
- If a member of the community attends and requests to speak to the committee, it is at the discretion of the committee chairman as to whether the meeting will be open to comments/questions.
- Budget CAC meetings will follow the HCPS Inclement Weather Policy for future meetings (full and subcommittee).

Establishment of Sub Committees

Discussion regarding possible sub committees:

- Identify where Board Members are seeking external input and where the Budget CAC can add value to the budget process
- Review procedures versus reviewing the budget line by line
- Noted that 85% of the budget is employees

- Processes and procedures are critical
- Staffing – job sharing / cross training possibility
- Review some of the preset goals/minimum criteria already established by the Board of Education
- Consider ROI (Return on Investment), state requirements (i.e. No Child Left Behind) and funding, KPI's/metrics, PARCC results, wealth formula
- Communication/presentation to community
- Review the Pay to Play initiative
- Consider enrollment numbers, building capacities, redistricting and transportation category
- Possibility of a multi-year budget instead of an annual schedule

It was proposed that each Budget CAC member will identify and email their top 3 choices for sub committees to Mr. Seccurro for discussion at the next meeting.

The following items were confirmed by the HCPS staff members present:

- Budget begins with a zero base
- Each school principal completes their school's budget
- The HCPS Budget staff team will present the entire budget to the Board during two meetings in January
- Mrs. Schmid will resend the 2017 Budget Schedule Meeting to the group

Confirmation of Future Meeting Dates

Discussion was held and the following dates were confirmed for future committee meetings. Additional meetings may be scheduled as needed.

- January 11, 2017 at 7:00 PM in the Board of Education Conference Room if necessary. (The Board of Education is holding a Community Outreach/Input Session on this evening at 6:00 PM in the main Board Room)
- April 12, 2017 – 6:00 PM
- June 14, 2017 – 6:00 PM

HCPS Budget Work Sessions and Public Input Sessions

If committee members are able to attend the following sessions would be beneficial or they may potentially also be available for streaming on the HCPS website after each session

- January 4, 2017 – Work Session & Community Outreach (Budget Public Input)
- January 9, 2017 – Work Session & Community Outreach (Budget Public Input)
- January 11, 2017 – Community Outreach (Budget Public Input)

Adjourn

With no further business before the committee, the meeting adjourned at 7:32 PM