

Board of Education Summary

Vision

Harford County Public Schools will be a community of learners where our public schools, families, public officials, businesses, community organizations and other citizens work collaboratively to prepare all of our students to succeed academically and socially in a diverse, democratic, change-oriented, and global society.

Mission

The mission of the Harford County Public Schools is to promote excellence in instructional leadership and teaching and to provide facilities and instructional materials that support learning for the 21st century. The Harford County Board of Education will support this mission by fostering a climate for deliberate change and monitoring progress through measurable indicators.

We Believe:

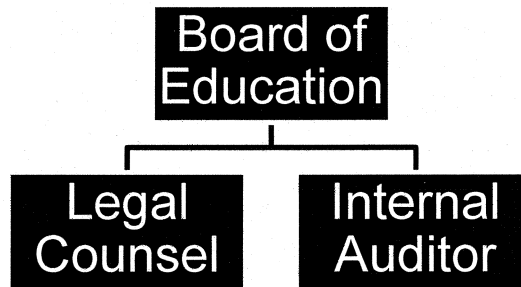
- All of our decisions should be based on what is best for our students and what will prepare them for success in the 21st century.
- We must embrace the differences among our students and train our staff to meet their individual needs.
- All of our students can meet high standards and we must improve the achievement of our low-performing students.
- We must attract, recruit and retain effective staff and invite ineffective ones to leave.
- Effective communication with internal and external stakeholders is essential to our success.
- Input and support from our community will improve the quality of our schools.
- Our students must attend school in buildings that support 21st century learning that offer equitable access to technology and are environmentally efficient.

Program Overview

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.

PROGRAM COMPONENT ORGANIZATION

The Board of Education Program is comprised of the Board of Education Services, Internal Audit and In-house Counsel Services. These offices are under direct control of the Board.



	FY09 Actual	FY10 Actual	FY10 Budget	FY11 Base Budget	Change 10 - 11	FY11 Budget
BOARD OF EDUCATION	448,884	452,351	488,143	488,143	0	488,143
Board of Education Services	132,489	143,752	168,330	168,330	0	168,330
Legal Services	200,026	198,878	207,246	207,246	0	207,246
Internal Audit Services	116,369	109,721	112,567	112,567	0	112,567

Summary Board of Education

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$281,651	\$281,502	\$285,061	\$285,061	\$0	\$285,061
Contracted Services	\$78,940	\$100,485	\$98,830	\$98,830	\$0	\$98,830
Supplies	\$9,492	\$7,823	\$17,650	\$17,650	\$0	\$17,650
Other Charges	\$75,921	\$62,541	\$85,102	\$85,102	\$0	\$85,102
Equipment	\$2,879	\$0	\$1,500	\$1,500	\$0	\$1,500
Total	\$448,884	\$452,351	\$488,143	\$488,143	\$0	\$488,143

Board of Education

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Attorney	1.0	1.0	1.0	0.0	1.0
Clerical	1.0	1.0	1.0	0.0	1.0
Internal Auditor	1.0	1.0	1.0	0.0	1.0
Total	3.0	3.0	3.0	0.0	3.0

Board of Education

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 2.2	ADMINISTRATIVE SERVICES					
Salaries	\$207,500	\$207,585	\$209,293	\$209,293	\$0	\$209,293
Contracted Services	\$78,940	\$100,485	\$98,830	\$98,830	\$0	\$98,830
Supplies	\$9,492	\$7,823	\$17,650	\$17,650	\$0	\$17,650
Other Charges	\$75,921	\$62,541	\$85,102	\$85,102	\$0	\$85,102
Equipment	\$2,879	\$0	\$1,500	\$1,500	\$0	\$1,500
TOTAL	\$374,733	\$378,435	\$412,375	\$412,375	\$0	\$412,375
F11 FTE: 0.8	SPECIAL EDUCATION					
Salaries	\$74,151	\$73,916	\$75,768	\$75,768	\$0	\$75,768
TOTAL	\$74,151	\$73,916	\$75,768	\$75,768	\$0	\$75,768
Grand Total	\$448,884	\$452,351	\$488,143	\$488,143	\$0	\$488,143

FTE FY11: 3.0

Board of Education

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 are to be elected (three in the 2010 General Election and three in the 2014 General Election) and three of the members are appointed by the Governor (two appointed in 2010 and one in 2014). 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, and
- Determine student attendance areas.

FY 2011 Funding Adjustments

There are no changes for the Board of Education Services budget for FY 2011.

Board of Education Services

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Contracted Services	\$62,901	\$89,730	\$87,830	\$87,830	\$0	\$87,830
Supplies	\$212	\$213	\$6,100	\$6,100	\$0	\$6,100
Other Charges	\$69,376	\$53,809	\$74,400	\$74,400	\$0	\$74,400
Total	\$132,489	\$143,752	\$168,330	\$168,330	\$0	\$168,330

Board of Education Services

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Total					

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 0.0	ADMINISTRATIVE SERVICES					
Contracted Services	\$62,901	\$89,730	\$87,830	\$87,830	\$0	\$87,830
Supplies	\$212	\$213	\$6,100	\$6,100	\$0	\$6,100
Other Charges	\$69,376	\$53,809	\$74,400	\$74,400	\$0	\$74,400
TOTAL	\$132,489	\$143,752	\$168,330	\$168,330	\$0	\$168,330
Grand Total	\$132,489	\$143,752	\$168,330	\$168,330	\$0	\$168,330

Board of Education Services

FTE FY11: 0.0

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:

- The review and interpretation of existing legislation.
- Review and interpretation of judicial decisions affecting education.
- Provision of legal advice regarding specific cases and/or matters.
- Representation in formal cases involving student, employee contract and other matters.
- Providing advice regarding and formulating board policy and procedures.
- Advice and representation in special education cases or special education matters.
- Preparation of opinion letters for the Board and Superintendent.
- Responding to Maryland Public Information Requests.
- Attendance at and provision of legal advice to various board committees and/or subcommittees.
- Providing oversight and supervision to the Department of Special Education.

Goals - FY 2011

- 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 functions, 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.
- Provide effective, high quality staff development presentations regarding legal topics.
- Provide effective policy drafting; analysis and development.
- Provide effective direction and guidance to the Department of Special Education.

FY 2011 Funding Adjustments

There are no changes in funding for Legal Counsel in FY 2011.

Legal Services

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$185,377	\$184,790	\$186,994	\$186,994	\$0	\$186,994
Contracted Services	\$0	\$124	\$0	\$0	\$0	\$0
Supplies	\$8,994	\$7,304	\$10,750	\$10,750	\$0	\$10,750
Other Charges	\$4,796	\$6,660	\$9,002	\$9,002	\$0	\$9,002
Equipment	\$859	\$0	\$500	\$500	\$0	\$500
Total	\$200,026	\$198,878	\$207,246	\$207,246	\$0	\$207,246

Legal Services

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Attorney	1.0	1.0	1.0	0.0	1.0
Clerical	1.0	1.0	1.0	0.0	1.0
Total	2.0	2.0	2.0	0.0	2.0

Legal Services

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 1.2	ADMINISTRATIVE SERVICES					
Salaries	\$111,226	\$110,874	\$111,226	\$111,226	\$0	\$111,226
Contracted Services	\$0	\$124	\$0	\$0	\$0	\$0
Supplies	\$8,994	\$7,304	\$10,750	\$10,750	\$0	\$10,750
Other Charges	\$4,796	\$6,660	\$9,002	\$9,002	\$0	\$9,002
Equipment	\$859	\$0	\$500	\$500	\$0	\$500
TOTAL	\$125,875	\$124,962	\$131,478	\$131,478	\$0	\$131,478
F11 FTE: 0.8	SPECIAL EDUCATION					
Salaries	\$74,151	\$73,916	\$75,768	\$75,768	\$0	\$75,768
TOTAL	\$74,151	\$73,916	\$75,768	\$75,768	\$0	\$75,768
Grand Total	\$200,026	\$198,878	\$207,246	\$207,246	\$0	\$207,246

FTE FY11: 2.0 Legal Services

Internal Audit

Program Overview

The Internal Audit Office assists the Board and the Superintendent with managing risks, including financial, operating, and other business risks, by measuring and evaluating the effectiveness of financial and managerial controls and recommending enhancements or corrective actions as needed.

The primary focus of the Internal Audit Office is school activity funds. The development and utilization of a risk assessment tool has assisted in determining the schools that are "riskiest" and require the most attention. The risk assessment tool takes into account the following:

- Management's competence, attitude, pressure level and awareness of the activity.
- The potential exposure as determined by the average cash balance, the volume of transactions, and the quality of the audit trail.
- The integrity of the financial reports and the ability to meet reporting requirements, and
- Any changes in key personnel or a rapid growth or decline of resources.

The Internal Audit Work Plan correlates with Board Goal #3, "Ensure the effective use of all resources, focusing on the areas of technology, fiscal and budgetary management and community partnerships."

Accomplishments – FY 2009

- Performed 16 school activity fund audits as determined by risk assessment results and audit scheduling (Board Goal 3).
- Completed 37 school activity fund compliance reviews (Board Goal 3).
- Performed 53 departmental procurement card audits as determined by risk assessment results and audit scheduling (Board Goal 3).
- Converted the final 10 schools from EPES to SchoolBooks school activity fund accounting software (Board Goal 3).

Goals – FY 2011

The goals of the Internal Audit Office are:

- Assist the Board of Education by serving as an independent appraisal function.
- Ensure adherence to all applicable laws and regulations, as well as Board Policies, Administrative Procedures, and current practices.
- Increase the effectiveness and efficiency of the Internal Audit Office, and
- Promote the implementation of strong internal controls.

Objectives – FY 2011

The objectives of the Internal Audit Office are:

- Review and update the HCPS Administrative Procedures that relate to school activity funds and other related financial matters.
- Perform a minimum of 5 financial audits of each individual school activity fund as determined by risk assessment results in addition to 11 activity fund audits based on the audit schedule, and
- Perform a minimum of 10 departmental audits of procurement card transactions as determined by risk assessment results in addition to 46 departmental audits as determined by audit scheduling.

FY 2011 Funding Adjustments

There are no changes to Internal Audit for FY 2011.

Internal Audit Services

By Object Code	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
Salaries	\$96,274	\$96,711	\$98,067	\$98,067	\$0	\$98,067
Contracted Services	\$16,039	\$10,632	\$11,000	\$11,000	\$0	\$11,000
Supplies	\$286	\$306	\$800	\$800	\$0	\$800
Other Charges	\$1,750	\$2,072	\$1,700	\$1,700	\$0	\$1,700
Equipment	\$2,020	\$0	\$1,000	\$1,000	\$0	\$1,000
Total	\$116,369	\$109,721	\$112,567	\$112,567	\$0	\$112,567

Internal Audit Services

Budgeted Full Time Equivalent Positions					
	FY08	FY09	FY10	Change	FY11
Internal Auditor	1.0	1.0	1.0	0.0	1.0
Total	1.0	1.0	1.0	0.0	1.0

Internal Audit Services

By State Category	FY09 Actual	FY10 Actual	FY10 Budget	FY2011		
				Base	Change	Budget
F11 FTE: 1.0	ADMINISTRATIVE SERVICES					
Salaries	\$96,274	\$96,711	\$98,067	\$98,067	\$0	\$98,067
Contracted Services	\$16,039	\$10,632	\$11,000	\$11,000	\$0	\$11,000
Supplies	\$286	\$306	\$800	\$800	\$0	\$800
Other Charges	\$1,750	\$2,072	\$1,700	\$1,700	\$0	\$1,700
Equipment	\$2,020	\$0	\$1,000	\$1,000	\$0	\$1,000
TOTAL	\$116,369	\$109,721	\$112,567	\$112,567	\$0	\$112,567
Grand Total	\$116,369	\$109,721	\$112,567	\$112,567	\$0	\$112,567

FTE FY11: 1.0 Internal Audit Services