

TABCO MEMBERS

BCPS Transfer Process Guide

What's it all about?

- * Voluntary Transfer
 - * Involuntary Transfer
 - * Potential Priority Transfer
 - * Priority Transfer

What are your rights and responsibilities?

This information has been put together by TABCO to assist members through the voluntary and involuntary transfer process in Baltimore County. If you have any questions or need assistance, please contact your UniServ Director at 410-828-6403.

Membership Pays!

March 2016

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Introduction

Dear TABCO Members,

You are a member of an association that services all of the teachers in Baltimore County. It is my honor to advocate on your behalf on issues impacting the teaching and learning environment in all of our schools individually and as one of the 26 largest school systems in the United States.

As your President, I work very hard to represent you, the dedicated professionals in the field, in the decision making process at all levels. In the political arena, in the media, and in everything I do I am aware that I am your voice and work toward the goal of bettering our profession and your lives. I am proud to be your president.

One of our key roles is to educate our members as to their rights in all aspects of the profession. Our rights are written in detail in the Master Agreement that we negotiate each year and has evolved since the inception of our association. As with any large school system, we must maintain and enforce our rights. That is why we are here to advocate and work on your behalf.

This document is intended to assist members in their decision-making as they decide to enter the transfer process or for members who are forced into the process due to staffing decisions made at each school site. With the information in this document, we tried to be as inclusive as possible and tried to provide you with as many resources as possible to make the process as beneficial as we can make it under state law.

As you go through the voluntary or involuntary (priority transfer/administrative) process, please refer to the information contained in this document. More importantly don't hesitate to contact your UniServ Director at TABCO for assistance throughout the process.

Together we are a strong team and we hope this helps to strengthen each of our TABCO members throughout the transfer process.

Sincerely,



Abby Beytin
TABCO President

Master Agreement Language
Effective July 1, 2014 – June 30, 2017

*Note: The terms “excess transfer” and “priority transfer” are used interchangeably.

ARTICLE XIV
Transfers and Assignments

General

14.1 Any teacher transferred during the school year to a new school shall be allowed up to two (2) duty days in the school without teaching or other assigned responsibilities for the purpose of packing the materials from the former classroom and establishing the classroom in the new school. The Board will move the teacher’s materials upon request.

14.1.1 Any teacher reassigned during the school year to a new position within the school shall be allowed two (2) duty days without teaching for the purposes of preparing for the new assignment. Whenever possible, no other responsibilities will be assigned.

14.1.2 The Board may identify any vacant positions as reserved to be filled by a newly hired teacher rather than through the transfer process.

Voluntary

14.2 Teachers who want to be considered for a transfer to another school shall file a written statement requesting such consideration with the appropriate personnel officer not later than the established deadline; or within seven (7) days after learning that he/she is to be involuntarily reassigned for the next school year if such knowledge occurs after submission of the Declaration of Teaching Intention (DOI) Form. Any transfer requests submitted after the established deadline shall not require reconsideration or change of any other transfer decision made by the Board prior to receipt of such request.

14.2.1 Any teacher requesting a voluntary transfer shall have his/her request submitted to administrators at work sites to which he/she has requested a transfer.

14.2.2 Vacancies will be entered by the Chief Human Resources Officer or designee onto the BCPS website that will be updated at least weekly.

14.2.3 The Department of Human Resources will publish information describing the transfer procedures, including timelines and telephone numbers, on the BCPS website.

14.2.4 For any position that becomes vacant, the principal should consider voluntary transfer candidates for a transfer prior to offering the position to a new hire.

14.2.5 Teachers who have requested a voluntary transfer or reassignment shall be notified in writing by letter or email, by three (3) duty days prior to the last duty day of the school year for teachers, of the action taken by the Department of Human Resources on said transfer or reassignment. This action will include: the granting of the transfer or reassignment or, in the absence of the action specified, it will indicate that the request is being held in abeyance with the possibility it can be granted within a reasonable period of time. All requests for voluntary transfers that have not been granted shall remain active until August 1 and may be considered after that date. When a vacancy occurs during the school year and a long-term substitute teacher occupies the vacancy through the end of the school year, consideration will be given to those teachers who requested a transfer to that school during the current voluntary transfer period. This consideration will occur prior to the position being offered to a new hire or any long-term substitute. In the case that the position is filled by a voluntary transfer teacher, this transfer will not count toward the receiving school's transfer limit.

Involuntary/Excess

14.3 When an involuntary transfer is necessary due to excess staffing, the following procedures shall apply:

14.3.1 The principal, with the approval of the Assistant Superintendent, shall determine which teacher is to be involuntarily transferred based on the best interests of the students and the program of instruction.

14.3.2 A teacher, who is subject to partial involuntary transfer, shall be reassigned to one school when administratively feasible subject to the provisions of this section of this Agreement.

14.3.3 An excess teacher, who so desires, may be returned to his/her previous school if an appropriate vacancy occurs by July 25, or later if the teacher has not been assigned elsewhere. Consideration may be given if the vacancy occurs after July 25.

14.3.4 When a part-time position, including one which is part of a split assignment, expands to a greater FTE, the Board shall offer the new position to the incumbent teacher who held the part-time position if the teacher's performance is effective and the expansion is within the limits of the total staffing allotment. If the incumbent teacher is offered and refuses to accept the expanded position, then the Board may involuntarily transfer that teacher so that another teacher may be assigned to the total position.

14.3.5 Teachers in closed schools or schools where students are involved in the opening of a new school will be given the opportunity to transfer to vacancies made available as a result of the closing or opening prior to any other transfer considerations. Such teachers will be offered the opportunity to transfer to schools receiving students from their school or to positions in other schools which have been created as a result of boundary lines being redrawn because of the closing or opening. The voluntary transfer considerations

shall be used to select from among the teachers. Any teacher declining or not receiving such a transfer opportunity may be declared excess if necessary and handled as an involuntary transfer in accordance with the other provisions of this Article.

14.3.6 In effecting voluntary transfers and involuntary transfers of excess teachers, whenever possible, voluntary transfer requests will not be acted upon prior to the identification of excess teachers. Involuntarily transferred excess teachers may submit a list of schools, in preferential order, for which they wish to be considered for placement. Every effort will be made to honor their preference. Should such a placement not be available by July 25, the remaining teachers shall then choose placement from any remaining appropriate positions. On July 25, the Association shall receive notification of all teachers not placed and all positions available. A lottery shall be held five (5) working days after July 25 to determine the order in which teachers are given their choice of available positions. An Association representative will be allowed to attend the lottery.

Involuntary/Administrative

14.4 Involuntary transfers may be made by the Superintendent, as the needs of the schools require.

14.4.1 When a teacher is involuntarily transferred he/she shall be given the opportunity to make known his/her wishes regarding a new assignment by submitting a list of schools in preferential order for which he/she wishes to be considered.

14.4.2 Notification of an involuntary transfer will be given to a teacher as soon as possible but not less than (20) calendar days, except in case of emergency, in advance of the intended transfer.

14.4.3 An involuntary transfer will be made only after a meeting between the teacher and the appropriate administrator/supervisor at which time the teacher shall be notified of the reason for the transfer.

Assignment Out of Field

14.5 A teacher holding a Standard or Advanced Professional Certificate who accepts a transfer to a position out of his/her teaching field to accommodate the needs of the school system shall be paid the salary he/she would have received if assigned in his/her teaching field, provided that, by the beginning of the third year, and each succeeding year, he/she presents at least six (6) semester hours of college credit toward certification in the new teaching field. The teacher so assigned shall retain his/her regular contract while teaching with a conditional certificate.

Notification of Assignment

14.6 Every teacher on active pay status shall be given a written notice of his/her proposed school assignment and general teaching responsibility, including grade(s), for

the forthcoming year by the last duty day of the preceding school year and given reasons for any change. In the event that changes in the assignments must be made after the assignments have been announced, the appropriate administrator will mail promptly a written communication to the teacher identifying the change and the reason(s) for the change. The teacher will be responsible for providing an address at which he/she can be reached.

14.6.1 No teacher will be reassigned to different teaching responsibilities unless the principal has first conferred with the teacher, giving reasons for the proposed change and has considered the teacher's input. Once a decision is made, the teacher shall be notified of the decision as soon as possible. When the teacher is unavailable for such a conference, a written communication will be mailed promptly to notify the teacher of the reassignment and the reasons for the change.

14.6.2 No changes will be made in any assignment after August 15 preceding the commencement of the school year unless an emergency situation requires same.

BALTIMORE COUNTY PUBLIC SCHOOLS

Guidelines for Selecting Priority Transfer Teacher(s)

Process Goals:

1. To support efforts to ensure a stable and highly effective teaching staff at every school.
2. To create staffing equity among schools.
3. To support school program implementation.
4. To reduce the amount of school shifting among struggling teachers; to utilize existing and developing structures in order to provide assistance to this set of teachers.

Priority Transfers Selection Criteria

These guidelines will be used by administrators when selecting which teachers are to be involuntarily transferred from schools because of staffing reductions. The integrity of administrators and the consistent, system-wide application of these criteria will assist in ensuring that low-performing teachers and those that have recently joined a school's faculty are not transferred, allowing teachers to have greater continuity in their professional growth, evaluation and assignment. Any exceptions must be approved by the school's assistant superintendent.

Teachers may be transferred only when there is not a certificated position available for them, for which they qualify, at the current school. Priority transferred teachers may return to their former schools, if a position becomes available at the current school on or before August 1.

Principals will complete a Priority Transfer Teacher Form for each teacher at their school designated as surplus on the Organization Worksheet. The Assistant Superintendent(s) and HR Officers will check names against the database of teachers on assistance plans that are maintained by the Assistant Superintendent(s). If a teacher has not been on an assistance plan within the last 2 years, the forms will be forwarded to the school's assistant superintendent for approval prior to the Principals Staffing Review Meetings held in March. The Assistant Superintendent(s) then forwards the forms to the Office of Staffing. It is an intended goal to have all priority transfer teachers placed by **April 29, 2016** into vacancies that match their certificate(s).

To be eligible for selection as a priority transfer, teachers must meet all of the following criteria.

1. The teacher is tenured, effective August of the upcoming school year.
2. Last mid-year and final evaluation is highly effective or effective.
3. The teacher has been employed at the current school for at least the last three years.
4. The teacher has not been on an assistance plan in the last 2 years.
5. The selection is not arbitrary or capricious but for legitimate business reasons based upon the best interests of the school's instructional program.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources

Staffing Calendar for Teacher-Level Positions-Spring/Summer of 2016

Friday, December 18, 2015 – Wednesday, March 9, 2016	Open houses scheduled at discretion of principals.
Friday, December 18, 2015	Link for the online Declaration of Teaching Intent (DOI) Form posted in the Weekly Bulletin.
Wednesday, January 20, 2016	School Organization Worksheets available online for principals. Staffing allocations and process distributed to principals at monthly principal leadership development meeting.
Tuesday, January 26- Monday, February 22, 2016	Department of Human Resources and assistant superintendents review 2014-2015 and 2015-2016 staffing history for each school in order to determine the voluntary transfer limits for each school.
Friday, February 5, 2016	All requests for additional positions needed are submitted by Principals (with justification, data, etc.) <i>See Staffing Request Form</i>
Monday, February 8- Friday, February 12, 2016	Committee Review of position request from small high schools and selected high schools – <i>Principals notified by February 16</i>
Monday, February 15- Friday, February 19, 2016	Committee Review of position requests from selected middle schools- <i>Principals notified by February 23</i>
Wednesday March 2- Friday, March 11, 2016	Committee Review of position requests for all other schools- <i>Principals notified by March 11</i>
Sunday, January 31, 2016	Online DOI forms submitted electronically for review.
Monday, February 1, 2016	Amendments to DOI opens and continues through July 31, 2016.
Monday, February 22, 2016	School Organization Worksheets completed by all principals and submitted to appropriate assistant superintendent. All potential priority transfer teacher forms should be submitted to assistant superintendents at this time, if applicable.
Monday, February 22-Thursday, March 10, 2016	Assistant superintendents review PTT forms with principals and submit approved PTT forms to HR. Principals make any necessary revisions to their identified PTTs and submit to their assistant superintendent for approval. As PTT forms and the organization plans are approved, principals <u>notify all PTTs AND provide each with the Priority Transfer Job Fair information (The date, time and location.)</u>
Tuesday, February 23, 2016	Assistant superintendents notify each principal of his/her transfer limits.
Tuesday, February 23 – Friday, March 11, 2016	Preliminary work sessions for HR Officers to review organization worksheets, identify potential priority transfer teachers and school-based vacancies.

Friday, February 26, 2016	BCPS Special Education Job Fair, 9:30 a.m.-3:30 p.m. Location: Holiday Inn, Deereco Road, Timonium 21093
Thursday, March 10, 2016	Assistant Superintendents provide HR with any outstanding approved PTT forms. Approval of all School Organization Worksheets for instructional appropriateness should be completed by assistant superintendents and submitted to Office of Position Management by COB on this day.
Thursday, March 10, 2016	Upon the appropriate assistant superintendent's approval of organization plans and potential PTT requests, principals <u>notify all PTTs</u> AND provide each with the Priority Transfer Job Fair information by COB on this day in order to AVOID the teacher being notified by HR BEFORE he/she has received notification from the principal.
Friday, March 11, 2016	Potential Priority Transfer Teachers will be notified by Department of HR to amend their DOI to indicate at least 10 schools of choice for placement consideration.
Monday, March 14, 2016	Principals begin submitting Staffing Change Request Forms for <i>priority transfer teachers only</i> to fill school-based vacancies for approval by Department of HR. PTTs should be identified on Section A of the Staffing Change Request Form.
Monday, March 14- Tuesday, March 22, 2016	Elementary school principals' Staffing Review Meetings – <i>Department of Human Resources – Office of Staffing</i> . Assistant Superintendents are encouraged to attend these meetings with principals and HR officers. Desired Goal: Review staffing needs and confirm priority transfer teacher placements.
Wednesday, March 16- Tuesday, March 22, 2016	Secondary school principal' Staffing Review Meetings – <i>Department of Human Resources – Office of Staffing</i> . Assistant Superintendents are encouraged to attend these meetings with principals and HR officers. Desired Goal: Review staffing needs and confirm priority transfer teacher placements.
Friday, March 25 – Friday, April 1, 2016	SPRING BREAK
Thursday, April 21, 2016	<u>Priority Transfer Teacher Job Fair for Potential Priority Transfer Teachers (PTT) and Voluntary Transfer Fair – All levels</u> PTT – Elementary and Secondary: Thursday, April 21, 4:00-5:00 p.m. Voluntary Transfers – Elementary and Secondary: Thursday, April 21, 5:00-6:00 p.m. Location: Radisson Hotel North Baltimore (formerly North Balto. Plaza) 2004 Greenspring Drive, Timonium, MD 21093
Friday, April 29, 2016	GOAL: All PTTs will be placed.
Sunday, May 1, 2016	The state of Maryland deadline for non-tenured teachers to resign without prejudice.
Monday, May 2, 2016 (Elementary) Tuesday, May 3, 2016 (Secondary)	If necessary, Assistant Superintendents of Schools (AS) will meet with appropriate HR Officer in the Department of Human Resources to recommend placement for the <u>remaining</u> PTTs.
Wednesday, May 4, 2016	Notification of assignment begins for priority transfer teacher placements by the Department of Human Resources – Office of Staffing. It is an intended goal to have all priority transfer teacher placements completed and confirmed in early May. Any priority transfer teacher not placed during this time due to unavailable positions will be placed as vacancies occur.

Thursday , June 2, 2016	Projected Date to staff all known vacancies Priority schools & Title I schools
Friday, June 24, 2016	Summer Recruitment Fair. Location : TBD
Friday, July 15, 2016	The state of Maryland deadline for tenured teachers to resign without prejudice.
Friday, July 29, 2016	Lottery conducted, if necessary.
Friday, August 5, 2016	Projected Date for All teachers hired and placed for the 2016-2017 school year.

Baltimore County Public Schools

Department of Human Resources

2015-2016

Elementary Staffing Team

<p>Angelia Nicholas, Human Resources Officer anicholas@bcps.org 443-809-4151</p> <p>Vacant, Administrative Secretary 443-809-4151</p> <p><i>Early Childhood, Elementary Reading, Reading Specialists Staffing Zones 1 & 2 Staff Music & Dance Zones 1, 2, and High School, and Art (K-12) Liaison for Music & Dance</i></p>	<p>Shawn Stahl, Human Resources Officer sstahl@bcps.org 443-809-4152</p> <p>Connie Hamlett, Administrative Secretary chamlett@bcps.org 443-809-4152</p> <p><i>Early Childhood, Elementary Reading, Reading Specialists Staffing Zones 3 & 4 Staff Physical Education and Health (K-12), Music & Dance Zones 3, 4, and Middle School</i></p>
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Secondary Staffing Team

<p>Susan Stansbury, Human Resources Officer sstansbury@bcps.org 443-809-4146</p> <p>Shalonda Mason, Administrative Secretary 443-809-4146</p> <p><i>Middle School Staffing (all subjects) Staff Library Media (all levels, K-12) Liaison for Math, Science, and World Languages and ESOL (Chinese, French, Latin, Japanese, German & Spanish)</i></p>	<p>Wendy Gigler, Human Resources Officer wgigler@bcps.org 443-809-4453</p> <p>Vacant, Administrative Secretary dgoad@bcps.org 443-809-4453</p> <p><i>High School Staffing (all subjects) Staff School Counselors (all levels, K-12) Liaison for English/Reading/Drama, Social Studies, and CTE (Business Ed, School To Career, CISCO, Family & Consumer Science, JROTC, Technology Education, and Technical Programs)</i></p>
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Special Education Staffing Team

Temporary Services Staffing Team

<p>Sally Barbieri, Human Resources officer sbarbieri@bcps.org 443-809-4605</p> <p>Vacant, Administrative Secretary kelburn@bcps.org 443-809-4605</p> <p><i>Special Education Teachers (K-12), Occupational Therapists (OT), Physical Therapists (PT), Speech/Language Pathologists (SLP), Deaf & Hard of Hearing Teachers, and Behavioral Interventionists</i></p>	<p>Laura V. Lough, Human Resources Officer llough@bcps.org 443-809-8952</p> <p>Yvonne Stevens, Administrative Secretary ystevens@bcps.org 443-809-8952</p> <p>Jessica Ey, Human Resources Analyst jeey@bcps.org 443-809-8954</p> <p><i>Teacher, Nurse & Administrator Substitutes (ALL Schools), Adult, Kindergarten & Lunchroom Assistants, Paid Helpers, Home and Hospital Tutors, Coaches, Extended Day Learning Programs & Summer School, and Temporary/Contractual Employees</i></p>
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Office Professionals And Paraprofessionals	
Roger Plunkett, PhD, Human Resources Officer rplunkett@bcps.org 443-809-7870 Michelle Reinhardt, Administrative Secretary jferenc@bcps.org 443-809-7870 <i>Office Professionals, Paraprofessionals and Sign Language Interpreters</i>	
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Director of Staffing	
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BALTIMORE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES

TRANSFER TYPES

PRIORITY TRANSFER TEACHERS

- Identified on School Organization Worksheet through “position deleted/potential surplus” reason
- Alert teachers
- Reabsorbed into school as openings occur prior to and during transfer process
- Must remain at school if assignment for which certificated becomes available
- On or about March 11, 2016, potential Priority Transfer Teachers will be notified by the Department of Human Resources to amend their DOI’s to indicate at least 10 schools of choice for placement consideration.

VOLUNTARY TRANSFERS

Available for consideration/identification by principals based on:

- Declaration of Teaching Intent Forms
- Transfer Fairs
- Staffing Review Meetings
- Summer selection

Transfer limits are as follows:

In an effort to assure equity of staff in all schools, guidelines regarding voluntary transfers will be determined based on staffing history. The Assistant Superintendents will notify each principal individually to share transfer limits.

Limits will be in line with the justification of assuring equity of staff in all schools regarding voluntary transfers.

A transfer of a teacher from a non-critical need assignment to a critical-need assignment or a transfer of a teacher selected from a candidate pool for a position, will not count towards the voluntary transfer limit.

Questions and Answers

How do I place my name in for a voluntary transfer?

Every employee received an electronic Declaration of Intent form (DOI). You must indicate on the “DOI” your desire to voluntarily transfer from your current assignment. If you decide to transfer after the deadline for the “DOI,” then you must submit an amendment electronically.

If I put on my “DOI” that I plan to stay in my current assignment for next year, what is the last date on which I can amend my “DOI”?

You had until January 31 to submit your “DOI” so you can be included in the county-wide dissemination of the list of employees seeking transfer. After that date, you can electronically amend your form until July 31, and that information will be accessible by administrators.

If I choose to put in for a voluntary transfer, how many schools can I list on the “DOI”?

The “DOI” provides for you to list 10 schools in priority order.

After I submit my “DOI” and indicate I want a transfer, what should I do next?

*You should first prepare a resume and have copies available. When preparing your resume, it is best to request a growth chart from certification to insure they have all of your endorsements and credits applied accurately. Then you should frequently monitor the BCPS website for job vacancies, and network with colleagues in other schools to find out if schools you listed have potential vacancies. **You should plan to attend the Transfer Fair in April.** You are also encouraged to call and meet with the principals in the schools you are wishing to transfer into and provide them with a resume. Principals are not required to set up interviews, but many are willing to interview potential staff. Teachers must take an active role in securing their voluntary transfer.*

What happens if I find a principal who wants me to transfer into the school and it is one of the schools I listed on my “DOI”?

These matches are considered a “perfect match,” and will likely be acted upon in late April when administrators meet with representatives from HR during “Staffing Review Week.” If it is determined through that review that you will be a “perfect match,” your transfer will be confirmed by Human Resources personnel.

When will I know if my transfer was granted?

Master Agreement Article 14.2.5 explains the notification process of voluntary transfers. The staffing review meetings take place in mid-March, so some teachers may be notified in late May or early June as to their transfer results.

What obstacles are there in obtaining a voluntary transfer?

Voluntary transfers are considered after all priority transfers have been placed. Personnel officers recruit all year long and have “highly qualified” candidates to fill most positions. Those seeking a transfer should check in frequently with the personnel officer covering his/her school/subject area to inquire about the candidate pool and the progress on his/her transfer. It is important to keep the TABCO UniServ Director for your school informed of obstacles you run into during the transfer process so they can help members work through the process.

If I indicate that I want a voluntary transfer, am I obligated to transfer if a school is offered to me?

No, you are not obligated to accept a voluntary transfer that is offered to you by an administrator.

If I am a non-tenured teacher, can I put in for a voluntary transfer?

Non-tenured teachers must wait until the January of their third year in order to indicate on their “DOI” that they wish to transfer. Even though you are still non-tenured at this point, the transfer won’t technically take effect until the beginning of your fourth year when you will be tenured.

What does it mean to be listed as “Potentially priority transferred”?

When staffing is sent out to schools and organization charts are in turn submitted to the Assistant Superintendents, if staffing cuts occur principals must identify individual teachers as “potentially priority transferred.” If those staffing cuts are not restored, or if nobody in your area of teaching retires, resigns, or is granted a transfer, then you are the person identified to be potentially priority transferred out of the school. If you are listed as “potentially priority transferred” and a vacancy occurs in an area in which you are certified, you are then entitled to remain at the school. Principals must adhere to the outlined criteria when deciding to priority transfer a teacher. All criteria must be met, which include 1) tenured teacher, 2) the last evaluation was at least effective, 3) must have been employed at their current school for at least the last three (3) years, 4) has not been on an assistance plan in the last two (2) years (this school year and last school year) and 5) the selection is for legitimate business reasons based upon the best interests of the school’s instructional program.

When will I be notified that I am officially involuntarily transferred or priority transferred from a school?

The Department of Human Resources will send out priority transfer notification and response forms by the end of March to those individuals who were listed as “potential priority transfers” and are now actually being priority transferred. Master Agreement Article 14.3 through 14.3.6 outlines a teacher’s rights and responsibilities when excessed (priority transferred). Two important points outlined in the agreement explain that priority transferred teachers will make a priority list of those schools for which they wish to interview, and priority transferred teachers have the right to return to their current school up until August 1. If a member has any questions as to why he/she is being selected to be priority transferred, or has concerns that there are positions available in the school in which he/she is certified to teach and not given the opportunity to move into one of those positions, or if he/she has any questions about the involuntary transfer/priority transfer process, he/she should call his/her UniServ Director immediately following being identified as “potentially priority transferred” or priority transferred.

What happens if I have been involuntarily transferred/priority transferred and I have not been contacted to go on any interviews?

Members should immediately contact TABCO if by mid-May they have not been contacted by a personnel officer to go on interviews at the schools listed. It is critical to stay in touch weekly with the personnel officer that handles that area of teaching or school and make sure they have contact numbers to reach you over the summer if you haven’t been placed by the end of the school year.

If I have been involuntarily transferred/priority transferred, what happens if I have not been placed in a school assignment by July 24?

If you haven’t been placed by July 24, then your name goes into a lottery conducted by BCPS and TABCO. TABCO representatives will sit with BCPS representatives on July 29 and put everyone’s name, who hasn’t been assigned, into a drawing and decide the order of calls for the day. We then look at the list of vacancies throughout the entire county as we make each phone call. At that time the teacher is given the opportunity to pick his/her placement from the list of vacancies that still remain.

If I am involuntarily transferred/priority transferred, may I request a transfer the very next year?

Yes, you may request a voluntary transfer the very next year.

If I am currently a part time teacher and I want to move back to full time, what are my options?

Master Agreement Article 16.13.1 states, “Any part-time teacher who has requested full-time shall be considered for a position for which he/she is qualified before a new teacher may be hired for that position.” You will need to indicate your desire to move from part-time to full-time on the “DOI” and notify the personnel officer for your subject area ASAP.

<u>SOUTHEAST</u>	<u>NORTHEAST</u>	<u>CENTRAL</u>	<u>NORTHWEST</u>	<u>SOUTHWEST</u>
Battle Grove ES	Carney ES	Carroll Manor ES	Bedford ES	Arbutus ES
Battle Monument	Chapel Hill ES	Cockeysville MS	Campfield Early	Arbutus MS
Bear Creek ES	Crossroads Ctr	Cromwell Vly ES	Childhood	Balto Highlands ES
Berkshire ES	Eastern Tech HS	Dulaney HS	Cedarmere ES	Bridge Center
Charlesmont ES	Elmwood ES	Dumbarton MS	Chatsworth	Catonsville ES
Chase ES	Essex ES	Fifth District ES	Church Lane ES	Catonsville Alt Stud
Chesapeake HS	Fullerton ES	GW Carver Ctr	Deer Park ES	Catonsville HS
Chesapeake	Glenmar ES	Halstead Acad	Deer Park Mag. MS	Catonsville MS
Terrace ES	Golden Ring MS	Hampton ES	Fort Garrison ES	Chadwick ES
Colgate ES	Gunpowder ES	Hereford HS	Franklin ES	Dogwood ES
Deep Creek ES	Harford Hills ES	Hereford MS	Franklin HS	Edmondson
Deep Creek MS	Joppa View ES	Jacksonville ES	Franklin MS	Heights ES
Dundalk ES	Kenwood HS	Loch Raven Acad	Glyndon ES	Featherbed Ln ES
Dundalk HS	Kingsville ES	Loch Raven HS	Hernwood ES	Halethorpe ES
Dundalk MS	Martin Blvd ES	Lutherville Lab. ES	Home & Hospital	Hebbsville ES
Eastern Family	McCormick ES	Mays Chapel ES	Lyons Mill ES	Hillcrest ES
Resource Center	Middle River MS	Oakleigh ES	Milbrook ES	Johnnycake ES
Edgemere ES	Middlesex ES	Padonia Int.ES	Milford Mill Acad	Lansdowne ES
Gen Stricker MS	Orems ES	Pinewood ES	New Town ES	Lansdowne HS
Grange ES	Overlea HS	Pleasant Plains ES	New Town HS	Lansdowne MS
Hawthorne ES	Parkville HS	Pot Spring ES	Old Court MS	Maiden Choice
Holabird MS	Parkville MS	Prettyboy ES	Owings Mills ES	Meadowood Ed Ctr
Logan ES	Perry Hall ES	Riderwood ES	Owings Mills HS	Powhatan ES
Mars Estates ES	Perry Hall HS	Ridge Ruxton	Pikesville HS	Relay ES
Middleborough ES	Perry Hall MS	Ridgely MS	Pikesville MS	RICA-Catonsville
Norwood ES	Pine Grove ES	Rodgers Forge ES	Randallstown ES	Riverview ES
Oliver Beach ES	Pine Grove MS	Seventh District ES	Randallstown HS	Scholars K-8
Patapsco HS	Red House Run ES	Sparks ES	Reisterstown ES	Southwest Acad
Sandalwood ES	Rosedale Ctr	Stoneleigh ES	Scotts Branch ES	Westchester ES
Sandy Plains ES	Seven Oak ES	Timonium ES	Sudbrook Mag MS	Western Sch Tech
Seneca ES	Shady Spring ES	Towson HS	Summit Park ES	Westowne ES
Sollers Point HS	Stemmers Run MS	Villa Cresta ES	Timber Grove ES	Windsor Mill MS
Sparrows Pt HS	Victory Villa ES	Warren ES	Wellwood Int ES	Winfield ES
Sparrows Pt MS	Vincent Farm ES	West Towson ES	Winand ES	Woodbridge ES
Sussex ES		White Oak School	Woodholme ES	Woodlawn HS
				Woodlawn MS
				Woodmoor ES

Additional Items of Importance

It is very important for members to contact their TABCO UniServ Directors with any questions about the voluntary or involuntary process earlier instead of later. We are here to help and support our members.

Resignations

If you are considering resigning from BCPS, please contact your UniServ Director for timelines and additional information. Never sign a resignation form when asked by an administrator unless you have contacted your UniServ Director first.

Retirement

If you are planning to retire, we recommend that you contact the Benefits and Retirement Office at 443-809-8949 prior to submitting your retirement request. In addition, we offer members the ability to consult with Tom Henry from Integrated Financial Solutions (formerly NEA ValueBuilders) at 410-480-0007 for retirement option advice. Make a final decision prior to turning in your retirement paperwork. Once you have turned in your papers you cannot change your mind.

TABCO UniServ Directors **410-828-6403**

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<u>TABCO Website</u>	www.tabco.org
<u>MSEA Website</u>	www.marylandeducators.org
<u>NEA Website</u>	www.nea.org

BCPS Personnel Office Website **intranet.bcps.org**

- This site provides job opportunity listings, certification information, and more.
- This site also provides email addresses for personnel officers.

Membership Pays!