

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 2017

TABLE OF CONTENTS

Introduction	3
Master Agreement Language	4-7
BCPS Guidelines for Selecting Priority Transfer Teacher(s)	8
BCPS Staffing Timeline for current year	9-11
Human Resource Contact Numbers	12-15
Transfer Types	16
Questions and Answers	17-19
BCPS School listing by zone	20
Additional items of importance	21

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 tenured or highly effective or effective second year probationary 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 re-drawn 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.

14.3.7 An involuntary/excess 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.

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 administrative 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, systemwide 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 principal's executive director.

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 July 25.

Principals will complete a Priority Transfer Teacher Form for each teacher at their school designated as surplus on the Organization Worksheet. The executive director(s) will check names against the database of teachers on assistance plans that are maintained by the executive director(s). If a teacher has not been on an assistance plan within the last 2 years, the forms will be forwarded to the principal's executive director for approval prior to the Principals Staffing Review Meetings held in March. The executive director(s) then forwards the forms to the Office of Staffing. It is an intended goal to have all priority transfer teachers placed by **April 28, 2017**, into vacancies that match their certification area(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 2017

Friday, December 16, 2016 – Wednesday, March 8, 2017	Open houses scheduled at discretion of principals.
Friday, December 16, 2016	Link for the online Declaration of Teaching Intent (DOI) Form posted in the Weekly Bulletin. DOI opens and continues through July 31, 2017.
Wednesday, January 25, 2017	School Organization Worksheets available online for principals. Staffing allocations and process distributed to principals at monthly principal leadership development meeting.
Tuesday, January 31 - Monday, February 20, 2017	Department of Human Resources and executive directors review 2014-2015 and 2015-2016 staffing history for each school in order to determine the voluntary transfer limits for each school.
Friday, February 3, 2017	All requests for additional positions needed are submitted by principals (with justification, data, etc.) <i>See Additional Staffing Request Form.</i>
Monday, February 6- Friday, February 10, 2017	Committee Review of position request from small high schools and selected high schools – <i>Principals notified by February 17.</i>
Monday, February 13- Friday, February 17, 2017	Committee Review of position requests from selected middle schools- <i>Principals notified by February 24</i>
Wednesday March 1- Friday, March 10, 2017	Committee Review of position requests for all other schools- <i>Principals notified by March 10</i>
Monday, February 20, 2017	School Organization Worksheets completed by all principals and submitted to appropriate executive director. All <i>potential priority transfer teacher forms should be submitted to executive directors at this time, if applicable.</i>
Monday, February 20- Thursday, March 9, 2017	Executive Directors 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 executive director 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 21, 2017	Executive Directors notify each principal of his/her transfer limits.
Tuesday, February 21 – Monday, March 6, 2017	Preliminary work sessions for HR Officers to review organization worksheets, identify potential priority transfer teachers and school-based vacancies.
Friday, February 24, 2017	BCPS Special Education Job Fair, 9:30 a.m. - 3:00 p.m. Location: Holiday Inn, Deereco Road, Timonium 21093
Monday, March 6, 2017	Executive Directors provide HR with any outstanding approved PTT forms. Approval of all School Organization Worksheets for instructional appropriateness should be completed by executive directors and submitted to Office of Position Management by COB on this day.

Monday, March 6, 2017	Upon the appropriate executive director'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 10, 2017	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 13, 2017	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 13-Tuesday, March 21, 2017	Elementary school principals' Staffing Review Meetings – <i>Department of Human Resources – Office of Staffing. Executive Directors are encouraged to attend these meetings with principals and HR officers. Desired Goal: Review staffing needs and confirm priority transfer teacher placements.</i>
Wednesday, March 15-Tuesday, March 21, 2017	Secondary school principals' Staffing Review Meetings – <i>Department of Human Resources – Office of Staffing. Executive Directors are encouraged to attend these meetings with principals and HR officers. Desired Goal: Review staffing needs and confirm priority transfer teacher placements.</i>
Saturday, March 25, 2017	<p><u>BCPS Spring Expo – Priority Transfer Teacher Job Fair for Potential Priority Transfer Teachers (PTT) and Voluntary Transfer Fair – All levels</u></p> <p>All principals and/or their designee(s) must be in attendance.</p> <p>Location: Radisson Hotel North Baltimore (formerly North Balto. Plaza) 2004 Greenspring Drive, Timonium, MD 21093</p>
Monday, April 10 – Monday, April 17, 2017	SPRING BREAK
Friday, April 28, 2017	GOAL: All PTTs will be placed.
Monday, May 1, 2017	The state of Maryland deadline for non-tenured teachers to resign without prejudice.
Monday, May 2, 2017 (Elementary) Wednesday, May 3, 2017 (Secondary)	If necessary, Executive Directors, School Support, will meet with appropriate HR Officer in the Department of Human Resources to recommend placement for the <u>remaining</u> PTTs.
Thursday, May 4, 2017	Notification of assignment begins for priority transfer teacher placements by the Department of Human Resources – <i>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.</i>

Thursday, June 1, 2017	12-month Responsibility Factor forms due to Community Superintendents.
Friday, June 2, 2017	Projected date to staff of all known vacancies at Priority & Title 1 schools.
Friday, June 23, 2017	Summer Recruitment Fair Location: TBD
Friday, June 30, 2017	10-month Responsibility Factor Forms due to Community Superintendent.
Monday, July 10, 2017	Critical-need area Retire-Rehires considered for open vacancies (<i>Critical need areas – Spanish, Mathematics, Science Special Education</i>)
Saturday, July 15, 2017	The state of Maryland deadline for tenured teachers to resign without prejudice.
Monday, July 24, 2017	Non-critical-need area Retire-Rehires considered for open vacancies.
Friday, August 4, 2017	Projected date for all teachers hired and placed for the 2017-2018 school year.

Baltimore County Public Schools

Department of Human Resources

2016-2017

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Revised, 7/25/16, 8/16/16, 12/13/16, 12/21/16

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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 10, 2017, potential Priority Transfer Teachers will be notified by the Department of Human Resources to amend their DOIs 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 executive directors 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 on Saturday, March 25.** 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 do I know I am officially transferred to a new school/site?

When you are notified by someone from the Human Resources Staff, your transfer is official. The principal or other administrators do not have the authority to make the final decision. Only the Human Resources department can finalize the transfer.

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 28 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.

ZONE 1

KREGG CUELLAR Community Superintendent Greenwood - 8767	
MONIQUE WHEATLEY-PHILLIP Exec. Dir., School Support, Elem Pikesville HS - 8740	
SAMUEL MUSTIPHER Exec. Dir., School Support, Secondary Pikesville HS - 8740	
YVONNE BARIHIGHT Director, School Performance Greenwood - 8767	
Arbutus ES 1400 Campfield 1266 Carney ES 5228 Catonsville ES 0800 Church Lane ES 0717 Deer Park ES 0723 Elmwood ES 5232 Fullerton ES 5234 Halethorpe ES 1406 Hernwood ES 0732 Hillcrest ES 0820 Jacksonville ES 7880 Lutherville ES 7800 Mays Chapel ES 4134 McCormick ES 0500 Owings Mills ES 1710 Padonia ES 7646 Pinewood ES 7663 Randallstown ES 0746 Red House Run ES 0506 Relay ES 1426 Scotts Branch ES 0761 Shady Spring ES 0509 Timber Grove ES 1714 Villa Cresta ES 5275 Warren ES 7665 Westchester ES 1088 Westowne ES 0854 Woodholme ES 6700	
Arbutus MS 1402 Catonsville MS 0803 Cockeysville MS 7626 Deer Park MS 0112 NW Acad of Health Sciences 0742 Parkville MS 5250 Pine Grove MS 5270	
Catonsville HS 0808 Dulaney HS 7633 Overlea HS 5241 Owings Mills HS 1700 Parkville HS 5257 Randallstown HS 0748	

ZONE 2

GEORGE ROBERTS Community Superintendent Greenwood - 4316	
JANE LICHTER Exec. Dir., School Support, Elem Cockeysville MS - 3235	
RACQUEL JONES Exec. Dir., School Support, Secondary Cockeysville MS - 3235	
JENNIFER MULLENAX Director, School Performance Greenwood - 4316	
Battle Grove ES 7500 Bear Creek ES 7007 Berkshire ES 7008 Chapel Hill ES 5119 Charlesmont ES 7004 Chatsworth ES 1103 Chesapeake Terrace ES 7505 Deep Creek ES 0110 Edgemere ES 7507 Fifth District ES 1726 Glenmar ES 0127 Grange ES 7043 Gunpowder ES 5121 Joppa View ES 5065 Kingsville ES 5949 Mars Estates ES 0154 Middleborough ES 0160 Norwood ES 7055 Perry Hall ES 5105 Prettyboy ES 1900 Sandalwood ES 0174 Sandy Plains ES 7070 Seven Oaks ES 6257 Seventh District ES 1902 Sparks ES 7900 Sussex ES 0182 Vincent Farm ES 2983 Winand ES 0763 Winfield ES 0766	
Deep Creek MS 0112 Gen. J. Stricker MS 7038 Golden Ring MS 0130 Hereford MS 7902 Holabird MS 7049 Perry Hall MS 5100 Sparrows Point MS 7524 Windsor Mill MS 0618	
Chesapeake HS 0100 Hereford HS 1905 Milford Mill 0660 Patapsco HS 7060 Perry Hall HS 5108 Sparrows Point HS 7517	
Battle Monument School 7000 Malden Choate School 1431 RICA 410-368-7900 Ridge Ruxton School 3594 White Oak School 5378	

ZONE 3

PENELOPE MARTIN-KNOX Community Superintendent Greenwood - 8760	
HEIDI MILLER Exec. Dir., School Support, Elem Woodlawn MS - 8764	
MARQUIS DWARTE Exec. Dir., School Support, Secondary Woodlawn MS - 8764	
WILLIAM BATES Director, School Performance Greenwood - 8760	
Carroll Manor ES 5947 Cedarmere ES 1100 Chase ES 5940 Cromwell Valley ES 4888 Essex ES 0117 Fort Garrison ES 1203 Franklin ES 1111 Glyndon ES 1130 Halstead Academy 3210 Hampton ES 3205 Harford Hills ES 5236 Hawthorne ES 0138 Lyons Mill ES 1719 Martin Boulevard ES 0158 Middlesex ES 0170 Milbrook ES 1225 New Town ES 1541 Oakleigh ES 5238 Oliver Beach ES 5943 Orems ES 0172 Pine Grove ES 5267 Pleasant Plains ES 3549 Pot Spring ES 7648 Reisterstown ES 1133 Ridderwood ES 3568 Rodgers Forge ES 3582 Seneca ES 5945 Stoneleigh ES 3600 Summit Park ES 1210 Tilmonium ES 7661 Victory Villa ES 0184 Wellwood ES 1212 West Towson ES 3869	
Dumbarton MS 3176 Franklin MS 1114 Loch Raven Academy 3518 Middle River MS 0165 Pikesville MS 1207 Ridgely MS 7650 Stemmers Run MS 0177	
Franklin HS 1119 Kenwood HS 0153 Loch Raven HS 3525 New Town HS 1614 Pikesville HS 1217 Rosedale Alternative 0133 Towson HS 3608	

ZONE 4

KAREN BLANNARD Community Superintendent Greenwood - 3172	
MARSHALL SCOTT Exec. Dir., School Support, Elem Windsor Mill MS - 8750	
NARDOS KING Exec. Dir., School Support, Secondary Windsor Mill MS - 8750	
SANDRA JIMENEZ Director, School Performance Greenwood - 3172	
Baltimore Highlands ES 0919 Bedford ES 1200 Chadwick ES 1300 Colgate ES 7010 Dogwood ES 6808 Dundalk ES 7013 Edmondson Heights ES 0818 Featherbed Lane ES 1302 Hebbville ES 0708 Johnnycake ES 0823 Lansdowne ES 1408 Logan ES 7052 Powhatan ES 1330 Riverview ES 1428 Woodbridge ES 0857 Woodmoor ES 1318	
Crossroads Center 2275 Dundalk MS 7018 Lansdowne MS 1411 Meadowood Ed. Center 6888 Southwest Academy 0528 Sudbrook MS 6720 Woodlawn MS 1304	
Catonsville Alternative 0934 Dundalk HS 7023 Eastern Technical HS 0190 G.W. Carver Center 2775 Lansdowne HS 1415 Solters Pt. Technical HS 7075 Western School of Tech. 0840 Woodlawn HS 1309	

CATHY BARNES
Executive Administrative Assistant
Greenwood - 8767

KAS ROHM
Executive Administrative Assistant
Greenwood - 4316

JUDI KOMINS
Executive Administrative Assistant
Greenwood - 8760

ERIN SEABOLT
Executive Adminstrative Assistant
Greenwood - 3172

CHERYL ROSE, Admin. Assistant
Pikesville HS - 8740.

CHERYL MICHAEL, Admin. Assistant
Cockeysville MS - 3235

DEB BLIMLINE, Admin. Assistant
Woodlawn MS - 8764

CONNIE HAMLETT, Admin. Assistant
Windsor Mill MS - 8750

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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Ben Forstenzer	bforstenzer@mseanea.org

TABCO Website

www.tabco.org

MSEA Website

www.marylandeducators.org

NEA Website

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!