

# **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 2018**

## **TABLE OF CONTENTS**

Introduction	3
Master Agreement Language	4-7
BCPS Identifying and Selecting Priority Transfer Teacher(s) (PTT)	8
Human Resource Staffing Contact Numbers	9-12
Transfer Types	13
Staffing Timeline for current year	14-16
Questions and Answers	17-19
BCPS School listing by zone	20-21
Additional items of importance	22

## Introduction

Dear TABCO Members,

You are a member of an association that services all 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, 2019**

\*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 Executive Director, 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**  
*Department of Human Resources Recruitment and Staffing*

**Identifying and Selecting Priority Transfer Teacher(s) (PTT)**

**PROCESS GOALS**

1. 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**

PIT guidelines have been developed in consultation with various stakeholders and will be used by administrators when selecting teachers to be involuntarily transferred from schools due to staffing reduction. The integrity of administrators and the consistent, system-wide application of these criteria will assist in ensuring that low-performing teachers and those who have recently joined a school's faculty are not transferred, thus 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 selected as a priority transfer only when there is not a certificated position available for them, for which they qualify, at the current school. When a part-time position, including one which is part of a split assignment expands to a greater FTE, the new position shall be offered 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 teacher may involuntarily transfer so that another teacher may be assigned to the total position. In accordance with TABCO Master Agreement 14.3 – Involuntary/Excess priority transferred teachers may return to their former school(s) if a position becomes available at the teacher's former school on or before July 25.

Principals must complete a Priority Transfer Teacher Form for each teacher they designate as a PTT on the Organization Worksheet.

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

- **The selection is not arbitrary or capricious but for legitimate reasons based upon the best interests of the school's instructional program.**
- **The teacher is tenured, effective August of the upcoming school year, and at current school a minimum of 3 years.**

**OR**

**\*A non-tenured teacher at the current school 2 years may be selected if the following criteria are met:**

- **Last mid-year and final evaluation re highly effective or effective.**
- **The teacher has not been on an assistance plan in the last 2 years.**

**\*With the goal of stabilizing an appropriate mix of experienced and novice teachers in all schools, a principal may select a non-tenured teacher to be a PTT. The appropriate executive director must approve this option.**

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
*Department of Human Resources Recruitment and Staffing*

**Human Resources Staffing Contacts 2017-2018**

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*Substitute Teachers, Substitute Paraeducators, Substitute Nurses, Substitute Administrators, SmartFindExpress Help Desk*

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*Certification and licensure for all certificated staff*

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*HRIS record maintenance to include responsibility factors, salary lane advancements and Loan Forgiveness Forms for all employees and Verification of Employment for separated employees.*

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
*Department of Human Resources Recruitment and Staffing*

**Transfer Types**

***PRIORITY TRANSFER TEACHERS***

- Identified on School Organization Worksheet through “position deleted/potential surplus” reason
- Inform teachers
- Reabsorbed into school as openings occur prior to and during transfer process
- Must remain at school if assignment for which certificated becomes available
  - **Reminder:** If a teacher holds certification in more than one content area, the teacher must be reabsorbed into the vacancy when any of the content areas become open prior/during the transfer process.
- On or about March 9, 2018, potential Priority Transfer Teachers will be notified by the Department of Human Resources Recruitment and Staffing 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 Fair
- Staffing Review Meetings
- Summer Selection

**BALTIMORE COUNTY PUBLIC SCHOOLS**  
*Department of Human Resources Recruitment and Staffing*  
**Staffing Calendar for Teacher-Level Positions - Spring/Summer of 2018**

Friday, December 15, 2017 - Wednesday, March 7, 2018	Open houses scheduled at discretion of principals.
Friday, December 15, 2017	Link for the online Declaration of Teaching Intent (DOI) Form posted in the Weekly Bulletin. DOI opens and continues through July 31, 2018.
Thursday, January 25, 2018	Staffing allocations distributed to principals via e-mail. Organization worksheets available online.
Wednesday, January 31 - Monday, February 19, 2018	Department of Human Resources Recruitment and Staffing and executive directors review the previous three years of staffing history for each school in order to determine the voluntary transfer limits for each school.
Friday, February 2, 2018	BCPS Special Education Job Fair, 9 a.m. – 3 p.m. <b><i>Location: Holiday Inn, Deereco Road, Timonium 21093</i></b>
Friday, February 2, 2018  Monday, February 5 - Friday, February 9, 2018  Monday, February 12 - Friday, February 16, 2018  Thursday, March 1 - Friday, March 9, 2018	<b>Initial requests</b> for additional positions are submitted by principals (with justification, data, etc.) <i>See Additional Staffing Request Form.</i>  Committee Review of position requests from high schools.  Committee Review of position requests from middle schools.  Committee Review of position requests for all other schools.  *Principals are encouraged to submit requests as soon as possible for consideration.
Friday, February 23, 2018	Organization worksheets completed by all principals. Executive directors begin to review and approve worksheets. All <i>potential priority transfer teacher forms should be submitted to executive directors at this time if applicable.</i>
Monday, February 26 - Thursday, March 8, 2018	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. <b>As PTT forms and the organization plans are approved, principals <u>notify all PTTs AND provide each with the Priority Transfer Job Fair information (Saturday, March 24, 2018, at New Town High School).</u></b>

Tuesday, February 20, 2018	Executive directors notify each principal of his/her transfer limits.
Tuesday, February 20 - Monday, March 5, 2018	Preliminary work sessions for HR officers to review organization worksheets, identify potential priority transfer teachers and school-based vacancies.
Monday, March 5, 2018	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.
Monday, March 5, 2018	Upon the appropriate executive director's approval of organization plans and potential PTT requests, principals <u>notify</u> all PTTs AND provide each with the BCPS Job Fair information by COB on this day in order to <b>AVOID</b> the teacher being notified by HR <b>BEFORE</b> he/she has received notification from the principal. The March 24, 2018, job fair will serve as the Priority Transfer Teacher Job Fair.
Friday, March 9, 2018	Department of Human Resources Recruitment and Staffing will begin to notify all identified Potential Priority Transfer Teachers to amend their DOI to indicate at least 10 schools of choice for placement consideration.
Monday, March 12, 2018	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.
Tuesday, March 13 - Tuesday, March 20, 2018	Elementary school principals' Staffing Review Meetings – <i>Department of Human Resources Recruitment and Staffing – Office of Staffing. Executive Directors are encouraged to attend these meetings with principals and HR officers. <b>Desired Goal: Review staffing needs and confirm priority transfer teacher placements.</b></i>
Tuesday, March 13 - Tuesday, March 20, 2018	Secondary school principals' Staffing Review Meetings – <i>Department of Human Resources Recruitment and Staffing – Office of Staffing. Executive Directors are encouraged to attend these meetings with principals and HR officers. <b>Desired Goal: Review staffing needs and confirm priority transfer teacher placements.</b></i>
Saturday, March 24, 2018	<u><i>BCPS Spring Teacher Job Fair -Priority Transfer Teacher Job Fair for Potential Priority Transfer Teachers (PTT) and Voluntary Transfer Fair – All levels</i></u>  <b>All principals and/or their designee(s) must be in attendance.</b>  <i>Location: New Town High School 4931 New Town Boulevard Owings Mills, MD 21117</i>  <b>Set-up begins at 8 a.m. Fair will be 10 a.m. - 2 p.m.</b>
Friday, March 30 – Monday, April 2, 2018	<b>SPRING BREAK</b>
Monday, April 30, 2018	<b>GOAL: All PTTs will be placed.</b>
Tuesday, May 1, 2018	<b>The state of Maryland deadline for non-tenured teachers to resign without prejudice.</b>

Wednesday, May 2, 2018 (Elementary)	If necessary, Executive Directors, School Support, will meet with appropriate HR officer in the Department of Human Resources Recruitment and Staffing to recommend placement for the <b>remaining</b> PTTs.
Thursday, May 3, 2018 (Secondary)	
Friday, May 4, 2018	Notification of assignment begins for priority transfer teacher placements by the Department of Human Resources Recruitment and Staffing – Office of Staffing. <i>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>
Friday, June 1, 2018	12-month Responsibility Factor forms due to Community Superintendents.
Wednesday, June 6, 2018	Community Superintendents submit 12-month Responsibility Factor forms to HR.
Friday, June 1, 2018	Projected date to staff all known vacancies at Priority & Title I schools.
Friday, June 15, 2018	10-month Responsibility Factor Forms due to Community Superintendents.
Wednesday, June 20, 2018	Community Superintendents submit 10-month Responsibility Factor forms to HR
Wednesday, June 27, 2018	Summer Recruitment Fair <i>Location: West Towson Elementary School 6914 North Charles Street Towson, MD 21204</i>
Monday, July 9, 2018	Critical-shortage area (as designated by MSDE) Retire-Rehires considered for open vacancies *See info within Staffing Process Booklet concerning Retire-Rehire (page 21)
Sunday July 15, 2018	<b>The state of Maryland deadline for tenured teachers to resign without prejudice.</b>
Wednesday, July 25, 2018	Last day for PTTs to return to their former assignment
Friday, July 27, 2018	Lottery Date for any remaining PTTs, if necessary
Tuesday, July 31, 2018	Last day for voluntary transfer
Friday, August 3, 2018	Projected date for all teachers hired and placed for the 2018-2019 school year
Friday, August 10, 2018	New hires (teachers) must be processed through HR in order to receive BCPS access/device, etc.
Tuesday, August 14 – Thursday, August 16, 2018	New Teacher Orientation <i>Location: Perry Hall High School 4601 Ebenezer Road Baltimore, MD 21236</i>

\*The new Northeast Area Elementary School will open for the 2018-2019 school year. As a result, the staffing for the nine elementary schools listed below may be impacted by boundary changes. Consequently, minor adjustments to the above timeline may be required.

Carney	Joppa View	Oakleigh
Chapel Hill	Kingsville	Seven Oaks
Gunpowder	Perry Hall	Vincent Farm

## **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 24.** 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 July 25. 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 23?**

If you haven't been placed by July 23, then your name goes into a lottery conducted by BCPS and TABCO. TABCO representatives will sit with BCPS representatives on July 27 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.

<b>Zone 1 – Kregg Cuellar</b>	<b>Zone 2 – George Roberts</b>	<b>Zone 3 –Christina Byers</b>	<b>Zone 4 – Penelope Martin-Knox</b>
<b>6HS, 8MS, 29ES</b>	<b>6HS, 7MS, 28ES, 5SS</b>	<b>7HS, 7MS, 34ES</b>	<b>8HS, 7MS, 17ES</b>
Catonsville HS Dulaney HS Overlea HS Owings Mills HS Parkville HS Randallstown HS	Chesapeake HS Hereford HS Milford Mill HS Patapsco HS Perry Hall HS Sparrows Point HS	Franklin HS Kenwood HS Loch Raven HS New Town HS Pikesville HS Rosedale Alt.* Towson HS	Catonsville Alt. Carver Center Dundalk HS Eastern Technical HS Lansdowne HS Sollers Pt. Technical HS Western School of Tech. Woodlawn HS
Arbutus MS Catonsville MS Cockeysville MS Deer Park MS Meadowood Ed. NW Acad. of Health Sci. Parkville MS Pine Grove MS	<u>Deep Creek MS</u> Gen. J. Stricker MS Golden Ring MS Hereford MS Perry Hall MS Sparrows Point MS Windsor Mill MS	Dumbarton MS Franklin MS Loch Raven Academy Middle River MS Pikesville MS Ridgely MS Stemmers Run MS	Crossroads Center * <u>Dundalk MS</u> Holabird MS <u>Lansdowne MS</u> Southwest Academy Sudbrook MS <u>Woodlawn MS</u>
Arbutus ES <u>Campfield ES</u> Carney ES Catonsville ES <u>Church Lane ES</u> <u>Deer Park ES</u> <u>Elmwood ES</u> Fullerton ES <u>Halethorpe ES</u> <u>Hernwood ES</u> Hillcrest ES Jacksonville ES Lutherville ES Lyons Mill ES Mays Chapel ES <u>McCormick ES</u> <u>Owings Mill ES</u> <u>Padonia ES</u> Pinewood ES <u>Randallstown ES</u> <u>Red House Run ES</u> Relay ES <u>Scotts Branch ES</u> <u>Shady Spring ES</u> Villa Cresta ES Warren ES Westchester ES Westowne ES Woodholme ES	<u>Battle Grove ES</u> <u>Bear Creek ES</u> <u>Bedford</u> Chapel Hill ES <u>Charlesmont ES</u> Chatsworth ES Chesapeake Terrace ES <u>Deep Creek ES</u> Edgemere ES Fifth District ES <u>Grange ES</u> Gunpowder ES Joppa View ES Kingsville ES <u>Mars</u> <u>Estates ES</u> Middleborough ES New Northeast ES Perry Hall ES Prettyboy ES <u>Sandalwood ES</u> <u>Sandy Plains ES</u> Seven Oaks ES Seventh District ES Sparks ES <u>Sussex</u> ES Vincent Farm ES Winand ES <u>Winfield ES</u>	Carroll Manor ES Cedarmere ES Chase ES Cromwell Valley ES Essex ES Fort Garrison ES Franklin ES <u>Glenmar ES</u> Glyndon ES <u>Halstead Academy</u> Hampton ES Harford Hills ES <u>Hawthorne ES</u> <u>Martin Boulevard ES</u> <u>Middlesex ES</u> <u>Milbrook ES</u> New Town ES Oakleigh ES Oliver Beach ES Orems ES Pine Grove ES <u>Pleasant Plains ES</u> Pot Spring ES <u>Reisterstown ES</u> Riderwood ES Rodgers Forge ES Seneca ES Stoneleigh ES Summit Park ES <u>Timber Grove ES</u> Timonium ES <u>Victory Villa ES</u> Wellwood ES West Towson ES	<u>Baltimore Highlands ES</u> <u>Berkshire ES</u> <u>Chadwick</u> <u>ES Colgate ES</u> Dogwood ES <u>Dundalk</u> <u>ES Edmondson Heights</u> <u>ES Featherbed Lane ES</u> <u>Hebville ES</u> <u>Johnnycake ES</u> <u>Lansdowne ES</u> <u>Logan ES</u> <u>Norwood ES</u> <u>Powhatan ES</u> <u>Riverview ES</u> Woodbridge ES <u>Woodmoor ES</u>

<b>Zone 1 – Kregg Cuellar</b>	<b>Zone 2 – George Roberts</b>	<b>Zone 3 –Christina Byers</b>	<b>Zone 4 – Penelope Martin-Knox</b>
	<b>Battle Monument Maiden Choice Ridge Ruxton RICA <u>White Oak</u></b>		<b>eLearning**</b>

Underline identifies Title I

\*denotes alternative school students in middle and high school

\*\*denotes blended learning center for middle and high school students

## **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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<b><u>TABCO Website</u></b>	<a href="http://www.tabco.org">www.tabco.org</a>
<b><u>MSEA Website</u></b>	<a href="http://www.marylandeducators.org">www.marylandeducators.org</a>
<b><u>NEA Website</u></b>	<a href="http://www.nea.org">www.nea.org</a>

## **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!*