

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 tabco.org.

Membership Pays!

March 2021

TABLE OF CONTENTS

| | |
|---|-------|
| Introduction | 3 |
| Master Agreement Language | 4-7 |
| BCPS Identifying and Selecting Priority Transfer Teacher(s) (PTT) | 8-9 |
| Human Resource Staffing Contact Numbers | 10-13 |
| Transfer Types | 14 |
| Staffing Timeline for current year | 15-16 |
| Questions and Answers | 17-20 |
| BCPS School listing by zone | 21-22 |
| Additional items of importance | 23 |

Introduction

Dear TABCO Members,

You are a member of an association that services all the certificated educators 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.

TABCO's Board of Directors and UniServ staff 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, with BCPS officials, and wherever we can be, we work toward the goal of continually bettering our profession and your lives. I am proud to be your president and to work in solidarity with not just the TABCO Board and UniServ staff, but all TABCO members

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. 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 Transfer Process Guide 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.

Our strength is in our numbers; we are stronger together. We hope this helps to strengthen each of our TABCO members throughout the transfer process.

Sincerely,



Cindy L. Sexton
TABCO President

Master Agreement Language

Effective July 1, 2020 – June 30, 2023

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

ARTICLE XIV

Transfers and Assignments

General

14.1 Any educator 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 educator's materials upon request.

14.1.1 Any educator 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 educator rather than through the transfer process.

Voluntary

14.2 Educators 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 educator requesting a voluntary transfer shall have his/her request submitted to supervisors/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 Web site 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 Web site.

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

14.2.5 Educators 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 educators, 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 educator occupies the vacancy through the end of the school year, consideration will be given to those educators 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 educator, 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 supervisor/administrator, with the approval of the Executive Director, shall determine which tenured or highly effective or effective second year probationary educator is to be involuntarily transferred based on the best interests of the students and the program of instruction.

14.3.2 An educator, 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 educator, who so desires, may be returned to his/her previous school if an appropriate vacancy occurs by July 25, or later if the educator 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 educator who held the part-time position if the educator's performance is effective and the expansion is within the limits of the total staffing allotment. If the incumbent educator is offered and refuses to accept the expanded position, then the Board may involuntarily transfer that educator so that another educator may be assigned to the total position.

14.3.5 Educators 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 educators 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 educators. Any educator 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 educators, whenever possible, voluntary transfer requests will not be acted upon prior to the identification of excess educators. Involuntarily transferred excess educators 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 educators shall then choose placement from any remaining appropriate positions. On July 25, the Association shall receive notification of all educators not placed and all positions available. A lottery shall be held five (5) working days after July 25 to determine the order in which educators 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 educator and the appropriate supervisor/administrator at which time the educator 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 an educator 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 an educator as soon as possible but not less than twenty (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 educator and the appropriate supervisor/administrator at which time the educator shall be notified of the reason for the transfer.

Assignment Out of Field

14.5 An educator 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

educator so assigned shall retain his/her regular contract while teaching with a conditional certificate.

Notification of Assignment

14.6 Every educator 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 supervisor/administrator will mail promptly a written communication to the educator identifying the change and the reason(s) for the change. The educator will be responsible for providing an address at which he/she can be reached.

14.6.1.1 No educator will be reassigned to different teaching responsibilities unless the supervisor/administrator has first conferred with the educator, giving reasons for the proposed change and has considered the educator's input. Once a decision is made, the educator shall be notified of the decision as soon as possible. When the educator is unavailable for such a conference, a written communication will be mailed promptly to notify the educator 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 reductions/changes. 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, School Support and the director of staffing (or designee).

The following should be kept in mind when selecting a PTT:

- 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 be priority transferred 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.

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

- **The teacher is tenured, effective August of the upcoming school year, and at current school a minimum of 3 years.**
- **Last mid-year and final evaluation are highly effective or effective.**
- **The teacher has not been on an assistance plan in the last 2 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 are highly effective or effective.**
- **The teacher has not been on an assistance plan in the last 2 years.**

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

***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, School Support and Director of Staffing (or designee) must approve this option.**

***NOTE* Prior to identifying a teacher who is currently on any type of leave as a PTT, contact the appropriate HR officer.**

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Human Resources Staffing Contacts 2020-2021

Human Resources Recruitment & Staffing

Maria Lowry

Acting Chief Human Resources Officer
443-809-5923

Robina Dyer

Executive Administrative Assistant
443-809-5923

Lori Greco

Clerk
443-809-2766

Linda Hauer

Office Secretary
443-809-4191

HR Systems

Ann Geisinger

Human Resources Officer
443-809-8705

Stacy Reinsel

HR Management Analyst
443-809-8933

Office of Position Management and Classification

Geoffrey Bond

Position Management Supervisor
443-809-8931

JoAnn Kreenan

HR Assistant
443-809-8931
Schools A-L

Mary Lou Wolford

HR Assistant
443-809-8931
Schools M-Z

Bridget Bushman

HR Specialist, Classification
443-809-8938

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Staffing (CASE, TABCO, and Non-Represented)

Homer McCall II
Director of Staffing
443-809-7874

Kellie Goff
Administrative Assistant
443-809-7874

Alison Cascio
HR Staffing Associate
443-809-4151

Executive, Administrative & Professional—Central Office (Certificated) and School-Based

East Zone

Sally Barbieri
Human Resources Officer
443-809-4605
Elementary Staff

Countywide
Occupational Therapists
(OT), Physical Therapists
(PT), Speech/Language
Pathologists (SLP)

Brad Kouyoumjian
Human Resources Officer
443-809-4146
Secondary Staff

Countywide
School Psychologist

Arvilla Parham
Administrative Secretary
443-809-4605
443-809-4146

Central Zone

Shawn Stahl
Human Resources Officer
443-809-4152
Elementary Staff

Countywide
Art, Dance, Health
Education, Library Media,
Music, Physical Education

Susan Stansbury
Human Resources Officer
443-809-4453
Secondary Staff

Countywide
ESOL and World
Languages

C. Michelle Reinhardt
Administrative Secretary
443-809-4152
443-809-4453

West Zone

Wendy Gigler
Human Resources Officer
443-809-6008
Elementary Staff

Countywide
School Nurses

Tiffany Harris
Human Resources Officer
443-809-6009
Secondary Staff

Countywide
JROTC & Social Workers

Susan Stack
Administrative Secretary
443-809-6008
443-809-6009

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Staffing (AFSCME, ESPBC, OPE, and Non-Represented)

VACANT Director of Staffing 443-809-7874

[Kellie Goff](#) Administrative Assistant 443-809-7874

[Katie Griss](#) HR Staffing Associate 443-809-7873

Executive, Administrative & Professional—Central Office (Non-Certified)

[Cheksha Smith](#) Supervisor 443-809-7870

Office Professionals

[Jessica Ey](#)

HR Analyst
443-809-7872

*Food Services & Maintenance
Non-School-Based Summer
Programs*

[Abbi Tyler](#)

HR Analyst
443-809-7872

*Construction and Improvement, Facilities Operators & Grounds
Logistics and Transportation
Non-School-Based Summer
Programs*

[Terrence Powell](#)

HR Analyst
443-809-7872

*Non-School-Based Summer
Programs*

[Sharonda Svdnor](#) Administrative Secretary 443-809-7870

Office of Temporary Services

[Laura V. Lough](#) Supervisor 443-809-8952

Substitute Administrators, Miscellaneous Pay Rates, School-Based Summer Programs, School-Based Contractual Employees, Educational Options Programs, Maryland Healthy Working Families Act, Paraeducators

[ShaunaKay Gordon](#)

HR Analyst
443-809-8952

**West Zone (all Schools)
Central Zone (Elementary
and Middle)**

[Kelly Hammond](#)

HR Analyst
443-809-8952

**East Zone (all schools)
Central Zone (Elementary
and High)**

[Ashley Pescrille](#)

HR Analyst
443-809-8954

Countywide

*Educational Options Programs, Substitute Employees
(long-term), Additional Assistants, Coaches, Lunchroom
Assistants, Kindergarten Assistants, Student Workers,
School-Based Summer Programs*

*Paraeducators, Substitute
Employees (daily), and
School-Based Summer Programs*

[Joanne Wrzesinki](#) Clerk 443-809-8954
Application and Onboarding Assistance, SmartFindExpress Help Desk

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Office of Certification

Carla Simons

Certification Supervisor
443-809-4147/5768

Certification, Licensure, and Human Resources Information Systems (HRIS)

Margaret Muhl

Office Secretary
443-809-4147/5768

Tuition Reimbursement and Growth Cards

Destiny Copeland

Clerk
443-809-4147/5768

VACANT

Human Resources Analyst Certificated Employees (A-K)
443-809-4147

Certification and licensure for all certificated staff

I. Michelle Smith

Human Resources Analyst Certificated Employees (L-Z)
443-809-5768

Certification and licensure for all certificated staff

Mercedes Thompson

Certification Assistant
443-809-4147/5768

Carole Bartels

Human Resources Assistant Certificated Staff (A-K)
443-809-4162

Angela Wilks

Human Resources Assistant Certificated Staff (L-Z)
443-809-4148

Janice Reilly

Human Resources Assistant (Lead) Non-Certification Staff (L-Z)
443-809-3454

HRIS record maintenance to include responsibility factors, salary line advancements and Loan Forgiveness Forms for all employees and Verification of Employment of 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 April 13, 2021, 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 2021

| | |
|--|--|
| Wednesday, March 17, 2021–Monday, March 29, 2021 | Preliminary work sessions for HR officers to review organization worksheets, identify potential priority transfer teachers (PTT), and school-based vacancies |
| Monday, March 29, 2021 | Organization worksheets completed online by all principals. The executive directors, school support will begin to review and approve worksheets. All PTT teacher forms should be submitted to the appropriate executive director, school support at this time if applicable. |
| Monday, March 29, 2021–Monday, April 5, 2021 | SPRING BREAK |
| Tuesday, April 6, 2021–Monday, April 12, 2021 | The executive director, school support will review PTT forms with each principal and submit approved PTT forms to HR. Principals will make any necessary revisions to their identified PTTs and submit to the appropriate executive director, school support for approval. As PTT forms and the organization plans are approved, principals notify PTTs AND provide each with the Priority Transfer Teacher Job Fair information (late April 2021, location to be determined). |
| Friday, April 9, 2021 | Upon the appropriate executive director, school support’s approval of organization plans and potential PTT requests, principals notify ALL PTTs by close of business to avoid the teacher being notified by HR BEFORE they have received notification from the principal. |
| Monday, April 12, 2021 | The executive directors school support will provide HR with any outstanding approved PTT forms. Approval of all <i>School Organization Worksheets</i> for instructional appropriateness should be completed electronically by the appropriate executive director, school support. |

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

| | |
|--|--|
| Monday, April 12, 2021 | Principals begin submitting <i>Staffing Change Request Forms</i> only for priority transfer teachers to fill school-based vacancies to HR officers for approval. PTTs should be identified on the <i>Staffing Change Request Form</i> . |
| Tuesday, April 13, 2021 | The Department of Human Resources Recruitment and Staffing will begin to notify all identified potential PTTs to amend their DOI to indicate their 10 schools of choice for placement consideration. |
| Tuesday, April 13, 2021–Friday, April 23, 2021 | Staffing Review Meetings with principals will take place with Office of Staffing. Executive directors, school support are encouraged to attend these meetings with principals and HR officers. Meeting dates and times can be found in this guide. Desired Goal: Review staffing needs and confirm priority transfer teacher placements. |
| Late April 2021 | BCPS Spring Teacher Job Fair PTT Job Fair for identified PTTs, Voluntary Transfer Fair, and New Hire Fair – All levels All principals and/or their designee(s) are expected to participate. Location: To Be Determined |
| Saturday, May 1, 2021 | The state of Maryland contractual deadline for non-tenured teachers to resign without prejudice. |

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 DATE TO BE DETERMINED.** 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.

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.

BCPS School Listing by Zone

| <u>George Roberts</u> <u>Community Superintendent</u> <u>East Zone</u> | <u>Christina Byers</u> <u>Community Superintendent</u> <u>Central Zone</u> | <u>Dr. Racquel Jones</u> <u>Community Superintendent</u> <u>West Zone</u> |
|--|--|---|
| Battle Grove ES | Carney ES | Arbutus ES |
| Battle Monument | Carroll Manor ES | Arbutus MS |
| Bear Creek ES | Cedarmere ES | Baltimore Highlands ES |
| Berkshire ES | Cockeysville MS | Bedford ES |
| Chapel Hill ES | Cromwell Valley ES | Campfield Center |
| Charlesmont ES | Dulaney HS | Catonsville Alternative Center |
| Chase ES | Dumbarton MS | Catonsville ES |
| Chesapeake HS | Fifth District ES | Catonsville HS |
| Chesapeake Terrace ES | Fort Garrison ES | Catonsville MS |
| Colgate ES | Franklin ES | Chadwick ES |
| Crossroads Center | Franklin HS | Chatsworth School |
| Deep Creek ES | Franklin MS | Church Lane ES |
| Deep Creek MS | George Washington Carver Center for Arts & Technology | Deer Park ES |
| Dundalk ES | Glyndon ES | Deer Park MS |
| Dundalk HS | Halstead Academy | Dogwood ES |
| Dundalk MS | Hampton ES | Edmondson Heights ES |
| Eastern Technical HS | Harford Hills ES | Featherbed Lane ES |
| Edgemere ES | Hereford HS | Halethorpe ES |
| Elmwood ES | Hereford MS | Hebbville ES |
| Essex ES | Jacksonville ES | Hernwood ES |
| Fullerton ES | Kingsville ES | Hillcrest ES |
| General John Stricker MS | Loch Raven HS | Johnnycake ES |
| Glenmar ES | Loch Raven Academy | Lansdowne ES |
| Golden Ring MS | Lutherville ES | Lansdowne HS |
| Grange ES | Mays Chapel ES | Lansdowne MS |
| Gunpowder ES | Millbrook ES | Lyons Mill ES |
| Hawthorne ES | Oakleigh ES | Meadowood Education Center |
| Holabird MS | Owings Mills ES | Milford Mill Academy |
| Honeygo ES | Owings Mills HS | New Town ES |
| Joppa View ES | Padonia ES | New Town HS |
| Kenwood HS | Parkville HS | Northwest Academy |
| Logan ES | Parkville MS | Powhatan ES |
| Maiden Choice School | Pikesville HS | Randallstown ES |
| Mars Estates ES | Pikesville MS | Randallstown HS |
| Martin Boulevard ES | Pine Grove ES | Relay ES |
| McCormick ES | Pine Grove MS | Riverview ES |
| Middle River MS | Pinewood ES | Scotts Branch ES |
| Middleborough ES | Pleasant Plains ES | Southwest Academy |
| Middlesex ES | Pot Spring ES | Sudbrook Magnet MS |
| Norwood ES | Prettyboy ES | Watershed Public Charter |
| Oliver Beach ES | Reisterstown ES | Westchester ES |
| Orems ES | Riderwood ES | Western School of Technology |
| Overlea HS | Ridgely MS | Westowne ES |
| Patapsco HS | Rodgers Forge ES | Winand ES |
| Perry Hall ES | Seven Oaks ES | Windsor Mill MS |
| Perry Hall HS | Seventh District ES | Winfield ES |
| Perry Hall MS | | Woodbridge ES |

| | | |
|---|--|--|
| <p><u>George Roberts</u> <u>Community Superintendent</u> <u>East Zone</u></p> <p>Red House Run ES Ridge Ruxton School Rosedale Center Sandalwood ES Sandy Plains ES Seneca ES Shady Spring ES Sollers Point HS Sparrows Point HS Sparrows Point MS Stemmers Run MS Sussex ES Victory Villa ES Vincent Farm ES White Oak School</p> | <p><u>Christina Byers</u> <u>Community Superintendent</u> <u>Central Zone</u></p> <p>Sparks ES Stoneleigh ES Summit Park ES Timber Grove ES Timonium ES Towson HS Villa Cresta ES Warren ES Wellwood ES West Towson ES</p> | <p><u>Dr. Racquel Jones</u> <u>Community Superintendent</u> <u>West Zone</u></p> <p>Woodholme ES Woodlawn HS Woodlawn MS Woodmoor ES</p> |
|---|--|--|

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, Leaves and Retirement Office at 443-809-8943 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

Please note that during the pandemic we are working from home. Please utilize email and cell phone numbers to contact the UniServ Directors.

| | | |
|-------------------------------------|--|--------------|
| <u>Vanessa Bliss</u> | vbliss@mseanea.org | 301-821-5783 |
| <u>Ben Forstenzer</u> | bforstenzer@mseanea.org | 443-469-3749 |
| <u>Seleste Harris</u> | sharris@mseanea.org | 443-752-7294 |
| <u>Sheila Harte-Dmitriev</u> | sharte-dmitriev@mseanea.org | 410-279-9406 |
| <u>Danielle Jones</u> | djones@mseanea.org | 443-465-4249 |
| <u>Amy Maloney</u> | amaloney@mseanea.org | 443-758-6460 |

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

Membership Pays!