

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 2022

TABLE OF CONTENTS

Introduction	3
Master Agreement Language	4-7
Transfer Types	8
BCPS Identifying and Selecting Priority Transfer Teacher(s) (PTT)	9-12
Human Resource Staffing Contact Numbers	13-16
Staffing Timeline for current year	17-18
Questions and Answers	19-21
BCPS School listing by zone	22-23
Additional items of importance	24

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

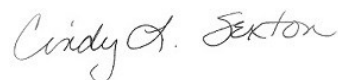
One of our key roles is to educate our members as to their rights in all aspects of the profession. Our rights are written in detail in the Master Agreement that we negotiate each year. As with any large school system, we must maintain and enforce our rights. That is why we are here to advocate and work 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/they/ze are 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/their/zir request submitted to supervisors/administrators at work sites to which he/she/they/ze 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.

Master Agreement Language Effective July 1, 2020 – June 30, 2023

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/their/zir 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

Master Agreement Language Effective July 1, 2020 – June 30, 2023

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/they/ze shall be given the opportunity to make known his/her/their/zir wishes regarding a new assignment by submitting a list of schools in preferential order for which he/she/they/ze 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/their/zir teaching field to accommodate the needs of the school system shall be paid the salary he/she/they/ze would have received if assigned in his/her/

Master Agreement Language Effective July 1, 2020 – June 30, 2023

their/zir teaching field, provided that, by the beginning of the third year, and each succeeding year, he/she/they/ze 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/their/zir 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/their/zir 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/they/ze 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

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, 2022, 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

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

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 (Full Time Equivalent), 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 14.3.3 – Involuntary/Excess PTTs may return to their former school(s) if a position becomes available at the teacher's former school on or before July 25, 2022.

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.**

***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, principals must contact the appropriate HR officer.**

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Principals must complete a *Priority Transfer Teacher Form* for each teacher designated as a PTT on the organization worksheet. The PTT should be identified on the organization worksheet by placing a Y in the *PTT* column and zeroing out their FTE in the *NEW FTE* column.

Any reduction of a position to any FTE other than 0.5 FTE requires approval by the appropriate executive director, school support and the director of staffing.

All *Priority Transfer Teacher Forms* must be submitted by principals to the appropriate executive director, school support between **March 4, 2022, and March 25, 2022**, for review and approval. The executive directors, school support will ensure each proposed PTT meets the criteria as listed above. All approved *Priority Transfer Teacher Forms* will be signed and sent by the executive directors, school support to PTT@bcps.org to be reviewed by an HR officer.

HR officers will work closely with each PTT, with an intended goal of placement into vacancies that match their certification area(s) by **April 4, 2022**.

Selecting Priority Transfer Teachers

A list of all identified PTTs will be made available to principals, assistant principals, and staff designated by school principals in the School Based Staffing group in Schoology. The document in Schoology, titled *2022 Priority Transfer Teachers*, will be updated by the HR officers as priority transfer/return from leave teachers are identified and individual placements are made.

Contact your HR officer if you need the Schoology group code.

Principals should continue to refer to the [2022 Priority Transfer Teachers](#) list as posted in Schoology for the most current list of teachers who are available for placement. Additionally, vacancies will be made available to the PTTs through the Priority Transfer notification letter. A document titled *Vacancies* will be updated weekly by the close of business on Fridays.

Completing and Submitting the Priority Transfer Teacher Form

- A [Priority Transfer Teacher Form](#) must be completed by the principal for **each** identified PTT and sent to the appropriate executive director, school support by **March 4, 2022**, for approval. A copy should be retained at the school level.
- 2. The executive director, school support reviews the form, and, upon approval, completes the bottom portion of the form. The form should then be sent electronically to the [PTT e-mail](#) for approval by the director of staffing (or designee).

***NOTE* If the executive director, school support denies the selected PTT, they should copy the HR officer and [PTT e-mail address](#) on this denial. They will notify the principal and request an alternate teacher be identified as a PTT.**

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Voluntary Transfer Limits

Baltimore County Public Schools (BCPS) continues to address the concerns of teachers, parents, school system leaders, and other stakeholders regarding the disproportionate number of novice teachers in several schools. Attrition and turnover at these schools can create imbalances in the number of faculty available to provide stability, leadership, and mentoring to beginning teachers. Additionally, these imbalances can create potential inequities for students. Too often, it is possible for a student to have beginning teachers for several consecutive years. In schools with excessive numbers of novice teachers, administrators spend a disproportionate amount of time with the observation and evaluation process. High turnover results in an instability that makes it difficult to establish a consistent core of quality instruction and a climate that is beneficial to students and faculty.

With the goal of better stabilizing an appropriate mix of experienced and novice teachers in all schools, the number of voluntary transfers that can be made into schools of greater stability will be identified following a staffing history review. This does not include split assignments and leadership assignments of department chair or staff development Teacher (SDT). The criteria on which the transfer limits are based are:

- Economic factors;
- Percentage of non-highly qualified teachers in the school;
- Retention rate of teachers in the school;
- Years of experience of teachers in the school; and
- Special needs in the school as identified by the appropriate executive director, school support.

The rationale for limiting incoming transfers into schools with more seasoned faculty members and fewer challenges around student achievement and mobility includes:

- Guiding the movement of more experienced teachers to those schools with the greatest need where their experience will better enable targeted schools to nurture novice teachers.
- Increasing the proportion of experienced teachers in targeted schools to enhance student achievement and school improvement in these schools.
- Limiting the number of transfers into non-targeted schools to facilitate an infusion of novice teachers into those schools with faculties best prepared to assist in their development.
- Increasing the proportion of novice teachers in non-targeted schools to provide an infusion of recent baccalaureate and post-baccalaureate experience for these schools.

Therefore, voluntary transfer limits are established to assure equity of staff in all schools. Guidelines regarding voluntary transfers will be determined based on staffing history. The executive directors, school support will identify the transfer limits. Limits will be in line

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

with the justification of assuring equity of staff in all schools regarding voluntary transfers.

Principals should address their questions concerning voluntary transfer limits with their executive director, school support.

Transfer limit information will be posted on *Schoology* in the HR School Based Staffing group.

A transfer of a teacher from a non-specialist assignment to a specialist assignment (e.g., Library Media or Reading Specialist); or a teacher selected from a candidate pool for a SDT or Department Chair (DC) to an SDT or DC assignment, will not count towards the voluntary transfer limit.

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Who Do I Contact?

Do you need to know who to contact about your situation or question? Check out below!

Who Do I Contact Regarding...	Office Information	Resources
Employment Verification	<p style="text-align: center;"><i>Current Employees</i> Office of Payroll 443-809-4240</p> <p style="text-align: center;">Or</p> <p style="text-align: center;"><i>Former Certificated Employees</i> Office of Certification 443-809-4147</p> <p style="text-align: center;">Or 443-809-5768</p>	<ul style="list-style-type: none"> • Verification of Income/Employment • Mortgage Verifications • Verification of Teaching Experience • Teacher Loan Forgiveness and Requests <p style="text-align: center;"><u>Additional Information</u></p>
Change of Name and/or Address	<u>Office of Payroll</u> 443-809-4240	<u>Form</u>
Tax or Direct Deposit Forms	<u>Office of Payroll</u> 443-809-4240	<u>Forms</u>
Leave Information (Hours)	<u>Office of Payroll</u> 443-809-4240	<p style="text-align: center;">Leave Verification Hours (Personal, Vacation, etc.)</p> <p style="text-align: center;">SICK Leave Bank Information <u>Contact your union</u></p>
Tech Support Needs (BCPS credential issues, Schoolology/Focus log-in issues, etc.)	Help Desk 443-809-4672	<u>Technology Support Request Form</u>
One-Card (Badge) Issues	<p style="text-align: center;"><i>New Employees</i> 443-809-8941</p> <p style="text-align: center;"><i>Current Employees</i> Department of School Safety 443-809-4360</p>	<p>A One-Card (Badge) is provided to new employees to BCPS during Orientation (Badges and Benefits)</p> <p style="text-align: center;"><u>Fact Sheet</u></p>
Professional Development	Department of Organizational Development 443-809-0363	<p style="text-align: center;"><u>Teacher Development</u></p> <p style="text-align: center;"><u>Leadership Development</u></p> <p style="text-align: center;"><u>Professional Development and Training</u></p>
FMLA	<u>Office of Leaves</u> 443-809-8947	<p style="text-align: center;"><u>FMLA Information</u></p> <p style="text-align: center;"><u>Leaves of Absences</u></p>

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Who Do I Contact?

Who Do I Contact Regarding...	Office Information	Resources
Retiree Information (New Hire Pension Enrollments, Service and Disability Retirements, 403b and 457b Plans)	<u>Office of Retirement</u> 443-809-8949	<u>Retirement Resources</u>
Benefit Changes (Active and Retiree Benefits)	<u>Office of Benefits</u> 443-809-4943	<u>Benefits Enrollment</u> <u>Forms</u> <u>Retiree Benefits</u> <u>Benefits Guide</u>
ADA Accommodations	Office of Equal Employment Opportunity 443-809-8937	<u>Forms and Procedure</u> <u>Submit a Request</u>
House Bill 486 Forms	<i>Former Employees</i> Office of Employment Dispute Resolution 443-809-8936	Email <u>spetty2@bcps.org</u>
EEO Complaints	Office of Equal Employment Opportunity 443-809-8937	<u>Forms and Procedures</u> <u>Submit a Complaint</u>
Workers' Compensation	Office of Employee Absence and Risk Management 443-809-4133	<u>Process and Forms</u>
Employee Absence Process (Integrated Disability Management (IDM) Program and Employee Attendance Monitoring Program (EAMP))	Office of Employee Absence and Risk Management 443-809-4133	<u>IDM Process and Procedures</u> <u>EAMP Process and Procedures</u>
Employee Assistance Program	Confidential Voicemail 410-887-5414	<u>EAP Telephone Consultation</u> <u>Resources</u> <u>Mental Health Resources</u> <u>Self-Care Resources</u>
Tuition and License Reimbursement	<u>Office of Certification</u> 443-809-4147 Or 443-809-5768	<u>Forms</u>
Growth Chart	<u>Office of Certification</u> 443-809-4147 Or 443-809-5768	<u>"How to Read Your ESS Growth Chart" Guide</u>

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

Who Do I Contact?

Who Do I Contact Regarding...	Office Information	Resources
<p align="center">Job Openings (Vacancies, Application/Position Updates)</p>	<p align="center">Office of Staffing 443-809-7874 See below for specific position contact information.</p>	<p align="center"><u>Frontline</u> (Application Site)</p> <p align="center"><u>Teaching Positions Information</u></p> <p align="center"><u>Leadership Positions</u> (School-Based and Central Office)</p> <p align="center"><u>Support Positions</u> (Instructional and Non-Instructional, including bus drivers, cafeteria workers, grounds workers, building service workers, etc.)</p>

<p>Office of Temporary Services Contact Information <u>Laura V. Lough</u> Supervisor 443-809-8952 <i>Substitute Administrators, Substitute Teachers, Miscellaneous Pay Rates, School-Based Summer Programs, ADA Accommodations, Unemployment, Maryland Healthy Working Families Act</i></p>

EAST ZONE	CENTRAL ZONE	WEST ZONE
<p align="center"><u>Kelly Hammond</u> HR Analyst 443-809-8952 Contractual Employees School-Based Summer Programs</p>	<p align="center"><u>Hope Fields</u> HR Analyst 443-809-8954 Coaches Student Workers</p>	<p align="center"><u>ShaunaKay Gordon</u> HR Analyst 443-809-8952 Educational Options Programs School-Based Summer Programs</p>

<p><i>Long-Term Substitutes, Additional Assistants, Kindergarten Assistants, Lunchroom Assistants</i></p>

<p><u>Ashley Pescrille</u> HR Analyst 443-809-8954 <i>Paraeducators, Health Assistants, Interpreters, Substitute Nurses, Substitute School Counselors, Substitute Related Service Providers, School-Based Summer Programs</i></p>

<p align="center">Substitutes (SmartFindExpress Help Desk, Daily and Long-Term Substitute Teachers, Nurses, Administrators, and Paraeducators)</p>	<p align="center">Office of Temporary Services Joanne Wrzesinski 443-809-8954</p>	<p align="center"><u>Hiring Groups and Process</u></p> <p align="center"><u>SmartFind Log-In</u></p> <p align="center"><u>Application</u></p> <p align="center"><u>Summer Program Hiring</u></p>
---	---	--

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

Who Do I Contact?

EAST ZONE	CENTRAL ZONE	WEST ZONE
<p><u>Sally Barbieri</u> Human Resources Officer 443-809-4605 <i>Elementary</i></p> <p><i>Countywide</i> Occupational Therapists (OT), Physical Therapists (PT), Speech/Language Pathologists (SLP)</p>	<p><u>Shawn Stahl</u> Human Resources Officer 443-809-4152 <i>Elementary</i></p> <p><i>Countywide</i> Art, Dance, Health Education, Library Media, Music, and Physical Education</p>	<p><u>Wendy Gigler</u> Human Resources Officer 443-809-6008 <i>Elementary</i></p> <p><i>Countywide</i> School Nurses</p>
<p>VACANT Human Resources Officer 443-809-4146 <i>Middle and High</i></p> <p><i>Countywide</i> School Psychologist</p>	<p><u>Susan Stansbury</u> Human Resources Officer 443-809-4453 <i>Middle and High</i></p> <p><i>Countywide</i> ESOL and World Language</p>	<p>VACANT Human Resources Officer 443-809-6009 <i>Middle and High</i></p> <p><i>Countywide</i> JROTC and Social Workers</p>

<p><u>Cheksha Smith</u> Supervisor 443-809-7870 <i>Office Professionals</i></p>
--

<p><u>Jessica Ey</u> HR Analyst 443-809-7872 <i>Food Services and Maintenance</i> <i>Non-School-Based Summer Programs</i></p>	<p><u>Nichelle Gibbs</u> HR Analyst 443-809-8954 <i>Construction and Improvement,</i> <i>Logistics, and Transportation</i> <i>Non-School-Based Summer Programs</i></p> <p><u>Ashley Pescrille</u> HR Analyst 443-809-8954 <i>Paraeducators</i></p>	<p><u>Terrence Powell</u> HR Analyst 443-809-8952 <i>Facilities Operations and Grounds</i> <i>Non-School-Based Summer Programs</i></p>
<p>Recruitment Events</p>		<p><u>Teacher Recruitment Events</u></p>
<p>Resigning or Retiring</p>	<p><u>Contact</u></p>	<p><u>Form</u></p>

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Human Resources Recruitment and Staffing

**Staffing Calendar for Teacher-Level Positions
Spring/Summer of 2022**

Monday, February 14, 2022— Friday, February 25, 2022	Preliminary work sessions for HR officers to review organization worksheets, identify potential priority transfer teachers (PTT), and school-based vacancies
Friday February 25, 2022	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, February 28, 2022— Friday, March 4, 2022	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 2022, location to be determined).
Friday, March 4, 2022	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.
Friday, March 4, 2022— Friday, March 25, 2022	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.

BALTIMORE COUNTY PUBLIC SCHOOLS
Department of Human Resources Recruitment and Staffing

**Staffing Calendar for Teacher-Level Positions
 Spring/Summer of 2022**

Monday, March 7, 2022	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.
Monday, March 7, 2022	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> .
Wednesday, March 8, 2022	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.
Wednesday, March 16 2022	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
Monday, April 11, 2022— Monday, April 18, 2022	SPRING BREAK
Sunday, May 1, 2022	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.

Questions and Answers

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/their/zir school/subject area to inquire about the candidate pool and the progress on his/her/their/zir 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/they/ze is being selected to be priority transferred, or has concerns that there are positions available in the school in which he/she/they/ze is certified to teach and

Questions and Answers

not given the opportunity to move into one of those positions, or if he/she/they/ze has any questions about the involuntary transfer/priority transfer process, he/she/they/ze should call his/her/their/zir 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/their/zir 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/they/ze 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/they/ze is being selected to be priority transferred, or has concerns that there are positions available in the school in which he/she/they/ze is certified to teach and not given the opportunity to move into one of those positions, or if he/she/they/ze has any questions about the involuntary transfer/priority transfer process, he/she/they/ze should call his/her/their/zir UniServ Director immediately following being identified as “potentially priority transferred” or priority transferred.

**DEPARTMENT OF SCHOOLS
ZONES AND CONTACT CHART – 2021/2022 SCHOOL YEAR**

Dr. Michael Zarchin, Chief of Schools Ms. Judi Komins, Executive Admin. Asst.			
WEST/CENTRAL		EAST/CENTRAL	
HIGH SCHOOLS			
Ms. Kyria Joseph Executive Director, School Support Secondary Mr. Pierre Francois Admin. Asst. Windsor Mill MS - 8740		Mr. Sam Mustipher Executive Director, School Support Secondary Ms. Carla McCollugh Admin. Asst. Pikesville HS - 8764	
WEST		EAST	
Catonsville	0808	Chesapeake	0100
Catonsville Center for Alternative Studies *	0934	Dundalk	7023
Lansdowne	1415	Eastern Technical	0190
Milford Mill Academy	0660	Kenwood	0153
New Town	1614	Overlea	5241
Randallstown	0748	Patapsco	7060
Western School of Tech. and Environ. Science	0840	Perry Hall	5108
Woodlawn	1309	Rosedale Center *	0133
		Sollers Point Technical	7075
		Sparrows Point	7517
CENTRAL		CENTRAL	
Franklin	1119	Dulaney	7633
G. W. Carver Center for Arts and Technology	2775	Hereford	1905
Owings Mills	1700	Loch Raven	3525
Pikesville	1217	Parkville	5257
		Towson	3608
MIDDLE SCHOOLS			
Dr. Eric Minus Executive Director, School Support Secondary Mr. Pierre Francois Admin. Asst. Windsor Mill MS - 8740		Ms. Larissa Santos Executive Director, School Support Secondary Ms. Karen Bratton Admin. Asst. Cockeysville MS - 3235	
WEST		EAST	
Arbutus	1402	Crossroads Center *	2275
Catonsville	0803	<u>Deep Creek</u>	0112
Deer Park Middle Magnet	0726	<u>Dundalk</u>	7018
<u>Lansdowne</u>	1411	<u>General John Stricker</u>	7038
Meadowood **	6888	<u>Golden Ring</u>	0130
Northwest Academy of Health Sciences	0742	<u>Middle River</u>	0165
Southwest Academy	0825	Perry Hall	5100
Sudbrook Magnet	6720	Sparrows Point	7524
Windsor Mill	0618	Stemmers Run	0177
<u>Woodlawn</u>	1304		
CENTRAL		CENTRAL	
Cockeysville	7626	Dumbarton	3176
Franklin	1114	Hereford	7902
Pikesville	1207	Loch Raven Technical Academy	3518
		Parkville	5260
		Pine Grove	5270
		Ridgely	7650

Phone numbers: All numbers are 443-809-xxxx **unless** designated with a # before the number = 410-887-xxxx

* After school name = alternative school ** After school name = special school underlined = Title I

Effective 2/23/2022

DEPARTMENT OF SCHOOLS
ZONES AND CONTACT CHART – 2021/2022 SCHOOL YEAR

WEST		CENTRAL		EAST	
ELEMENTARY SCHOOLS					
Dr. Adrienne Morrow Executive Director School Support Elementary Pierre Francois, Admin. Asst. Windsor Mill MS - 8740		Dr. Heidi Miller Executive Director School Support Elementary Carla McCollugh, Admin. Asst. Pikesville HS - 8764		Mr. Eric Wilson Executive Director School Support Elementary Karen Bratton, Admin. Asst. Cockeysville MS - 3235	
<u>Arbutus</u>	#1400	Carroll Manor	5947	<u>Battle Grove</u>	7500
<u>Baltimore Highlands</u>	#0919	Cedarmere	1100	<u>Chase</u>	5940
<u>Bedford</u>	#1200	Cromwell Valley	4888	Chesapeake Terrace	7505
Catonsville	0800	Regional Magnet		<u>Deep Creek</u>	#0110
<u>Halethorpe</u>	#1406	Franklin	1111	<u>Edgemere</u>	7507
<u>Hebbsville</u>	#0708	<u>Glyndon</u>	1130	<u>Elmwood</u>	5232
Hillcrest	#0820	<u>Halstead Academy</u>	3210	<u>Essex</u>	0117
<u>Lansdowne</u>	1408	Lutherville	7800	Fullerton	5234
Relay	1426	Mays Chapel	4134	<u>Hawthorne</u>	0138
<u>Riverview</u>	#1428	<u>Milbrook</u>	1225	<u>Mars Estates</u>	0154
<u>Scotts Branch</u>	#0761	<u>Oakleigh</u>	5238	<u>Martin Boulevard</u>	0158
Westchester	#1089	<u>Owings Mills</u>	1710	<u>McCormick</u>	0500
Westowne	0854	<u>Padonia International</u>	7646	Middleborough	0160
Winand	0763	Pine Grove	5267	<u>Middlesex</u>	0170
<u>Winfield</u>	#0766	Pinewood	7663	Orems	0172
Woodbridge	#0857	<u>Pleasant Plains</u>	3549	<u>Red House Run</u>	0506
<u>Woodmoor</u>	#1318	Pot Spring	7648	RICA **	410-368 -7900
		<u>Reisterstown</u>	1133	<u>Sandalwood</u>	0174
		<u>Timber Grove</u>	1714	<u>Seneca</u>	5945
		Timonium	7661	<u>Sussex</u>	0182
		Warren	7665	<u>Victory Villa</u>	0184
ELEMENTARY SCHOOLS					
Ms. Melissa DiDonato Executive Director School Support Elementary Mr. Pierre Francois, Admin. Asst. Windsor Mill MS - 8740		Dr. Sharonda Gregory Executive Director School Support Elementary Ms. Carla McCollugh, Admin. Asst. Pikesville HS - 8764		Dr. Jennifer Mullenax Executive Director School Support Elementary Ms. Karen Bratton, Admin. Asst. Cockeysville MS - 3235	
<u>Campfield Early Learning Ctr.</u>	#1227	<u>Carney</u>	5228	Battle Monument **	7000
<u>Chadwick</u>	1300	Fifth District	1726	<u>Bear Creek</u>	7007
Chatsworth	#1103	Fort Garrison	1203	<u>Berkshire</u>	7008
<u>Church Lane</u>	0717	Hampton	3205	Chapel Hill	5119
<u>Deer Park</u>	#0723	Harford Hills	5236	<u>Charlesmont</u>	7004
<u>Dogwood</u>	#6808	Jacksonville	7880	<u>Colgate</u>	7010
<u>Edmondson Heights</u>	#0818	Kingsville	5949	<u>Dundalk</u>	7013
<u>Featherbed Lane</u>	#1302	Prettyboy	1900	<u>Glenmar</u>	0127
<u>Hernwood</u>	#0732	Riderwood	3568	<u>Grange</u>	7043
<u>Johnnycake</u>	#0823	Rodgers Forge	3582	Gunpowder	5121
Lyons Mill	1719	Seven Oaks	6257	Holabird++	7049
New Town	1541	Seventh District	1902	Honeygo	8700
<u>Powhatan</u>	#1330	Sparks	7900	Joppa View	5065
<u>Randallstown</u>	#0746	Stoneleigh	3600	<u>Logan</u>	7052
Watershed Pub.Chtr.	2100	Summit Park	1210	<u>Maiden Choice**</u>	1431
<u>Woodholme</u>	6700	Villa Cresta	5275	<u>New Northeast</u>	8519
		Wellwood International	1212	Oliver Beach	5943
		West Towson	3869	<u>Norwood</u>	7055
				Perry Hall	5105
				Ridge Ruxton**	3594
				<u>Sandy Plains</u>	7070
				<u>Shady Spring</u>	0509
				Vincent Farm	2983
				White Oak**	5378

Phone numbers: All numbers are 443-809-xxxx **unless** designated with a # before the number = 410-887-xxxx

* After school name = alternative school ** After school name = special school underlined = Title I

Effective 2/23/2022

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 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 a blend of from the office and 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 Forstener</u>	bforstener@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>Amy Maloney</u>	amaloney@mseanea.org	443-758-6460
<u>Charlie Shaffer</u>	cshaffer@mseanea.org	410-999-5955

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

Membership Pays!