

EMPOWER\*ADVOCATE\*LEAD

# Knowledge is Power

Understanding  
the Transfer  
Process

Brought to  
you by:

TABCO  
Membership  
Committee

**tabc**  
Teachers Association of Baltimore County



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# TABCO Mission

To achieve equity and excellence in public schools, we the members of TABCO, EMPOWER ourselves to LEAD our profession and ADVOCATE for educators, students, and the community

**EMPOWER\*ADVOCATE\*LEAD**

Master Agreement  
Article XIV  
Pages 43-46

## Meeting Agenda



Look for the  
Transfer  
Guide on  
TABCO's  
website

01

What are the  
types of transfers?

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02

How do I transfer?

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03

What is the timeline?

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04

Discussion/Q&A

# What are the types of transfers?

01

## Priority Transfer (PTT)

- Position is cut or modified
- “Excessed”
- Considered priority over Voluntary Transfers

**TABCO MEMBERS**  
BCPS Transfer Process Guide

*What's it all about?*

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

02

## Voluntary

- Teacher has chosen to transfer to a different school.
- Indicated on DOI

# Priority Transfers

Also Known as:

- Involuntary
- Excessed
- Administrative

Articles 14.3-14.4.3 in Master Agreement

This can feel unnerving, but you have rights. Refer to the MA, Transfer Guide, and/or contact your UniServ Director.

- Teachers may be selected for PTT only when there is not a certificated position available to them, for which they qualify, at the current school.
- Teachers may return to their former school if a position becomes available on or before July 25.

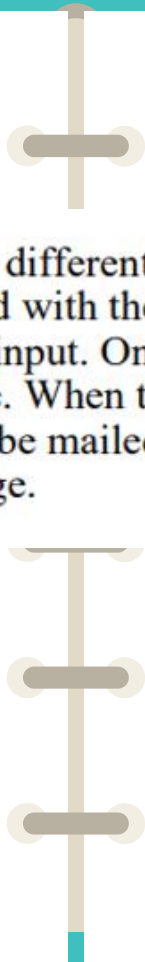
To be eligible for selection as a priority transfer, teachers must meet all of the following criteria.

- 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.



**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.

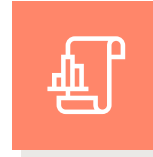


**IMPORTANT!**

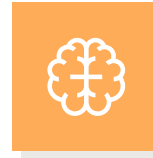
# Voluntary Transfers

Articles  
14.2-14.2.5

Available for  
consideration/  
identification  
by principals



These requests are not guaranteed



Cannot occur until all priority transfers have been placed

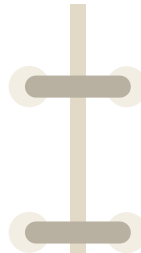


Voluntary transfers should be considered prior to new hires.

**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.



**IMPORTANT!**





**Office of Staffing Contact Information**

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

# Timeline

Dates are subject to change



January

## DOI

Indicate desire and list schools by January 31; Amend until July 31.

February

## Preliminary

HR reviews PPTs, school based vacancies

Feb 22

## PTT

Principals notify all PTTs by COB  
HR will notify PTTs to amend DOI and choose 10 schools

March 8

## Job Fair

All transfers should attend the spring job fair

**4 to 6 pm, Location:  
Timonium Fair  
Grounds**

# Timeline

Dates are subject to change



May 1

Mid-  
May

July 15

July

## Resignation

Probationary teachers may resign without prejudice

## Interviews

Contact TABCO if you have not been invited to interviews

## Resignation

Tenured teachers may resign without prejudice

## PTT

If not placed by 7/23, name goes into lottery. BCPS & TABCO work through this process



# Discussion and Questions

Remember to contact your TABCO UniServ Director with any questions about this process.

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Dmitriev**

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**Amy Maloney**

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**Seleste Harris**

443-752-7294

**Serafina DeVita**

410-299-5259



# Thank you!



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