

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!

January 2024

TABLE OF CONTENTS

Introduction	3
Master Agreement Language	4-7
Transfer Types	8
BCPS Identifying and Selecting Priority Transfer Teacher(s) (PTT)	9-11
Human Resource Staffing Contact Numbers	12-15
Staffing Timeline for current year	16-19
Questions and Answers	20-22
BCPS School listing by zone	23-25
Additional items of importance	26

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 the 22nd largest school system 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

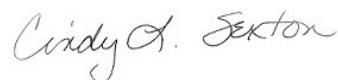
One of our key roles is to educate our members as to their rights in all aspects of the profession. Our rights are written in detail in the Master Agreement that we negotiate each year. As with any large school system, we must maintain and enforce our rights. That is why we are here to advocate and work 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, 2024

*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.

Master Agreement Language Effective July 1, 2020 – June 30, 2024

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.

Master Agreement Language Effective July 1, 2020 – June 30, 2024

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.

Master Agreement Language

Effective July 1, 2020 – June 30, 2024

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 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 Monday, February 26, 2024 HR will begin to notify all identified PTTs to amend their DOI and indicate their 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 Recruitment and Staffing

Identifying and Selecting Priority Transfer Teacher(s)

Priority Transfer Teacher (PTT) Selection Criteria

PTT 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, systemwide application of the selection criteria will assist in ensuring that low-performing teachers and those who recently joined a school's faculty are not transferred. This allows teachers to have greater continuity in their professional growth, evaluation, and assignment. Any exceptions must be approved by the principal's executive director 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 which 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 (Teachers Association of Baltimore County) 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, 2024.

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

- The teacher is tenured, effective August of the upcoming school year, and at their 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 for 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 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 Recruitment and Staffing

Principals must complete the electronic Smartsheet *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 and the Director of Staffing.

All *Priority Transfer Teacher Forms* must be submitted by principals to the appropriate executive director between **January 17, 2024, and February 14, 2024**, for review and approval. All *Priority Transfer Teacher Forms* will be signed and sent by the executive directors to be reviewed and approved by an HR officer.

Completing and Submitting the Priority Transfer Teacher Form

1. A *Priority Transfer Teacher Form* must be completed by the principal for **each** recommended PTT by **February 14, 2024**, for approval.
2. When submitted, the form is emailed to the executive director with a request to review and approve.
3. The executive director will review the form and will ensure that each proposed PTT meets the required criteria.
4. When approved by the ED, the principal will receive an email notification.
5. If the PTT is not approved, the principal will receive an email notification. The principal should contact the ED for further direction, if necessary.
6. If the principal needs to request an alternate teacher to be identified as PTT, they will complete a new electronic *Priority Transfer Teacher Form* for the newly identified teacher.

HR officers will work with each PTT, with an intended goal of placement into vacancies that match their certification area(s) by **March 22, 2024**.

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 *2024 Priority Transfer Teachers*, will be updated by the HR officers as priority transfer/return from leave teachers are identified and individual placements are made.

Principals should continue to refer to the 2024 Priority Transfer Teachers list as posted in Schoology for the most current list of teachers who are available for placement.

PTTs will have access to vacancies through the Priority Transfer notification letter. A document titled *Vacancies* will be updated weekly by the close of business on Fridays for PTTs to review.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of 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 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. 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 on the observation and evaluation process. High turnover results in 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. 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.

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 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.

Guidelines regarding voluntary transfers will be determined based on staffing history. The executive directors will identify the transfer limits. Limits will be in line with the justification of assuring equity of staff in all schools regarding voluntary transfers. Principals should address questions concerning voluntary transfer limits with their executive director.

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

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

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><i>Current Employees</i> Office of Payroll 443-809-4240 or <i>Former Certificated Employees</i> Office of Certification 443-809-4147 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
Change of Name and/or Address	Office of Payroll 443-809-4240	Form
Tax or Direct Deposit Forms	Office of Payroll 443-809-4240	Forms
Leave Information (Hours)	Office of Payroll 443-809-4240	<p>Leave Verification Hours (Personal, Vacation, etc.)</p> <p>SICK Leave Bank Information Contact your union.</p>
Tech Support Needs (i.e. BCPS credential issues)	Help Desk 443-809-4672	Technology Support Request Form
One-Card (Badge) Issues	<p><i>New Employees</i> Badges@bcps.org</p> <p><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 (<i>Badges and Benefits</i>).</p> <p style="text-align: center;">Fact Sheet</p>
Professional Development	<p>Department of Organizational Development 443-809-0363 or Department of Employee Training and Development</p>	<p>Teacher Development Leadership Development</p>
FMLA	Office of Employee Absence and Risk Management 443-809-4133	<p style="text-align: center;">FMLA Information</p> <p style="text-align: center;">Leaves of Absences</p>
Retiree Information (New Hire Pension Enrollments, Service and Disability Retirements, 403b and 457b Plans)	Office of Retirement 443-809-8949	Retirement Resources
Benefit Changes (Active and Retiree Benefits)	Office of Benefits 443-809-8943	<p style="text-align: center;">Benefits Enrollment Forms</p> <p style="text-align: center;">Retiree Benefits</p>

Who Do I Contact?

Who Do I Contact Regarding...	Office Information	Resources
ADA Accommodations	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedure Submit a Request
House Bill 486 Forms	<i>Former Employees</i> Office of Employment Dispute Resolution 443-809-8936	Email spetty2@bcps.org
EEO Complaints	Office of Equal Employment Opportunity 443-809-8937	Forms and Procedures Submit a Complaint
Workers' Compensation	Office of Employee Absence and Risk Management 443-809-4133	Process and Forms
Employee Absence Process (Integrated Disability Management (IDM) Program and Employee Attendance Monitoring Program (EAMP))	Office of Employee Absence and Risk Management 443-809-4133	IDM Process and Procedures EAMP Process and Procedures
Reasonable Suspicion	Office of Employee Absence and Risk Management 443-809-2724	Reasonable Suspicion Checklist Policy 4101- Drug Free Workplace
Employee Assistance Program	Confidential Voicemail 410-887-5414	EAP Telephone Consultation Resources Mental Health Resources Self-Care Resources
Tuition and License Reimbursement	Office of Certification 443-809-4147 Or 443-809-5768	Forms
Growth Chart	Office of Certification 443-809-4147 Or 443-809-5768	"How to Read Your ESS Growth Chart" Guide
Job Openings (Vacancies, application/position Updates)	Office of Staffing 443-809-7874 See below for specific position contact information.	Frontline (Application Site) Teaching Positions Information Leadership Positions (School- Based and Central Office) Support Positions

Office of Temporary Services Contact Information

Laura V. Lough**Supervisor**

443-809-8952

Substitute Administrators, Substitute Teachers, Miscellaneous Pay Rates. School-Based Summer Programs, ADA Accommodations, Unemployment, Maryland Healthy Working Families Act

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

*Long-Term Substitutes, Additional Assistants, Kindergarten Assistants, Lunchroom Assistants***Lateisha Mason**

Administrative Secretary

443-809-8954***Application and Onboarding Assistance***
All general temporary and substitute inquiries

Substitutes (Daily and Long-Term Substitute Teachers, Nurses, Administrators, and Paraeducators)	Office of Temporary Services 443-809-8954	Hiring Groups and Process
		SmartFind Log-In Application
		Summer Program Hiring
SmartFindExpress Help Desk	Monday through Friday 6:00 a.m.–4:45 p.m. 443-992-4210, Option 2	Substitute Teacher & Nurse Information
<u>Kelly Education</u>	443-992-4210	BCPS and Kelly Education Information

Who Do I Contact?

Who Do I Contact Regarding...	Office Information	Resources
Office of Staffing Contact Information		
EAST ZONE	CENTRAL ZONE	WEST ZONE
<u>Sally Barbieri</u> Human Resources Officer 443-809-4605 <i>Elementary</i>	<u>Shawn Stahl</u> Human Resources Officer 443-809-4152 <i>Elementary</i>	<u>Andrea Johnson</u> Human Resources Officer 443-809-6008 <i>Elementary</i>
<i>Countywide</i> <i>Occupational Therapists, Physical Therapists, Speech/Language Pathologists</i>	<i>Countywide</i> <i>Art, Dance, Health Education, Library Media, Music, and Physical Education</i>	<i>Countywide</i> <i>School Social Workers</i>
<u>Chloe Duncan</u> Human Resources Officer 443-809-4146 <i>Middle and High</i>	<u>Susan Stansbury</u> Human Resources Officer 443-809-4453 <i>Middle and High</i>	<u>Wendy Gigler</u> Human Resources Officer 443-809-6009 <i>Middle and High</i>
<i>Countywide</i> <i>School Psychologist</i>	<i>Countywide</i> <i>ESOL and World Languages</i>	<i>Countywide</i> <i>JROTC and School Nurses</i>
<u>Chekesha Smith</u> Supervisor 443-809-7870		
<i>Office Professionals</i>		
<u>Roshonda Anthony</u> HR Analyst 443-809-7872	<u>Nichelle Gibbs</u> HR Analyst 443-809-7872 <i>Construction and Improvement, Logistics, and Transportation Non-School-Based Summer Programs</i>	<u>Terrence Powell</u> HR Analyst 443-809-7872 <i>Facilities Operations & Grounds Non-School-Based Summer Programs</i>
<u>Jessica Ey</u> HR Analyst 443-809-7872 <i>Food Services & Maintenance Non-School-Based Summer Programs</i>	<u>Ashley Pescrille</u> HR Analyst 443-809-7872 <i>Paraeducators</i>	<u>TiErra Johnson</u> HR Analyst 443-809-7872
Recruitment Events		<u>Teacher Recruitment Events</u>
Resigning or Retiring	<u>Contact</u>	<u>Form</u>

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Recruitment and Staffing

Staffing Calendar – Spring/Summer of 2024

Friday, December 15, 2023	Declaration of Teaching Intent (DOI) Form was sent to all employees. DOI continues through Wednesday, July 31, 2024.
Wednesday, January 24, 2024	Related Services Virtual Job Fair Time: 5-6 pm
Thursday, January 25, 2024 – Wednesday, February 7, 2024	Position Management and Title I Specialist will meet with principals of Title I schools to review school Title I budget allocations.
Thursday, January 25, 2024	Staffing allocations and organization worksheets will be distributed to principals from the Office of Position Management. Organization worksheets will also be available online. Executive directors will notify each principal of their transfer limit. The <i>Recruitment and Staffing Guide</i> and all related documents will be shared on <i>Schoology</i> in the Human Resources (HR) School Based Staffing group. Contact your HR officer if you need the <i>Schoology</i> group code.
Thursday, January 25, 2024 - Ongoing	Requests for additional positions are submitted by principals (with justification, data, etc.) See <i>Additional Staffing Request Form</i> in this guide. The review of position requests for all schools continues throughout the summer hiring season. Principals are encouraged to submit requests as soon as possible for consideration.
Thursday, February 1, 2024 – Friday, February 16, 2024	Preliminary work sessions for HR officers and HR representatives to review organization worksheets to identify potential priority transfer teachers (PTT), potential priority transfer paraeducators and school-based vacancies.
Friday, February 16, 2024	All electronic Smartsheet PTT forms should be submitted to the executive director.
Friday, February 16, 2024	Organization worksheets completed online by all principals. Executive directors will begin to review and approve worksheets.
Friday, February 16, 2024 – Wednesday, February 21, 2024	The executive director will review electronic PTT recommendations with each principal. Principals will make any necessary revisions to their identified PTTs and resubmit to the

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Recruitment and Staffing

	<p>executive director for approval, if needed. ED approved forms will be reviewed by HR Officers.</p> <p>As identified PTTs and organization plans are approved, principals will <u>notify PTTs</u> and provide each with the Priority Transfer Job Fair information.</p>
Friday, February 16, 2024 – Wednesday, March 20, 2024	Principals will submit <i>Staffing Change Request Forms</i> for PTTs to fill school-based vacancies to HR officers for approval.
Wednesday, February 21, 2024	<p>Special Education Job Fair 4:30–6:00 pm Location: BCPS Greenwood Campus, Building E</p>
Wednesday, February 21, 2024	Executive directors will finalize approval of organization worksheets and PTT requests. Executive directors should review school organization worksheets for instructional appropriateness prior to approval.
Wednesday, February 21, 2024	Principals will notify PTTs of their status by close of business . All PTTs will receive communication from their principal prior to being notified by HR.
Wednesday, February 21, 2024 – Friday, March 8, 2024	<p>Staffing review meetings with principals will take place with HR officers to review staffing needs and confirm PTTs.</p> <p>Executive directors are encouraged to attend these meetings. Meeting dates and times can be found in this guide and in the Resources section of the Schoology HR School Based Staffing Group.</p>
Monday, February 26, 2024	HR will begin to notify <i>all identified priority transfers</i> (teachers and paraeducators) to amend their DOI and indicate their schools of choice for placement consideration.
Tuesday, March 12, 2024	<p>BCPS Spring Job Fair for identified PTTs, Voluntary Transfers, and New Hires</p> <p>Time: 4pm – 7pm Location: <i>Maryland State Fairgrounds</i> <i>2200 York Road</i> <i>Timonium, MD 21093</i></p> <p>All principals and/or their designee(s) are expected to participate. Set-up: 3:00 – 3:45pm</p>
Monday, March 18, 2024 – Friday, March 22, 2024	Notification of assignments for remaining priority transfer placements (teachers and paraeducators) will be sent by the Office of Staffing.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Recruitment and Staffing

Tuesday, March 19, 2024 (Elementary) Wednesday, March 20, 2024 (Secondary)	If necessary, executive directors will meet with the HR officers to recommend placement for any remaining priority transfers (teachers and paraeducators).
Friday, March 22, 2024	GOAL: All Priority Transfers will be placed. Any unplaced priority transfers (teachers and paraeducators) will be placed as vacancies occur.
Monday, March 25, 2024 – April 1, 2024	SPRING BREAK
Thursday, April 25, 2024	Virtual CTE Job Fair 5:00–7:00 pm Location: Virtual
Tuesday, April 30, 2024	Diversity Job Fair 10 am – 12 pm Location: TBD
Wednesday, May 1, 2024	The state of Maryland contractual deadline for <u>non-tenured</u> teachers to resign without prejudice.
Tuesday, May 7, 2024	Related Services Virtual Job Fair Time: 5:00 – 6:00 pm
Friday, May 24, 2024	Principals submit <i>Twelve-Month Responsibility Factor Forms</i> to the executive director.
Friday, May 31, 2024	Executive director finalizes approval of <i>12-Month Responsibility Factor Forms</i> .
Friday, June 7, 2024	Principals submit <i>Ten-Month Responsibility Factor Forms</i> to the executive director.
Wednesday, June 12, 2024	Executive director finalizes approval of <i>10-Month Responsibility Factor Forms</i> .
Wednesday, June 26, 2024	BCPS Summer Recruitment Fair 10:00 am–12:00 pm Location: TBD
Friday, June 28, 2024	Projected date to staff all known vacancies at Priority & Title I schools.

BALTIMORE COUNTY PUBLIC SCHOOLS

Department of Recruitment and Staffing

Monday, July 1, 2024	<i>Retire-Rehires considered for open vacancies in critical-shortage areas (as designated by the Maryland State Department of Education (MSDE).</i>
Monday, July 15, 2024	The State of Maryland deadline for <u>tenured</u> teachers to resign without prejudice.
Monday, July 15, 2024	Anticipated deadline for all priority transfer paraeducators to be placed.
Thursday, July 25, 2024	Last day for Priority Transfers to return to their former assignment.
Monday, July 29, 2024	Lottery date for any remaining PTTs, if necessary.
Wednesday, July 31, 2024	Last day for voluntary transfers.
Thursday, August 1, 2024	Projected date for all teachers hired and placed for the 2024-2025 school year.
August 12, 2024 - August 16, 2024	New Educator Orientation

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.

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Baltimore County Public Schools

Department of Schools ~ 2023-2024

Dr. Racquel Jones, Chief of Schools
Ms. Judi Komins, Executive Administrative Assistant
 Greenwood Bldg. A - (443) 809-3172

High Schools

West		Central		East	
Ms. Kyria Joseph Executive Director of Schools, Secondary Ms. Leslie Hudson, Admin. Assistant Windsor Mill MS – (443) 809-8740		Ms. Sandra Reid Acting Executive Director of Schools, Sec. Ms. Sarah Fast, Admin. Assistant Cockeysville MS – (443) 809-8764		Mr. Craig Reed Executive Director of Schools, Secondary Ms. Deb Balcer, Admin. Assistant Kenwood Admin. Bldg. – (443) 809-3235	
Catonsville	0808	Dulaney	7633	Chesapeake	0100
Catonsville Center	0934	Franklin	1119	Eastern Technical	0190
Milford Mill Acad.	0660	G. W. Carver Ctr.	2775	Kenwood	0153
New Town	1614	Hereford	1905	Overlea	5241
Pikesville	1217	Loch Raven	3525	Patapsco	7060
Randallstown	0748	Parkville	1217	Perry Hall	5108
Western School	0840	Towson	3608	Rosedale Center	0133
Woodlawn	1309			Sollers Point	7075
				Sparrows Point	7517

Mr. Sam Mustipher, Executive Director, School Support & Improvement
Ms. Jennifer Gounaris, Administrator of School Improvement
Dr. Kalisha Miller, Administrator of School Improvement
Ms. Carla McCollough, Admin. Assistant
 Greenwood Bldg. A – 443-809-8282

High Schools

Middle Schools

Dundalk	7023	Arbutus	1402
Lansdowne	1415	Deep Creek	0112
Owings Mills	1700	Dundalk	7018
		Franklin	1114
		General John Stricker	7038
		Holabird	7049
		Lansdowne	1411
		Loch Raven Technical Acad.	3518
		Middle River	0165
		Northwest Academy	0742
		Pikesville	1207
		Stemmers Run	0177
		Woodlawn	1304

Middle Schools

West/Central

East/Central

Ms. Sue Truesdell Acting Executive Director of Schools, Secondary Ms. Leslie Hudson, Admin. Assistant (West) Windsor Mill MS – (443) 809-8740 Ms. Sarah Fast, Admin. Assistant (Central) Cockeysville MS – (443) 809-8764		Ms. Larissa Santos Executive Director of Schools, Secondary Ms. Deb Balcer, Admin. Assistant (East) Kenwood Admin. Bldg. – (443) 809-3235 Ms. Sarah Fast, Admin. Assistant (Central) Cockeysville MS – (443) 809-8764	
West		East	
Catonsville	0803	Crossroads Center	2275
Deer Park Middle Magnet	0726	Golden Ring	0130
Meadowood Education Center	6888	Perry Hall	5100
Southwest Academy	0825	Sparrows Point	7524
Sudbrook Magnet	6720		
Windsor Mill	0618	Central	
		Dumbarton	3176
Central		Hereford	7902
Cockeysville	7626	Parkville	5250
		Pine Grove	5270
		Ridgely	7650

September 12, 2023

Baltimore County Public Schools

Department of Schools ~ 2023-2024

Elementary Schools					
West		Central		East	
Dr. Nashae Bennett Executive Director of Schools, Elementary Ms. Leslie Hudson, Admin. Assistant Windsor Mill MS – (443) 809-8740		Mr. Steve Bender Executive Director of Schools, Elementary Ms. Sarah Fast, Admin. Assistant Cockeysville MS – (443) 809-8764		Dr. Jennifer Mullenax Executive Director of Schools, Elementary Ms. Deb Balcer, Admin. Assistant Kenwood Admin. Bldg. – (443) 809-3235	
Campfield	1227	Carroll Manor	5947	Battle Monument	7000
Chadwick	1300	Cedarmere	1100	Bear Creek	7007
Chatsworth	1103	Cromwell Valley	4888	Berkshire	7008
Church Lane	0717	Franklin	1111	Chapel Hill	5119
Deer Park	0723	Glyndon	1130	Chesapeake Terrace	7505
Dogwood	6808	Halstead Academy	3210	Colgate	7010
Edmondson Heights	0818	Lutherville	7800	Dundalk	7013
Hernwood	0732	Mays Chapel	4134	Edgemere	7507
Johnnycake	0823	Oakleigh	5238	Glenmar	0127
Lyons Mill	1719	Owings Mills	1710	Grange	7043
New Town	1541	Padonia Int.	7646	Gunpowder	5121
Powhatan	1330	Pinewood	7663	Honeygo	8700
Randallstown	0746	Pleasant Plains	3549	Joppa View	5065
Watershed Charter	2100	Timber Grove	1714	Kingsville	5949
Woodholme	6700	Timonium	7661	Logan	7052
		Warren	7665	Maiden Choice	1431
				Norwood	7055
				Perry Hall	5105
				RICA	410-368-7800
				Ridge Ruxton	3594
				Sandy Plains	7070
				Vincent Farm	2983
				White Oak	5378
West		Central		East	
Dr. Adrienne Morrow Executive Director of Schools, Elementary Ms. Leslie Hudson, Admin. Assistant Windsor Mill MS – (443) 809-8740		Dr. Sharonda Gregory Executive Director of Schools, Elementary Ms. Sarah Fast, Admin. Assistant Cockeysville MS – (443) 809-8764		Mr. Eric Wilson Executive Director of Schools, Elementary Ms. Deb Balcer, Admin. Assistant Kenwood Admin. Bldg. – (443) 809-3235	
Arbutus	1400	Carney	5228	Chase	5940
Baltimore Highlands	0919	Fifth District	1726	Elmwood	5232
Bedford	1200	Fort Garrison	1203	Essex	0117
Catonsville	0800	Hampton	3205	Fullerton	5234
Halethorpe	1406	Harford Hills	5236	Hawthorne	0138
Heberville	0708	Jacksonville	7880	Mars Estates	0154
Hillcrest	0820	Pine Grove	5267	Martin Boulevard	0158
Lansdowne	1408	Prettyboy	1900	McCormick	0500
Relay	1426	Riderwood	3568	Middleborough	0160
Riverview	1428	Rodgers Forge	3582	Middlesex	0170
Scotts Branch	0761	Seven Oaks	6257	Oliver Beach	5943
Westchester	1089	Seventh District	1902	Orens	0172
Westowne	0854	Sparks	7900	Red House Run	0506
Winand	0763	Stoneleigh	3600	Rossville	8519
Winfield	0766	Summit Park	1210	Sandalwood	0174
Woodbridge	0857	Villa Cresta	5275	Seneca	5945
Woodmoor	1318	West Towson	3869	Shady Spring	0509
				Sussex	0182
				Victory Villa	0184

September 12, 2023

Baltimore County Public Schools

Department of Schools ~ 2023-2024

Mr. Sam Mustipher, Executive Director, School Support & Improvement

Ms. Jennifer Gounaris, Administrator of School Improvement

Dr. Kalisha Miller, Administrator of School Improvement

Ms. Carla McCollugh, Admin. Assistant

Greenwood Bldg. A – 443-809-8282

Elementary Schools

Battle Grove	7500
Charlesmont	7004
Deep Creek	0110
Featherbed Lane	1302
Milbrook	1225
Pot Spring	7648
Reisterstown	1133
Wellwood International	1212

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 utilize email and cell phone numbers to contact the UniServ Directors.

<u>Vanessa Bliss</u>	vbliss@mseanea.org	301-821-5783
<u>Serafina DeVita</u>	sdevita@mseanea.org	410-299-5259
<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>Tyler Wilkinson</u>	twilkinson@mseanea.org	443-298-0084

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

Membership Pays!