

**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**BALTIMORE COUNTY BOARD OF EDUCATION**  
**and the**  
**TEACHERS ASSOCIATION OF BALTIMORE COUNTY**

**Salary Increase Eligibility and Compensation**  
**for Teachers Who opt into the Career Ladder**

The Board of Education of Baltimore County (Board) and the Teachers' Association of Baltimore County (TABCO) (hereinafter jointly referred to as "Parties") recognize that, subject MD Code, Education, § 6-1009(2), beginning July 1, 2022, teacher salary increases associated with the career ladder shall, at a minimum, include salary increases for becoming a NBC teacher and being a NBC teacher teaching at a low-performing school as identified by the Maryland State Department of Education (MSDE), and

Whereas the Parties agree to the following definitions as provided in MSDE Guidance on National Board Certification Eligibility issued on April 22, 2022:

- (i) "NBC" means National Board Certification issued by the National Board for Professional Teaching Standards. For subject matters without NBC, MSDE determines equivalency.
- (ii) "NBC teacher" means a "teacher" who holds an active National Board Certification
- (iii) "Teacher" means a certified public-school employee who is primarily responsible and accountable for teaching students in a class. "Primarily responsible and accountable" means a teacher of record, or co-teacher (including Special Education Teacher or English Language Development (ELD) teacher), who delivers instruction and is responsible for a student's or group of students' academic progress in a Pre-K to 12 public school setting.
- (iv) "Teacher" does not include curriculum specialists, instructional aides, attendance personnel, psychologists, social workers, clerical personnel, an individual with a Resident Teacher Certificate, or an individual with a certification for career professionals.
- (v) "Certified" means an individual holding a Maryland professional teaching certificate/license.
- (vi) "Working time" is defined as the individual's total contractual working time, in hours, in a school year, excluding duty free lunch time, rounded to two decimal places.
- (vii) "Teaching time" means the amount of time, in hours, in a school year that a teacher is directly teaching and/or providing supervision of students rounded to two decimal places. The use of vacation, sick time, or other paid time off does not affect this percentage. For special education teachers and ELD teachers, teaching time includes but is not limited to co-teaching, assessing students, implementing Individualized Education Program (IEP) and Multilingual Learners (MLL) services, and working toward student goals and objectives.
- (viii) "Percent of time teaching" is teaching time divided by working time, rounded to two decimal places multiplied by 100, and
- (ix) Level Three is defined as:
  - a. An NBC teacher;

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- b. If there is no assessment comparable to NBC for the teacher's subject area, a teacher with a master's degree in the teacher's subject area; or
- c. An assistant principal; and
- (x) Level Four is defined as:
  - a. A teacher on the teacher leadership track, in the following tiers:
    - i. Lead Teacher;
    - ii. Distinguished Teacher; or
    - iii. Professor Distinguished Teacher

Whereas the Parties agree that teaching time shall be based on the one hundred and eighty (180) day student year and the six (6) hours and forty-five (45) minutes student day and shall be calculated in the following manner

- (i)  $6.75\text{-hour student day} \times 60 \text{ minutes} = 405 \text{ minutes per day} \times 180 \text{ student days} = 72,900 \text{ minutes in the school year}$
- (ii)  $30 \text{ minutes per day duty free lunch} \times 180 \text{ days} = 5,400 \text{ minutes in the school year}$
- (iii)  $72,900 \text{ minutes in the school year minus } 5,400 \text{ duty free minutes} = 67,500 \text{ minutes of working time}$   
60% - Teacher
- (iv)  $67,500 \text{ (teacher yearly classroom instruction time)} \times 60\% = 40,500 \text{ minutes of classroom instruction for teachers during the school year}$
- (v)  $40,500 \text{ minutes divided by } 180 \text{ student days} = 225 \text{ minutes of teaching time during each instructional day divided by } 60 \text{ minutes} = 3.75 \text{ hours}$

Whereas the Parties agree that all individuals whose job duties meet the statutory description of NBC teacher – Level 3 in Md. Code, Education §§ 6-1002 (f)(3) and 6-1003(a) must teach a minimum average of sixty percent (60%) of their working time to be eligible for the salary increase, and

Whereas the Parties also agree that the remaining time of said teachers shall be spent on other teacher activities including improving instruction, identifying, working with, and tutoring students who need additional help, working with the most challenging students, and leading or participating in professional learning, and

1. BCPS Career Ladder Level 3 eligible teachers include all teachers with an active NBC who teach a minimum of sixty percent (60%) of their working time. The Parties agree that these teachers who opt in through the agreed upon attestation form in Appendix A, shall receive the ten thousand dollar (\$10,000) NBC salary enhancement. Teachers meeting this requirement and who teach in an MSDE identified low performing school shall receive an additional seven thousand dollar (\$7,000) salary enhancement.
2. Teachers who opt in to the Career Ladder Level 3 shall receive the following increases upon each of the following maintenances:

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- (i) First renewal of NBC – \$8,000 salary increase;
  - (ii) Earning a second maintenance of NBC – \$7,000 salary increase; and
  - (iii) Earning a third maintenance of NBC – \$6,000 salary increase.
3. Teachers whose employment status is below a 1.0 full time equivalency (FTE) shall have their base salary increased by the full amount of all salary increases and then adjusted down to reflect the appropriate FTE status (e.g., a teacher who is a 0.5 FTE and who is eligible for the \$10,000 NBC salary increase should receive a salary increase of 0.5 x \$10,000 or \$5,000).
4. Eligible teachers who are assigned teaching time between two schools in which one is identified as a low-performing school and the other is a non-identified school shall receive the FTE equivalent of the \$7,000 increase (e.g., a teacher who is a 0.6 FTE at a low-performing school and a 0.4 FTE at a non-identified school shall receive a salary increase of 0.6 x \$7,000 or \$4,200).
5. Compensation for teachers who achieve NBC prior to the end of the school year will begin at the start of the next school year.
6. Eligible teachers who opt into the career ladder will demonstrate additional responsibility, autonomy, and authority in school-based decisions by participating in at least one additional activity selected by the teacher in consultation with their school or district leadership, which may include but not be limited to the lists below. List a. identifies activities that are primarily school-based, and list b. describes activities that are primarily system-based. Level 3 Career Ladder educators may select from either or both lists.
- a. Primarily school-based
    - i. Mentoring new educators within the building (approximately 30 minutes per week for an average of three times per month)
    - ii. Mentoring educators new to their position or role (e.g., Special Education, English Language Development (ELD), etc.) or new to the system
    - iii. Mentoring fellow educators pursuing national board certification (Professional Learning Facilitator (PLF))
    - iv. Teaching Continuing Professional Development (CPD) courses for educators (induction)
    - v. Leading NBC book study
    - vi. Presenting at New Educator Orientation (NEO)
    - vii. Facilitating New Educator Professional Learning Community (PLC)
    - viii. Reviewing and analyzing data to improve student instruction
    - ix. Providing additional opportunities for identified groups of students to show academic growth
  - b. Primarily system-based
    - i. Serving as a demonstration classroom

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- ii. Leading collaborative planning/data meetings (PLCS) with a priority for cross-curricular or interdisciplinary support
  - iii. Writing curriculum pilots
  - iv. Participating in Peer Assistance and Review (PAR)
    - v. Facilitating systemwide professional development day (content)
  - vi. Teaching CPD courses for year 2 and year 3 educators (data literacy and responsive induction)
  - vii. Providing direct instruction to students not on track for College and Career Readiness (CCR)
  - viii. Participating in additional responsibilities as approved by the supervisor or principal
  - c. Selected activities that occur outside of the duty day may or may not include additional compensation and are not specifically required, provided those Level 3 educators complete at least one activity as outlined above.
7. Level 3 educators who wish to advance to Level 4 of the career ladder will demonstrate competency in more than one activity as outlined in 6 above.
8. Administrators shall be provided with guidance and shall be asked to verify that teachers with an active NBC teach at least 60% of their work time based on their classification as a teacher.
9. An NBC teacher who receives the salary increase for teaching at a Low-Performing school will not lose the salary increase while teaching at the same school, even if the school ceases to be low performing.
10. Teachers actively working on National Board candidacy will receive one (1) approved Other Board Business (OBB) Day per component (4 total) within the year the candidate is completing the component; teachers will coordinate with their supervisor/administrator to schedule OBB. Teachers who need to retake any component(s) must use personal business if they have already used OBB for that component.
11. Teachers pursuing NBC will keep the principal abreast of eligibility status.
12. Teachers interested in pursuing an NBC will receive funding to cover the cost associated with their National Board candidacy if they meet the applicant eligibility requirement and as long as the member completes the required paperwork for the fee incentive program. If a candidate completes the process independently, they will not receive financial assistance. Subject to the annual appropriation by the Maryland General Assembly, this funding shall be provided by BCPS for each candidate to pursue each component with additional funding for a candidate to pursue one retake for each component as needed.

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- c. If a teacher pursuing their NBC is priority transferred every effort must be made to transfer them to an assignment where they can continue their pursuit. If they cannot be assigned in their area of pursuit, the principal/supervisor at their new assignment shall work with them so that they can continue their pursuit of NBC.
- d. If a teacher pursuing their NBC is unable to complete required elements due to BCPS action other than termination, BCPS, not the teacher, will be responsible to pay MSDE back for the funding provided for NBC fees.

The Parties agree to review and update this memorandum as needed based on additional guidance that may be provided by MSDE throughout the 2025-2026 school year. This memorandum will expire on June 30, 2026.

TABCO:

BOARD: