

TABCO MEMBERS

BCPS Transfer Process

What's it all about?

- * Voluntary Transfer
 - * Involuntary Transfer
 - * Potentially surplusd
 - * Excessed

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 410-828-6403.

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Introduction

Dear TEAM TABCO Members,

You are a member of an association that services all of the teachers in Baltimore County. I am proud to advocate on your behalf on issues impacting the teaching and learning environment in all of our schools individually and as one of the 25 largest school systems in the United States.

As your President, I work very hard to represent you as the dedicated professionals that you are in the decision making process at all levels, in the political arena, in the media, and in everything I do. I am proud to be your president.

A key role we at TABCO serve is educating 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 every year and has evolved since the inception of our association. As with any large school system, we must maintain and enforce our rights and that is why we are here to advocate and work on your behalf.

This document 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 at each school site. With the information in this document, I 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 I can make it under state law.

As you go through the voluntary or involuntary (excess/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.

Together we are a strong team and we hope this helps to strengthen each of our TEAM TABCO members throughout the transfer process.

Sincerely,



Cheryl Bost
TABCO President

Master Agreement Language
Effective July 1, 2007 – June 30, 2012

ARTICLE XIV
Transfers and Assignments

General

14.1 Any teacher 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 teacher's materials upon request.

Any teacher reassigned during the school year to a new position within the school shall be allowed one (1) duty day without teaching for the purposes of preparing for the new assignment. Whenever possible, no other responsibilities will be assigned.

The Board may identify any vacant positions as reserved to be filled by a newly hired teacher rather than through the transfer process.

Voluntary

14.2 Teachers 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 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 teacher requesting a voluntary transfer shall have his/her request submitted to administrators at work sites to which he/she has requested a transfer.

14.2.2 Vacancies will be entered by the Director of Personnel onto the BCPS website that will be updated as appropriate.

14.2.3 The Department of Human Resources will publish information describing the transfer procedures, including timelines and telephone numbers, on the BCPS website.

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

14.2.5 Teachers who have requested transfers 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 of the action taken by the Department of Human Resources on said transfer or reassignment. This action will include (1) the granting of the transfer or reassignment; or (2) denial and the reason for the denial; or (3) the absence of the actions specified in either (1) or (2) will indicate that this request is being held in abeyance with the possibility it can be granted within a reasonable period of time. All requests for 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, consideration will be given, whenever possible, to those teachers who requested a transfer to that school during the previous transfer period.

Involuntary/Excess

14.3 When an involuntary transfer is necessary due to excess staffing, the following procedures shall apply:

14.3.1 The principal, with the approval of the Executive Director of Schools, shall determine which teacher is to be involuntarily transferred based on the best interests of the students and the program of instruction.

14.3.2 A teacher 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 teacher who so desires may be returned to his/her previous school if an appropriate vacancy occurs by August 1, or later if the teacher has not been assigned elsewhere. Consideration may be given if the vacancy occurs after August 1.

14.3.4 When a part-time position, including one which is part of a split assignment, expands to a greater FTE the Board may offer the new position to the incumbent teacher who held the part-time position if 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 Board may involuntarily transfer that teacher so that another teacher may be assigned to the total position.

14.3.5 Teachers 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 teachers 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 redrawn because of the closing or opening. The voluntary transfer considerations shall be used to select from among the teachers. Any teacher 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 teachers, whenever possible, voluntary transfer requests will not be acted upon prior to the identification of excess teachers. Involuntarily transferred excess teachers 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 August 1, the remaining teachers shall then choose placement from any remaining appropriate positions. On August 1, the Association shall receive notification of all teachers not placed and all positions available. A lottery shall be held five (5) working days after August 1 to determine the order in which teachers are given their choice. An Association representative will be allowed to attend the lottery.

Involuntary/Administrative

14.4 Involuntary transfers may be made by the Superintendent as the needs of the schools require.

14.4.1 When a teacher 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 a teacher as soon as possible but not less than 20 calendar days, except in case of emergency, in advance of the intended transfer.

14.4.3 An involuntary transfer will be made only after a meeting between the teacher and the appropriate administrator/supervisor at which time the teacher shall be notified of the reason for the transfer.

Assignment Out of Field

14.5 A teacher 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 teacher so assigned shall retain his/her regular contract while teaching with a provisional certificate.

Notification of Assignment

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

14.6.1 No teacher will be reassigned to different teaching responsibilities unless the principal has first conferred with the teacher, giving reasons for the proposed change and has considered the teacher's input. Once a decision is made, the teacher shall be notified of the decision as soon as possible. When the teacher is unavailable for such a conference, a written communication will be mailed promptly to notify the teacher 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
Staffing Calendar for the Spring and Summer of 2010

- 12/09-03/10 Open houses scheduled at discretion of principals
- 12/15/09 Declaration of Teaching Intention Forms to schools/teachers from Information Technology
- 01/29/10 Declaration of Teaching Intention Forms returned to principals by teachers
- 02/12/10 Declaration of Teaching Intention Forms returned to Office of Personnel by principals
- 02/15/10 Administrative transfer recommendations sent to area assistant superintendents by principals
- 02/17/10 School Organization Worksheets available on-line for Principals
Staffing allocations/Staff review process to principals from Position Management/Personnel
- 02/24/10 BCPS Special Education Job Fair at Holiday Inn, Timonium (10:00 a.m. – 3:00 p.m.)
- 03/15/10 Transfer Reports from Information Technology to the Office of Personnel for distribution to the area offices, principals, and the Department of Curriculum and Instruction
- 03/31/10 Organization worksheets completed by all schools
- 03/23/10 BCPS Elementary School Transfer Fair at Crowne Plaza (5:00 p.m. – 7:00 p.m.)
- 03/24/10 BCPS Middle School Transfer Fair at Perry Hall Middle School (4:30 p.m. – 6:30 p.m.)
- 03/25/10 BCPS High School Transfer Fair at Deer Park Middle Magnet School (3:30 p.m. – 5:30 p.m.)
- 04/01-30/10 Work sessions for personnel officers and curriculum coordinators/supervisors to identify vacancies, organization status, and potential surplus
- 04/14/10 Last date for teachers to amend Declaration of Teaching Intention Forms for inclusion in countywide dissemination
- 04/15/10 Organization worksheets approved for instructional appropriateness by area assistant superintendents
- 04/20/10 - Staffing Change Request/Transfer forms sent to personnel officers by principals
- Final transfer reports reissued by Information Technology
- Denial of eligibility to transfer notification by personnel officers
- 04/26-04/30/10 Secondary school principals Staffing Review Week - Office of Personnel
- 04/27/10 BCPS Exposition /Job Fair at the Timonium Fairgrounds – Exhibit Hall (3:00 p.m. – 7:30 p.m.)
- 05/03-05/07/10 Elementary school principals Staffing Review Week -Office of Personnel
- 05/14/10 Excess notification letters and response forms sent to teachers by Office of Personnel
- 05/28/10 Excess response forms due to principals by 10:00 a.m. and to the Office of Personnel by 3:30 p.m.
- 06/01/10 County Council's final action on budget
- 06/14/10 Acknowledgement letters/electronic mailings sent to teachers requesting transfers by Office of Personnel
- 06/18/10 Teachers receive RIF letters from area assistant superintendents, Department of Human Resources if cuts are necessitated by budgetary decisions

BALTIMORE CO PUBLIC SCHOOLS DEPARTMENT OF HUMAN RESOURCES

HUMAN RESOURCES (x4301)

Assistant Superintendent: Don Peccia
Administrative Assistant: Debbie Zoller
HR Officer: Anna Geisinger (x4191)

OFFICE OF PERSONNEL (x4191)

Director: Alpheus Arrington

Elementary Focus Team

Cynthia Hamlet (x7869) – Lead Personnel Officer

Geoff Bond (x4152)

Classroom, Resource, Tech Integration, Reading (all NW, SE)

Guidance & PPW

Angelia Nicholas (x4151)

Classroom, Resource, Tech Integration, Reading (all CN, SW, NE)

Instructional Coach, Reading Specialist, GT Catalyst

Bridget Bushman (x7836)

Office Professionals, Para-Educators

Penny Hobbs (x7869)

Grounds, Maintenance/Trades, Food Service

Secondary Focus Team

Herman James (x5530) – Lead Personnel Officer

Ray Banks (x4453)

Art, Dance, Library Science, Media, Music, PE/Health, Secondary Res Tchr, Crossroads Itinerant, Tech/Bus Ed, Family Studies, ROTC

Wayne Bark (x4146)

English, ESOL, Reading-Secondary, Nurse, Soc Worker, World Languages

Jill Bordenick (x4605)

Special Education, Spec Education Resource

Herman James (x5530)

Behavior Intervention, Math, Science, Soc Studies

VACANT

Office Professionals, Para-Educators

Mary Roney (x7869)

Operations, Transportation

TEACHER CERTIFICATION

Ken Kuyawa (x5768)

PERSONNEL SERVICES (x8936)

Manager: Fran Allen

Position Management (x8931)

Tom Mallon

Peggy Muhl (SW, NE, CN A-O)

Mary Lou Wolford (NW, SE, CN P-Z)

Shari Dorsey (Offices)

Office of Temporary Services (x8952)

Johnnie Jackson – (x8952)

Shawn Stahl – (x8954)

Questions and Answers

How do I place my name in for a voluntary transfer?

Every employee receives a "Letter of Intent" form in late December or early January. You must indicate on the "Letter of Intent" your desire to voluntarily transfer from your current assignment. If you decide to transfer after the deadline for the "Letter of Intent," then you request an amendment form from your administrative secretary and send it to the Human Resources office.

If I put on my "Letter of Intent" that I plan to stay in my current assignment for next year, what is the last date on which I can amend my "Letter of Intent"?

You have until April 11 to amend your "Letter of Intent" so you can be included in the county-wide dissemination of the employees seeking transfer. After that date, you can amend your form up until June 30, but are not likely to be included on the list of employees seeking transfer that is sent out to administrators.

If I choose to put in for a voluntary transfer, how many schools/areas can I list on the "Letter of Intent"?

The "Letter of Intent" provides for you to list 3 schools and check any or all of the geographic areas. If you check off an area, your name will be distributed to all schools in that area based on desire of teaching assignment.

After I submit my "Letter of Intent" 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 accurate. 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 Fairs in March.** 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. You should also plan to attend the BCPS Job Fair in order to meet with principals of various schools and set up interviews. Teachers must take an active role in securing his/her 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 "Letter of Intent"?

These matches are considered a "perfect match," and will likely be acted upon in early May 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," following that meeting either someone from HR or the receiving principal will contact you notifying you of your transfer.

When will I know if my transfer was granted?

Master Agreement Article 14.2.5 explains the notification process of voluntary transfers. The system-wide meetings take place in early May, so some teachers may be notified in May as to their transfer results.

What obstacles are there in obtaining a voluntary transfer?

There are several obstacles that impede the transfer process. You must teach in a school for two years prior to entering the voluntary transfer process except in cases of excess and if the principal obtains special permission for transfer from the Area Assistant Superintendent. Additionally, BCPS has set in place transfer limits for many of the non-Title I and non-challenging schools. These limit the number of transfers coming into those buildings; there are no limits on transfers out of any building. Finally, personnel officers have been instructed to look for “highly qualified” replacements and the overall balanced staffing of a school prior to granting transfers out of Title I and challenging schools. This does not across the board restrict teachers from leaving those schools and administrators should not tell you that you can’t transfer based on these criteria. 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 subject area to inquire about the candidate pool and the progress on his/her transfer. It is important to keep the TABCO UniServ Director for your area 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 second year in order to indicate on their “Letter of Intent” that they wish to transfer. Even though you start the process in your second year when you are non-tenured, the transfer won’t technically take effect until the beginning of your third year when you will be tenured.

What does it mean to be listed as “Potentially surplused”?

When staffing is sent out to schools and organization charts are in turn submitted to the Area Assistant Superintendents, if staffing cuts occur principals must identify individual teachers as potentially surplused. 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 surplused or excessed out of the school. If you are listed as “potentially surplused” and a vacancy occurs in an area in which you are certified, you are then entitled to remain at the school. There is no criteria as to how people get listed as “potentially surplused.” Principals are discouraged by BCPS from listing non-tenured teachers as “potentially surplused.” TABCO recommends for principals to list those teachers seeking a transfer on the “potentially surplused” list when applicable.

When will I be notified that I am officially involuntarily transferred or excessed from a school?

The Office of Personnel will send out excess notification and response forms on or about May 16 to those individuals who were listed as “potentially surplused” and are now actually being excessed. Master Agreement Article 14.3 through 14.3.6 outlines a teacher’s rights and responsibilities when excessed. Two important points outlined in the agreement explain that excessed teachers will make a priority list of those schools for which they wish to interview, and excessed teachers have the right to return to their current school up until August 1, or later if the teacher has not been assigned elsewhere. If a member has any questions as to why they are being selected to be excessed or have concerns that there are positions available in the school that they are certified to teach and not given the opportunity to move into one of those positions, or if they have any questions about the involuntary transfer/excess process, they should call their UniServ Director immediately following being identified as “potentially surplused” or excessed.

What happens if I have been involuntarily transferred/excessed and I have not been contacted to go on any interviews?

Members should immediately contact TABCO if by June they have not been contacted by a personnel officer to go on interviews at the schools you listed. It is critical to stay in touch with the personnel officer that handles your area of teaching weekly and make sure they have 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/excessed, what happens if I have not been placed in a school assignment by August 1?

If you haven’t been placed by August 1, then your name goes into a lottery conducted by BCPS and TABCO. TABCO representatives sit with BCPS representatives on or about August 5 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 their placement from the list of vacancies that still remain.

If I am involuntarily transferred/excessed, may I request a transfer the very next year?

Yes, you may request a voluntary transfer the very next year.

If I am currently a part time teacher and I want to move back to full time, what are my options?

Master Agreement Article 16.13.1 states, “Any part-time teacher who has requested full-time shall be considered for a position for which he/she is qualified before a new teacher may be hired for that position.” You will need to indicate your desire to move from part-time to full-time on the “Letter of Intent” and notify the personnel officer for your subject area ASAP.

<u>SOUTHEAST</u>	<u>NORTHEAST</u>	<u>CENTRAL</u>	<u>NORTHWEST</u>	<u>SOUTHWEST</u>
Battle Grove ES Battle Monument Bear Creek ES Berkshire ES Charlesmont ES Chase ES Chesapeake HS Chesapeake Terrace ES Colgate ES Deep Creek ES Deep Creek MS Dundalk ES Dundalk HS Dundalk MS Eastwood Center Eastern Family Re- source Center Edgemere ES Gen Stricker MS Grange ES Hawthorne ES Holabird MS Logan ES Mars Estates ES Middleborough ES Norwood ES Oliver Beach ES Patapsco HS Sandalwood ES Sandy Plains ES Seneca ES Sollers Point/SE Tech HS Sparrows Pt HS Sparrows Pt MS Sussex ES	Carney ES Chapel Hill ES Crossroads Ctr. Eastern Tech HS Elmwood ES Essex ES Fullerton ES Glenmar ES Golden Ring MS Gunpowder ES Harford Hills ES Joppa View ES Kenwood HS Kingsville ES Martin Blvd ES McCormick ES Middle River MS Middlesex ES Orem's ES Overlea HS Parkville HS Parkville MS Perry Hall ES Perry Hall HS Perry Hall MS Pine Grove ES Pine Grove MS Red House Run ES Rosedale Ctr Seven Oak ES Shady Spring ES Stemmers Run MS Victory Villa ES Vincent Farms ES	Carroll Manor ES G.W. Carver Ctr Cockeysville MS Cromwell Vly ES Dulaney HS Dumbarton MS Fifth District ES Halstead Acad Hampton ES Hereford HS Hereford MS Jacksonville ES Loch Raven Acad Loch Raven HS Lutherville ES Oakleigh ES Padonia Int.ES Pinewood ES Pleasant Plains ES Pot Spring ES Prettyboy ES Riderwood ES Ridge Ruxton Ridgely MS Rodgers Forge ES Seventh District ES Sparks ES Stoneleigh ES Timonium ES Towson HS Villa Cresta ES Warren ES West Towson ES White Oak School	Bedford ES Campfield Early Childhood Cedarmere ES Chatsworth Church Lane ES Deer Park ES Deer Park MS Fort Garrison ES Franklin ES Franklin HS Franklin MS Glyndon ES Hernwood ES Home & Hospital Millbrook ES Milford Mill Acad New Town ES New Town HS Old Court MS Owings Mills ES Owings Mills HS Pikesville HS Pikesville MS Randallstown ES Randallstown HS Reisterstown ES Scotts Branch ES Sudbrook Mag. MS Summit Park ES Timber Grove ES Wellwood Int.ES Winand ES Woodholme ES	Arbutus ES Arbutus MS Balto Highlands ES Bridge Center Catonsville ES Catonsville Alt Stud Catonsville HS Catonsville MS Chadwick ES Dogwood ES Edmondson Heights ES Featherbed Ln ES Halethorpe ES Hebbville ES Hillcrest ES Imagine Discovery Public Charter Johnnycake ES Lansdowne ES Lansdowne HS Lansdowne MS Maiden Choice Meadowood Ed Ctr Powhatan ES Relay ES RICA-Catonsville Riverview ES Southwest Acad Westchester ES Western Sch Tech Westowne ES Windsor Mill MS Winfield ES Woodbridge ES Woodlawn HS Woodlawn MS Woodmoor ES

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 office at 410-887-4142 prior to submitting your retirement request. In addition, we offer members the ability to consult with Tom Henry from Security Benefits 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.

TABCO UniServ Directors **410-828-6403**

Southeast Area	Debbie Banasziewicz	dbanaszkiewicz@mseanea.org
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TABCO Website www.tabco.org

MSEA Website www.mseanea.org

NEA Website www.nea.org

BCPS Personnel Office Website **intranet.bcps.org**

This site provides job opportunity listings, certification information, and more. This site also provides email addresses for personnel officers.

Membership Pays!