

# BALTIMORE CITY PUBLIC SCHOOLS

**Catherine E. Pugh**  
Mayor, City of Baltimore

**Cheryl A. Casciani**  
Chair, Baltimore City Board of  
School Commissioners

**Dr. Sonja Brookins Santelises**  
Chief Executive Officer

## **SY 19-20 Staffing Process and Timeline**

We hope that you are having a great school year, and cannot believe that another staffing season is upon us! We wanted to share staffing information with you, highlight changes for this year and provide a high-level overview of key dates for this staffing season.

### ***Window of Mutual Consent***

*Mutual consent* is the term we use when both principal and staff member agree that an assignment is in both their best interests. City Schools believes in staffing by mutual consent whenever possible, and in providing principals and employees eligible to transfer with an opportunity to identify placements that are a good fit.

The Window of Mutual Consent opens today, Monday, April 1st. For employees seeking to voluntarily transfer, the window will remain open until Friday, May 17th (remaining surplus may continue seeking to identify funded positions until we begin centralized placements on 7/15). Although we will not be able to provide a vacancy list until after our budget process concludes in mid-April, we know that employees and schools are beginning to explore the staffing opportunities that exist, and we wanted to acknowledge that by opening our mutual consent window earlier than in past years.

### ***Indicating Interest to Transfer and the Recommendation to Hire Form***

Another substantive change for this staffing season is that we are using the district's Applicant Tracking System (ATS) as the vehicle for employees to indicate their interest in transferring, for transfer-eligible employees (i.e., voluntary transfers, surplus and employees from closing school locations) to be viewable to our School Leaders and through which Recommendation to Hire (RTH) forms will be issued by School Leaders and accepted by employees. RTH forms must be submitted electronically through the ATS for consideration; hard copies of the RTH form will no longer be accepted. As always, all recommendation to hire forms are subject to the review and approval of the Human Capital Office.

The Human Capital Office is finalizing the internal transfer application that current employees will use to transfer to another school location. Employees transferring to another school location must only complete the required fields on the short profile section and apply to the job titles in which you are interested and eligible (if you are interested in teaching in two different content areas and are dual-certified, you would apply to two different teacher positions; most employees will apply to the posting with their current job title). Though not required, we *strongly encourage* you to upload a resume for school leaders to review. We anticipate that the application will be ready no later than Wednesday, April 3rd, and will communicate specific next steps – which will include an FAQ – to transfer-eligible employees via City Schools' email by the end of the week. Stay tuned for more information!

***Transfer eligibility***

The table below outlines eligibility to participate in this year’s transfer process.

**BTU Members**

<b>Status</b>	<b>Eligible for Transfer</b>	<b>Ineligible for Transfer</b>
Tenured	<ul style="list-style-type: none"><li>• Rated developing, effective, or highly effective on the 2018-19 end-of-year evaluation</li></ul>	<ul style="list-style-type: none"><li>• Rated ineffective on the 2018-19 end-of-year evaluation</li></ul>
Non-tenured	<ul style="list-style-type: none"><li>• Displaced as a result of placement at a closing school</li><li>• Displaced as a result of budgetary changes (i.e, surplus)</li></ul>	<ul style="list-style-type: none"><li>• All other non-tenured teachers</li></ul>

**PSRP Members**

School-based PSRP members are eligible to voluntary transfer. PSRP members are welcome to view the vacancy list that will be posted online the week of April 15<sup>th</sup>; additionally, PSRP members are invited to attend the Talent Fair that we will be hosting one day the week of April 29<sup>th</sup>. Please note that due to the nature of some of the specialized programs that exist in the PSRP bargaining unit and the vacancy landscape more broadly, **there may be limited vacant positions and/or programmatic requirements that may limit the number of positions that are available.**

***Talent Fair***

During the window of mutual consent, the Human Capital Office will host a talent fair to facilitate mutual consent between principals and transfer-eligible employees. We strongly encourage you to attend the talent fair and take advantage of this opportunity to connect in person with schools of interest.

We will also post vacancies on the Jobs page of the City Schools website during the week of April 15<sup>th</sup> so that you can begin reaching out to principals at schools of interest.

Principals will have access to transfer-eligible employees through the Applicant Tracking System (ATS) this year on a rolling-basis as employees indicate their interest.

***Transfer process and timeline***

<b>Date</b>	<b>Action</b>
Week of April 1	<ul style="list-style-type: none"> <li>• Window of Mutual Consent opens.</li> <li>• Transfer eligibility criteria, process and timeline will be shared with employees via City Schools News; more specific information about how to indicate interest through the Applicant Tracking System (ATS) will be emailed to transfer-eligible employees by the end of the week (voluntary transfer-eligible and employees at closing school location).</li> <li>• Principals can begin accessing transfer-eligible employees through the ATS as they indicate interest (on a rolling basis)</li> </ul>
Week of April 15	<ul style="list-style-type: none"> <li>• OHC communicates surplus status to affected employees with specific information about how to indicate interest through the Applicant Tracking System (ATS)</li> <li>• OHC posts the list of available vacancies online for employees</li> </ul>
Week of April 29	<ul style="list-style-type: none"> <li>• Talent Fair to be held one day this week</li> <li>• Deadline by which non-tenured certificated employees who intend to resign must submit their resignation (5/1)</li> </ul>
May 17	<ul style="list-style-type: none"> <li>• Window of Mutual Consent Closes for <i>voluntary transfers</i> (remaining surplus may continue seeking to identify funded positions until we begin centralized placements on 7/15)</li> <li>• All Recommendation to Hire forms must be submitted and accepted electronically through the ATS by Friday, May 17<sup>th</sup> for consideration</li> </ul>
Week of May 20	<ul style="list-style-type: none"> <li>• Placement notifications for confirmed assignments will be sent to principals and employees on a rolling basis</li> </ul>
7/15	<ul style="list-style-type: none"> <li>• Deadline by which certificated employees who intend to resign must submit their resignation</li> <li>• Centralized placements of remaining surplus employees begins</li> </ul>