

BALTIMORE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
Staffing Calendar for the Spring and Summer of 2009

12/08/08	Open houses scheduled at discretion of principals
12/17/08	Declaration of Teaching Intention Forms to schools/teachers from Information Technology
02/02/09	Declaration of Teaching Intention Forms returned to principals by teachers
02/13/09	Declaration of Teaching Intention Forms returned to Office of Personnel by principals
02/15/09	Administrative transfer recommendations sent to Area Assistant Superintendents by principals
02/15/09	School Organization Worksheets available on-line for principals
02/20/09	Staffing allocations/Staff Review Process to principals from Position Management/Personnel
02/27/09	Special Education Job Fair at Days Hotel, Timonium (10:00 a.m. – 3:00 p.m.)
03/10/09	Transfer Reports from Information Technology to the Office of Personnel for distribution to the area offices, principals, and the Department of Curriculum and Instruction
03/31/09	Organization worksheets completed by all schools
03/31/09	BCPS Elementary Transfer Fair
04/01/09	BCPS Middle School Transfer Fair
04/02/09	BCPS High School Transfer Fair
04/01-04/30/09	Work sessions for personnel officers and curriculum coordinators/supervisors to identify vacancies, organization status, and potential surplus
04/14/09	Last date for teachers to amend Declaration of Teaching Intention Forms for inclusion in countywide dissemination
04/18/09	Organization worksheets approved for instructional appropriateness by Area Assistant Superintendents
04/20/09	- 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
04/27-05/01/09	Secondary School Principals “Staffing Review Week”- Office of Personnel
04/30/09	Exposition /Job Fair at the Timonium Fairgrounds – Exhibit Hall (3:00 p.m. – 7:30 p.m.).
05/04-05/08/09	Elementary School Principals “Staffing Review Week”-Office of Personnel
05/15/09	Excess notification letters and response forms sent to Teachers by Office of Personnel
05/29/09	Excess response forms due to principals by 10:00 a.m. and to the Office of Personnel by 3:30 p.m.
06/01/09	County Council’s final action on budget
06/12/09	Acknowledgement letters/electronic mailings sent to teachers requesting transfers by Office of Personnel
06/18/09	Teachers receive RIF letters from Area Assistant Superintendents, Department of Human Resources if cuts are necessitated by budgetary decisions