

The Howard County Public School System
10910 Route 108
Ellicott City, Maryland 21042

Circular No. 172
Series 2006-2007

December 15, 2006

DEPUTY SUPERINTENDENT
Standard Operating Procedures
for Staffing New Elementary Schools

To: All Staff

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For the 2007-2008 school year, we will open one new elementary school. In order to provide consistency in the staffing of the new school, the procedures listed below are to be followed:

Standard Operating Procedures for Staffing New Schools

Professional

1. In accordance with our procedures on staffing, involuntarily transferred teachers will be placed prior to the placement of any other teachers whether it is a new school or an existing school.
2. The principal of a new school will be allowed to identify a group of teachers that he or she wishes to be part of the staff at the new school. Teachers selected under this item are tentative selections and the selections may be influenced by consideration in #1 above.

The exact number of staff members a principal can identify from his/her previous school will be determined on an individual basis giving consideration to the size of the prior school. This number, in any case, will not exceed 7 staff members from the previous school at the elementary school level.

3. The staffing for the new school will be determined in the following manner:
 - Staff from the principal's prior school and selection of Team Leaders
 - Staff from involuntary transfers
 - Staff from voluntary transfers
 - Staff from new hires

This set of guidelines has been established in order to prevent any negative impact on an existing school by the opening of a new school. It is also designed to observe the practice of placing involuntarily transferred teachers prior to the placement of voluntary teacher transfers or any other category of teachers. Any determination by the principal of selected staff from the previous school and/or selection of Team Leaders is done in order to allow the principal to begin working with selected staff members in the spring prior to the school opening.

It must be understood that the selection of those staff members is only on a tentative basis, and if for some reason a situation involving involuntarily transferred teachers should require the placement of additional surplus teacher at the new school, that placement would take precedence over the selection of teacher in any other category.

The Directors of Elementary Schools will monitor the staffing of the new school to ensure that there is not a significant negative impact on any particular school and will work within the parameters of the Negotiated Agreement and personnel policies.