

I. Policy Statement

The Board of Education of Howard County is committed to providing excellent administrative leadership in all schools. In fulfilling this objective, the Board recognizes that administrative transfers may be necessary and desirable and that the Superintendent is authorized, by virtue of state law, to transfer school-based administrators " . . . as the needs of the schools require."

The Board recognizes that the principal and the entire administrative team play a critical role in program continuity, school climate, and community support.

II. Purpose

The purpose of this policy is to establish a clear process for the transfer of administrators without limiting or proscribing in any way the statutory authority of the Superintendent to transfer certificated personnel as the needs of the schools require.

III. Definitions

- A. Administrative Team – The principal, assistant principals, and the activities and athletics manager assigned to a school.
- B. Administrative Transfer – A change in assignment from one school to another position in the school system at the initiation of the Superintendent.
- C. School-based Administrator – Principal, assistant principal, or activities and athletics manager.
- D. Voluntary Transfer – A change in assignment from one school to another initiated by an employee in writing.

IV. Standards

- A. Administrative Transfers
 - 1. Administrative transfers are essential to the school system's effective utilization of staff and fall within the statutorily prescribed authority of the Superintendent.
 - 2. The primary reasons for administrative transfer of school-based administrators are:

- a. To enable the system to make the best use of its leadership resources
 - b. To provide school-based administrators the opportunity for professional development through leadership experience in a variety of settings
 - c. To provide strong administrative teams at each school as determined by the Superintendent to promote and maintain school excellence.
3. The administrative transfer of the principal and all assistant principals will be avoided whenever possible due to the key role the leadership team plays in:
 - a. Maintaining the academic program
 - b. Maintaining the overall climate of the school
 - c. Promoting community support.
 4. When the administrative transfer of the principal and all assistant principals is being contemplated, the Superintendent will meet in closed session with the Board to discuss the proposed administrative transfer and the circumstances which make it necessary.

B. Voluntary Transfers

The Superintendent will consider the needs of the schools and the best use of administrative resources in the evaluation of any request by a member of the administrative team for a voluntary transfer.

V. Compliance

The Superintendent/Designee will provide annual notification of this policy to school-based administrators.

The Superintendent/Designee will notify the Board of all administrative transfers of school-based administrators.

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures to implement this policy.

VII. References

- A. Legal
Annotated Code of Maryland, Education Article, Section 6-201 Appointment, Tenure, and Qualifications

- B. Other Board Policies
- C. Other
Master Agreement between the Board of Education and the Howard County
Administrators Association

VIII. History

ADOPTED: June 10, 1982
REVIEWED: July 1, 2016
MODIFIED:
REVISED: November 22, 1994
January 8, 2009
EFFECTIVE: January 8, 2009

TRANSFER OF SCHOOL-BASED
ADMINISTRATORS

Effective: January 8, 2009

I. Administrative Transfer

A. Notification

1. If a principal is being administratively transferred, the Superintendent/Designee will meet with the principal to notify the principal of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing, upon request). This confidential notification is a courtesy to the principal in order to allow him/her the opportunity to begin preparing for a conclusion of efforts at that particular school and for the transition to a new position.
2. If an assistant principal is being administratively transferred, the Superintendent/Designee will notify the assistant principal of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing upon request). This confidential notification is a courtesy to the assistant principal in order to allow him/her the opportunity to begin preparing for a conclusion of efforts at that particular school and for the transition to a new position.
3. If an activities and athletics manager is being administratively transferred, the Superintendent/designee will notify the activities and athletics manager of the transfer, if possible, no later than June 1. The reason for the transfer will be provided (in writing upon request).

B. When an administrative transfer of a school-based administrator is to be made, notification of the transfer is made to the Board of Education. Following the advance notification to the Board and to the PTA presidents of the schools affected by the transfer, notification will be made by the Office of School Administration at least 48 hours before the decision is announced to the Board in public session. In addition, the administrator may notify his/her staff of the transfer within that same 48 hour time period.

C. When possible, administrative transfers are to be announced to the public prior to the end of the school year. However, it is recognized that proper administration of the school system may require that transfers be made after this date.

- D. An administrator who is administratively transferred for other than performance and/or disciplinary reasons to a lower position on the salary scale will receive his/her current salary for one year.

II. Voluntary Transfer

A. Process

1. A request for transfer may be submitted regardless of whether or not a vacancy exists.
2. A written letter of request for a voluntary transfer must be submitted by February 15 to the Superintendent who shall notify the appropriate Administrative Director of the request.
3. If the school-based administrator request for transfer is denied, the administrator will, upon request, receive a written explanation of the reasons for the denial from the Superintendent/Designee.
4. The school-based administrator and the PTA presidents of the schools affected by the transfer will be notified by the Office of School Administration at least 48 hours before the decision is announced to the Board in public session. In addition, the administrator will be given the option of notifying his/her staff of the transfer 48 hours before the decision is announced to the Board in public session.

- B. When possible, voluntary transfers are to be announced to the public prior to the end of the school year. However, it is recognized that other circumstances may require that transfers be made after the end of the school year.

- C. If a request for voluntary transfer is granted, the salary will be based on the salary for the new position. An adjustment, if applicable, will be made as of the effective date of the voluntary transfer.

III. History

ADOPTED: November 22, 1994

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