

BELLINGHAM PUBLIC SCHOOLS

**CERTIFICATED STAFF TRANSFER REQUEST
FOR 2009-10 CONTRACT YEAR**

Per Article V, Section 8, Assignment, Vacancies, and Transfer, of the current Bellingham School District/Bellingham Education Association Collective Bargaining Agreement, I hereby request a transfer for the 2009-10 contract year, as follows:

Name (please print): _____

Current Position: _____ **FTE:** _____ **Location:** _____

Specify grade level/subject and FTE you are requesting (in order of preference):

<u>Position(s)</u>	<u>FTE</u>
1. _____	_____
2. _____	_____
3. _____	_____

In order to process your request in an efficient manner, please limit your request to five locations.

<input type="checkbox"/> Alderwood	<input type="checkbox"/> Happy Valley	<input type="checkbox"/> Roosevelt	<input type="checkbox"/> Fairhaven	<input type="checkbox"/> Bellingham HS
<input type="checkbox"/> Birchwood	<input type="checkbox"/> Larrabee	<input type="checkbox"/> Silver Beach	<input type="checkbox"/> Kulshan	<input type="checkbox"/> Sehome HS
<input type="checkbox"/> Carl Cozier	<input type="checkbox"/> Lowell	<input type="checkbox"/> Sunnyland	<input type="checkbox"/> Shuksan	<input type="checkbox"/> Squalicum HS
<input type="checkbox"/> Columbia	<input type="checkbox"/> N. Heights	<input type="checkbox"/> Wade King	<input type="checkbox"/> Whatcom	<input type="checkbox"/> Options HS
<input type="checkbox"/> Geneva	<input type="checkbox"/> Parkview	<input type="checkbox"/> Other		

Additional Information Relevant to Transfer Request

Certificated assignments and transfers are made based on the criteria and conditions stated in Article V, Section 8.I.B. and 8.II.B. of the BEA Collective Bargaining Agreement listed on the reverse side of this form. If there is any additional information relevant to these criteria and conditions that will assist in consideration of your transfer, please include that information with your request.

Transfer request forms are due in the Human Resources Department by April 15, 2009. Per District procedure, teachers requesting to transfer to another level or program (such as elementary to middle school; middle school to high school; general education to special education, etc.) will be screened and interviewed by the appropriate team.

Signature _____ **Date** _____

Bellingham School District/Bellingham Education Association Collective Bargaining Agreement

Excerpts from Article V, Section 8, ASSIGNMENT, VACANCIES, AND TRANSFER

I. Assignment and Transfer of Professional Personnel

B. Assignment

The basic consideration in the assignment of professional personnel in the Bellingham Public Schools is the well-being of the program of instruction. To this end, employees will be assigned by application of the following criteria:

1. **Regulations of the State Board.**
2. **Teaching certificate(s).**
3. **Employee's major or minor field of study.**
4. **Qualifications in specialty areas.**
5. **Previous successful teaching experience as evidenced by evaluations.**

Professional personnel shall be assigned on the basis of their qualifications, the needs of the District, and their expressed desires. When it is not possible to meet all three conditions, personnel shall be assigned first, in accordance with the needs of the School District; second, where the administration feels the employee is most qualified to serve; third, as to expressed preference of employees in order of seniority in the District, all other considerations being equal.

C. Vacancies

Employees shall be given every consideration in filling vacancies or newly created positions utilizing the following procedures:

All teaching and administrative vacancies, new positions, and procedures for applying shall be publicized to the staff and Association through the District staff bulletin which shall be distributed to each employee as far in advance of the date of the opening of any vacancy or new position as possible. During vacation periods, those persons who have expressed special interest to the District Superintendent, or designee, in writing will be notified of appropriate openings.

- D. Future itinerant district-wide program staff assignment processes, which are inconsistent with this section, shall be developed through Article VIII, Section 11 (Waivers), subsections 1, 2, and 3, with the involvement of the appropriate supervisory personnel.

II. Voluntary Transfer

- A. A general transfer request may be submitted in writing to the Superintendent for vacancies that may become available for the following school year. This transfer application request shall be made prior to April 15, and shall expire September 1, unless renewed in writing.

- B. Employees who have submitted a transfer request, as provided herein, shall be given first consideration for any vacancy or new position in the area for which the transfer was submitted. The District will not hire for said positions from outside the District until it has been determined that either:

1. **No transfer request for the position in question has been appropriately submitted by a current employee; or**
2. **No current employee who has submitted a transfer request is as qualified or more qualified for the available position than any other applicant, pursuant to the criteria of I. B. 1-5, and**
 - a. **Participation in professional staff development activities within the past three (3) years in preparation for the grade level/subject area(s); and**
 - b. **Successful experience working with students at the applicable age and/or comparable grade level; or**
3. **Transferring a current employee into the available position would affect the educational program so as to make the transfer educationally detrimental to the District's program.**