

From: [Darin Conforti](#)
To: [Nicole Carter](#); [David K. Larner](#); [William J. Barnes](#); [Jahantab Siddiqui](#)
Cc: [Caroline Walker](#); [Sandra Austin](#)
Subject: Re: Reclassification of Liaison Positions
Date: Thursday, January 19, 2023 6:30:14 AM

Nicole, Dave, and Jahantab,

We discussed the reclassification of the liaisons in yesterday's budget review meeting. Caroline indicated that these reclassifications will not take effect in FY23.

At this point, the budget cost (\$700k+) has been included in the Superintendent's proposed budget. The reclassifications will show in the program pages.

We had early agreed that we need to be cautious about "telegraphing" pending reclassifications in the budget.

Before we publish the Budget Book, I want to make sure everyone is okay with the Budget showing these pending reclassifications.

Please let me know.

Thanks,
Darin

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

410-313-1530 (office)
[REDACTED]

From: Shawntia Burley <Shawntia_Burley@hcpss.org>
Sent: Friday, January 13, 2023 4:25 PM
To: Nicole Carter <Nicole_Carter@hcpss.org>; Darin Conforti <Darin_Conforti@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>
Cc: Sandra Austin <Sandra_Austin@hcpss.org>; Tomi Adebo <Tomi_Adebo@hcpss.org>; Jahantab Siddiqui <Jahantab_Siddiqui@hcpss.org>; David K. Larner <David_Larner@hcpss.org>; William J. Barnes <William_Barnes@hcpss.org>
Subject: RE: Reclassification of Liaison Positions

Good Afternoon,

The Liaisons proposed compensations have been completed.

Thank you,

Shawntia Burley, MBA

Pronouns: she/her/hers

From: Nicole Carter <Nicole_Carter@hcpss.org>
Sent: Friday, January 13, 2023 4:21 PM
To: Darin Conforti <Darin_Conforti@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>
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Subject: RE: Reclassification of Liaison Positions

Shawntia has three more updates to the document.

Sincerely,

Nicole M. Carter, MPA
Executive Director
Office of Human Resources

From: Darin Conforti <Darin_Conforti@hcpss.org>
Sent: Friday, January 13, 2023 3:32 PM
To: Nicole Carter <Nicole_Carter@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>
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Subject: Re: Reclassification of Liaison Positions

Nicole,

Do we have any updates on this?

Thanks

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Subject: Re: Reclassification of Liaison Positions

Thank you, Nicole

Jahantab,

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Darin

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Subject: RE: Reclassification of Liaison Positions

Hi Darin,

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Sincerely,

Nicole M. Carter, MPA
Executive Director
Office of Human Resources

From: Darin Conforti <Darin_Conforti@hcpss.org>
Sent: Friday, January 13, 2023 12:48 PM
To: Nicole Carter <Nicole_Carter@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>
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Subject: Reclassification of Liaison Positions
Importance: High

Hi Nicole,

Thank you for sharing previous lists of reclassifications that are underway for FY 2023. To recap how the Budget Office is handling these reclassifications in the Superintendent's Proposed Budget:

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- If the reclassification decision will not take effect in FY23, such as the series reclassifications that are under consideration (Para's and School-based admin staff), the Budget Office will not include funding in the proposed budget.

On November 9th, you provide a list of reclassifications underway that would take effect in FY23. Those reclassifications have been incorporated into the proposed budget.

Caroline has asked me if the budget included funding for the reclassification of liaison positions. Liaisons were not included in the November 9 information provided, therefore they have not been included in the proposed budget.

However, it appears that 57 liaisons positions have now been included in the FY23 reclassification list. These appear to have been added to the list sometime around December 22. The reclassification sheet does not have details about proposed grade, cost, and effective date for those 57 positions. The cost will be material based on my conversations with Caroline.

We are trying to finalize the Superintendent's budget and I need your assistance. Will these Liaison positions be reclassified in FY23? If so, what will proposed grade be?

We need this information **today!** To be able to meet, budget deadlines.

If an answer is not known at this time, the added cost for these reclassifications could also be

handled at the BOE Request stage.

Please advise.

Give me a call if you have any questions.

Thanks,

Darin

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

410-313-1530 (office)



From: [Nicole Carter](#)
To: [Caroline Walker](#); [Tomi Adebo](#); [Ruth Grasty](#)
Subject: RE: Reclassification of Liaison Positions
Date: Tuesday, January 17, 2023 12:08:00 PM

The compensation changes would not be effective until July 1st. We will provide official notification letters to the employees with their new compensation (grade and step). Please let me know if you have any additional questions.

Sincerely,

Nicole M. Carter, MPA
Executive Director
Office of Human Resources

From: Caroline Walker <Caroline_Walker@hcpss.org>
Sent: Tuesday, January 17, 2023 11:53 AM
To: Tomi Adebo <Tomi_Adebo@hcpss.org>; Ruth Grasty <Ruth_Grasty@hcpss.org>; Nicole Carter <Nicole_Carter@hcpss.org>
Subject: Re: Reclassification of Liaison Positions

Nicole, how is this handled?

Thank you, Caroline

Caroline Y. Walker, Ph.D.
Executive Director of Program Innovation & Student Well-being
Howard County Public School System
10920 Clarksville Pike
Ellicott City, MD 21042
410-313-7136 (phone)

From: Tomi Adebo <Tomi_Adebo@hcpss.org>
Sent: Tuesday, January 17, 2023 11:50 AM
To: Caroline Walker <Caroline_Walker@hcpss.org>; Ruth Grasty <Ruth_Grasty@hcpss.org>

Subject: Re: Reclassification of Liaison Positions

Will HR implement the adjustments before June of this year? I need to understand how/where to word it on the program page.

Get [Outlook for iOS](#)

From: Caroline Walker <Caroline_Walker@hcpss.org>

Sent: Tuesday, January 17, 2023 11:48:04 AM

To: Tomi Adebo <Tomi_Adebo@hcpss.org>; Ruth Grasty <Ruth_Grasty@hcpss.org>

Subject: Re: Reclassification of Liaison Positions

It's long term. Once the salary increase takes place - it will be permanent.

Thank you, Caroline

Caroline Y. Walker, Ph.D.

Executive Director of Program Innovation & Student Well-being

Howard County Public School System

10920 Clarksville Pike

Ellicott City, MD 21042

410-313-7136 (phone)

From: Tomi Adebo <Tomi_Adebo@hcpss.org>

Sent: Tuesday, January 17, 2023 11:45 AM

To: Caroline Walker <Caroline_Walker@hcpss.org>; Ruth Grasty <Ruth_Grasty@hcpss.org>

Subject: Fwd: Reclassification of Liaison Positions

Morning,

Can you please confirm if the Liaison reclassification are a FY23 adjustment or only an FY24 adjustment.

~Tomi

From: Shawntia Burley <Shawntia_Burley@hcpss.org>

Sent: Friday, January 13, 2023 4:25:14 PM

To: Nicole Carter <Nicole_Carter@hcpss.org>; Darin Conforti <Darin_Conforti@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>

Cc: Sandra Austin <Sandra_Austin@hcpss.org>; Tomi Adebo <Tomi_Adebo@hcpss.org>; Jahantab Siddiqui <Jahantab_Siddiqui@hcpss.org>; David K. Larner <David_Larner@hcpss.org>; William J. Barnes <William_Barnes@hcpss.org>

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Thank you,

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Please advise.

Give me a call if you have any questions.

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410-313-1530 (office)



From: [Darin Conforti](#)
To: [Shawntia Burley](#); [Nicole Carter](#); [Caroline Walker](#)
Cc: [Sandra Austin](#); [Tomi Adebo](#); [Jahantab Siddiqui](#); [David K. Larner](#); [William J. Barnes](#)
Subject: Re: Reclassification of Liaison Positions
Date: Saturday, January 14, 2023 5:29:12 AM

Thank you!!

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

410-313-1530 (office)
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Cc: [Sandra Austin](#); [Tomi Adebo](#); [Jahantab Siddiqui](#); [David K. Larner](#)
Bcc: [Shawntia Burley](#)
Subject: RE: Reclassification of Liaison Positions
Date: Friday, January 13, 2023 1:03:00 PM

I just spoke with Caroline and we will discuss the grade placement for liaison for HR to complete this information for budget.

Sincerely,

Nicole M. Carter, MPA
Executive Director
Office of Human Resources

From: Nicole Carter
Sent: Friday, January 13, 2023 1:00 PM
To: Darin Conforti <Darin_Conforti@hcpss.org>; Caroline Walker <Caroline_Walker@hcpss.org>
Cc: Sandra Austin <Sandra_Austin@hcpss.org>; Tomi Adebo <Tomi_Adebo@hcpss.org>; Jahantab Siddiqui <Jahantab_Siddiqui@hcpss.org>; David K. Larner <David_Larner@hcpss.org>
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From: [Tomi Adebo](#)
To: [Caroline Walker](#)
Cc: [Ruth Grasty](#); [Sandra Austin](#); [Darin Conforti](#); [Nicole Carter](#)
Subject: Re: Reclassification of Liaison Positions
Date: Wednesday, November 9, 2022 1:49:15 PM

Good Afternoon,

My apologies for the delay in responding to this email. The Budget Office is working with Human Resources on this request and others.

Best regards,
~Tomi

From: Caroline Walker <Caroline_Walker@hcpss.org>
Sent: Wednesday, November 2, 2022 12:33 PM
To: Tomi Adebo <Tomi_Adebo@hcpss.org>
Cc: Ruth Grasty <Ruth_Grasty@hcpss.org>; Sandra Austin <Sandra_Austin@hcpss.org>
Subject: Fw: Reclassification of Liaison Positions

Tomi,

Liaisons are currently Grade 20. We would like to add the salary increase to Grade 23 in MBF. How do we best do this? See HR spreadsheet and letter attached. Some positions are new also, so not included.

Liaisons are in 9501, 9502, and 9504.


Thank you, Caroline

Caroline Y. Walker, Ph.D.
Executive Director of Program Innovation & Student Well-being
Howard County Public School System
10920 Clarksville Pike
Ellicott City, MD 21042
410-313-7136 (phone)

From: [Darin Conforti](#)
To: [Caroline Walker](#)
Subject: Re: Reclassification of Liaison Positions
Date: Monday, September 19, 2022 1:31:52 PM
Attachments: [image002.png](#)

Ok, I'll stop up in the next 15 minutes or so.

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

410-313-1530 (office)


From: Caroline Walker <Caroline_Walker@hcpss.org>
Sent: Monday, September 19, 2022 1:31 PM
To: Darin Conforti <Darin_Conforti@hcpss.org>
Subject: Re: Reclassification of Liaison Positions

I am, but need to leave at 2:30, but can meet before that - just pop in.

Thank you, Caroline

Caroline Y. Walker, Ph.D.
Executive Director of Program Innovation & Student Well-being
Howard County Public School System
10920 Clarksville Pike
Ellicott City, MD 21042
410-313-7136 (phone)

From: Darin Conforti <Darin_Conforti@hcpss.org>
Sent: Monday, September 19, 2022 1:18 PM
To: Caroline Walker <Caroline_Walker@hcpss.org>
Subject: Re: Reclassification of Liaison Positions

If you are at ARL, I can pop up

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike

Ellicott City, Maryland 21042

410-313-1530 (office)
[REDACTED]

From: Caroline Walker <Caroline_Walker@hcpss.org>
Sent: Monday, September 19, 2022 1:08 PM
To: Darin Conforti <Darin_Conforti@hcpss.org>
Subject: Re: Reclassification of Liaison Positions

Yeah I know. And it's more with the new positions the board added.

Thank you, Caroline

Caroline Y. Walker, Ph.D.
Executive Director of Program Innovation & Student Well-being
Howard County Public School System
10920 Clarksville Pike
Ellicott City, MD 21042
[410-313-7136](tel:410-313-7136) (phone)

From: Darin Conforti <Darin_Conforti@hcpss.org>
Sent: Monday, September 19, 2022 12:54 PM
To: Caroline Walker <Caroline_Walker@hcpss.org>
Subject: Re: Reclassification of Liaison Positions

Thanks

\$325K to \$450K of unbudgeted cost is a huge risk to take in a budget that has to meet a \$14M salary savings amount. Let's strategize options to pay for this.

Darin Conforti
Executive Director of Budget
Howard County Public School System
10910 Clarksville Pike
Ellicott City, Maryland 21042

410-313-1530 (office)
[REDACTED]

From: Caroline Walker <Caroline_Walker@hcpss.org>
Sent: Monday, September 19, 2022 11:25 AM

To: Darin Conforti <Darin_Conforti@hcpss.org>
Subject: Fw: Reclassification of Liaison Positions

This is what I scheduled the quick meet about

Thank you, Caroline

Caroline Y. Walker, Ph.D.
Executive Director of Program Innovation & Student Well-being
Howard County Public School System
10920 Clarksville Pike
Ellicott City, MD 21042
410-313-7136 (phone)

From: William J. Barnes <William_Barnes@hcpss.org>
Sent: Wednesday, April 13, 2022 3:37 PM
To: Caroline Walker <Caroline_Walker@hcpss.org>
Subject: FW: Reclassification of Liaison Positions

Please review and advise. I'll respond once I hear from you.

Bill

Bill Barnes
Chief Academic Officer – Howard County Public School System
Pronouns – he/him/his
410-313-6688
@billjbarnes



From: Julie Nguyen <Julie_Nguyen@hcpss.org>
Date: Wednesday, April 13, 2022 at 9:13 AM
To: William Barnes <William_Barnes@hcpss.org>
Cc: Nicole Carter <Nicole_Carter@hcpss.org>, Dave Larner <David_Larner@hcpss.org>
Subject: Reclassification of Liaison Positions

Good Morning Bill,

Our office has been experiencing significant difficulty in filling recent BSAP Community Liaison vacancies. Several declined offers for these vacancies have all cited low compensation as the primary reason for the declination of the employment offer. As a result, we began to review the classification of the BSAP, Hispanic, and International Liaison positions within HCPSS. Attached is the

reclassification request memo that details findings of our classification review as well as the recommendation to reclassify these positions from HCASE-ESP Grade 20 to either Grade 22 or Grade 23. I have also attached the spreadsheet that details the financial impact the reclassification would have, specifically detailing the budgetary difference between a Grade 22 and Grade 23 placement.

Nicole met with Dave last week to discuss the request for the reclassifications, and he has approved it from an Office of Human Resources perspective; however, we would like you to review the data and proposal since the budgetary impact will be through the Division of Academics. With the reclassification, we are hopeful this will minimize the effect on trying to fill our vacant Liaison positions. If you have any additional questions, please let me know.

Thank you,
Julie

Julie Nguyen
Human Resources Business Partner
Office of Human Resources
[Howard County Public School System](https://www.hcpss.org)
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