




STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools, Executive Directors of Regional Educational Service Centers, Directors of Charter Schools and Headmasters of Endowed Academies

FROM: Dr. Dianna R. Wentzell, Commissioner of Education 

DATE: February 4, 2019

SUBJECT: Completion of ED003 Form

The State Department of Education (SDE) is in the process of preparing for managing the oversight of the 2019-20 teacher and administrator contract negotiations pursuant to the Teacher Negotiations Act, Connecticut General Statutes Section 10-153a *et seq.* In order to support the supervision of the contract negotiation process, we are requesting that you complete the ED003 form and file it electronically no later than March 1, 2019. To access the form go to www.csde.state.ct.us. Enter the same username and password that you currently use for other state reports. Under the Division of Legal and Governmental Affairs, select form “ED003 - Teacher/Administrator Negotiation Survey.” You must complete all fields in order to submit this form.

It is extremely important for you to submit the correct budget submission date for your board of education, which is defined as “. . . the date on which a school district is to submit its itemized estimate of the cost of maintenance of public schools for the next following school year to the board of finance in each town having a board of finance, to the board of selectmen in each town not having a board of finance, and in any city having a board of finance, to said board, and otherwise to the authority making appropriations therein.” Because we are calculating the timelines based upon the 2019-20 budget year, the budget submission date for most districts will be in 2020.

Receipt of your ED003 will permit the SDE to determine which boards are negotiating with whom, and the dates of mediation and arbitration, based on your budget submission date. It also provides the appropriate contact information that allows the SDE to send notices to the parties. All notices regarding negotiation timelines, mediation and arbitration will be sent via email. Therefore, you must provide us with accurate email addresses for all parties.

Please remember that the law requires that each board file a copy of their teacher and administrator contracts with the Commissioner of Education. If you have not done so, please email the contracts to the attention of Attorney Laura Anastasio at laura.anastasio@ct.gov, or send by mail to the State Department of Education, Division of Legal and Governmental Affairs, P.O. Box 2219, Hartford, CT 06145. Your prompt and accurate participation in this annual effort is critical to the effective management of the negotiations process.

If you have any questions, please feel free to contact Attorney Laura Anastasio at 860-713-6520.

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