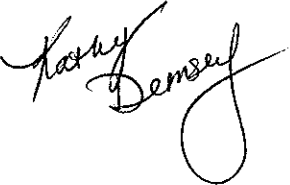




STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



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

FROM: Kathy Demsey, Acting Director
Legal and Governmental Affairs 

DATE: January 23, 2015

SUBJECT: Completion of ED003 Form (Teacher/Administrator Negotiation Survey) and
Filing of Contracts

The State Department of Education is in the process of preparing for the 2015-16 negotiations of teacher and administrator contracts.

Therefore, we are requesting that you complete and electronically file the ED003 Form no later than **February 27, 2015**. 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." **Please note that all fields must be completed in order to submit the form.**

Receipt of your ED003 will permit the Division of Legal and Governmental Affairs to determine which boards are negotiating, with whom, and, based on your budget submission date, the dates of mediation and arbitration. Your prompt and accurate participation in this annual effort is critical to the effective management of the negotiations process.

Printed copies of notices regarding negotiation timelines, mediation and arbitration will not be sent. Therefore, **e-mail addresses for all parties must be provided.**

Please be reminded that the law requires each board to file a copy of its teacher and administrator contracts with the Commissioner of Education. Several contracts have not yet been filed for past negotiation sessions. If you have not done so, please mail the contracts to Attorney Laura Anastasio, State Department of Education, Division of Legal and Governmental Affairs, P.O. Box 2219, Hartford, CT 06145.

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

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