



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 *Dianna R. Wentzell*

DATE: January 30, 2017

SUBJECT: Completion of ED003 Form and Filing of Contracts

The State Department of Education is in the process of preparing for managing the oversight of the 2017-18 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 3, 2017**. To access the form go to [www.csde.state.ct.us](http://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 this form.

Please also note that 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.”

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. It also provides the appropriate contact information which allows the Division of Legal and Governmental Affairs to send notices to the parties. Your prompt and accurate participation in this annual effort is critical to the effective management of the negotiations process.

A hard copy of notices regarding negotiation timelines, mediation and arbitration will not be sent. **Therefore, you must provide us with an email address 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 mail this to the attention of Attorney Laura Anastasio at the State Department of Education, Division of Legal and Governmental Affairs, P.O. Box 2219, Hartford, CT 06145. In the alternative, you may email the documents to [laura.anastasio@ct.gov](mailto:laura.anastasio@ct.gov).

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