



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. Miguel A. Cardona, Commissioner of Education 

DATE: April 28, 2020

SUBJECT: Completion of Teacher Negotiations Act Submission (formerly the ED003)

The Connecticut State Department of Education (CSDE) is in the process of preparing for the oversight of the 2020-21 teacher and administrator contract negotiations pursuant to the Teacher Negotiations Act, Connecticut General Statutes Section 10-153a et seq. (TNA). While we understand that our public schools are currently addressing the many issues arising from the COVID-19 pandemic, at this point we must operate under the assumption that negotiations under the TNA shall move forward. Therefore, in order to support the supervision of the contract negotiation process, we are requesting that you enter the TNA information (previously referred to as ED003) in the CSDE's Contacts Manager, a new Directory Manager (DM) Portal application.

Contacts Manager was created to provide districts a single avenue to advise CSDE about various programmatic contacts. In the future, the CSDE plans on moving other contacts lists here such as working papers, Title IX, EL assessment, etc. In order to access Contacts Manager you need the Contacts Manager Writer role assigned in DM. The Contacts Manager Writer will be responsible for maintaining the contact lists in Contacts Manager. The CSDE recommends central district contacts (e.g., the executive assistants for the Superintendent) and one back up (e.g., executive assistant for the Assistant Superintendent). Please forward this email to your LEA Security Manager and the staff members who should be assigned the Contacts Manager Writer role. If you do not know who your LEA Security Manager is, check this [statewide list of LEA Security Managers](#). This process will keep everyone on the same page, once the LEA Security Manager assigns the Contacts Manager role, that staff member needs to log in to the Contacts Manager application (<https://csde.ct.gov/>) and submit the TNA information no later than May 8, 2020. Instructions are on the screen.

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 2020-21 budget year, the budget submission date for most districts will be in 2021.

Receipt of your teacher contract negotiations will permit the CSDE 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 CSDE 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. If at any time you need to update contact information, you may do so by entering into the Contacts Manager.

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 negotiated during the 2019-20 school year 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 about TNA, please feel free to contact Attorney Laura Anastasio at laura.anastasio@ct.gov. If you have questions about DM, please contact Laura Guerrero at laura.guerrera@ct.gov.

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