



**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, District Contacts Manager Writers

FROM: Charlene M. Russell-Tucker, Commissioner of Education *CR*

DATE: March 15, 2023

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

The Connecticut State Department of Education (CSDE) is preparing for the oversight of the 2023-24 teacher and administrator contract negotiations pursuant to the Teacher Negotiations Act, Connecticut General Statutes Section 10-153a *et seq.* (TNA). In order to support the supervision of the contract negotiation process, we are requesting that you enter the TNA information in the CSDE's Contacts Manager, the Directory Manager (DM) Portal application. The designated Contacts Manager for your district will need to log in to the Contacts Manager application (<https://csde.ct.gov/>) and submit the TNA information no later than April 1, 2023. Instructions are on the screen.

It is extremely important for your district 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." We will calculate the timelines for negotiations based upon the reported budget submission date for the 2024-25 budget. Therefore, the budget submission date for most districts will be in 2024. In addition, because unions and boards of education may elect to engage in mid-term negotiations at any time during the year, we are asking all districts to update this submission even if your district's union contracts do not expire in 2024.

Receipt of your district's TNA information will permit the CSDE to determine which boards are negotiating, the dates that the parties are required to begin such negotiations, and the dates mediation and arbitration must commence, all of which are based on your budget submission date. Your submission 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, it is important that you 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 Contacts Manager and making the appropriate changes.

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 2022-23 school year to the attention of Attorney Laura Anastasio at [laura.anastasio@ct.gov](mailto: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](mailto:laura.anastasio@ct.gov). If you have questions about DM, please contact Keryn Felder at [keryn.felder@ct.gov](mailto:keryn.felder@ct.gov).

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