

PLAINVILLE BOARD OF EDUCATION
OFFICE OF THE SUPERINTENDENT

OPENING OF SCHOOL BULLETIN

September 2019

Greetings,

I hope this bulletin helps to clarify any questions or concerns related to 2019-2020 pay schedules, benefits, requests for advanced studies, and Advanced Studies Committee information. Please pay close attention to the deadlines and specific expectations within this bulletin.

PAYROLL DATES

2019 -	August 28	January 29
	September 11	February 12
	September 25	February 26
	October 9	March 11
	October 23	March 25
	November 6	April 8
	November 20	April 22
	December 4	May 6
	December 18	May 20
	December 31	June 3
2020 -	January 15	

The last paycheck will be the check without Retirement, TSA or Insurance Deductions. Credit Union deductions will be made from every paycheck. Please plan accordingly.

SALARY DEDUCTIONS

(See Payroll Deductions - page 29-30 of Teachers' Contract)

The employee contribution toward insurance costs (for EAP Members) will be deducted from **twenty (20) checks** starting on **August 28, 2019**. The employee contribution will equal the following amounts for each check:

Teachers Medical:	Individual	\$93.31
	Two Person	\$200.48
	Family	\$245.14
Dental (Optional)	Individual	\$3.46
	Two Person	\$8.98
	Family	\$11.26
Vision (Optional)	Individual	\$3.13
	Two Person	\$5.96
	Family	\$8.74
Life Insurance	(\$75,000 Life, \$40,000AD&D)	\$.78

In addition to those payroll deductions required by the law, the following agencies are eligible for payroll deductions. All requests for deductions must be in writing on approved authorized forms.

Disability Insurance	United Healthcare-Oxford
Education Association of Plainville	United Way
Connecticut Education Association	Achieve Financial Credit Union
National Education Association	Flexible Benefit Plan (Dependent Care/Medical Reimbursement)
Tax Sheltered Annuity Plan	Voluntary Life Insurance

Any requests for Withholding Tax changes must be submitted on a signed W-4 Form. W-4 forms are available on the Plainville Community Schools Website. As in the past, it is requested that other deductions, such as United Way or Professional Association Dues, be made in amounts of two dollars (\$2.00) or more.

ADVANCED STUDIES COMMITTEE (ASC) OPERATING GUIDELINES

IMPORTANT DATES

- October 1** - Documentation/Official Transcripts due for salary lane change to be retroactive to September 1.
- December 15** - Notification due for salary lane change for the next school year
- Advanced Studies Course Approval Form due

The Advanced Studies Committee will hold six meetings per year. Please note the ASC meeting dates below:

The Advanced Studies Committee will meet at 3:45 p.m. in the Superintendent's conference area at the Plainville Municipal Center, 1 Central Square on the following dates:

September 11, 2019	October 23, 2019	January 15, 2020
March 11, 2020	May 13, 2020	June 3, 2020 (If needed)

PLACEMENT ON THE SALARY SCHEDULE

Refer to contract articles:

- 34 – Staff Salaries
- 35 – Degree Change Notification
- 36 – Degree Definitions and Salary Placement

It is strongly recommended that programs and/or course work be submitted to the ASC for approval PRIOR to their commencement. It is also strongly recommended that planned programs be submitted to the ASC upon approval by the university. Placement on a particular salary lane will not take place until the final program has been approved by the ASC.

***Notification of degree changes must be submitted to the ASC by December 15 prior to the school year in which the degree change is to take effect (utilizing the Advanced Studies Committee Degree Change Request form). Failure to meet submission deadlines will result in a delay in any salary lane change.**

The teacher is responsible for requesting a transcript of all courses after their completion. **The documentation must be in the office of the Superintendent of Schools by October 1 in order to receive retroactive payment to September 1.** Upon receipt of this information, he/she will be notified of approval by the Board of Education through the ASC and a new statement of salary will be issued. The teacher will then be placed on the appropriate lane of the salary schedule, retroactive to September. For official transcripts received after October 1, the teacher will be placed on the new salary lane on the first pay date AFTER approval by the Advanced Studies Committee or by Human Resource if it is the completion of a Masters or 6th year Degree from an accredited institution.

APPROVAL OF ADVANCED STUDIES COURSES

Courses for approval are due in the Superintendent's office the Tuesday prior to these meetings. Please use appropriate forms when submitting requests for course approval to the committee. Please fill forms in completely. Forms are available in each principal's office or on the Plainville Community Schools Website.

GUIDELINES FOR PROGRAM APPROVAL

All courses must be graduate level. Traditional courses must be offered by a regionally accredited institution. Non-traditional (video courses, Internet, distance learning, etc.) must be offered by an approved Connecticut CEU provider or regionally accredited institution and will be subject to the guidelines for CEU credit.

In a program approved by the ASC leading to placement on the Master Lane or Six Year Lane,

- 1) at least 18 credits must be related to the teacher's area(s) of certification.
- 2) no more than 12 credits can be in an area outside the teacher's certification.
- 3) of the 30 credits, no more than 6 credits toward the masters or 9 credits toward the sixth year shall be derived from CEU's.

In a program approved by the ASC leading to placement on the Masters Plus Fifteen Lane,

- 1) at least 9 credits must be related to the teacher's area(s) of certification.
- 2) no more than 6 credits can be in an area outside the teacher's certification.
- 3) of the 15 credits, no more than 3 credits toward the Masters Plus Fifteen shall be derived from CEU's.
- 4) Masters Plus Thirty must be earned within 5 years of Masters Plus Fifteen