

**PLAINVILLE BOARD OF EDUCATION**  
**OFFICE OF THE SUPERINTENDENT**

**OPENING OF SCHOOL BULLETIN**

**September 2018**

**Greetings,**

**I hope this bulletin helps to clarify any questions or concerns related to 2018-2019 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**

2018 -	August 29	January 30
	September 12	February 13
	September 26	February 27
	October 10	March 13
	October 24	March 27
	November 7	April 10
	November 21	April 24
	December 5	May 8
	December 19	May 22
2019 -	January 2	June 5
	January 16	June 19

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 29, 2018**. The employee contribution will equal the following amounts for each check:

Teachers Medical:	Individual	\$87.52
	Two Person	\$187.68
	Family	\$229.41
Dental (Optional)	Individual	\$3.21
	Two Person	\$8.36
	Family	\$10.48
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 12, 2018	October 24, 2018	January 16, 2019
March 13, 2019	May 15, 2019	June 5, 2019 (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 6<sup>th</sup> 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