



# MONTVILLE PUBLIC SCHOOLS

Office of the Superintendent, 800 Old Colchester Road, Oakdale, Connecticut 06370  
Phone: 860-848-1228 Fax: 860-848-0589 Website: www.montvilleschools.org

Laurie Pallin  
Superintendent

Dianne Vumback  
Assistant  
Superintendent

Paula LaChance  
Director of Special Services

Kathy Lamoureux  
Business Manager

Jennifer LeMay  
Administrative  
Assistant

March 13, 2020

Re: 2020-2021 Medical  
Insurance Waivers

FOR: TEACHERS, F/T SECRETARIES, F/T PARAPROFESSIONALS, F/T NURSES  
AND NON-AFFILIATED

Dear Employee:

Now is the time to decide whether you would prefer a cash settlement in lieu of your medical insurance for the 2020-2021 school year. The amount of such settlement will be as specified in your collective bargaining agreement or other contract you have with the Board of Education. In the event a teacher or administrator is on the Montville Insurance plan through a spouse or family plan, he or she shall not be eligible for the cash settlement. In order to receive this cash settlement, you **MUST INFORM** us by **April 3, 2020** that you will be waiving the medical insurance benefits for the 2020-2021 school year. Please forward this request to the Office of the Superintendent, Attention: Kathy Lamoureux.

Those employees who have previously requested waivers **must AGAIN submit** this completed form in order to continue your waiver.

It should be clearly understood, that employees who elect the cash settlement option **WILL NOT RECEIVE** any medical insurance benefits from the Montville Board of Education for the period September 1, 2020 through August 31, 2021. Please note, if you elect the cash settlement and leave the employment of the Board of Education during that period, you **WILL NOT** be eligible for COBRA benefit continuation. **Furthermore**, failure to respond to this letter by **April 3, 2020** will be construed as evidence that you wish to receive medical insurance benefits during the 2020-2021 school year, and consequently, you will be ineligible to receive the cash settlement.

If you previously elected an insurance waiver but wish to receive medical insurance, effective September 1, 2020, please fill out the **Blue Cross Blue Shield Enrollment/Change Form** and the **Pre-Tax Flex Benefits Form** which are available on the district website and submit them to the Superintendent's Office no later than August 1, 2020.

If you have any questions concerning this matter, please feel free to call the Business Office at (860) 848-1228.

Sincerely,

Kathy Lamoureux, CPA  
Business Manager

KL/ma

I would like to waive my medical insurance for the 2020-2021 school year. I am \_\_\_\_\_ or am not \_\_\_\_\_ (check one) covered by health insurance that is being offered by Montville

Date \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Please list eligible dependents and birth date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_