



*“Building a
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CECIL COUNTY PUBLIC SCHOOLS

DEPARTMENT OF BUSINESS SERVICES

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Carl D. Roberts, Ed.D.
Superintendent

Lisa A. Koch
President, Board of Education

March 1, 2007

TO: Carl D. Roberts, Ed.D., Superintendent

FROM: Henry A. Shaffer, Associate Superintendent
Thomas M. Kappra, Chief Financial Officer

SUBJECT: Tax Sheltered Annuity Selection and Implementation Timeline

2007 Proposed Timeline

- March 5, 2007 Executive Session: Inform Board of the Benefits Advisory Committee's recommendation to move to a single TSA vendor. Seek direction from the Board as to the selection process to use.
- March 7, 2007 Letter to employees and current and proposed vendors informing them of the Benefits Advisory Committee's recommendation and presentation by Bolton Partners to employees on March 28 and at the Board's Work Session on April 2.
- March 28, 2007 Employee meeting with Bolton Partners representative.
- April 2, 2007 Work Session: Presentation of RFP results to the Board and Superintendent's recommendation to move forward in the selection of a single vendor. Bolton Partners Representatives available to answer questions;
Informal Session: Vendors may wish to address the Board;
Regular Session: Board considers recommendation of approved single vendor program.
- April 2007 Benefits Advisory Committee to interview and recommend to the Board a single TSA vendor.
- May 14, 2007 Regular Session: Board approves single TSA vendor. **MetLife Resources was approved as the single TSA vendor.**
- May 15, 2007 Letter to employees informing them of the Board's decision on the single TSA vendor and additional TSA information relevant to employees. Non-approved vendors ineligible to offer new contracts to employees.
- **August 14 – September 19, 2007** **Workshop presentations and meetings with MetLife and employees.**
- **September 21, 2007** **All participant contributions to the current Plans will be discontinued.**
- **October 5, 2007** **Payroll deductions to the MetLife Plans will begin.**

Our mission: to provide an excellent Pre-Kindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.