

***SCHOOL UNION NO. 103***

***AND***

***MOOSABEC COMMUNITY SCHOOL DISTRICT***



***2015-2016***

***EMPLOYEE HANDBOOK***

## ADMINISTRATION

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*SUPERINTENDENT OF SCHOOLS OFFICE*

497-2154

William C. Shuttleworth, Superintendent

April Carver, Secretary

Terri Crowley, Secretary

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*JONESPORT-BEALS HIGH SCHOOL*

497-5454

Michael Kelley, Principal/Attendance Officer/IPM Coordinator

Donna Alley, Guidance Secretary

Barbara Cirone, Secretary

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*JONESPORT ELEMENTARY SCHOOL*

497-2830

Debra Lay, Principal/Attendance Officer/IPM Coordinator

Lisa Graham, Secretary

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*BEALS ELEMENTARY SCHOOL*

497-5449

Michael Kelley, Principal/Attendance Officer/IPM Coordinator

Christopher Crowley, Lead Teacher

Shirley Beal, Secretary

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*OFFICE OF SPECIAL EDUCATION*

497-2882

Steve Peer, Director of Special Education

Jane McMichen, Technology(JES/JBHS)

George Crawford, Technology Coordinator(BES)

Public Health Nurse

Department of Health & Welfare

497-5449

255-8641

1-800-432-7846

## SCHOOL COMMITTEE MEMBERS AND TRUSTEES

### MOOSABEC CSD SCHOOL COMMITTEE

Daniel Harden	Beals	Term of Office Expires Town Meeting 2016
Clifford Norton III	Jonesport	Term of Office Expires Town Meeting 2016
Wilma Jones	Jonesport	Term of Office Expires Town Meeting 2016
Debbie Kelley	Beals	Term of Office Expires Town Meeting 2017
Ernest Kelley Jr.	Jonesport	Term of Office Expires Town Meeting 2017
Loren Faulkingham	Jonesport	Term of Office Expires Town Meeting 2017
Frank Alley	Beals	Term of Office Expires Town Meeting 2018
Julie Farris	Jonesport	Term of Office Expires Town Meeting 2018
Calvin Beal	Jonesport	Term of Office Expires Town Meeting 2018

### MOOSABEC CSD TRUSTEES

Daniel Harden	Beals	Term of Office Expires Town Meeting 2016
Ernest Kelley Jr.	Jonesport	Term of Office Expires Town Meeting 2016
Debbie Kelley	Beals	Term of Office Expires Town Meeting 2017
Clifford Norton III	Jonesport	Term of Office Expires Town Meeting 2017
Frank Alley	Beals	Term of Office Expires Town Meeting 2018
Julie Farris	Jonesport	Term of Office Expires Town Meeting 2018

### JONESPORT SCHOOL COMMITTEE

Clifford Norton III	Jonesport	Term of Office Expires Town Meeting 2016
Ernest Kelley Jr.	Jonesport	Term of Office Expires Town Meeting 2017
Julie Farris	Jonesport	Term of Office Expires Town Meeting 2018

### BEALS SCHOOL COMMITTEE

Daniel Harden	Beals	Term of Office Expires Town Meeting 2016
Debbie Kelley	Beals	Term of Office Expires Town Meeting 2017
Frank Alley	Beals	Term of Office Expires Town Meeting 2018

## JONESPORT-BEALS HIGH SCHOOL STAFF

Donna Alley	Guidance Secretary
Lynn Alley	Science & Math
Susan Alley	Custodian/Bus Driver
Anthony Beal Jr.	Social Science
Kathryn Beal	Special Education
Arthur Brown	Custodian
Daniel Campbell	Physical Education
Linda Church	Business
Barbara Cirone	Secretary
Randy Grant	Alternative Education
Ernest Guimond	Foreign Language
Michael Kelley	Principal
Minnie Kozlowski	Bus Driver
Lisa Marin	Art
Cindy Mawson	Bus Driver
Elizabeth Nichols-Goodliff	Music
Pamela Smith	Family & Consumer Science
Terry Jenkins-Suggs	English
Allison Willard	Math

## JONESPORT ELEMENTARY SCHOOL STAFF

Nancy Alley	Food Service Manager
Trisha Alley	Asst. Food Service
Marla Bagley	Gr.6-8 Social St. & Health
Allison Beal	Kindergarten
Glenda Beal	Grade 3
Daniel Campell	Physical Education
Nicole Willey	Grade 1
Debra Carver	Gr.6-8 Math & Science
Jeanna Carver	Pre-K
Marni Crowley	Grade 5
Crystal Emerson	Custodian
Joanna Geel	Grade 2
Lisa Graham	Secretary
Andrea Hartford	Special Education Ed Tech III
Debra Lay	Principal
Tamra Lenfesty	Special Education Ed Tech III
Ernest Linders	Special Education
Katharine Look	Title IA Reading & Math
Sylvina Lyons	Title 1A Ed Tech III
Lisa Marin	Art/Gifted and Talented
Cindy Mawson	Custodian
Marcia McDavid	Gr.6-8 Language Arts
Elizabeth Nichols-Goodliff	Music
Erin Peabody	Grade 4
Norma-Jean Senechal	Special Education

## BEALS ELEMENTARY SCHOOL STAFF

Shirley Beal	Secretary
Crystal Blackwood	Special Education Ed Tech III
Daniel Campbell	Physical Education
Suzanne Carver	Special Education Ed Tech III
Susan Chandler	Grades 1-2
George Crawford	Grades 4-8 Math/Science/Health
Bonnie Crowley	Head Cook
Christopher Crowley	Gr.4-8 L.Arts/History
Katharine Kelley	Special Education Ed Tech III
Minnie Kozlowski	Custodian
Suzanne Fox	Special Education
Laura Fish	Title IA/Grades 4-8 L.Arts/History
Michael Kelley	Principal
Kristi Carver-Kenney	Grades 3-4
Lisa Marin	Gifted and Talented
Elizabeth Nichols-Goodliff	Music
Eileen Pulkkinen	Pre-K/Kindergarten

### [2015-2016 SCHOOL CALENDAR](#)

## UNION NO. 103 & MOOSABEC CSD SCHOOL CALENDAR

<u>DATE</u>	<u>DESCRIPTION</u>
August 28	Teacher's Workshop – 8:00 a.m.
August 31	School is in session for the Fall Term of 16 weeks. At the close of the first school day, the Principal is to telephone the Superintendent's Office to report enrollment by grade for the first day of school.
September 4	Requisitions for necessary books due at Supt's Office. All requisitions should be made in triplicate for distribution as follows: 1-Supt's Office; 1-Principal's Office; 1-Teacher.
September 4	Teachers schedules, enrollment sheets, etc. due at Superintendent's Office.
September 7	LABOR DAY - No School - Legal Holiday

- September 6-12      **MAINE WEEK OF HEROES –**  
 Title 1 §146 Maine Week of Heroes reads, “Each political subdivision and school administrative unit is encouraged to observe a Maine Week of Heroes during the week, commencing on a Sunday and ending on the next following Saturday, within which September 11th occurs. The observance may include public proclamations, appropriate ceremonies and the introduction of curricula in school systems recognizing the efforts of heroic people in Maine communities, such as active duty military personnel, emergency medical technicians, firefighters, law enforcement officers, members of the National Guard, members of the United States Coast Guard, United States military veterans and all other heroes who have given their courageous service without regard for their own lives or personal safety to benefit the people of this great land and to serve the needs of the citizens of the State.”
- September 11      **PATRIOT DAY AND NATIONAL DAY OF SERVICE AND REMEMBRANCE –**  
 Patriot Day was designated by joint resolution of the U.S. Congress (PL 107-89) on December 18, 2001, to honor those who perished in the events of September 11, 2001. By Public Law (111-13), adopted April 21, 2009, Congress has requested September 11 also be recognized as a National Day of Service and Remembrance.
- September 17      **CONSTITUTION DAY –**  
 The U.S. Congress established Constitution Day in 2004 to recognize the signing of the U.S. Constitution on September 17, 1787. Under the law, all educational institutions receiving federal funding must observe Constitution Day with an “educational program on the United States Constitution.”
- September 18      **PRISONER OF WAR – MISSING IN ACTION RECOGNITION DAY –**  
 Title 1 §136 designates the third Friday in September as Prisoner of War – Missing in Action Recognition Day. The day encourages “remembrance of the courage and plight of American prisoners of war and those missing in action.”
- October 12      **COLUMBUS DAY - No School - Legal Holiday**
- October 13      **County Wide Teacher’s Workshop – 8:00 a.m.**
- October 9      **Warning notices to all parents whose children are in danger of failing a subject or subjects.**
- October 13      **POETRY DAY**
- October 19-23      **MAINE BUSINESS WOMEN’S WEEK –**  
 The Governor shall annually issue a proclamation setting aside the 3<sup>rd</sup> full week in October.
- October 19-23      **SCHOOL BUS SAFETY WEEK –**  
 School Bus Safety Week is a time to teach students safety items, show your appreciation to your School Bus Drivers for the excellent job they do every day.
- October 30      **First 9 weeks of school register to be completed.  
 END OF FIRST RANKING PERIOD.**
- November 3      **JOHN F. KENNEDY DAY –**  
 Shall be observed by studying the life and character of John F. Kennedy during part of the school day.
- November 8-14      **AMERICAN EDUCATION WEEK –**  
 Presents all Americans with a wonderful opportunity to celebrate public education and honor individuals who are making a difference in ensuring that every child receives a quality education. The weeklong celebration features a special observance each day of the week.
- November 11      **VETERAN’S DAY - No School - Legal Holiday**
- November 25-27      **THANKSGIVING RECESS - No School**

December 7	ALCOHOL AWARENESS DAY – The first Monday in December, shall be observed by studying for at least 45 minutes, a constructive approach toward the use of alcohol and the problems and dangers of alcohol abuse upon the individual, the family and society.
December 7-11	ALCOHOL AWARENESS WEEK
December 14	MARGARET CHASE SMITH DAY - <i>Observe a day in school with appropriate ceremony and activity.</i>
December 21	CHESTER GREENWOOD DAY - <i>Observe a day in school with appropriate ceremony and activity.</i> December 21st of each year shall be designated as Chester Greenwood Day and the Governor shall annually issue a proclamation inviting and urging the people of the State of Maine to observe this day in suitable places with appropriate ceremony and activity. Chester Greenwood Day shall commemorate and honor Chester Greenwood, whose inventive genius and native ability, which contributed much to the enjoyment of Maine's winter season, marked him as one of Maine's outstanding citizens.
December 11	Warning notices to all parents whose children are in danger of failing a subject or subjects.
December 23-Jan 1	School closes for CHRISTMAS RECESS
January 1	NEW YEAR'S DAY – No School – Legal Holiday
January 4	Schools Open for first Winter Term of 6 weeks. Teachers are to complete TENTATIVE requisitions for books, supplies and equipment/furniture for the 2016-2017 school year to be used in preparing the school budget and submit to the Building Principal. (Building Principal will submit these requisitions to the Superintendent's Office with summary budget sheet for their school no later than January 11, 2016.) Requests you make after this date may not be honored. <i>(Three copies of these final requisitions should be made for distribution as follows: 1-Superintendent's Office by Principal; 1-Principal's file; 1-Teacher.) PLEASE USE FORMS SUPPLIED BY SUPERINTENDENT'S OFFICE FOR PAPER ORDER AND SUPPLIES ORDERED BY BID PROCESS.</i>
January 4	All teachers who are planning to change their educational status through completion of another year of training, please notify the Superintendent of that effect on or before this day, IN WRITING.
January 15	First 19 weeks of School Register to be completed. END OF SECOND RANKING PERIOD.
January 15	End of First Semester of School Year.
January 18	MARTIN LUTHER KING JR. 'S BIRTHDAY (Observed) - No School
January 19	Schools open for Third Term of 9 weeks.
February	AMERICAN HISTORY MONTH NATIONAL BLACK HISTORY MONTH
February 15	WASHINGTON'S BIRTHDAY (Observed) - Some part of the day shall be devoted to the study of his life and character.

February 15-19	Schools close for WINTER VACATION - 1 week
February 29	Letters of non-election to tenure teachers as required by State Law.
March 4	Warning notices to all parents whose children are in danger of failing a subject or subjects.
March 7-11	NATIONAL FOREIGN LANGUAGE WEEK - Observe week in school with appropriate activities & events.
March 7-11	NATIONAL WOMEN'S HISTORY WEEK
March 14-18	MAINE CULTURAL HERITAGE WEEK – The Governor shall annually issue a proclamation setting aside that week containing Statehood Day, March 15 <sup>th</sup> .
March 16	STATEHOOD DAY (Observed) - Observe day in school with appropriate ceremony and activity.
March 28	EDMUND S. MUSKIE DAY - Observe day in school with appropriate ceremony and activity.
March 25	First 28 weeks of school register to be completed. END OF THIRD RANKING PERIOD.
March 28	Schools open for Spring Term of 10 weeks.
April 18	PATRIOT'S DAY - <i>Legal Holiday</i>
April 18-22	Schools close for SPRING VACATION - 1 week
May 1	Any teacher that wishes under the terms of the comprehensive contract to receive his/her summer pay in one lump sum must do so before May 1.
May 16-20	ARBOR WEEK – The Governor shall annually issue a proclamation setting apart the 3rd full week in May as Arbor Week, recommending its observance by the public in the planting of trees, shrubs and vines, in the promotion of forest growth and culture, in the adornment of public and private grounds, places and ways, and in such other efforts and undertakings as shall harmonize with the general character of the week. He shall recommend that such week be observed in rural and suburban schools by exercises appropriate to Arbor Week. [1977, c. 214, §3 (NEW).]
May 23	Warning notices to all parents whose children are in danger of failing a subject or subjects.
May 30	MEMORIAL DAY - <i>No School - Legal Holiday</i>
June 6	SAMANTHA SMITH DAY - <i>Observe day/week in school with appropriate activities/events.</i> The first Monday in June of each year is designated as Samantha Smith Day, in memory of Samantha Smith whose birthday was June 29th. The Governor shall issue annually a proclamation inviting and urging the people of this State to observe the day in schools and other suitable places with appropriate ceremony and activity. Samantha Smith Day shall commemorate and honor Samantha Smith whose vision and inspiring message for peace and brotherhood opened the door to greater understanding and friendship among nations of the world. The Department of Education shall make appropriate information available to the people and the schools within the limits of its budget. [1989, c. 700, Pt. A, §4 (AMD).]



- June 16               SCHOOLS CLOSE providing at least 180 days of school have been maintained of which not less than 175 shall be actual school days and no more than 5 are teacher in-service days.
  
- June 16               FINAL report card to be sent to parents.
  
- June 16               Complete 38th week of school register.
  
- June 17               Teacher Workshop Day - All teachers' registers, one copy of ADP cards for each student, financial statements, reports of work covered during year, etc. are due at the office of the Superintendent.

TOTAL	180 Pupil Days in Calendar
	<u>5</u> Workshop Days Scheduled in Calendar
	185 Days in School Calendar 2015-2016

The 183 days in the 2014-2015 School Calendar will allow for the necessary 175 pupil days plus 5 storm days (if needed) and 5 scheduled teacher workshops days.

*Title 20A, Maine Revised Statutes, 1986, Sect. 4801: "A school administrative unit shall make provision for the maintenance of all its schools for at least 180 days a year. At least 175 days shall be used for instruction. In meeting the requirement of a 180-day school year, no more than 5 days may be used for in-service education of teachers, administrative meetings, parent-teacher conferences, records days and similar activities."*

## TEACHER GUIDELINES

1. Grade books and plan books are to be kept in the teacher's desk, available for substitute teachers.
2. Students should not be allowed on the grounds or in the school buildings unless supervised by a teacher. Supervisors and coaches of after school activities should be the last to leave the building and to check its security.
3. Duty Schedules - Everyone, unless of an unusual circumstance, gets duties assigned irrespective of regular or special teachers prorated to one (1) full-time position.
4. Students must be supervised at all times. (Legal Aspect) Any special activity beyond the routine curriculum, get written permission first from parent after clearing all communications through the principal prior to sending, etc.
5. Always use the requisition process for purchases. Your completed requisition goes to the principal who is to sign it and forward it on to the superintendent for processing. Be sure to state the full information including complete address of company, otherwise it will be returned to you.
6. Class contact time is extremely important; assemblies, films, etc., have their place only to a point and if they can help enhance the curriculum. As a rule, time should not be taken from class time for extra-curricular activities.
7. Please do not leave your classroom unattended.
8. Warning notice - failures. Be certain that parents/guardians are notified if there is any question of a student failing a subject or grade. Observe carefully the deadline dates in the Teacher Directory.
9. Please keep your classroom appearance neat and orderly.
10. If it becomes necessary to leave the building during the day, check with the building principal. If it becomes necessary to leave for an extended period, the principal is to notify the superintendent. Teachers are to remain until the close of meetings and workshops unless prior permission is obtained from the superintendent.
11. Teachers Dues. NEA dues are \$185; MEA dues are \$394; Local are approximately \$25 or as voted at the Fall meeting. Please sign your authorization for deduction of dues from your salary and return to your building principal or the superintendent's office today. Deductions will be made during the school year (September-June).
12. State Group Insurance. Present annual cost is \$1.32 per thousand for Basic coverage. Supplemental coverage will have an annual cost of \$3.96 per thousand for the first multiple of coverage (1x), and additional \$2.64 for second and third (2x, or 3x). Dependent coverage being \$23.16 additional for Plan A and \$40.80 for Plan B. Policies will be written for the next even thousand dollars above your annual salary for basic (double, triple or quadruple that amount for BOTH Basic & Supplemental Coverage). New teachers indicate on the Application for Coverage Group Life Insurance Program the insurance coverage that they wish to have. If refusal has not been made, deduction will automatically be made. Any teacher who previously had the coverage cannot cancel verbally, but must submit a signed refusal form.

Any teacher who previously refused the insurance cannot have the coverage unless approved by the Maine State Retirement System. If under Dependent coverage you presently are not eligible for Plan B due to the requirement that the amount of insurance for the covered spouse or child does not exceed fifty percent of the member's insurance but at a later date you do meet this requirement, it is our understanding that you may apply at time of eligibility for Plan B Dependent coverage. Whenever there is a change that will affect your dependent coverage (marital status, children, etc.), you should immediately notify the superintendent's office as MSRS should have notification.

13. Leave of Absence Form - Teachers are required to submit a form showing the reason for their absence, name of substitute, etc. When calling the principal, let him/her know as far in advance as possible and state type of leave you are taking.
14. Financial Accounting. Financial accounts should be kept up to date at all times:
  - ❑ When a sum of money is earned by the school or a particular class or organization, the amount earned should be posted.
  - ❑ Sums of money received should be recorded & receipts written.
  - ❑ Each organization is to turn over all monies to the principal for crediting to their account. A good procedure would be for each activity to keep their own financial record as well as the principal's accounts.
  - ❑ Money must be deposited in the bank under the name of the school, with the principal as agent. Do not keep cash in your desk.
  - ❑ There should not be any individual class bank accounts. All money must be deposited under the name of the school and credited to the various accounts in your ledger.
  - ❑ Financial books and records must be kept up to date for inspection purposes.
15. Health Procedure. Scoliosis Screening. All pupils in Grades 5-8 are to be screened this year by trained personnel.
16. If you have pupils that need academic attention, please refer them to either the special education teacher or principal and a P.E.T. will be established for the pupil.
17. School Insurance - This is a parental obligation. Forms will be forthcoming through the schools to the students.
18. Textbooks. Please see that all textbooks are properly taken care of and accounted for.
19. Accounting of Materials - Use what materials you need, but be always aware of waste in any form.
20. Discipline - Basically you take care of the discipline within your own classroom. Be consistent, firm and fair.
21. If you have questions at any time regarding salary, deductions, insurance, etc., please contact the central office personnel.

FISCAL YEAR PAYROLL NUMBER	DATE	TEACHER YEAR PAYROLL NUMBER
1	July 10, 2015	23
2	July 24, 2015	24
3	August 7, 2015	25
4	August 21, 2015	26
5	September 4, 2015	1
6	September 18, 2015	2
7	October 2, 2015	3
8	October 16, 2015	4
9	October 30, 2015	5
10	November 13, 2015	6
11	November 27, 2015	7
12	December 11, 2015	8
13	December 25, 2015	9
14	January 8, 2016	10
15	January 22, 2016	11
16	February 5, 2016	12
17	February 19, 2016	13
18	March 4, 2016	14
19	March 18, 2016	15
20	April 1, 2016	16
21	April 15, 2016	17
22	April 29, 2016	18
23	May 13, 2016	19
24	May 27, 2016	20
25	June 10, 2016	21
26	June 24, 2016	22

NOTE: **All Administrators** – Salary is calculated on 26 pay periods.

NOTE: Article VII Item 2 of the Moosabec CSD and School Union No. 103 Comprehensive Agreement – When a pay day falls on or during a school holiday, vacation or weekend, teachers shall receive their paychecks on the last working day.

#### TIMECARDS/PAYROLL INFORMATION

It is the responsibility of the employee to complete the necessary paperwork required by the Superintendent’s Office in a timely manner. **Timecards must be received at the Superintendent’s Office on the Monday before the payday by 9:00 a.m. Timecards received after this cut-off date will be held and paid on the next payroll.** Payroll changes must be submitted in the same manner. Employees should report the actual number of hours worked, taking special care to enter explanations on time cards for variations in normal work hours, i.e., sick leave, personal leave, bereavement leave, professional leave, jury duty, work related injury/illness, etc. *Definition of pay week for overtime purposes is Saturday to Friday.*

#### HEALTH INSURANCE

The District will pay a full single subscriber MEA Anthem Standard or Choice Plus Plan premium for eligible employees. Any employee wishing to add dependents should contact the central office.

#### DENTAL INSURANCE

The District will pay a full single rate subscription for MEA/Northeast Delta Dental Plan Option 3, with Orthodontic Rider # for all employees covered by this contract. Teachers can purchase additional coverage at their expense.

#### JURY DUTY

Any employee called for jury duty shall have deducted from his/her salary, the amount of remuneration said teacher received from said jury duty.

#### WORKERS’ COMPENSATION

It is the responsibility of the employee to immediately report on the job injuries or illnesses to his/her supervisor. An accident report shall be completed and submitted to the central office within 48 hours. In the event of a lost time injury or illness, the School District’s insurance will pay workers’ compensation benefits.

## POSTINGS

A copy of required federal and state labor law postings, including the Fair Labor Standards Act, OSHA, Minimum Wage, Etc. will be found in the teachers' room at each school and at the central office.

## SCHOOL POLICIES

A copy of all school policies will be found in the teachers' room at each school, in the principal's office, at the central office and on the schools website [www.union103.org](http://www.union103.org).

The following employee related policies as required by Maine State Law can be found on the schools website:

NEPN/NSBA FILE: ACAA – HARRASSMENT AND SEXUAL HARRASSMENT OF STUDENTS

NEPN/NSBA FILE: ACAA-R – STUDENT DISCRIMINATION AND HARRASSMENT COMPLAINT PROCEDURE

NEPN/NSBA FILE: ACAB – HARRASSEMENT AND SEXUAL HARRASSMENT OF SCHOOL EMPLOYEES

NEPN/NSBA FILE: ACAB-R – EMPLOYEE DISCRIMINATION AND HARASSEMNT COMPLAINT PROCEDURE

NEPN/NSBA FILE: ACAD – HAZING

NEPN/NSBA FILE: ADC – TOBACCO-FREE SCHOOLS

NEPN/NSBA FILE: EBAA/EBAA-R – REPORTING OF HAZARDS – CHEMICAL

NEPN/NSBA FILE: EEAEAA – DRUG AND ALCOHOL TESTING OF SCHOOL BUS DRIVERS

NEPN/NSBA FILE: EEAEAA-R – DRUG AND ALCOHOL TESTING OF SCHOOL BUS DRIVERS ADMINISTRATIVE PROCEDURE

NEPN/NSBA FILE: EEAEC/JICC – STUDENT CONDUCT ON BUSES

NEPN/NSBA FILE: EEAEC-E/JICC-E – MOOSABEC CSD AND SCHOOL UNION NO. 103-School Bus Conduct Report

NEPN/NSBA FILE: EGAD – COPYRIGHT COMPLIANCE

NEPN/NSBA FILE: EGAD-R – COPYRIGHT COMPLIANCE ADMINISTRATIVE PROCEDURE

NEPN/NSBA FILE: GBEB – STAFF CONDUCT WITH STUDENTS

NEPN/NSBA FILE: GBEC – DRUG-FREE WORKPLACE

NEPN/NSBA FILE: GBEC-R – DRUG FREE WORKPLACE ADMINISTRATIVE PROCEDURE

NEPN/NSBA FILE: GCSA – EMPLOYEE COMPUTER AND INTERNET USE

NEPN/NSBA FILE: GCSA-R – EMPLLY COMPUTER AND INTERNET RULES

NEPN/NSBA FILE: GDC/GDD – SUPPORT STAFF LEAVES AND ABSENCES/VACATIONS AND HOLIDAYS

NEPN/NSBA FILE: GDKA – LENGTH OF SUPPORT STAFF WORK DAY

NEPN/NSBA FILE: GDL – WORKLOAD – SUPPORT STAFF – CUSTODIANS

NEPN/NSBA FILE: JICH-R – STUDENT DRUG, ALCOHOL AND TOBACCO ADMINISTRATIVE PROCEDURE

***SCHOOL UNION NO. 103 AND MOOSABEC CSD  
Towns of Jonesport and Beals***

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**William C. Shuttleworth, Superintendent of Schools  
127 Snare Creek Lane, Jonesport, ME 04649-3138  
Tel. 207-497-2154/Fax 207-497-2703**

TO: School Employees, Building Occupants, Parents and Guardians  
FROM: William C. Shuttleworth, Superintendent of Schools  
DATE: August 28, 2015  
RE: Asbestos-containing Materials in Union #103 and CSD #917

The federal Asbestos Hazard Emergency Response Act (AHERA) requires that LEA's inform all school employees and students of asbestos-related activities, such as asbestos inspections and removal projects that have been undertaken in Moosabec CSD #917 and Union #103 at least once a year. The schools have been inspected for the presence of asbestos-containing materials since 1989, and a written plan for the management of these materials has been developed.

All information is recorded in the district's Asbestos Management Plan located in the Superintendent's office at Snare Creek Lane in Jonesport and at each school. The Plan, which is available for review during office hours, can be copied on request at \$.50 per page.

Asbestos was found to be contained in the following: (1) floor tile adhesive at BES, JES, and JBHS and (2) transite located in the welding area of the shop and science lab hood at JBHS. All materials are non-friable, which means they do not release asbestos fibers into the air. A non-friable material is not considered friable until it can be pulverized by hand pressure. These materials at each school will be monitored with a surveillance inspection done at six-month intervals to make sure they have not become friable.

William C. Shuttleworth  
LEA Asbestos Coordinator