

**REGIONAL SCHOOL UNIT 19  
BOARD OF DIRECTORS' MEETING**



\*\*\*\* **May 16, 2017** \*\*\*\*

**NOKOMIS REGIONAL HIGH SCHOOL 7:00 PM**

**I. Opening of Meeting**

- A. Flag Salute
- B. Adjustments to Agenda
- C. Approval of Board Minutes of April 18, 2017 & April 25, 2017 \*Action

**II. Public Comment** – *This is intended for the public to address items that are on this agenda only.*

**III. Reading of Communications**

- A. Administrative Communications
- B. Superintendent/Board Communications

**IV. Reports**

- A. Superintendent
  - 1. Presentation of Coach Certificates to Richice Stevens and Dawn Trask
- B. Board Chair

**V. Report of Special Committees**

- A. Budget/Finance Committee April 25, May 1, May 8
- B. Building Committee May 10, 2017
- C. Education Committee May 2, 2017
- D. Policy Committee April 25, 2017
  - 1. First Reading of Policies \*Action
    - a. EBBA Bloodborne Pathogens
    - EBBA-R Bloodborne Pathogens Exposure Control Plan
    - b. EBCC Bomb Threats
    - c. EBCAB Mutual Assistance – Emergency Plan
    - d. EBCE Emergency Closings and Cancellations
  - 2. Second Reading of Policies \*Action
    - a. EBAA Chemical Hazards
    - b. EBAA-R Purchase and Storage of Hazardous Chemicals Regulations
    - c. EBAE Confined Space
    - d. EBAE-E Confined Space Danger Exhibit
    - e. EBAE-R Confined Space Regulations
    - f. BED By Laws Board of Directors
    - g. BEDL Board Meeting Time Limits



**REGIONAL SCHOOL UNIT 19  
BOARD OF DIRECTORS' MEETING MINUTES**

**April 18, 2017**

**MEMBERS PRESENT:** Corinna Caron, Paul Carter, Christopher Easton, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Jody Mullis, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson

**MEMBERS ABSENT:** Samantha Brown, Ryan Parker & Winn Price (excused); Christopher Pepin & Erik Stitham (unexcused); Vacancies - Hartland (65) & Newport (53)

**TOTAL MEMBERS PRESENT:** 623

**TOTAL MEMBERS ABSENT:** 375

**Others Present:** Trish Hayes,

**I. Opening of Meeting**

A. Flag Salute was rendered.

B. Adjustments to Agenda

VI. New Business, add under

A. Staff Resignations

7. Nathan Dana      Gr. 3 Teacher      HCS

C. Approval of Board Minutes of March 21, 2017

A **motion** was made by Ken Sands to accept the Board Meeting minutes from March 21, 2017, **seconded** by Bill MacDonald and **voted** 518 for and 105 abstained (P. Carter, D. Mendell). Motion passed.

**II. Public Comment – None**

**III. Reading of Communications**

A. Administrative Communications

B. Superintendent/Board Communications – Communication presented.

**IV. Report of Special Committees**

A. Budget/Finance Committee  
Communication Presented

April 3 & April 10, 2017

It was mentioned that the health insurance rates from Anthem will increase 1.154% for 2017-18.

- B. Building Committee April 12, 2017  
Communication Presented  
Paul asked about totals for snow removal and was the information.
- C. Education Committee April 4, 2017  
Communication Presented
- D. Policy Committee March 28, 2017  
Communication Presented
  - 1. First Reading of Policies
    - a. EBAA Chemical Hazards
    - b. EBAA-R Purchase and Storage of Hazardous Chemicals Regulations
    - c. EBAE Confined Space
    - d. EBAE-E Confined Space Danger Exhibit
    - e. EBAE-R Confined Space Regulations
    - f. BED By Laws Board of Directors
    - g. BEDL Board Meeting Time Limits
    - h. IHB Class Size

A **motion** was made by Ken Sands to accept the first reading of the above policies, **seconded** by Bill MacDonald and **voted** unanimously.

2. Second Reading of Policies

- a. GBEBB Staff Conduct with Students  
A **motion** was made by Ken Sands to accept the second reading and to approve GBEBB Staff Conduct with Students, **seconded** by Bill MacDonald and **voted** 552 for and 71 against (D. Mendell). Motion passed.
- b. JICIA Weapons, Violence and School Safety  
A **motion** was made by Ken Sands to accept the second reading and to approve JICIA Weapons, Violence and School Safety and **seconded** by Bill MacDonald.

A **motion** was made by Don Mendell to amend the motion to approve the policy as revised by allowing folding pocket knives with a blade of 3 inches or less for high school students, **seconded** by Jason Scholten and **voted** 286 for and 337 against (J. Mullis, C. Stratton, C. Caron, R. McNeil, J. Watson, K. Sands). Motion failed.

The original motion to approve the policy was **voted** 373 for and 250 against (S. Hopkins, P. Carter, D. Mendell, W. MacDonald, J. Scholten). Motion passed.

- E. Transportation Committee No meeting
- F. Warrior Education Foundation Com. No meeting

G. Negotiations Committee

A **motion** was made by Ken Sands to go into Executive Session at 8:05 PM to discuss labor contracts pursuant to 1 M.R.S.A. §405(6)(D), **seconded** by Bill MacDonald and **voted** unanimously. The Board returned to open session at 9:05 PM. No action taken

V. **Old Business** - None

A. 2017 – 2018 School Calendar

A **motion** was made by Chad Stratton to approve the 2017-18 School Calendar, **seconded** by Ken Sands, and **voted** 571 for and 52 against (C. Carron). Motion passed.

VI. **New Business**

A. Staff Resignations – Informational

- |                    |                              |          |
|--------------------|------------------------------|----------|
| 1. Lisa Mogilka    | Ed Tech III SPED             | NRHS     |
| 2. Norleen Fleming | Director of Special Services | District |
| 3. Robert Hughes   | Custodian                    | CES      |
| 4. Mary Graybill   | Teacher                      | EDS      |
| 5. Ted Warren      | ML Science                   | EDS      |
| 6. Mike Cray       | Bus Driver                   |          |
| 7. Nathan Dana     | Gr. 3 Teacher                | HCS      |

B. Staff Nominations

- |              |                              |          |
|--------------|------------------------------|----------|
| 1. Liz Mares | Director of Special Services | District |
|--------------|------------------------------|----------|

A **motion** was made by Chad Stratton to approve the Superintendent’s nomination of Liz Mares, **seconded** by Susie Hopkins, and **voted** 589 for and 34 against (P. Carter). Motion passed.

C. Staff Appointments – Informational

- |                   |                             |      |
|-------------------|-----------------------------|------|
| 1. Scott Hayes    | Ed Tech III SPED            | SOM  |
| 2. Justin Amoroso | JV Baseball                 | NRHS |
| 3. Jacob Rogers   | Head Coach Varsity Football | NRHS |

D. Staff Transfers – Informational

- |                |   |
|----------------|---|
| 1. Drew Graves | JV Field Hockey to Middle School Field Hockey |
|----------------|---|

VII. **Reports**

A. Superintendent

Mike gave the Superintendent’s report.

B. Board Chair  
No report

**VIII. Future Agenda Items**

**IX. Next Meeting Dates**

**X. Adjournment**

The meeting was adjourned at 9:16 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Hammer". The signature is written in a cursive, flowing style.

Mike Hammer  
Secretary to the Board

**REGIONAL SCHOOL UNIT 19  
BOARD OF DIRECTORS' SPECIAL MEETING MINUTES**

**April 25, 2017**

**MEMBERS PRESENT:** Corinna Caron, Christopher Easton, Susie Hopkins, William MacDonald, Robin McNeil, Don Mendell, Jody Mullis, Ryan Parker, Winn Price, Kenneth Sands, Jason Scholten, Chad Stratton, Jennifer Watson

**MEMBERS ABSENT:** Samantha Brown, Erik Stitham (excused); Christopher Pepin & Paul Carter (unexcused); Vacancies - Hartland (65) & Newport (53)

**TOTAL MEMBERS PRESENT:** 695

**TOTAL MEMBERS ABSENT:** 303

**Others Present:** None

**I. Opening of Meeting**

A. Flag Salute was rendered.

**II. Public Comment – None**

**III. New Business**

A. Maintenance Vehicle

A **motion** was made by Chad Stratton to use \$22,000 from this year's budget, as down payment to maximize purchasing ability for shortest term of repayment, to purchase a maintenance vehicle and a van, **seconded** by Chris Easton and **voted** unanimously. It was requested to also seek quotes from Bangor dealerships for a service option vehicle.

B. Contracts

A **motion** was made by Jason Scholten to enter into Executive Session at 7:20 PM to discuss labor contracts for (1) Superintendent and (2) Administrator contact framework pursuant to 1 M.R.S.A. § 405 (6) (D), **seconded** by Ken Sands and **voted** unanimously. The Board returned to open session at 8:20 PM.

A **motion** was made by Bill MacDonald to grant the Superintendent five (5) additional vacation days with the ability to rollover 5 days, **seconded** by Ken Sands and **voted** 643 for and 52 abstained (J. Mullis). Motion passed.

**IV. Adjournment**

The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mike Hammer". The signature is written in a cursive, flowing style.

Mike Hammer  
Secretary to the Board



## Education Committee Minutes

Tuesday, May 2, 2017

Nokomis Regional High School

**Committee Members Present:** Ken Sands, Paul Carter, Susie Hopkins, Robin McNeil, Don Mendell, Winn Price, Chad Stratton

**Members Absent:** Samantha Brown

**Others Present:** Mike Hammer, Sherri Gould, Angela Brown, Don Roux, Jane Stork, Liz Mares, Mary Nadeau, Ellen Payne, Sue Orcutt, Kelly Burns

I. Public Comment

Angela and Kelly discussed Laura Robb's visit to the District. This was a wonderful donation of time. She was able to teach our students and be observed by our teachers as well as some visitors from other districts. A true testament to the great things going on in the District and a creative use of resources. Winn Price and Mike Hammer also participated in this event. Laura has donated another day for next year.

II. Math Curriculum Work

Ellen Payne and Sue Orcutt gave a very detailed update on the process of our Math curriculum development. The Committee reviewed the standards and performance indicators for each grade level. The work surrounds further revision of the appropriate standards, aligning and piloting assessment, and further time to work together. It will also be helpful when there is similar instruction framework in each elementary and one middle school. There is a need to refine and reflect on the work as well as provide professional development for the teachers, especially in grades K-4. Sue has found working with the high school teachers, as an eighth grade teacher, very helpful. It is crucial that the students enter high school with a similar experience in Math. We used to have Jane Stork as a Math specialist and would benefit from Math coaches. We have a lot of local knowledge in Math as Victor LaPrade, Ellen and Julie McFarland each of whom participated in University of Maine Farmington coaching pilot. We do have the opportunity for a variety of experiences in Math to challenge all levels of students.

III. Budget Items that Impact the Education Committee

Mary discussed the need for another Science teacher, this is to replace all that has been lost at the high school and to allow for some flexibility for a transitional eighth grade program. We could be offering labs in Physics, honors level Sciences, Envirothon, etc. Under proficiency based expectations from the state, we will need to offer 4 "learning experiences" in Science for our students. (The Committee recommends to keep in budget.)

Liz Mares advocated for a middle level special education teacher. This would keep caseloads to manageable numbers and this was also a reduction last year. It works now but the number of students coming up to Somerset with IEP's will push caseloads up quite a bit. (Pending other options, the Committee recommends keeping this position)

IV. Other

Don Mendell distributed a paper for members to review.

V. Items for Next Agenda

VI. The meeting was adjourned.

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Hammer". The signature is written in a cursive, flowing style.

Mike Hammer  
Superintendent of Schools



**REGIONAL SCHOOL UNIT 19**  
**POLICY COMMITTEE MEETING MINUTES**  
**April 25, 2017**

Committee Members Present: Winn Price, Chris Easton, Don Mendell, Jody Mullis

Committee Members Absent: Samantha Brown (Exc.), Paul Carter

Others Present: Mike Hammer, Robin McNeil, Maxine Pare

**I. Public Comment - None**

**II. Policy Review**

**A. Policies New**

1. JICA

**Student Dress**

This policy awaits more input from administrators. Mr. Hammer informed the Committee there are no school systems in Maine that have a uniform dress policy.

2. JICC  
JICC-R

**Student Conduct on School Buses**

**Student Conduct on Buses**

These need more input from administrators and bus drivers.

**B. Policies to Review**

1. EBBA

**Bloodborne Pathogens**

No Change and will be presented to the Board for first reading.

EBBA-R

**Bloodborne Pathogens Exposure Control Plan**

Changes:

- Health Nurse will conduct annual training to “RSU will provide” pg. 1
- Added “when there is a need” to end of first sentence pg. 2
- Replace bleach with “disinfectant” and in same sentence replaced shall be with “is” pg. 2
- Language to change from School Nurse maintaining incident records to central office pg. 3,4, & 5 and “designated medical facility” added to pg. 4
- Delete or washed in a hot water cycle before rinse pg. 9
- Delete run ½ gallon . . . add “use hospital grade disinfectant, let sit and then extract with water pg. 9

Plan will be presented to the Board for first reading.

2. EBCC

**Bomb Threats**

Delete the School Resource Officer from page 2, change PET to “IEP on page 3, and use “appropriate” in section J on page 4.

Policy will be presented to the Board for first reading.

3. EBCAB            **Mutual Assistance – Emergency Plan** – No changes and ready to be presented to the Board for first reading
  
4. EBCE            **Emergency Closings and Cancellations**  
Add to paragraph one and two “broadcast through the RSU’s call/email notification system” and policy will be presented to the Board for a first reading.
  
5. JLF              **Reporting Child Abuse and Neglect**  
    JLF-E2          **Suspected Child Abuse and Neglect Reporting Form**  
These will be brought back to the next meeting for review.

**III. Other**  
None

**IV.** The meeting was adjourned.

Respectfully submitted,



Mike Hammer  
Superintendent of Schools

**FIRST  
READING  
OF  
POLICIES**

**BLOODBORNE PATHOGENS**

In response to the increase incidence of Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), the Center for Disease Control (CDC) and OSHA have recommended “universal blood and bodily fluids precautions” for all persons who are at risk for accidental occupational exposure in the school setting.

RSU 19 will maintain a Bloodborne Pathogen Exposure Control Plan that will be available to all employees. The Exposure Control Plan will comply with 29 CFR 1910.1030, OSHA’s Bloodborne Pathogens standard.

1<sup>st</sup> Reading: 10/18/11  
Adopted: 11/15//11

**REGIONAL SCHOOL UNIT 19  
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN**

In compliance with the OSHA Bloodborne Pathogens standard, 29 CFR 1910.1030, the following Exposure Control Plan has been developed:

**1. EXPOSURE DETERMINATIONS**

Within the above named facilities, the following job classifications are determined to be those in which occupational exposure may potentially occur:

- |                         |                     |
|-------------------------|---------------------|
| A. Administrators       | B. School Secretary |
| C. First Aid Designates | D. School Nurse     |

In addition, the following job classifications may include some employees who may have some occupational exposure:

<u>Job Classification</u>	<u>Tasks</u>
Classroom Teacher	Pupil Instruction
Coach	Co-curricular Instruction
Custodian	Building Cleaning
Bus Driver	Pupil Transportation
Educational Technician	Pupil Supervision
Cook	Food Preparation

**2. IMPLEMENTATION SCHEDULE AND METHODOLOGY**

Universal precautions will be observed in the above named facilities in order to prevent contact with blood and potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. In this District, the following engineering controls will be utilized: universal precautions, soiled clothing disposal, protective equipment, HBV vaccination, etc.

The above controls will be examined and maintained on a regular basis. The ~~Health Nurse will conduct~~ **RSU will provide** annual training to all employees

and will assess effectiveness of individual controls with school administrators **when there is a need.**

Handwashing facilities are available to all employees who incur exposure to blood or other potentially infectious materials. The handwashing facilities are located at numerous sites throughout each facility.

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible following contact. Gloves shall be worn where it is reasonably anticipated that employees may have contact of their skin (intact or non-intact) to blood or other potentially infectious materials. Other areas in which transmission may occur is through mucous membranes (eyes, nose and mouth). Universal precautions pertain to blood and bodily fluids containing blood and other bodily fluids such as saliva, sputum, feces, tears, nasal secretions, vomitus, urine, vaginal secretions and semen. These fluid and bodily wastes can be sources of infections and should be handled as if they are infectious. Gloves are available at several locations including principal's offices, nurse stations, custodial closets and on each school bus. These disposable gloves are not to be washed or decontaminated for re-use and are to be replaced as soon as practical.

Decontamination will be accomplished by utilizing a **bleach disinfectant** solution or another approved solution approved by the building principal and/or the school nurse which ~~shall be~~ **is** provided at each site noted above. All contaminated work surfaces will be decontaminated after any spill of blood or other potentially infectious materials.

Clothing contaminated with blood or other potentially infectious material will be handled as little as possible. Such clothing will be placed in appropriately marked plastic bag and will be returned to parent/guardian for decontamination or disposal.

## **HEPATITIS B VACCINE**

All employees who have been identified as having a possibility of exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of the acceptance of this Plan, and within 10 working days of a new employee's initial assignment to work in a designated position.



Employees who decline the Hepatitis B vaccine will sign a waiver which uses the wording prescribed by the OSHA standard. (See Appendix A)

If an exposure should occur the HBV vaccine will be offered with administration to occur within 7 days of the exposure to insure effectiveness.

### **POST EXPOSURE EVALUATION AND FOLLOW-UP**

When an employee incurs an exposure incident, the incident shall be reported to the School Principal, ~~who will report to the School Nurse. The School Nurse will then be responsible for maintaining records of exposure incidents.~~ The Principal will report the incident to personnel at central office, where all employee records of an exposure incident will be maintained.

All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard. This follow-up shall include the following:

- Documentation of the route of exposure and the circumstances related to the incident.
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood source individual will be tested (after consent is obtained) for HIV/HBV infectivity. Staff members should NOT disclose information regarding the source individual per FERPA regulations.
- The employee will be encouraged to have their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status. If the employee decides prior to that time that testing will or will not be conducted, then the appropriate action can be taken and the blood sample discarded.
- The employee will be offered post exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service. Post exposure prophylaxis will include but not be limited to offering HBV vaccination to be given within 7 days post-exposure to insure effectiveness.
- The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be

given information on what potential illnesses to be aware of and to report any related experiences to the ~~School Nurse~~ Central Office.

- The School Nurse ~~is designated to~~ will assist in assuring that the federal requirements outlined here are effectively carried out and ~~to maintain~~ all records related to this federal requirement are forwarded to the Central Office and designated medical facility.

## WRITTEN RECORDS

The ~~School Nurse~~ Central Office shall maintain written records:

1. When an employee is sent to obtain the Hepatitis B vaccine; and
2. When an employee is sent to health care professional following an exposure incident.

The Health Care Professional shall be instructed to limit their opinions to:

1. Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident;
2. That the employee has been informed of the results of the evaluation; and
3. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials.

## TRAINING

Annual training for all employees will include an explanation of the following:

1. The OSHA Standard for Bloodborne Pathogens.
2. Epidemiology and symptomatology of bloodborne pathogens.
3. Modes of transmission of bloodborne pathogens.
4. This Exposure Control Plan, i.e., points of the Plan, lines of responsibility, how the Plan will be implemented, etc.
5. Procedures which might cause exposure to blood or other potentially infectious materials.
6. Control measures which will be used to control exposure to blood or other potentially infectious materials. (See Appendix B)
7. Post exposure evaluation and follow-up.

## RECORD KEEPING

All records required by the OSHA standard shall be collected by the ~~School Nurse~~ **Central Office** and kept in accordance to district protocol.

APPENDIX A

The following form must be signed by all employees. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

RSU 19

HEPATITIS B IMMUNIZATION PROGRAM

PLEASE READ AND SIGN

\_\_\_ Informed Consent (I would like to get the three shot series at work when offered)

\_\_\_ Informed Refusal (I already have received the shots)

\_\_\_\_\_ Date and Location of all three shots

\_\_\_ Informed Refusal (I know the risks, but do not wish to be vaccinated)

I, the undersigned, hereby acknowledge informed consent/informed refusal in my decision to voluntarily participate in the Hepatitis B immunization program. I am aware that there is no guarantee that the vaccine will be effective or free of side effects. I acknowledge that information has been provided to me about Hepatitis B by the RSU 19 Administration prior to or at the time of the immunization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Previously signed on:

\_\_\_\_\_  
Date

## APPENDIX B

### **PREVENTING TRANSMISSION OF INFECTIOUS AGENTS: GENERAL RECOMMENDATIONS FOR THE HANDLING OF BLOOD AND BODY FLUIDS**

The following guidelines are meant to provide simple and effective precautions against transmission of disease for all persons, including pregnant women, potentially exposed to any blood or body fluids.

#### ***Does Contact with Body Fluids Present a Risk?***

The body fluids of all persons should be considered to contain potentially infectious agents (germs). The term “body fluids” includes: blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge) and saliva. Contact with body fluids presents a risk of infection with a variety of germs. In general, however, the risk is very low and dependent on a variety of factors including the type of fluid with which contact is made and the type of contact made with it.

Table 1 provides examples of particular germs that may occur in body fluids and the respective transmission concerns. It must be emphasized that with the exception of blood, urine and semen, which are normally sterile, the body fluids with which one may come in contact usually contain many organisms, some of which may cause disease. HIV infection can only be transmitted by blood, semen or vaginal secretions. These are the only vehicles of transmission. There is no well-documented scientific evidence for HIV transmission by any other body fluid. Transmission of HIV occurs with direct blood-to-blood, semen-to-blood or vaginal secretions-to-blood contact. Such contact is more likely if the HIV infected blood, semen or vaginal secretions contact broken skin or mucous membranes. Further more, many germs may be carried by persons who have no symptoms of illness. These individuals may be at various stages of infection: incubating disease, mildly infected without symptoms, for chronic carriers of certain infectious agents including the AIDS and hepatitis viruses. In fact, transmission of communicable diseases is more likely to occur from contact with the infected body fluids of unrecognized carriers than from contact with fluids from recognized individuals because these simple precautions are not carried out.

### ***What Should Be Done to Avoid Contact with Body Fluids?***

When possible, direct skin contact with body fluids should be avoided. Disposable gloves should be available where body fluids can be expected to be routinely encountered. Gloves are recommended when direct hand contact with body fluids is anticipated. Gloves used for this purpose should be put in a plastic bag or lined trash can, secured, and disposed of daily.

### ***What Should Be Done if Direct Skin Contact Occurs?***

In many instances, unanticipated skin contact with body fluids may occur in situations where gloves may not be immediately available (e.g., when wiping a runny nose, applying pressure to bleeding injury, helping a person in the bathroom). In these instances, hands and other affected skin areas of all exposed persons should be routinely washed with soap and water after direct contact has ceased. Clothing and other nondisposable items (e.g., towels used to wipe up body fluids) that are soaked through with body fluids should be rinsed and placed in plastic bags for transport to the laundry. If presoaking is required to remove stains (e.g., blood, feces) use gloves to rinse or soak the item in cold water. Contaminated disposable items (e.g., tissues, paper towels, diapers) should be handled with disposable gloves.

### ***How Should Spilled Body Fluids Be Removed From the Environment?***

The school carries stock sanitary absorbent agents that are specifically intended for cleaning body fluid spills. Disposable gloves should be worn when using these agents. The dry material is applied to the area, left for a few minutes to absorb the fluid, and then vacuumed or swept up. The vacuum bag or sweepings should be disposed of in a plastic bag. Broom and dustpan should be rinsed in a disinfectant. No special handling is required for vacuuming equipment.

#### **➤ Handwashing Procedures**

Proper handwashing requires the use of soap and water and vigorous washing under a stream of running water for approximately 10 seconds. Soap suspends easily removable soil and microorganisms allowing them to be washed off. Running water is necessary to carry away dirt and debris. Rinse under running water and use paper towels to thoroughly dry hands.

### ➤ Disinfectants

An intermediate level disinfectant should be used to clean surfaces contaminated with body fluids. Such disinfectants will kill bacteria and viruses. The disinfectant should be registered by the U.S. Environmental Protection Agency (EPA) for use as a disinfectant in schools.

Various classes of disinfectants are listed below. Brand names are used only as examples of each type of germicidal solution and should not be considered an endorsement of a specific product.

1. Ethyl or isopropyl alcohol (70%).
2. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol).
3. Sodium hypochlorite, with at least 100 ppm available chlorine (1/2 cup household bleach in 1 gallon of water, needs to be freshly prepared each time it is used).
4. Other:

### ➤ Disinfection of Hard Surfaces and Care of Equipment

After removing spilled body fluid, apply disinfectant. Mops should be soaked in the disinfectant after use and rinsed thoroughly ~~or washed in a hot water cycle before~~ ~~rinse~~. Non-disposable cleaning equipment (dust pans, buckets) should be thoroughly rinsed in the disinfectant. The disinfectant solution and rinse water should be promptly disposed down the drain pipe. Disposable cleaning equipment should be placed in a plastic bag. Apply the sanitary absorbent agent, let dry and vacuum. If necessary, mechanically remove the matter with a dust pan and broom, then apply rug shampoo (a germicidal detergent) with a brush and vacuum. Rinse the dust pan and broom in disinfectant. If necessary, wash the brush with soap and water. Dispose of cleaning equipment that is not reusable, as noted above.

### ➤ Disinfection of Rugs

If a wet vacuum is used, ~~run 1/2 gallon of a 1:10 dilution of chlorine bleach in water through the machine after use. It is not necessary to dismantle the machine.~~ use hospital grade disinfectant, let sit and then extract with water.

➤ **Laundry Instructions for Clothing Soiled with Body Fluids**

The most important consideration of laundering contaminated clothing is to eliminate potentially infectious agents with soap and water. Addition of bleach will further reduce the number of potentially infectious agents. Clothing soaked with body fluids should be washed separately from other items. Presoaking may be required for heavily soiled clothing. Otherwise, wash and dry as usual. If the material is bleachable, add 1/2 cup of household bleach to the wash cycle. If material is not colorfast, add 1/2 cup nonchlorox bleach to the wash cycle.

Contaminated clothing should be properly bagged and given to the student for removal to their home.



Table 1

**TRANSMISSION CONCERNS OF INFECTIOUS AGENTS  
BY BODY FLUID-SOURCE**

<b><u>BODY FLUID SOURCE</u></b>	<b><u>ORGANISM OF CONCERN</u></b>	<b><u>TRANSMISSION</u></b>
Blood -cuts/abrasions -nosebleeds -menses -contaminated needle	Hepatitis B virus HIV (AIDS) virus Cytomegalovirus	Blood stream inoculation through cuts and abrasions on hands
*Feces -incontinence	Salmonella bacteria Shigella bacteria Rotavirus Hepatitis A virus Giardia	Oral inoculation from contaminated hands
*Respiratory secretions -saliva -nasal discharge	Mononucleosis virus Common cold virus Influenza virus	Oral inoculation from contaminated hands
Semen	Hepatitis B virus HIV (AIDS) virus Gonorrhea	Sexual contact (intercourse)
*Urine	Cytomegalovirus	Bloodstream and oral inoculation from contaminated hands
*Vomitus	Gastrointestinal viruses, e.g., (Norwalk agent Rotavirus)	Oral inoculation from contaminated hands

\*Transmission of HIV (AIDS) virus and Hepatitis B virus is not a concern from these sources unless they are visibly contaminated with blood.

**TABLE 2  
UNIVERSAL PRECAUTIONS AND THE ATHLETE**

1. Before competing, cover any open wounds to reduce the risk of transmission from one open wound to another.
2. Athletes should render first-aid to themselves and cover their own wounds whenever possible.
3. When rendering first-aid to others, wear protective gloves any time blood, open wounds, or mucous membranes are involved. Dispose the gloves and use clean gloves for each person.
4. If you get someone else's blood on yourself, wear protective gloves and wipe it off with a disposable towel using a solution known to inactivate the virus.
5. If blood is present during practice or competition, play should be stopped to allow any contaminated surfaces to be cleaned (i.e., virex or bleach solution) by someone wearing protective gloves.
6. Any surface contaminated with blood should be cleaned by someone wearing protective gloves and the solution to inactivate the virus.
7. Wash your hands after removing the protective gloves.
8. Do not use common towels to clean blood off any contaminated surface. The use of common towels at any time during athletics is a very poor health habit.
9. Wash all soiled uniforms, towels, and other dirty linen in soapy water.
10. In general, use good hygienic practices. Avoid the sharing of towels, cups and water bottles.

## BOMB THREATS

The Board recognizes that bomb threats are a significant concern to the school unit. Whether real and carried out or intended as a prank or for some other purpose, a bomb threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb threats disrupt the instructional program and learning environment and also place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false.

Any bomb threat will be regarded as an extremely serious matter and treated accordingly. The Board directs the Superintendent to react promptly and appropriately to information concerning bomb threats and to initiate or recommend suitable disciplinary action.

### A. Conduct Prohibited

No person shall make, or communicate by any means, whether verbal or non-verbal, a threat that a bomb has been, or will be, placed on school premises. Because of the potential for evacuation of the schools and other disruption of school operations, placement of a bomb or of a “look-alike” bomb on school premises will be considered a threat for the purpose of this policy.

It is also a violation of Board policy to communicate by any means that any toxic or hazardous substance or material has been placed, or will be placed, on school premises with the intent to endanger the safety and welfare of students or staff and/or to disrupt the operations of the schools. For the purpose of this policy, “toxic or hazardous substance or material” means any material or substance, including biomedical materials or organisms, that, when placed as threatened, could be harmful to humans.

### B. Definitions

1. A **“bomb”** means an explosive, incendiary or poison gas bomb, grenade, rocket, missile, mine, “Molotov cocktail” or other destructive device.
2. A **“look-alike bomb”** means any apparatus or object that conveys the appearance of a bomb or other destructive device.
3. A **“bomb threat”** is the communication, by any means, whether verbal or non-verbal, that a bomb has been, or will be, placed on school premises, including possession or placement of a bomb or look-alike bomb on school premises.
4. **“School premises”** means any school property and any location where any school activities may take place

### C. Development of Bomb Threat Procedures

The Superintendent/designee shall be responsible for developing and implementing procedures specific to bomb threats as part of the school unit's Crisis Response Plan. These procedures are intended to inform administrators and staff of appropriate protocols to follow in the event that a bomb threat is received and should include provisions to address:

1. Threat assessment (for the purpose of identifying a response that is in proportion to the threat, in light of what is necessary to ensure safety);
2. Building evacuation and re-entry (including selection of potential alternative sites for those who are evacuated);
3. Incident "command and control" (who is in charge, and when);
4. Communications contacts and mandatory bomb threat reporting;
5. Parent notification process;
6. Training for staff members; and
7. Support services for students and staff.

The Superintendent/designee will be responsible for overseeing a review or evaluation of bomb threat procedures prior to the Board's required annual approval of the school unit's Crisis Response Plan, or following implementation of the procedure in response to a specific threat.

### D. Reporting of Bomb Threats

A student who learns of a bomb threat or the existence of a bomb on school premises must immediately report such information to the building principal, teacher, ~~the School Resource Officer~~ or other employee in a position of authority.

An employee of the school unit who learns of a bomb threat shall immediately inform the building administrator. The building administrator shall immediately take appropriate steps to protect the safety of students and staff in accordance with the school unit's bomb threat procedure, as developed under Section C, and inform the Superintendent of the threat.

All bomb threats shall be reported immediately to the local law enforcement authority, as provided in the bomb threat procedures.

The Superintendent shall be responsible for reporting any bomb threat to the Department of Education within two business days of the incident. Reports will include the name of the school, the date and time of the threat, the medium used to communicate the threat, and whether or not the perpetrators have been apprehended.

**E. Student Disciplinary Consequences**

Making a bomb threat is a crime under Maine law. Any student suspected of making a bomb threat shall be reported to law enforcement authorities for investigation and possible prosecution. Apart from any penalty imposed by law, and without regard to the existence or status of criminal charges, a student who makes a bomb threat shall be subject to disciplinary action by the school.

The administration may suspend and/or recommend for expulsion any student who makes a bomb threat. The making of a bomb threat will be considered deliberately disobedient and deliberately disorderly within the meaning of 20-A M.R.S.A. § 1001(9) and will be grounds for expulsion if found necessary for the peace and usefulness of the school.

In addition, a student who is found after hearing by the Board to have brought a bomb to school shall be expelled from school for at least one year in accordance with 20-A M.R.S.A. § 1001(9-A) and Policy JICIA, except that the Superintendent may modify the requirement for expulsion based on individual circumstances.

A student who has been identified through the **PET IEP** process as having a disability and whose conduct in violation of this policy is related to the disability shall be disciplined as provided in Policy JKF.

**F. Aiding Other Students in Making Bomb Threats**

A student who knowingly encourages, causes, aids or assists another student in making or communicating a bomb threat shall be subject to the disciplinary consequences described in Section E of this policy.

**G. Failure to Report a Bomb Threat**

A student who fails to report information or knowledge of a bomb threat or the existence of a bomb or other destructive device in a school building or on school property may be subject to disciplinary consequences, which may include suspension and/or expulsion.

**H. Staff Disciplinary Consequences**

A school system employee who makes or communicates a bomb threat will be reported to appropriate law enforcement authorities and will be subject to disciplinary action up to and including termination of employment.

Disciplinary action taken shall be consistent with collective bargaining agreements, other employment agreements and Board policies.

A school system employee who fails to report information or knowledge of a bomb threat or the existence of a bomb on school premises will be subject to discipline up to and including termination of employment.

**I. Civil Liability**

The school unit reserves the right to bring suit against any individual responsible for a violation of this policy and to seek restitution and other damages as permitted by law.

**J. Lost Instructional Time**

Instructional time lost as a result of a bomb threat will be rescheduled at the earliest **appropriate** opportunity, as determined by the Superintendent in consultation with the Board.

Time lost may be rescheduled on a weekend or vacation day, or after what would normally be the last day of the school year, except on days when schools must be closed as required by law.

**K. Notification Through Student Handbook**

All student handbooks shall address the school unit's bomb threat policy and procedures and explain the educational consequences of bomb threats. In addition, student handbooks shall notify students and parents that bomb threats violate Board policy and civil and criminal law.

Legal References: 18 U.S.C. §§ 921; 8921  
 17-A M.R.S.A. § 210  
 20-A M.R.S.A. §§ 263; 1001(9); 1001(9-A); 1001(17); 1001(18)  
 Ch. 125 § 10.06 (Me. Dept. of Ed. Rules)

Cross References: EBCA – Crisis Response Plan  
 JKD – Suspension of Students  
 JKE – Expulsion of Students  
 JKF – Suspension/Expulsion of Students with Disabilities  
 JICIA – Weapons, Violence and School Safety  
 JIC - Student Code of Conduct

**MUTUAL ASSISTANCE – EMERGENCY PLAN**

It is the belief of RSU 19 and the Board of Directors that the safe guarding of our students is a priority in the operation of our schools. This level of safety and crisis management extends beyond the borders of our communities and is shared by our neighboring districts.

In times of emergency or crisis, RSU 19 will offer and provide services including, but not limited to, counseling and staffing, transportation, shelter, and general labor with surrounding school districts. Such aid has been reciprocal and, if needed, surrounding school systems stand ready to assist one another.

1<sup>st</sup> Reading: 02/21/11

Adopted: 03/15/11

**EMERGENCY CLOSINGS AND CANCELLATIONS**

Every reasonable attempt will be made to maintain the school calendar as adopted annually by the Board of Directors. However, the Superintendent is authorized to cancel school in the event of extreme conditions. Any decision to cancel school will be broadcast through the RSU's call/email notification system and announced via local radio and television stations.

Once in session, schools will remain open the entire school day except in an extreme emergency. In the event that school remains open, parents should use their own best judgment as to whether or not a particular student should attend school or be dismissed in the parent's care prior to the usual hour. Should an extreme emergency cause the Superintendent to dismiss schools early, announcements will be broadcast through the RSU's call/email notification system and made via local radio and television stations. Parents should make arrangements for their children as to where they should go in such an emergency if a parent is not at home. Every reasonable attempt will be made to contact the homes of pre-k students prior to such an emergency dismissal.

On any day that schools in RSU 19 are canceled or closed early because of hazardous weather conditions or an emergency, all activities are canceled for the day, including any form of practice, rehearsal or meeting. No district building or gym will be open for any type of practice or rehearsal either formal or informal.

Notwithstanding the foregoing, the Superintendent is authorized to alter RSU 19 activities to continue on a case-by-case basis.



**SECOND  
READING  
OF  
POLICIES**

## CHEMICAL HAZARDS

RSU 19 is committed to providing a safe environment for students and employees. It is the policy of RSU 19 to follow safe practices in regard to the storage and handling of hazardous chemicals in its schools. The school unit will comply with all applicable Maine and federal laws and regulations concerning hazardous chemicals.

The Superintendent will be responsible for developing a Chemical Hygiene Plan that includes procedures relevant to the identification, purchase, storage, inventory, handling, and disposal of hazardous chemicals, maintenance of ~~material~~ safety data sheets (MSDS), and for ensuring that employees are provided required training and information concerning hazardous chemicals used in the schools. The Superintendent may delegate responsibilities associated with Plan development to school system staff, as appropriate.

The Superintendent/designee will appoint a Chemical Hygiene Officer for the school unit. The Chemical Hygiene Officer will have the primary responsibility for implementing the school unit's Chemical Hygiene Plan. The person appointed Chemical Hygiene Officer should be familiar with State and federal regulations pertaining to laboratory and chemical safety and the chemicals used in the schools.

The Chemical Hygiene Office shall achieve such certification and/or attend such training as may be mandated by the Maine Department of Education or other State agencies.

Legal Reference: 29 C.F.R. § 1910.1200  
26 M.R.S.A. § 565  
Ch. 2 § 179 (Dept. of Prof. Regulation Rule)  
Ch. 161 (Me. Dept. of Ed. Rule)  
Commissioner's Administrative Letter No. 33, June 9, 2005  
(Chemicals in Schools)

Cross Reference: EBCA – Crisis Response Plan

First Reading: 04/18/17  
Adopted:

## PURCHASE AND STORAGE OF HAZARDOUS CHEMICALS

### 1. DEFINITIONS

Hazardous chemical: "Hazardous chemical" means a chemical which is a physical hazard or a health hazard, as listed by the (Maine Department of Labor) Bureau of Labor Standards.

Health hazard: "Health hazard" means a chemical, which is:

- a. Listed in the Toxic and Hazardous Substance section of the regulations of the Occupational Health and Safety Act labeling standard in the United States Code of Federal Regulations 29, Part 1910, Subpart Z;
- b. Listed in the Threshold Limit Values for Chemical Substances and Physical Agents in the Work Environment, American conference of Governmental Industrial Hygienists, latest edition;
- c. A carcinogen or potential carcinogen, listed in The Registry of Toxic Effects of Chemical Substances, published by the national Institute for Occupational Safety and Health, latest edition based on the National Toxicology Program Annual Report on Carcinogens or the International Agency for Research on Cancer Monographs;
- d. Listed as radioactive material in regulations promulgated by the United States Nuclear Regulatory Commission;
- e. Contained on a list established by the director (of the Bureau of Labor Standards) by rule after consultation with the Bureau of Health and which meets any of the following criteria:
  - (1) Has a median lethal oral dose of not more than 500 milligrams per kilogram of body weight;
  - (2) Has a median lethal dermal dose of not more than 1,000 milligrams per kilogram of body weight;
  - (3) Has median inhalation lethal concentration in air of not more than 2,000 parts per million by volume of gas or vapor, or more than 2 milligrams per liter but not more than 20 milligrams per liter of mist, fume or dust; or
  - (4) Has been found by the director (of the Bureau of Labor Standards), based on established scientific principles, to have significant potential to cause adverse, acute or chronic health effects; or

- f. A mixture which is a health hazard based on application of the criteria a through e to the mixture as a whole, or which contains more than 1% by weight or volume of a chemical which is a health hazard or which contains more than 0.1% by weight or volume of a carcinogen identified in accordance with paragraph c.

**Material Safety Data Sheet:** “~~Material~~–Safety Data Sheet” (**MSDS**) means a form containing information concerning a hazardous chemical substantially equivalent in content to Form 20 of the United States Occupational Safety and Health Administration, but which includes both acute and chronic health hazard information.

**Physical hazard:** “Physical hazard” means a chemical, which is:

- a. Listed in the United States Department of Transportation Hazardous Materials Table, 49 Code of Federal Regulations 172,101;
- b. Contained on a list established by the director (of the Bureau of Labor Standards) after consultation with the State Fire Marshall and which meets any of the following criteria:
  - (1) Is a combustible liquid, i.e., any liquid with a flash point above 100 degrees F, and below 200 degrees F.;
  - (2) Is a compressed gas (other than air), i.e., any chemical having in the container an absolute pressure exceeding 40 PSI at 70 degrees F. or having an absolute pressure exceeding 104 PSI at 130 degrees F. or any liquid having a vapor pressure exceeding 40 PSI absolute pressure at 100 degrees F.;
  - (3) Is an explosive, i.e., any chemical that causes a sudden, almost instantaneous release of pressure, gas and heat when subjected to sudden shock, pressure or high temperature;
  - (4) Is a flammable substance, i.e., any liquid with a flash point of below 100 degrees F., solid that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change or retained heat from manufacturing or processing or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard, or gas which at atmospheric temperature or pressure forms a flammable mixture with air when present at a concentration of 13% or less by volume or that forms a range of flammable mixtures with air wider than 12% by volume regardless of the lower limit;

- (5) Is an organic peroxide, i.e., an organic compound that contains the bivalent –O-O- structure and which is a derivative of hydrogen peroxide where one or more hydrogen atoms have been replaced by organic radicals;
  - (6) Is an oxidizer, i.e., a chemical that initiates or promotes combustion in other materials thereby causing fire;
  - (7) Is pyrophoric, i.e., a chemical that will ignite spontaneously in air at a temperature of 130 degrees F. or below.
  - (8) Is unstable (reactive), i.e., a chemical which will vigorously react under conditions of shock, pressure or temperature, or
  - (9) Is water reactive, i.e., a chemical that reacts with water to release a gas that is either flammable or presents a health hazard; or
- c. A mixture which is a physical hazard based on applicability of the criteria of paragraphs a and b to the mixture as a whole.

## 2. **PURPOSE PURCHASE OF HAZARDOUS CHEMICALS**

- A. Requests for the purchase of a hazardous chemical shall include at least the following information:
1. The common and chemical name of the chemical;
  2. The amount of the chemical needed for the year;
  3. The storage requirement, curricular use and waste disposal procedures for the chemical; and
  4. The amount and age of any existing quantities of the chemical.
- B. When purchasing hazardous chemicals that have a shelf life of greater than two years, the school unit shall order quantities which can be fully consumed under normal conditions and use within two years of the purchase date. If the hazardous chemical has a shelf life of less than two years, the quantity purchased must be consumable under normal conditions and use within the stated shelf-life period.

## 3. **STORAGE OF HAZARDOUS CHEMICALS**

- A. Inventory lists of all hazardous chemicals shall be submitted to the Superintendent annually at the close of the year. The Superintendent will submit that inventory to the Director of the Bureau of Labor Standards, Department of Labor.

- B. Chemicals which are beyond their published shelf life or expiration date or which are chemical wastes (including unwanted and unneeded chemical or chemicals) shall be disposed of in accordance with applicable state (38 MRSA Section 1301 et seq. and Chapters 850857 of the Maine Department of Environmental Protection's Hazardous Waste Management Rules) and federal (Title 40 Code of Federal Regulations, Chapter 260-266) laws and regulations.
- C. Quantities of hazardous chemicals in storage shall be limited to that expected to be used in a two-year period.
- D. Hazardous chemicals shall be stored in accordance with the specifications described on the **Materials** Safety Data Sheets, consistent with an acceptable compatibility classification system and shall be accurately and appropriately labeled in accordance with 26 MRSA Section 1713.
- E. Storage areas shall be secure and accessible only to trained personnel. Storage shall be on steel or wood shelving with acid-resistant paint with safety lips to prevent spillage. Shelves shall be securely anchored to the floor, wall and/or ceiling and shall be clearly labeled to indicate the kind of chemicals that are to be stored there.
- F. It is recommended that a continuous flow (plumbed) eyewash station, which is capable of providing fifteen (15) minutes of continuous irrigation of both eyes, and a deluge shower be readily accessible from the storage area.
- G. There shall be an ABC fire extinguisher, or its equivalent, of at least 10 pounds and preferably 20 pounds capacity within fifty (50) feet of the storage area.
- H. Material and equipment for spill control shall be provided.
- I. It is recommended that chemical storage areas should be vented to provide four (4) room changes per hour to the outside of the building away from air intakes. Vent shall be in operation whenever school is in session or whenever school personnel are in attendance.

#### 4. MONITORING

- A. The Department of Education shall monitor the school unit's compliance with these rules as part of the Comprehensive School Review required in 20-A MRSA § 4504 (2).
- B. Other monitoring visits may be scheduled at the discretion of the

Commissioner.

STATUTORY AUTHORITY: 20-A MRSA § 15613 (14)

## RSU 19 CONFINED SPACE POLICY

RSU 19 has many confined spaces – both Permit Required and Non-Permit Required (see attached listing). It is the policy of RSU 19 that no district employee will be permitted to enter the Permit Required Confined Spaces (PRCS) designated as Type 1 and Type 2. All work in these spaces will be performed by contractors certified to perform the needed work following RSU 19's Confined Space Program. Before any contracted employee enters any Permit Required Confined Space of RSU 19, a copy of their PRCS Policy, a completed RSU 19 Pre-Entry Permit, and a copy of the contractor's Entry Form will be filed with the Buildings and Grounds Supervisor.

A permit-required confined space is one that has one or more of these characteristics:

- Contains or has the potential to contain a hazardous atmosphere
- Contains a material that has the potential for engulfing an entrant
- Has an internal configuration that might cause an entrant to be trapped or asphyxiated
- Contains any other serious safety or health hazards

These identified spaces must have danger signs posted on them that read:

**“DANGER—PERMIT-REQUIRED  
CONFINED SPACE  
DO NOT ENTER”**

First Reading: 04/18/17

Adopted:



**DANGER**

**PERMIT-REQUIRED  
CONFINED SPACE**

**DO NOT ENTER**

## RSU 19 CONFINED SPACE REGULATIONS

Type 1 – These spaces are the only permanently Permit-Required Confined Spaces existing in RSU 19

Asbestos containing tunnels exist at:

Corinna Elementary School in spaces designated as:  
Confined Space #1 (South corner of Boiler Room)  
Confined Space #3 (North end of Boiler Room),

Newport/Plymouth Elementary  
Utility Access #1 (Located at base of stairway facing N),  
Utility Access #2 (Feed to E and N portions of building),  
Utility Access #3 (Feed to W and S portions of building).

Type 2 – Asbestos free tunnels that are considered Permit Required Confined Spaces due to possible hazardous atmosphere. These PRCS's are located at the following sites:

Corinna Elementary  
Utility Access #2 (The middle of the three tunnels)

Hartland Consolidated School  
Utility Access #1 (Feed to New Wing),  
Utility Access #2 (East Side of South Wing),  
Utility Access #3 (Entire West Side of original building),  
Utility Access #4 (East side of North Wing).

Type 3 – Overhead/Other Confined Spaces. These spaces contain no known hazardous materials and are well ventilated. Therefore, they are classified as Non-Permit Required Confined Spaces and do not fall under RSU 19's Permit Required Confined Space Policy.

Corinna Elementary School  
Old wing attic access is through the janitor's closet  
New wing attic access is through janitor's closet located in that section  
Under stage area access through physical education office or access panels in front of stage

Etna-Dixmont School  
Attic Access over the hallway by the kitchen.  
Air handler room over the custodian's closet in the Middle Level hallway.  
Space above ceiling over the mid-court section of the gymnasium.  
Attic access over the hall by the computer laboratory.  
Attic access over the east hallway between room 10 and the girls bathroom.  
Attic access over the Library

Hartland Consolidated School

Old wing attic access is through the janitor's closet  
New wing attic access is through the Computer Network Server room  
Under stage area access through panels in front of stage

Newport/Plymouth Elementary School

Attic access is through ceiling tile in corridor near the office  
Lunch records room through fold-down stairway in Kitchen Office of Gym

Nokomis Regional High

Storage room over JROTC classroom  
Crawlspace over Boys' Locker Room is through ceiling

St. Albans

Attic access through janitor's room  
Attic access through ceiling in copy room  
Attic access through ceiling in kitchen storage room  
Air exchanger filters (6) on side of gymnasium.

Central Office

Attic access through ceiling in coat closet

RSU 19  
**PERMIT-REQUIRED CONFINED SPACE # \_\_\_\_\_**

Location and Type: \_\_\_\_\_

Potential Hazards: \_\_\_\_\_

Before any work begins, the following procedures must be completed. A permit verifies completion of each item and is posted at the jobsite throughout the duration of the work.

Pre-entry Procedures—

Control hazards by: \_\_\_\_\_

Atmospheric testing procedures: \_\_\_\_\_

Space ventilation: \_\_\_\_\_

Conditions are acceptable for entry when: \_\_\_\_\_

Entry Procedures—

PPE: \_\_\_\_\_

Emergency Preparation:

- One employee will stand by outside the space to give assistance in case of an emergency. He or she will wear the following PPE: \_\_\_\_\_
- One additional worker will be within sight or call of the standby person. Communication between the standby person and the person entering the space shall be maintained by: \_\_\_\_\_
- Barriers will be placed to protect entrants from external hazards:

Enter by: \_\_\_\_\_

Monitoring method and schedule: \_\_\_\_\_

When rescue procedures must begin: \_\_\_\_\_

Rescue Procedures: \_\_\_\_\_

Exiting Procedures: \_\_\_\_\_

**PERMITS:**

Pre-entry procedures must be carried out according to the confined space sheets and checked off on the following confined space entry permit by the entry supervisor. The permit is then signed and posted at the confined space during the operation. When the work is completed, the entrants must remove the permit and return it to the entry supervisor, who will cancel it and retain it in the files for 1 year. A copy will also be kept on file with the Buildings and Grounds Supervisor.

RSU 19

Confined Space Entry Permit

Date and Time Issued: \_\_\_\_\_

Date and Time Expires: \_\_\_\_\_

Job Supervisor: \_\_\_\_\_

Jobsite/Space I.D.: \_\_\_\_\_

Equipment to be worked on:  
\_\_\_\_\_

Work to be performed:  
\_\_\_\_\_

Stand-by personnel:  
\_\_\_\_\_

- 1. Atmospheric Checks: Time \_\_\_\_\_  
                                   Oxygen        \_\_\_\_\_%  
                                   Explosive    \_\_\_\_\_% L.F.L.  
                                   Toxic         \_\_\_\_\_PPM

2. Tester's signature: \_\_\_\_\_

- 3. Source isolation (No Entry):    N/A    Yes    No  
    Pumps or lines blinded,  
    disconnected, or blocked        ( )    ( )    ( )

- 4. Ventilation Modification:  
    Mechanical                        ( )    ( )    ( )  
    Natural Ventilation only        ( )    ( )    ( )

- 5. Atmospheric check after isolation and ventilation:  
                                   Time                        \_\_\_\_\_  
                                   Oxygen                    \_\_\_\_\_%    > 19.5%  
                                   Explosive                \_\_\_\_\_% L.F.L.    < 10%  
                                   Toxic                      \_\_\_\_\_PPM    10 PPM H2S

Tester's signature: \_\_\_\_\_

- 6. Communication procedures:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

- 7. Rescue procedures:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

- 8. Entry, standby, and back up persons:  
    \_\_\_\_\_  
    \_\_\_\_\_  
    \_\_\_\_\_

(Continued)

		Yes	No
Successfully completed required training		( )	( )
Is it current?		( )	( )
9. Equipment:	N/A	Yes	No
Direct-reading gas monitor tested	( )	( )	( )
Safety harnesses and lifelines for entry and standby persons	( )	( )	( )
Hoisting equipment	( )	( )	( )
Powered communications	( )	( )	( )
SCBAs for entry and standby persons	( )	( )	( )
Protective Clothing	( )	( )	( )
All electric equipment listed Class I, Division i, Group D and non-sparking tools	( )	( )	( )
10. Periodic atmospheric tests:			
Oxygen	___% Time___		
Oxygen	___% Time___		
Oxygen	___% Time___		
Oxygen	___% Time___		
Explosive	___% Time___		
Explosive	___% Time___		
Explosive	___% Time___		
Explosive	___% Time___		
Toxic	___% Time___		
Toxic	___% Time___		
Toxic	___% Time___		
Toxic	___% Time___		
We have reviewed the work authorized by this permit and the information contained here-in. Written instructions and safety procedures have been received and are understood. Entry cannot be approved if any squares are marked in the "no" column. This permit is not valid unless all appropriate items are completed.			
Permit prepared by:			
_____		_____	
Printed name		Signature	
Approved by: (Unit Supervisor)			
_____		_____	
Printed name		Signature	
Reviewed by: (Building and Grounds Supervisor)			
_____		_____	
Printed name		Signature	
This permit to be kept at job site. A copy to be filed with the Buildings and Grounds Supervisor before initiating work.			

**CONTRACTORS:**

Contractors must be informed of permit spaces and entry requirements, any identified hazards, and precautions and procedures to be followed when they are in or near permit spaces.

**CHECKLIST:**

The Building and Grounds Supervisor will review the following checklist with the contractor before initiating work. The Safety Committee will review all canceled entry permits annually and revise the program accordingly.

- ( ) Identify and evaluate permit space hazards before allowing entry.
- ( ) Test conditions before entry operations and monitor the space during entry.
- ( ) Perform testing for atmospheric hazards in the following order: (1) oxygen, (2) combustible gases or vapors, (3) toxic gases or vapors
- ( ) Implement necessary measures to prevent unauthorized entry.
- ( ) Eliminate or control the hazards within the space.
- ( ) Verify acceptable entry conditions.
- ( ) Identify contractor employee job duties.
- ( ) Provide appropriate PPE.
- ( ) Provide all other equipment necessary for safe entry.
- ( ) Ensure that at least one attendant is stationed outside the space during the operation.
- ( ) Implement appropriate procedures for summoning rescue and emergency services.
- ( ) Use entry permit procedures for each operation.

**BY LAWS  
BOARD OF DIRECTORS  
REGIONAL SCHOOL UNIT 19**

**Article 1  
Central Office and Records**

1. The Central Office of the Board of Directors of Regional School Unit 19 hereinafter referred to as “Board”, shall be at 182 Moosehead Trail, Newport, Maine.
2. All Records except those required by law to be kept elsewhere, or those which by reason of the operation of Regional School Unit 19 affairs must be maintained elsewhere, shall be kept at the Central Office.

**Article 2  
Meetings**

1. Regular Meetings of the Board of Directors shall be held on the third Tuesday of each month, unless another day has been specified at a previous meeting; provided however, that if such Tuesday be a holiday, or a school storm day, the meeting shall be held on the next regularly scheduled meeting date. The Chair, (or if unavailable, the Vice-Chair,) along with the Superintendent, may cancel a meeting if deemed necessary. Board members will be notified of cancellation. A notice of and an agenda for all regular meetings shall be sent by the Superintendent of Schools to all members at least three (3) days prior to stated date.
2. The Annual Meeting of the Board of Directors shall be held at the first regular meeting following the completion of all annual Town Meetings of member towns for the purpose of reorganization of the Board to elect Board Officers and committee membership.
3. A Special Meeting of the Board is a meeting that is held to address important matters that arise between regular meetings and/or require Board action before the time set for the next regular meeting, or to consider a single subject in one session.

A special meeting may be called at any time at the discretion of the Chair or if unavailable, the Vice Chair, at the request of the Superintendent.

The Superintendent shall be responsible for providing notice of a special meeting to Board members and the media at least 72 hours in advance of the meeting. The notice or agenda shall indicate the subject(s) of the meeting and action to be taken.

4. Emergency Meetings of the Board is a meeting that is called because a matter is so urgent that it must be addressed immediately and the advance notice required for a special meeting cannot reasonably be provided.



An emergency meeting may be called by the Chair or at the request of the Superintendent.

Whenever practicable, 24 hour advance notice will be provided. The Superintendent shall notify the media of an emergency meeting by the same or faster means as used to notify Board members. The notice shall indicate the subject of the meeting.

No business may be transacted other than that related to the purpose for which the emergency meeting is called.

5. **Workshops and Informational Meetings** may be scheduled by the Board, and the Board, at its discretion, may schedule workshops and other meetings to discuss a particular subject or proposal or to gather input from staff, community, or other groups.

No formal action shall be taken by the Board at any meeting other than a regular meeting, special meeting, or emergency meeting.

### **Article 3 Order of Business**

In each session of the Board, as far as consistent with the purposes of the meeting, the following is a minimum order of business that shall be observed.

1. Opening of Meeting
  - a. Flag salute
  - b. Chair Comments
  - c. Approval of Minutes of Meetings(s)
2. Citizens Forum
3. Distribution of Communications
4. Reports
  - a. Superintendent
  - b. Board Chair
5. Report of Special Committees
6. Old Business
7. New Business
- ~~8. Reports~~
  - ~~a. Action~~
  - ~~b. Informational~~
9. Future Agenda Items
10. Adjournment

- A. Regular Meetings - any business of the Board may be considered and acted upon at any regular meeting, provided all items of new business have been presented according to the order of business stated in Article 3. Requests for agenda items will be brought to the Superintendent and/or the Board Chair

for further consideration.

- B. Special Meetings - At a special meeting, only such business of the Board may be considered and acted upon as was announced in the notice of the special meeting.

**Article 4**  
**Voting**

- 11. A Quorum for the purpose of conducting business shall consist of 500 of the entire 998 votes.
- 12. Items of Policy are passed and placed into effect only when a minimum of two-thirds of the entire votes 665/998 are registered in the affirmative. For business items, a majority of members present and voting will suffice.
- 13. Action relating to a change in written policies of the District may be made only after affirmative vote following the second reading.
- 14. Elections of Chair and Vice-Chair at Organizational Meetings shall be tallied with all Directors' votes being given equal weight.

In the event of a tie vote for either of the above officers, the tie shall be broken by tallying weighted votes.

**Article 5**  
**Miscellaneous Procedures**

- 15. In all questions arising relative to correct parliamentary procedure, the Chair shall refer to the published Roberts Rules of Order and generally follow those procedures.
- 2. **Executive Session** of the Board shall be called and conducted in accordance with state law. Only the matter(s) stated in the motion to enter executive session shall be considered. No final action may be taken in executive session.

**Article 6**  
**Board Sub-Committees**

- 1. Board sub-committees shall include the following committees; an adhoc committee may be formed by the Board in order to complete specified tasks:

Education Committee  
Policy Committee

Budget/Finance Committee  
Building Committee

Negotiation Committee  
Scholarship Committee (ad hoc)

Transportation Committee  
Vocational Committee

16. Each sub-committee of the Board shall be represented by one Board member from each community, except for the scholarship and the vocational committees.

**Article 7**  
**Amendments**

Except as otherwise provided by Law, these By-Laws may be amended, added to, altered, or repealed in whole or in part by a 2/3 majority vote of the Board of Directors, provided notice of the proposed amendment, addition, alteration, or repeal is given in the notice of such meeting.

## **BOARD MEETING TIME LIMITS**

All regular meetings and work sessions of the Board and its committees shall adjourn or recess no longer than two hours after they begin. The regular Board meetings will begin at ~~7:00~~ 6:30 pm and adjourn no more than 2 hours later.

Meetings may be extended by a motion and a second which states the specific time of extension not to exceed 30 minutes, and a majority vote by members present and voting so long as a quorum remains.

Exceptions to the above time-limit restrictions are:

1. Hearings, i.e., truancy, etc.
2. Negotiations
3. Out of District In-service
4. Out of District Committee field trips
5. District tours

First Reading: 04/18/17

Adopted: