



Bonny Eagle School District ~ MSAD 6

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To: MSAD 6 Staff Holding Maine Certification, Licensing, and CHRC

From: Frank Sherburne, Superintendent of Schools, 

Date: March 16, 2016

Subject: Initial Applications and Renewals

This memo is being sent to all employees in MSAD 6 who hold Maine certification, licensing, and/or a Criminal History Records Check (CHRC) that is either pending initial application or up for renewal. Beginning in August 2016, if the District cannot determine whether or not an employee has applied for renewal or initial certification/licensing or has not updated their CHRC (fingerprinting), the employee will be placed on unpaid, non-disciplinary leave pending notification from the State Department that it has received the initial/renewal application including CHRC. The District is not responsible for an employee's certification, license, and/or CHRC. These documents are a condition of employment. No one from MSAD 6 will call the State Department to chase this information. It will be the employee's responsibility to get this information to the District so he or she may return to work.

Your employment in the District is important to us; it should be most important to you—your livelihood depends on it. It is a violation for MSAD 6 to employ a person who is required to hold a valid certificate, license, or CHRC and does not. The District can no longer continue to allow extensions on accepting the proof of a valid certification, license, or CHRC because the number of non-compliant employees has grown to such an extent that it takes months for the District to become compliant. You will not lose your job if a delay occurs, but you will be placed on leave until the District can verify the appropriate paperwork has been received in Augusta and meets state requirements.

You should all be aware of when a renewal is due and when an application for initial certification and/or CRHC is needed. Please stay ahead of this, and if you are a person who holds a state certification, please work with your building level certification team member and the Certification Committee. Your employment rests on your maintaining these important certificates, licenses, and approvals.

FCS:hms

c: MSAD 6 Administrative Team
Doris Hicks, SVTA President
Deb Silver, MSAD 6 Support Staff Association President
Karen Crosby, SVISPA President

The mission of the Bonny Eagle School District is to help all students reach their full potential.