

Los Angeles Unified School District
INTER-OFFICE CORRESPONDENCE

TO: Principals

RE: PURCHASE OF SUPPORT SERVICES PERSONNEL – SCHOOL NURSE

The District has allocated resources to your school in Targeted Student Populations (TSP) School Program 10529 to provide School Nurse services. Allocations are based on historical health needs, such as the number of students requiring mandated state screenings, with an Individualized Education Plans who need a health assessment, with medical protocols, with diabetic care needs, with sports physicals requiring clearance, etc. Allocations were also adjusted upwards based on a school's duplicated target student population.

Allocations for School Nurses may be adjusted at norm day to reflect actual enrollment.

Budget Planning

Budget Planning is now taking place for Fiscal Year 2020-21. Your school has the option of purchasing a **SCHOOL NURSE** as Support Services Personnel in addition to the resources allocated under Program 10529. Please consider the following when determining how much additional nursing time is required for your school. ***All school purchases must be reflected in the budget system during budget development.*** Schools have the opportunity to purchase support services in the new year on a first come first serve basis. Please inform us of your school's intent to purchase additional School Nurse time by completing this form. ***Purchases may not be canceled after Budget Development.***

District allocated nursing time is solely for student healthcare needs and mandated student screenings as well as the documentation requirements associated with these activities. The Credentialed School Nurse is responsible for many duties, including but not limited to, IEP health assessments, major emergency care, diabetic care, protocols, specialized health care procedures/treatments, student medical orders and implementation, mandated health services, immunization compliance, communicable disease prevention and control, and your staff in-services (first aid, medication, bloodborne pathogen, disaster preparedness, etc.). The Credentialed School Nurse must electronically document all activities – she/he must have access to her/his computer and an area to accomplish this required documentation.

District provided nursing time may not adequately cover the school's special education needs and the day to day management of health office student visits. Schools should consider the number of initial IEPs requested each year, and the number of triennial evaluations. Schools should also consider if they require a Credentialed School Nurse to assist with the day to day running of the health office (general care of students) or if office staff can manage.

Although specific Credentialed School Nurse preferred days cannot always be accomplished, every attempt is made to accommodate requests. The Nursing Specialist(s) assigned to your Local District are available to assist in budget planning for nursing services. Whenever possible, all schools will receive their full School Nurse allocation. However, in the event there is a nursing staff shortage, schools may not be allocated the entirety of their School Nurse time.

Categorically funded positions must provide support to identified at-risk students and English Learners based on data described in the Single Plan for Student Achievement. In addition, all positions funded with categorical resources are subject to federal and state time-reporting requirements. Schools must maintain a monthly Personnel Activity Report, if any part of the assignment is funded with compensatory education funds.

Estimated cost for a Nurse. Cost does not reflect UTLA salary increase.

Item #	Position	Basis	5 Days (1.0 fte)	4 Days (0.8 fte)	3 Days (0.6 fte)	2 Days (0.4 fte)	1 Day (0.2 fte)	1/2 Day (0.1 fte)
12106	Itinerant Nurse, School (27T-10) 12300461	C	\$122,383	\$97,907	\$73,430	\$48,953	\$24,477	\$12,238
12118	Itinerant Nurse, School (27T-10) 12300461	B	\$131,008	Must be purchased full time (5 days)				
11178	School Nurse X-time (weekly)*		\$ 2,537					

* X-Time prior to the beginning of the school year may not be funded with compensatory education funds.

Use Budget Item Number when processing budget adjustments.

FUNDING OPTIONS AND REQUIREMENTS:

Your school may purchase additional School Nurse time from school-based budget programs.

Budget Planning Programs – The most common school-based budget programs for Budget Planning are listed in Table 1 below. Purchases from these programs must be included on your School Budget Signature Form. Minimum purchase is ½ day per categorical program.**

Table 1 – Budget Planning Programs

(minimum purchase is ½ day per categorical program)
(**allowable to purchase is C Basis only)**

Program Code	Program Name	Program Code	Program Name
10359	TSP-Settlement	13723	Chrtr Sch Categorical Blk Grnt
10397	TSP-Per Pupil School	13724	Chrtr Sch Alloc In Lieu Of EIA
13027	General Fund School Program	17389	Pregnant Students Prg-Nursg-Sc
10552	TSP-Student Equity Needs Index	7S046**	CE-NCLB T1 Schools
10553	TSP-Transitional SENI		

For questions regarding any of the information provided above, please contact your Local District Nursing Specialist(s).

LD	Specialist	Email	Telephone	Fax No.	School Mail
Central	Clare Reid	clare.reid@lausd.net	213-241-0164	213-241-2031	Nursing Services Beaudry Building, 11 th Floor
East	Pilar Llanes	pilar.llanes@lausd.net	323-224-3325	323-224-3105	Nursing Services Soto Street Annex
Northeast	Grace Guillen Cheryl Davison	grace.guillen@lausd.net cad0840@lausd.net	818-686-4460	818-686-4470	Nursing Services Northeast Nursing Support Services
Northwest	Eileen Mitchell	eileen.mitchell@lausd.net	818-654-1670	818-758-9961	Nursing Services Zelzah Site, Building 7
South	Allison Barancho	allison.barancho@lausd.net	310-354-3350	310-719-1370	Nursing Services South Nursing Support Services
West	Helen Uwadia	helen.uwadia@lausd.net	310-235-3770	310-235-3792	Nursing Services West Nursing Support Services

