



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 7223

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CATEGORY: **Personnel, Certificated Staff**

EFFECTIVE: **4-26-91**

SUBJECT: **School Nurse Allocation Formula, K-12**

REVISED: **4-20-06**

A. PURPOSE AND SCOPE

- 1. To outline administrative procedures governing allocation of school nurse positions to elementary, middle level, and senior high schools.
- 2. **Related Procedure:**
Enrollment estimates, forecasts, and reports 6190

B. LEGAL AND POLICY BASIS

- 1. **Reference:** Board policy: C-3800, F-2000, I-5000; Collective Negotiations Contract.
- 2. This procedure pertains to matters within the scope of collective bargaining. Contract language within specific collective bargaining agreements on this topic shall prevail over any language to the contrary in this procedure.
- 3. *On January 13, 2004, the Board of Education approved a site-based budgeting process for unrestricted allocations at school sites. As a result, Administrative Procedure 7223 is suspended.*

C. GENERAL

- 1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Budget Operations Department, Financial Operations Division, Office of the Chief Administrative Officer.
- 2. **Definitions**
 - a. **Nurse position:** Allocation of full-time services of one nurse to a school.
 - b. **Enrollment forecast:** A prediction of what an actual enrollment count would be at a specific time in the future.
- 3. **Enrollment forecasts** are prepared by the Instructional Facilities Planning Department, Office of the Deputy Superintendent, and submitted each year to the Budget Operations Department by the second week in January (Procedure 6190). These estimates are used to determine the tentative number of full-time equivalent (FTE) positions allocated to a school.

4. **Final allocation of positions** to traditional schools shall be based on the actual enrollment at the end of the fourth week of the school year. Final allocation of positions for single- and multi-track year-round schools shall be based on the actual enrollment at the end of the first week of the traditional school year.
5. **Over-formula positions** may be authorized by the superintendent.
6. **Positions** assigned to multi-track year-round schools will be on a 184 + 44 day schedule. Compensation will be prorated at the assigned nurse's annual contract rate.
7. **Nurse Allocation Formula, K-12**

Total Enrollment	Days Per Week	Position Equivalent
1 - 538	1.0	0.20
539 - 1,076	2.0	0.40
1,077 - 1,613	3.0	0.60
1,614 - 2,151	4.0	0.80
2,152 and Above	5.0	1.00

D. IMPLEMENTATION

1. **Instructional Facilities Planning Department**
 - a. Develops approved enrollment forecast in cooperation with the Budget Operations Department.
 - b. Sends copies of forecast to the Budget Operations Department.
2. **Budget Operations Department**, upon receipt of actual fourth-week enrollment (C.4), calculates final allocation of school nurse FTE positions.
3. **Student Services Team**
 - a. Tentatively assigns all school nurses in accordance with formula, credential, and eligibility requirements.
 - b. Implements each school's final allocation of school nurse positions.

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4. **Human Resource Services Division** certifies candidates for positions and processes personnel action requests.

E. FORMS AND AUXILIARY REFERENCES

1. Personnel Action Request (PAR), available on web site

F. REPORTS AND RECORDS

G. APPROVED BY

Kerry B. Flanagan

Chief of Staff, Kerry Flanagan
For the Superintendent of Schools