**Board Memo**

**DATE:** 5/28/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision of School Nurse Job Description

**Date/Term (Beginning and End Dates/Year)**

July 1, 2021

**APPLICABLE BOARD POLICY:**

01.11 General Powers and Duties of the Board”; 03.233 “Duties”: Job Description

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

After a standard review of the job description for the position of “School Nurse” the Student Services and Human Resources departments recommend revisions to the job description to accurately reflect job qualifications defined in the Kentucky Department of Education' guidance document outlining the role of the school nurse. Additionally, it is recommended to add the requirement of Bachelors of Science in Nursing (BSN) to the qualifications of the "School Nurse" position. The addition of the Bachelors requirement mirrors current healthcare industry standards and will ensure the district is recruiting the most qualified candidates. This change also moves future hired school nurses from the County Employees Retirement System (CERS) to the Teachers Retirement System (TRS), reducing the District's retirement contribution from roughly 26.95% per employe to 3% per employee and removing the District's contribution to social security, which saves approximately $14,500 in personnel costs per nurse hired. All existing nurses will be grandfathered into the current terms of employment, their existing retirement system, and social security contributions, if applicable.

**FUNDING:**

**Total Cost**

Approximate savings of $14,500 per school nurse hired

**Budget Source**

General Funds

**RECOMMENDATION:**

It is recommended the Board approve the revision of the “School Nurse” job description.

**CONTACT PERSON: (submitter)**

Kathy Reutman, Executive Director of Student Services; Matthew Rigg, Director of Human Resources