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Date: September 26, 2017  
To: Building Principals  
From: David Brower, Chief HR Officer  
RE: Health Room Coverage

In alignment with our strategic plan, providing for the needs of the whole child, FWPS is committed to providing full health room coverage during the scholar day at all of our comprehensive schools. Coverage will be provided, in combination, by school nurses and school nurse assistants (SNA).

***It is intended that SNAs be scheduled during times that the school nurse is not on-site in order to provide maximum health room coverage and reduce impact on our secretarial-clerical staff.*** Secretarial staff will still assist scholars who come to the health room during times that the nurse or SNA is not available (i.e. contractual breaks, lunch, etc.)

SNA weekly hours will be increased as indicated below. Increases are based on the number of days the site has nurse coverage (the less nurse coverage a site has, the more SNA hours they receive. **Schools with open positions are authorized to post those positions with the increased hours, effective immediately.**

For schools that currently have a staffed SNA position, increased hours will first be offered to the current trained SNA. If the SNA declines the increased hours, the additional hours will be offered to the other para-educators in the building by seniority. If no para-educator agrees to the hours, the increases hours will be posted as a position.

No currently staffed positions will be reduced.

Schools will work with Sherry Stewart, Assistant Director in Student Support Services in order to determine and verify schedules. We recognize that ideal schedules may not be achieved this year in some cases.

<b>School</b>	<b>Nurse coverage</b>	<b>Current SNA Coverage (hours/week)</b>	<b>Proposed SNA increase (hours per week)</b>	<b>Proposed SNA Increases (Hours per week)</b>
Adelaide	1.5 days	12	10.75	22.75
Brigadoon	1.5 days	12	10.75	22.75
Camelot	1.5 days	12	10.75	22.75
Green Gables	1.5 days	12	10.75	22.75
Lake Dolloff	1.5 days	12	10.75	22.75
Lakeland	1.5 days	12	10.75	22.75
Olympic View	1.5 days	12	10.75	22.75
Panther Lake	1.5 days	12	10.75	22.75
Rainier View	1.5 days	12	10.75	22.75
Sherwood Forest	1.5 days	12	10.75	22.75
Silver Lake	1.5 days	12	10.75	22.75
Twin Lakes	1.5 days	12	10.75	22.75
Woodmont K-8	1.5 days	12	10.75	22.75
Mark Twain	2 days	12	7.5	19.5
Mirror Lake	2 days	12	7.5	19.5
Meredith Hill	2.5 days	12	4.25	16.25
Nautilus K-8	2.5 days	12	4.25	16.25
Sunnycrest	2.5 days	12	4.25	16.25
Valhalla	2.5 days	12	4.25	16.25
Wildwood	2.5 days	12	4.25	16.25
Kilo	2.5 days	12	4.25	16.25
Lakota	2.5 days	12	4.25	16.25
Sacajawea	2.5 days	12	4.25	16.25
Sequoyah	2.5 days	12	4.25	16.25
TAF@Saghalie	2.5 days	12	4.25	16.25