



## REQUEST FOR BOARD ACTION

ITEM NO. 70.

**DATE OF MEETING:** July 23, 2012

**REQUESTED BY:** Carolyn Moser, Health Director, Pender County Health Department

**SHORT TITLE:** Resolution Authorizing Approval of Purchase Order and Contract for Health Department Service Contract with Pender County School District for School Nurse Funding Initiative (SNFI) for Fiscal Year 2012-2013: \$150,000

**BACKGROUND:** SNFI (School Nurse Funding Initiative) dollars are to be distributed to local Health Departments. For the past several years, three SNFI positions have been contracted directly from DHHS to the Pender County School District in the amount of \$150,000.

The District is requesting the Pender County Health Department receive the funds and subcontract with the District to continue the school nurse program. The contract with DHHS has covered all three nurse salaries and part of the fringe benefits (FICA, hospitalization, retirement). The District has covered and will continue to cover any remaining costs (about \$5,000 annually).

**SPECIFIC ACTION REQUESTED:** To consider a resolution authorizing purchase orders for the School Nurse contract in the amount of \$150,000 for Fiscal Year 2012-2013.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.



Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby authorizes a purchase order to the Pender County School District in the amount of \$150,000 for SNFI funding; and authorizes a contract with the Pender County School District for the SNFI funding in the amount of \$150,000 for the school nurse program. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

900066-404500 Contracted Services (Pender County School District \$150,000

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman 7/23/12  
Date

\_\_\_\_\_  
ATTEST 7/23/12  
Date

MEMORANDUM OF AGREEMENT  
BETWEEN THE  
PENDER COUNTY HEALTH DEPARTMENT  
AND THE  
PENDER COUNTY SCHOOL SYSTEM  
2012-2013

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*Carolyn Moser, BSN, MPA  
Health Director  
Pender County Health Department*

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*Dr. Terri Cobb  
Superintendent  
Pender County School System*

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*Date*

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*Date*

The Pender County Schools and the Pender County Health Department have a cooperative partnership in providing services to the students of Pender County. The School Health Program comes under the leadership of the Pender County Schools' Superintendent. This agreement is made to provide understanding and establish specific responsibilities related to the School Health Program.

### **School Health Program Goal**

The goal of Pender County School Health Program is to identify and eliminate/reduce health related barriers to learning and to promote optimal health for students so that they are ready to reach their optimum educational level.

### **Development of Policies and Procedures**

The school system is responsible for reviewing health related policies and procedures and for drafting recommendations on new policies that may be necessary to ensure continuation of a coordinated school health program.

### **Role and Responsibilities of each Agency**

Pender County Health Department agrees to work cooperatively with Pender County Schools to the extent possible, in planning and implementing a comprehensive school health program. Pender County Schools employs School Nurses and has a lead nurse who assumes the responsibilities of coordinating school health services, under the supervision of the Director for Exceptional Children. The Health Department agrees to provide consultation and guidance of health related issues when requested by the school system.

Other specific services include:

#### **I. Educational Programs**

##### **A. Pender County Schools**

1. Will contact health department to schedule programs.
2. Will provide available space for classes.
3. Will provide technical support accordingly.
4. Will participate in obtaining parental consent if indicated.

##### **B. Pender County Health Department**

Will consider upon request educational programs, and programs regarding communicable disease, immunization registry procedures, dental health and nutrition.

#### **II. Kindergarten Health Assessments (KHA)**

##### **A. Pender County Schools**

1. Informs parents that health department is available for KHA.
2. Makes KHA forms available to parents.

B. Pender County Health Department

1. Will provide KHA for students at request of parents.
2. Will complete KHA forms and return to parents.

**III. Dental Health**

C. Pender County Schools

1. Will assist the health department in obtaining parental consent for students, kindergarten through 8<sup>th</sup> grades.
2. Will coordinate times with the health department for the mobile dental unit to be at each school.

D. Pender County Health Department

1. Will provide the schools with parent letters, and applications for dental services.
2. Upon referral, and parental consent, will provide comprehensive dental care to students, including, but not limited to, cleaning, x-rays, sealants, fluoride, extractions, general restorative care.
3. Will maintain all appropriate student dental records.

**IV. Immunization Program**

A. Pender County Schools

1. Superintendent will approve any vaccination programs to be conducted in the schools.
2. School Nurse will organize with assigned grade teachers, for the administration of the vaccine.
3. Will assist in distributing consent forms and educational materials to parents/guardians.
4. Will collect the consent forms from parents/guardians.
5. Will coordinate with the health department for scheduling of vaccination days.
6. Will assist the health department in getting students out of and back to class.
7. School Nurse will document immunizations on the orange health card in the cumulative folder.

B. Pender County Health Department

Upon request:

1. Will provide the school with parent letters, and consent forms for available immunization services to state recommended grade levels. Will provide educational materials and appropriate information to parents.
2. Will review consent forms prior to vaccine administration.
3. Will provide vaccines and syringes for the administration of the vaccine.

4. Will provide a Public Health Nurse to administer vaccine.
5. Will maintain immunization records for each student vaccinated. Copies of records will be provided to the School Nurse and NCWise data manager to be placed into the student's cumulative record and to be sent home to the parent/guardian.
6. Will document vaccine information into the NC Immunization Registry.
7. Will share student's immunization information with the school.

**V. Environmental Health**

A. Pender County Schools

1. Will comply with the laws regarding environmental health and the recommendations from the Pender County Health Department regarding environmental health issues.

B. Pender County Health Dept

1. Will inspect school cafeterias as required by law
2. Provide education sessions for food handling staff and other staff on environmental health issues upon request.
3. Inspect school buildings as required by law.
4. Review construction plans and make recommendations for new and existing water and sewage systems as needed.
5. Communicate findings to PCS Superintendent or designee.

**VI. School Nurse Funding Initiative (SNFI)**

A. Pender County Schools

1. Will comply with SNFI requirements/subcontract
2. SNFI Nurses will complete work plans at the beginning of each school year and submit to regional SN Consultant and complete the annual report at the end of the school year
3. Financial staff will submit monthly invoices to HD for SNFI expenses.

B. Pender County Health Department

1. Will comply with SNFI subcontract
2. Will communicate any updates or changes in SNFI funding to PCS's.
3. Will submit monthly reimbursement payments to PCS.

**VI. Emergency/Disaster Preparedness**

Pender County /schools will provide crisis plans/emergency interventions/disaster plans for school students and employees in the event of situations occurring during the school day. The school nurses will participate in the LEA emergency and disaster plans as designated by the Superintendent.

**VII. Communicable Disease Control**

Pender County Schools will assist the Pender County Health Department with early detection and follow up of disease outbreaks in the school population.

**VIII. Annual Agreement Revision**

This agreement shall be effective July 1, 2012 and shall remain in force through June 30, 2013. The agreement shall be reviewed annually thereafter, with the health department accepting responsibility for initiating the review/revisions each year.