



MEMORANDUM

To: Board of Education and Administration
From: Rob Grossi
Date: January 15, 2021
Re: Board Action Requested at the January 20, 2021 Special Meeting -
Administrative Request to Enter in Contract for Certified Nursing Assistants

As a part of the reopening plan of the schools, the administration desires to utilize certified nursing assistants to work in the isolation rooms which will be used for students who experience COVID-like symptoms during the school day. The location of the isolation rooms in relation to the nurse's offices is the primary source of the demand for this additional medical assistance. Due to the shortage of nurses during this difficult period, it is the recommendation of the administration to engage a service to provide the staffing. At this moment, a firm has not been identified, although we have had discussions with multiple sources.

Pursuant to board policy 4:60, the Administration asks the Board of Education to authorize this action under section "D" of the policy which addresses emergency purchases. Under this policy, $\frac{3}{4}$ of the members of the Board of Education must approve this purchase since its anticipated costs are projected to exceed \$25,000. The urgency of the request is predicated on the short time available until the start of the reopening of the schools and the critical nature of addressing COVID related health matters.

We estimate that the total cost of this service will be approximately \$60,000 for the remainder of the school year. This cost would staff one CNA in each of the middle schools and four CNA's that will float amongst the other buildings. The service will be provided for four hours per day. Please note that the District does have funds available within its FY2021 to pay for this anticipated expense.

If you have any questions or desire any additional information or clarity before the meeting, please contact Dr. Kelley and I will respond accordingly.