



STATE OF ALABAMA  
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.  
State Superintendent of Education

Alabama  
State Board  
of Education

November 13, 2024

**MEMORANDUM**

Governor Kay Ivey  
President

**TO:** City and County Superintendents of Education

Jackie Zeigler  
District I

**FROM:** Eric G. Mackey *EGM*  
State Superintendent of Education

Tracie West  
District II

**RE:** Alabama State Department of Education (ALSDE) Nursing Procedures Update

Stephanie Bell  
District III

The 2024-2025 compliance monitoring is underway. The following plan has been developed to address the compliance monitoring irregularities found at the Local Education Agencies (LEAs) within the nursing section of compliance monitoring reviews because implementation of daily counts for controlled substances within the school setting were non-compliant. In developing the alternative plan, the goal is to follow the Alabama Board of Nursing (ABN) regulations, as well as provide feasible interventions, comprehensive nursing professional development, and additional on-site and/or virtual nursing reviews to aid LEAs in maintaining good standing for all regulatory requirements for every ALSDE compliance monitoring tool.

Yvette M. Richardson, Ed.D.  
District IV

According to 610-X-7-.02 Delegation by School Nurses (10), the school nurse consultant or school nurse administrator shall submit a report(s) to the ABN in a format specified by the board upon request. The report shall include, but not be limited to, the results of all compliance monitoring conducted during the designated reporting period. One hundred (100) percent of the thirty-four (34) LEAs that were reviewed during the previous year's compliance monitoring were in violation of at least one or more areas of narcotic count regulations. A Corrective Action Plan was presented: LEAs would shift from weekly narcotic counts to daily narcotic counts. LEAs across the state presented concerns regarding manpower, etc., to carry out this new regulation. Concerns for ALSDE includes proper nurse documentation of narcotic counts and other documentation irregularities, as well as meeting regulations of the ABN concerning narcotic counts.

Tonya S. Chestnut, Ed.D.  
District V  
Vice President

Therefore, the ALSDE **Revised** Corrective Action Plan will reflect:

Marie Manning  
District VI  
President Pro Tem

1. LEAs statewide will shift back to weekly narcotic counts (this should already be the procedure followed prior to this year).
2. All LEAs will be monitored based on the Nursing Compliance Monitoring schedule (on-site and desk audits).
3. Virtual professional development will be provided to all lead nurses across the state to attend. The agenda will consist of updates, mid-year reminders, and Q&As. Goal timeframe for the meeting, early December 2024.

Belinda McRae  
District VII

Wayne Reynolds, Ed.D.  
District VIII

Eric G. Mackey, Ed.D.  
Secretary and  
Executive Officer

4. If an LEA is found in violation of narcotic count requirements, be it actual pill counts, paperwork/PowerSchool irregularities, missing documentation, etc., the ALSDE team will:
  - Provide interventions for that LEA in the form of professional development, and additional technical assistance.
  - Re-review the specific areas for corrections (on-site and desk) within the same school year.
5. After intervention efforts and additional on-site and virtual reviews, if the LEA continues to be in violation of compliance monitoring requirements, the following will take place:
  - The superintendent and lead nurse will be provided with written communication.
  - The LEA may be required to shift to daily narcotic counts, with the accompanying of PowerSchool and paperwork requirements.
  - The LEA will be placed on the review schedule the following year to ensure compliance and corrections.

If you have questions or concerns, contact Dr. LaBrenda Marshall at 334-694-4725 or via email at [lmmarshall@alsde.edu](mailto:lmmarshall@alsde.edu).

EGM/AJ/LM

cc: Mr. Arthur Watts, Jr.  
Mrs. Angela Martin  
Mr. Chuck Marcum  
Dr. Autumm Jeter

**FY25-3003**