

Policies and Procedures Meeting

March 28, 2019, 9:15 am Ed House

Agenda

Topics of Discussion:

1. Security Update: Sean Lewis
 - Reunification and School Safety

2. Purchasing: Toni Russo
 - Closing out Purchase Orders – Receiving & Payment Procedures
 - Accounts Payable Payment Schedule - Claims
 - Field Trips
 - Student Records Retention

3. Elementary School Office Procedures: Lori DiMarco
 - Year End Events – Kindergarten Round Up, DIAL Days, 5th Grade Celebrations, Field Trips & 5th Grade Moving Up Day
 - NYS Testing – Opt out students, changes to daily schedule and coverages

4. Open Forum:
 - Discuss issues, problems and topics for upcoming meetings
 - Next meeting date: Thursday, April 25, 2019

Policy and Procedure Meeting

March 28, 2019, 9:15am Ed House

SIGN IN SHEET

	<u>NAME:</u>	<u>SIGNATURE</u>
1.	Scott R. Pepper	Scott R. Pepper
2.	Jackie Campbell	Jackie Campbell
3.	Lorraine DiMarco	Lorraine DiMarco
4.	Laura Dean	Laura Dean
5.	Lee Baxter	Lee Baxter
6.	Pat Macey	Pat Macey
7.	Ruth Ahlers	Ruth Ahlers
8.	Connie Bellerstoni	Connie Bellerstoni
9.	Susan Bannister	Susan Bannister
10.	Emilia Silva	Emilia Silva
11.	Mercedes Ruiz	Mercedes Ruiz
12.	Monica Alvarez	Monica Alvarez
13.	Lucy Roman	Lucy Roman
14.	Eric Beldoch	Eric Beldoch
15.	Grace Giuffre	Grace Giuffre
16.	Barbara Perasso	Barbara Perasso
17.	Angelina Garbutt	Angelina Garbutt
18.	ELAYNE FOLEY	Elayne Foley
19.	Deana Guarino	Deana Guarino
20.	Brenda Madera	Brenda Madera
21.	TAULA CHRISTENSEN	Taula Christensen
22.	SEAN LEWIS	Sean Lewis
23.	Phyllis Paul	Phyllis Paul
24.	Patricia Smith	Patricia Smith
25.	Katgy Marte	Katgy Marte
26.		
27.		
28.		
29.		
30.		
31.		
32.		

TOPICS OF DISCUSSION:

Security Update: Sean Lewis

Reunification and School Safety

Purchasing:

Closing out Purchase Orders – Receiving & Payment Procedures

Attached is a copy of White Plains City School Districts Receiving/Payment Procedures, found on Purchasing's webpage. Once your order has been received, please sign your receiving copy, attach the packing slip to the receiving copy and return it to accounts payable for payment. This will close out the purchase order for the school year. Open purchase orders will also need to be closed out prior to year-end. When placing orders for open purchase orders please be mindful that the orders must be received, invoiced and paid prior to year-end. Please make sure that your teacher orders are received prior to the end of school. Signatures must be on all receiving copies and any returns must be made and credited prior to payment. Send all your signed receiving copies with packing slips to the accounts payable department attention to the following:

Patricia Crecco – vendor's that begin with A – G

Joseph D'Emilio – vendors that begin with H – O and Staples

Lisy Kalathara – vendors that begin with P – Z

Accounts Payable Payment Schedule

Attached is a copy of 2018-2019 calendar of dates for claims. A vendor's invoice is a claim for payment. The signed receiving copy along with the packing slip complete the claim for processing. All payments will be made according to the accounts payable schedule. If a payment is required ASAP, please indicate it on the purchase order and call Accounts Payable. It is the requisitioner's responsibility to notify the accounts payable department if a check is needed.

Field Trips

Field trip Policy #6153, procedures, forms and how to book a bus for a trip can all be found on Purchasing's webpage. It is important that you follow the guidelines provided. Process all purchase orders for field trips (registrations, tickets, buses, etc.) in advance especially if payment is needed on the day of the trip. It is the requisitioner's responsibility to notify the accounts payable department when a check is needed and to arrange to have the check picked up before the event. Process your purchase orders well in advance so the accounts payable office has all

the required documentation needed to process the claim. Be mindful of the date of the trip and when the check is needed. The check will be processed according to the Accounts Payable Schedule.

Student Records Retention

Student records are permanent records and need to be kept according to the ED-1 schedule (copy attached) for NY State. These student records are cumulative files. Cleaning out student record files and sending the file to the Middle School/High School is part of your year-end process for students who are moving up. A certain procedure will need to be followed to keep the record complete. The following is the procedure for student records retention:

Students entering the district as a Kindergartener or as a Transfer student:

- Yellow file folder is created with student data sheet
- Yellow file sent to the assigned school building
- School building stamps the outer right edge with stamp for DOB- this now becomes the formal student cumulative file
- Files move with students through grade progression
- Grade 5 files must be reviewed before sending to the Middle School with all permanent records in front of file
- Grade 8 files us be reviewed before sending to the High School with all permanent records in front of file

Permanent criteria- Student Data sheet, all report cards, all state testing results, transcripts from other schools if a student was transferred in form another school, state or country. Birth certificates are not permanent records.

High School Graduating Student files:

At the High School, the guidance department must prepare the final student file ready for graduation by “fluffing” the file, putting all the permanent records in front of the file, wrapping all “fluff” ready for disposal 6 years after graduation. The student record is filed at WPHS for 6 years. At year seven, the records are reviewed each summer and prepared by removing the “fluff” and having the permanent records sent to Orange Ulster BOCES to be digitized.

Students who leave WPCD prior to High School Graduation: LEFTS

If a student leaves WPCSD for any reason prior to High School graduation, the student file is “fluffed” and marked “left and dated”. The file stays in the building the student just left for six years. After six years, the file is sent to the High School file room for processing. At year seven the file is processed then sent to Orange Ulster BOCES to be digitized.

Special Education student files or Limited Access Files (LAF):

Special Education student records or LAF files should follow the child as they move up. These files are not permanent records but copies of the permanent records that are kept at Education House. The files are separate from the student's files and generally housed with the senior coordinator such as the social worker or the special education coordinator in the school. If a student does have an SPED or LAF file in addition to their yellow file, please place a blue dot on the students label on their permanent yellow file. The SPED or LAF student records are prepared by the coordinator and are sent to the Middle School or High School separately from the yellow files. Once the child graduates, the files can be shredded. If you have questions, regarding the process for the SPED or LAF files you can contact Kathy Contrata at ext. 2209.

Elementary School Office Procedures: Lori DiMarco

- Year End Events – Kindergarten Round Up, DIAL Days, 5th Grade Celebrations, Field Trips & 5th Grade Moving Up Day
- NYS Testing – Opt out students, changes to daily schedule and coverages

Open Forum:

- Discuss issues, problems and topics for upcoming meetings
- Next meeting date: Thursday, April 25, 2019

WHITE PLAINS CITY SCHOOL DISTRICT

RECEIVING/PAYMENT PROCEDURES

1. Upon completion and approval of the purchase order you will print the receiving copy of the purchase order.
2. When merchandise/services are received, the receiving copy of the purchase order, as well as any packing documents that came with the shipment must be signed, dated and returned immediately to the Accounts Payable office.
3. Partial Receipt of Orders:
 - It is incumbent upon the building/department to follow up with the vendor as to the timely delivery of when the remaining merchandise will be made.
 - Please copy the receiving copy of the purchase order and indicate what has been received. Send it to Accounts Payable along with the packing slip so that a partial payment can be made on the order.
 - Duplicate shipments received **MUST** be returned immediately.
 - If items are ordered on a trial basis the purchasing procedures must be followed.
4. Service PO's:
 - All service contracts awarded by WPCSD, subject to prevailing wage as per the NYS DOL must submit certified payrolls and prevailing wage information that corresponds to the time period indicated on their invoice.
 - Service contracts awarded by another municipality/agency (NYS, Westchester County, Ed-Data, BOCES, etc.) subject to prevailing wage as per the NYS DOL must submit certified payrolls and prevailing wage information that corresponds to the time period indicated on their invoice verifying that they are in compliance with NYS labor laws as dictated in their awarded contracts.
 - The Accounts Payable department will keep copies of all Facilities/Transportation PO's in their files to assist in tracking older open orders.
5. If payment is required ASAP – please indicate it on purchase order and call Accounts Payable. It is the requisitioners' responsibility to have the payment processed according to the accounts payable calendar.

2018-2019 CALENDAR OF DATES FOR CLAIMS

	A	B	C
1			
2			
3	<u>Claims Due at Accounting Office</u>	<u>Accounts Payable Check Runs</u>	<u>Notes</u>
4	2018		
5	FRIDAY 7/20	Wednesday 7/25	
6	FRIDAY 8/3	Tuesday 8/7	
7	FRIDAY 8/17	Tuesday 8/21	
8	FRIDAY 8/31	Wednesday 9/5	LABOR DAY WEEKEND
9	FRIDAY 9/14	Tuesday 9/18	
10	FRIDAY 9/28	Tuesday 10/2	
11	FRIDAY 10/12	Tuesday 10/16	
12			
13	FRIDAY 11/2	Tuesday 11/7	VETERANS DAY 11/12
14	Friday 11/16	Tuesday 11/20	THANKSGIVING 11/22 & 11/23
15	FRIDAY 11/30	Tuesday 12/4	
16	FRIDAY 12/14	Wednesday 12/19	
17	Friday 12/28	Thursday 1/3	
18			
19	2019		
20	Friday 1/11	Tuesday 1/15	
21	Friday 1/25	Tuesday 1/29	
22	Friday 2/8	Tuesday 2/12	
23	Friday 2/22	Tuesday 2/26	
24	Friday 3/8	Tuesday 3/12	
25	Friday 3/22	Tuesday 3/26	
26	Friday 4/5	Tuesday 4/9	
27	Thursday 4/18	Tuesday 4/23	GOOD FRIDAY 4/19
28	Friday 5/3	Tuesday 5/7	
29	Friday 5/17	Tuesday 5/21	
30	Friday 5/31	Tuesday 6/4	Memorial Day 5/27
31	Friday 6/14	Tuesday 6/18	
32			
33			
34			
35			

STUDENT RECORDS

ACADEMIC RECORDS

- ◆ 1.[275] Student cumulative education record file (including "permanent record card")
- a. Cumulative achievement record equivalent (sometimes known as "Permanent Record Card") for elementary and secondary school including but not limited to information on school entry, withdrawal and graduation, and on subjects taken and grades received from examinations:
RETENTION: PERMANENT
 - b. Other student records, including but not limited to registration record; screening evaluation reports; remedial program participation record; Section 504 evaluations, accommodation plans and related records; counselor notes; teacher comments; correspondence; and transfer or discharge notice:
RETENTION: 6 years after student graduates or would normally have graduated from high school
 - c. Examination (including Regents examination) test results, papers and answer sheets, and duplicate copies of report cards when information regarding subjects taken and final grades received is posted to the pupil's cumulative achievement record:
RETENTION: 1 year after end of school year
 - d. Program admission application, when application is approved:
RETENTION: 6 years or student participation in program terminates, whichever is later
 - e. Program admission application, when application is not approved or student does not enroll in program:
RETENTION: 3 years
 - f. Cumulative achievement record maintained by BOCES, including information on credits, grades, attendance, instructors' comments and employability profile:
RETENTION: PERMANENT
 - g. Other student records maintained by BOCES, including annual and periodic progress reports, from which information is posted to cumulative achievement record:

RETENTION: 6 years after student graduates or would normally have graduated from high school

h. School district's copy of BOCES cumulative achievement and other BOCES student records:

RETENTION: 6 years after student graduates or would normally have graduated from high school

i. Copies or abstracts of student records, sent by student's high school to elementary, middle and/or junior high school which student had attended, and which district does **not** operate a high school itself:

RETENTION: 0 after no longer needed

2.[281] **Student records covering non-district students, and students attending high school equivalency, alternative learning and adult education courses**

NOTE: This does **not** cover non-resident full-time students paying tuition. Their records are covered by item no. 275. This item does cover records of students who pay tuition and reside in another district, but take occasional courses in the district where these records are maintained.

a. Student records, including but not limited to parental consent, approval from student's school district, program participation application, summary of participant achievements and attendance, record of courses taken including grades and examination results, **but excluding** examination test papers and answer sheets:

RETENTION: 0 after student attains age 24, but not less than 6 years

b. Examination test papers and answer sheets:

RETENTION: 1 year

◆3.[377] **Student portfolio**, containing samples of a student's best work, and including progress reports and grades (where applicable):

RETENTION: 6 years after student graduates or would normally have graduated from high school

NOTE: The student and teacher may weed out and dispose of individual student papers in the portfolio at the end of each school year, providing samples of the student's best work are retained as specified above.

4.[276] **Certificate of Regents high school and college entrance diplomas issued**

a. If posted to cumulative achievement record:

RETENTION: 0 after posting

b. If **not** posted to cumulative achievement record:

RETENTION: **PERMANENT**

5.[277] **Examination records**, relating to Regents preliminary and literacy examinations, created prior to 1970:

RETENTION: 0 after no longer needed

STUDENT INFORMATION SYSTEMS AND RELATED RECORDS

NOTE: Many school districts and BOCES maintain data on students in automated systems, known generically as "Student Information Systems." These systems usually contain certain basic or core data on each student. The basic data elements usually consist of the name, age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class of each student. This information may be kept in electronic format or in paper printout lists or microform output. If it is kept in electronic format, it need not be maintained on-line, but may be stored on tape or diskette if desired.

Student information systems typically include school census data, in fact some systems are based on a single record covering the entire family rather than an individual student. The retention periods for census information on the family of a student is covered by item no. 43, below.

Student information systems also typically contain summary academic/grade and attendance information. They may also contain detailed grade and attendance data. Retention of academic/grade and attendance information is specified in the Academic Records and Attendance Records subsections.

Student information systems often contain information in other areas, such as student health, special education, discipline, class and bus scheduling, awards and honors, and athletics. These records are covered by items at various locations throughout *Schedule ED-1*. These items and retention periods apply to these records, regardless if they are contained in or generated by a student information system.

1.[378] **Basic data on any student contained in or produced by an automated student information system**, including name, age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class:

RETENTION: 0 after no longer needed

NOTE: School districts and BOCES should consider permanent retention of the basic data elements of these student information systems on an annual or bi-annual basis,

such as at the beginning and/or end of the school year. This information may be useful for long-range planning purposes, teaching with historical records projects, and community history research. Contact the State Archives for additional advice.

2.[379] **Lists of students** created prior to or in lieu of the maintenance of student data in automated student information systems, containing such information as student's age, sex, personal identification (social security number or other number used to identify student), address, grade and/or class, and sometimes ethnicity, summary grade, attendance and department information

a. All lists created prior to 1910:
RETENTION: PERMANENT

b. Lists created since 1910:
RETENTION: 0 after no longer needed

NOTE: School districts and BOCES should consider permanent retention of these lists on an annual or bi-annual basis, such as at the beginning and/or end of the school year. This information may be useful for long-range planning purposes, teaching with historical records projects, and community history research. Contact the State Archives for additional advice in these areas.

3.[380] **Documentation of regular updates made to student lists or student data file**, such as covering corrections, deletions or additions to student data:
RETENTION: 1 year

4.[43] **School census records**

NOTE: The Census and Register of Students With Disabilities is covered by item no. 372, found in the Special Education section of the Schedule. If the (general) school census, covered by this item, and the Census and Register of Students with Disabilities are one and the same record, this item covers its retention.

a. All school census records created prior to 1949 (some early 19th century census records only list names of parents) including so-called "attendance registers" used between 1895 and 1928, in booklet form provided by the State Office of Public Instruction, later the State Education Department (these booklets also contain the school census, trustees' annual reports, registers of visitors, and other information); and school census and enrollment reports, created between 1929 and circa 1949, in booklets provided by the State Education Department, or their equivalents:
RETENTION: PERMANENT

- b. Post-1949 school census records, maintained in updateable card-file format:
RETENTION: 6 years after information it contains becomes obsolete

NOTE: While not required to do so, school districts and BOCES may wish to retain some school census records maintained in this format permanently for local and family history research and teaching with historical records projects. Contact the State Archives if you would like additional information on this subject, or to discuss your district's census records in detail.

- c. Post-1949 school census records, maintained in list, booklet, computer printout or electronic format:
RETENTION: Retain one complete census permanently for every 5 year interval; retain others for 6 years

- ◆ 5.[272] **Pupil personnel cumulative record (guidance folder)**, containing information on all aspects of student's school career:
RETENTION: 6 years after student graduates or would have normally graduated from high school

ATTENDANCE RECORDS

- ◆ 1.[44] **Student's attendance record (register)**, including but not limited to each student's name, date of birth, names of parents or guardian, address, and daily attendance, absence and tardiness

- a. All attendance records created prior to 1928, including "attendance registers" used between 1895 and 1928, in booklet form provided by the State Office of Public Instruction, later State Education Department (these booklets also contain the school census, trustees' annual reports, registers of visitors, and other information):

RETENTION: PERMANENT

- b. "Attendance registers" used from 1929 to the present, in form provided or approved by the State Education Department:

RETENTION: 6 years

NOTE: If annual or bi-annual lists of students are **not** available for certain school years, school districts and BOCES may wish (but are not required) to retain post-1929 attendance registers for those years in their place to provide students' names. If separate student lists are available, school

districts and BOCES may wish to retain examples of the detailed post-1929 attendance registers for use in historical research or in teaching with historical records projects. Contact the State Archives for additional advice in this area.

- c. Detailed attendance data contained in electronic format in student information systems, or maintained as system output:
RETENTION: 6 years

2.[45] **Student's attendance exemption record**, including but not limited to request for and certificate specifying reason for and duration of exemption:
RETENTION: 0 after student attains age 21

3.[46] **Student's absence record**, including but not limited to parent's excuse, investigation report, and record of attendance at religious observance or education:
RETENTION: 1 year after end of school year

◆4.[49] **Attendance reports and other summary attendance records, not** containing detailed information on individual absences

- a. Annual or bi-annual attendance report:
RETENTION: 6 years

NOTE: Appraise these records for historical significance prior to disposition. Records with historical value should be retained permanently.

NOTE: Annual reports containing attendance information submitted to the State Education Department for State aid reimbursement purposes are covered by item no. 148 in the Administration section.

- b. Periodic reports and other records used to complete annual or bi-annual report:
RETENTION: 1 year