

**Policies and Procedures Meeting**  
**December 20, 2018, 9:15 am Ed House**

**Agenda**

Topics of Discussion:

1. Purchasing: Toni Russo

- Items discussed at previous meeting:  
Updates & Reminders
- Purchasing News: OMNIA Partners, Public Sector

2. School Dude: Frank Stefanelli

3. Security: Frank Stefanelli & Sean Lewis

4. Medication Distribution: Brenda Madera

5. Open Forum:

- Discuss issues, problems and topics for upcoming meetings
- Next meeting date: Thursday, January 31, 2019

Policy and Procedure Meeting

December 20, 2018, 9:15am Ed House

SIGN IN SHEET

	<u>NAME:</u>	<u>SIGNATURE</u>
1.	Frank Stefanelli	Frank Stefanelli
2.	Phyllis Paul	Phyllis Paul
3.	ELAINE FOLEY	Elaine Foley
4.	Sean Lwuy	Sean Lwuy
5.	JOHN SHEPPARD	John Sheppard
6.	Emilia Silva	Emilia Silva
7.	Laura Leonzagoya	Laura Leonzagoya
8.	Eric Beldoch	Eric Beldoch
9.	Kathy Marte	Kathy Marte
10.	Brenda Uadara	Brenda Uadara
11.	Sonnie Bellantoni	Sonnie Bellantoni
12.	Paula Christensen	Paula Christensen
13.	Cathy Culp	Cathy Culp
14.	Monica Alvarez	Monica Alvarez
15.	Patricia K Mincey	Pat Mincey
16.	Barbara Perasso	Barbara Perasso
17.	Grace Giffre	Grace Giffre
18.	Patricia Smith	Patricia Smith
19.	Lori DiMarco	Lori DiMarco
20.	Elisbeth Buckley	Elisbeth Buckley
21.	Kathy Barpoulos	Kathy Barpoulos
22.		
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32.		

### **Introduction:**

- Congratulations to Cathy Culp on her retirement

### **TOPICS OF DISCUSSION:**

#### **Items Discussed at Previous Meeting:**

##### Updates:

- 4444 phone directory access
- Updating outlook with phone extensions and new employees emails.
- Copy Center link on district home page under links

##### Reminders:

- 2018-2019 Purchasing Calendar – is located on purchasing's webpage under Purchasing Guidelines
- Emailing of Vendor Copies – please remember to scan attachments separately and check the box on the attachment you want to send with the vendor purchase order

#### **Purchasing News:**

- OMNIA Partners has purchased both US Communities and National IPA (TCPN) -They will continue as a national cooperative bidding agency with all their current contracts continuing until their end dates. The contracts will stay the same only they will be operating under a new name. Current contracts will either be renewed under OMNIA Partners, Public Sector or rebid under their new name.

#### **Open Forum:**

- Discuss issues, problems and any questions

#### **Next MEETING DATE and TOPICS for upcoming meetings:**

- Next meeting date: Thursday, January 31, 2019
- Suggestions on topics for next meeting

## Russo, Toni

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**From:** Garbutt, Angelina  
**Sent:** Friday, November 30, 2018 9:13 AM  
**To:** Marte, Katty; DiMarco, Lori; Dam, Laura; Rivera, Donna; DeFreitas, Fran; Denais, Marcia Ann; Bellantoni, Connie; Penasso, Barbara; Buckley, Eilish; Russo, Toni; Parker, Bridget; Briggs, Marcella; Smith, Patricia; Silva, Emilia; Marino, Ilka  
**Cc:** Velez, Ron  
**Subject:** Process and Procedures meeting - additional information

Team,

It was nice to see many of you at the meeting at Ed House this Wednesday. I wanted to give an update on a couple of items that were discussed during the meeting:

- You can access the phone directory by dialing 4444 on your phone and asking for the person by name, or by either searching on your phone using the Corporate Directory (symbol below) and typing in the name using the number keys. If you feel someone is missing from the phone directory and should be added, please open a helpdesk ticket and we will research the staff member with HR and add if necessary.



- We are also going to work on adding the phone extension within Outlook's address book. This will be a manual effort and will take us a few months to complete.
- New employees should have a valid email address and you should be able to locate in Outlook's address book. If you see the name of a person that is no longer here or that is at another building, please open a helpdesk ticket and we will research with HR and correct, if necessary.
- Lastly, the Copier Center link is now on the front page of the district's home page under **Links**.

If you have any questions, please let me know. Thank you.

Angelina Garbutt  
School Technology Coordinator  
White Plains City School District  
500 North Street  
White Plains, NY 10605  
914-422-2367  
To place helpdesk ticket: 1-800-897-0733  
<http://www.whiteplainspublicschools.org/helpdesk>







# MaintenanceDirect Requester Guide

## How to Register/Log in

- Open your Internet Browser (Internet Explorer, Firefox, etc). Click on the following link, or copy and paste it into the web browser:  
<https://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=184842242>
- *If you are a returning user*, enter your **Email Address** and **Password**. Click **Sign In**.
- *If you have forgotten your password*, click the **Forgot Password?** Link and enter your email address. We'll send you instructions for resetting your password.

Email: requester@schooldistrict.e... Password: ..... Sign In

[Forgot Password?](#)

- *If you are submitting your first request*, you must enter registration information first. Click on the down arrow (∨) next to Never Submitted a Request? Register Here! to expand the registration form.  
*\*Note: Your registration will be complete after you submit your first work request.*
- Enter the **Account Number** provided by your Administrator. If needed 184842242
- Enter your **First** and **Last Name**, as well as your **Phone Number** and **Email Address**.
- Type the **Password** you would like to use to log into your SchoolDude account and confirm it. The password you choose must be 6 characters long.
- Click **Register** to go to the work order request form.

Never Submitted a Request? Register Here! ^

Account Number: [text box]

First Name: [text box] Last Name: [text box]

Phone Number: [text box]

Email: [text box]

New Password: [text box]

Passwords are case sensitive and must be at least six characters long.

Confirm Password: [text box]

Register

## The Dude Says:

To create a shortcut to your desktop, find a blank area on this screen and right click on your mouse. You will have the option to create a shortcut or add to your favorites. Creating a shortcut will add an icon to your desktop. You can double click it the next time you want to sign in.

## How to Submit a Request

- Make sure you are on the **Maint Request tab** at the top of the screen.



*\*Note: Any field marked with a red checkmark is a required field.*

- Step 1:** These fields will already be filled in with your contact information according to how it was entered upon registration.
- Step 2:** Click on the drop down arrow and highlight the **Location** where the work needs to be done. Do the same for **Building** (if available) and **Area**. Also, be sure to type in the area description or room number in the **Area/Room Number** field.

- Step 3:** Select the **Problem Type** that best describes the request/issue you are reporting.

- Step 4:** Type in a **Description** of the problem. Please provide as much detail as possible.

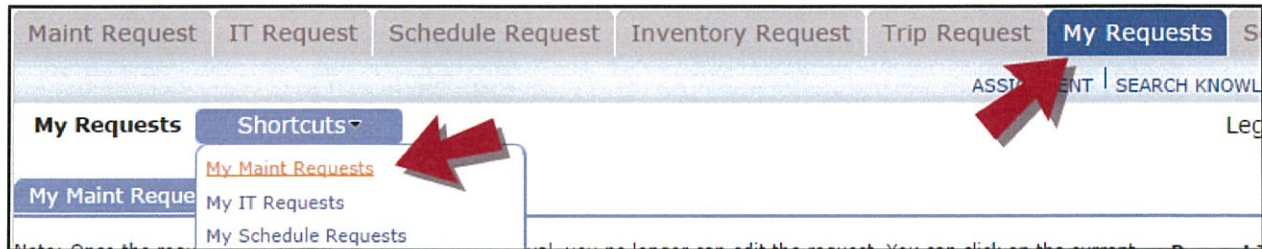
- Step 5:** Enter a **Time Available**, such as a planning period, when workers can come by.
- Step 6:** Select a **Purpose** for the work if necessary.
- Step 7:** Enter the date you would like to have the work completed by.
- Step 8:** Attach a file to your request if necessary (i.e. a picture of damage or setup diagram).
- Step 9:** Type in the **Submittal Password**. – “Password”



- **Step 10:** Click the **Submit** button.

## My Request Tab

You can view any requests that you have entered into the system by clicking on the **My Requests** tab. Hover your mouse over the **Shortcuts** link and click on **My Maint Requests**. You will see a listing of any requests that you have entered into the system. You are also able to print out a listing of your requests by clicking on the printer icon.



On the **My Requests** page you will see up-to-date information on your requests including the current status, work order ID number, and Action Taken notes. You can click on the number next to the status description in the **Request Totals** section to see all of your requests marked with that status. You can also search for any work order request by typing a key word into the **Search** box and clicking **Go**.

My Maint Requests

Note: Once the request is assigned to someone for approval, you no longer can edit the request. You can click on the current assigned person name to send email and request changes on your request.

Search for "

1 - 2 of total 2 listed

Status	Location	Action Taken	Complete Date
WOID	Building	Assigned To	
Area	Description	Request Date	
Area Number		Type	
Purpose			
New Request 157 Classroom Room 125	ABC High School The printer in the classroom isn't working.	No Action Note 5/17/2012	
Work In Progress 149 Classroom Room 123	ABC High School The heat is not working in this room. It is very cold!	No Action Note 2/12/2010 Heating/Ventilation /Air Conditioning	

**Request Totals**

1 New Request

1 Work In Progress

## Safety First in the WPCSD - New Visitor Check-In Process to Begin in January 2019

### *New Visitor Check-In Process to Begin in January*

To enhance the safety of our students and staff, the White Plains City School District will begin screening all visitors using the *Raptor* Visitor Management System in January, 2019.

"Student safety is our highest priority," said Dr. Joseph L. Ricca, Superintendent of the White Plains City School District. "This system will provide our school district team members with a quick and efficient way to welcome visitors in a manner that increases campus security."



Upon entering any school building, visitors will be asked to present a photo ID, such as a driver's license or passport. The ID will be passed through a scanner and within a few seconds, Raptor will check the visitor's information against the national public database of registered sex offenders. Once the check is complete, the visitor will receive a photo ID badge to display during the course of his/her visit.

Raptor systems were installed on a trial basis in some White Plains schools recently and all of our schools will begin employing the system as of January 4, 2019.





## **Raptor Visitor Management in the WPCSD:** **Frequently Asked Questions**

### **Visiting a WPCSD School/Building**

The White Plains City School District welcomes parents and other community members into our schools for special events, meetings, tours and other special occasions. However, keeping our students and staff safe while at school is something we take very seriously. In order to continue to strengthen security at all of our school buildings, we have employed the ***Raptor Visitor Management System*** to identify and track visitors. This system will be used in conjunction with our existing security protocols.

If you'd like to enter our schools including the school office, you must register by presenting a valid photo identification (ID) to the school's office staff. Registration takes just a few minutes the first time, because it requires an office staff member to complete the process, but it will be faster during subsequent visits.

#### **Why do we need a visitor management system like *Raptor*?**

Part of keeping our students safe is knowing who is in our buildings at all times. The ***Raptor*** system allows us to track visitors, contractors and volunteers in our schools, and assist with student checkout. ***Raptor*** conducts a limited background check against the national database of registered sex offenders.

Visitors entering a school beyond the office receive a printed ID sticker that must be worn and visible during their entire visit. ID stickers make it easy for school staff to know you checked in and are approved to visit.

#### **What forms of ID will the system accept?**

***Raptor*** accepts any state-issued ID, including state-issued driver's licenses and state ID cards. It also accepts military IDs, government IDs, Canadian driver's licenses, Mexican driver's licenses, Mexican consulate IDs and alien registration receipt cards.

#### ***What if I don't have a valid form of ID or don't want it scanned?***

If you don't have a state- or government-issued ID, or don't want your ID scanned, there is still a way for you to get access to our schools. However, you will not be able to enter the school without a staff member escorting you. You will need to speak directly with school office staff members, who will ask for your legal name, date of birth, relationship to the student and reason for visiting. Office staff will manually confirm your identification and run a background check.



***Will you scan my ID every time I visit?***

Yes. The first time you come to the school office, office staff will scan your ID and register you in the system. Your registration will be good at all WPCSD buildings. After you have registered, you will be able to have your ID quickly scanned in the school office when you visit. If you are entering the building beyond the school office, an ID sticker will print for you to wear during your stay. ID stickers make it easy for school staff to know you checked in and are approved to visit.

***What information does Raptor scan and keep?***

**Raptor** collects and stores your full name, date of birth, first four digits of your license number and photo when your ID is scanned. It does not keep a digital copy of your ID.

***How does Raptor keep my data secure?***

**Raptor** uses firewalls, intrusion prevention systems, host integrity monitoring and port filtering, as well as the latest security processes to protect all of its systems and data. All information entered into Scholarchip gets encrypted using 256-bit AES encryption. Scholarchip does not share data with any third parties.

***What if I have an outstanding warrant or am undocumented? Will you report me to the police or immigration?***

The National Sex Offender Public Registry and White Plains School District's student information system are the only two databases that **Raptor** checks. The system will not alert office staff or even know if you have an outstanding warrant or are undocumented.

White Plains School District does cooperate with police. If authorities contact us to alert us to someone who might pose a threat to school safety, this information can be entered into the system so administration gets alerted if that person visits one of our schools.

***Are vendors and other regular school visitors who enter the building required to have an ID scanned?***

Yes. Everyone who enters the building beyond the school office will be required to have an ID scanned and wear a printed ID sticker.

What happens if I am a registered sex offender and have a child at the school?

Upon scanning your ID, a silent alert goes to administrative staff members so they can meet with you privately.

According to the White Plains Board of Education policy, the superintendent may grant permission for a parent, guardian or custodian of a student to be on district property for the limited purpose of attending meetings with district staff or in other situations where



the student may benefit. Permission will be granted sparingly, if at all, and only in situations where the parent, guardian or custodian will be supervised at all times or will not be alone with a child. If the superintendent does not grant permission, the parent, guardian or custodian may seek permission from the Board of Education. The Superintendent will inform the Principal and other relevant district staff of the scope of the permission granted.

***Do other schools and institutions use a system like this?***

Yes. Many surrounding districts use visitor management like ***Raptor*** to help ensure school and student safety.







## WHITE PLAINS PUBLIC SCHOOLS

EDUCATION HOUSE

FIVE HOMESIDE LANE

WHITE PLAINS, NEW YORK 10605

914-422-2000

[www.wpcsd.k12.ny.us](http://www.wpcsd.k12.ny.us)

Joseph L. Ricca, Ed.D.  
Superintendent of Schools

## Frequently Asked Questions Faculty & Staff

### ***What is the RAPTOR system?***

Raptor is a visitor registration system that enhances school security by reading visitor drivers' licenses, or other accepted photo-identification, and comparing the information to a public offender database. Campus administrators are alerted if a match is found, or, if not, then a visitor badge with a photo is printed.

### ***How does it work?***

The identification provided is compared to a data base that consists of registered sex offenders from all 50 states, including New York. If a match is found, campus administrators and law enforcement personnel can take appropriate steps to keep the campus safe.

### ***Why is White Plains Schools using this system?***

Safety of our students is our highest priority. Raptor will provide a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time, and date.

### ***What other information is the school taking from drivers' licenses?***

Raptor is scanning only the visitor's name, date of birth, partial license number and photo, for database comparison. Additional visitor data will not be gathered and no data will be shared with any outside company or organization.

### ***Should we scan identification on every visitor into the system, including White Plains School District Employees?***

District employees who do not have an employee badge visible must have identification scanned and wear the Raptor badge. A common example for this scenario is when an employee badge is lost and the employee is awaiting a new one. Employees who have their employee badge visible sign in as they normally do. Substitute teachers will need to follow the scanning process if they do not possess a district ID.

***Do we have the right to require visitors, even parents, to produce identification before entering the campus?***

**Yes.** We need to be sure of who is on our campus, why they are there, and particularly if a student is involved (e.g., early pickup) – be able to confirm that an individual has the authority to have access to the student. We can do this only by knowing exactly with whom we are dealing.

***What if the person refuses to show identification?***

Do not argue with the visitor, instead ask them to wait and contact the campus administrator. The administrator may question the individual and explain the process to them. The administrator, based on this knowledge of the person and situation, will make a determination to allow entry, or refuse access to the facility and/or a student, or at the administrator's discretion, the student and visitor may meet in the office. The administrator or designee can choose to manually enter information for a visitor.

***Do I scan police officers, firemen and other uniformed or similar governmental officials into the system?***

**Yes.** Again, this is to allow you to know who is on campus at all times. However, law enforcement personnel visiting a campus on official business can be given the option to have their information entered manually by presenting their badge or state-issued identification.

***If notification comes back indicating that the person is a registered sex offender, how should I react?***

Many identified sexual offenders will be relatives of a student. Normal caution should always be followed. Paying attention to the individual's demeanor, body language and verbal cues is, as in any situation, the key to personal safety. If in doubt, always summon help immediately. Remain calm and ask the person to take a seat, as school officials must approve the visit. Do not go into detail or give further explanations.

***Do we have to give listed sexual offenders access to our school?***

Generally speaking, unless the individual is wanted by the police, as long as they have a legitimate reason to be on campus (e.g., visiting a legal dependent) you cannot refuse access. However, such individuals should only be given limited access and should be accompanied at all times by an adult representative of the school. When in doubt, consult with School Resource Officer and our security liaison.



## TEACHER NOTIFICATION OF AN UPCOMING FIELD TRIP TO THE NURSE

Please complete this form and submit it to the school nurse **AT LEAST ONE (1) week BEFORE** the planned field trip

Date of Trip \_\_\_\_\_

Destination/Time \_\_\_\_\_

Teacher(s) : \_\_\_\_\_

Grade: \_\_\_\_\_

Mode of Transportation (Bus/Walking etc.) : \_\_\_\_\_

Special Medical Needs or Considerations: \_\_\_\_\_

\_\_\_\_\_

Other Staff/Parents Going on Trip: \_\_\_\_\_

Emergency Bag needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

Date Submitted to the Nurse: \_\_\_\_\_