

# AGENDA

## BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK  
www.levittownschools.com

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BUDGET PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER  
Wednesday, January 24, 2018

7:30 PM Meeting convenes in Budget Planning Session

Success for Every Student

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(Note: Items on this Budget Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Budget Planning Sessions, Planning Sessions or Ad Hoc portion of Regular Meetings.)

I. CALL TO ORDER

II. INFORMATIONAL ITEMS

1. Recognition - Long Island Nets Hometown Hero - Nina Glenn
2. Academic Presentation - Lee Road School
3. 2018-2018 Budget Presentations
  - i. Overview, Revenues and Preliminary Tax Cap
  - ii. Transportation and Facilities
4. School Start Times - discussion
5. Levittown Alumni Lists - discussion
6. Use of Facilities for Revenue Stream - discussion

7. Board Policies - Second Read  
Policy No. 5670 - Records Management

Enclosure

III. MOTION TO ADJOURN

**LEVITTOWN SCHOOLS****POLICY # 5670**

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**NON-INSTRUCTIONAL/BUSINESS OPERATIONS****SUBJECT: RECORDS MANAGEMENT**

A Records Management Officer shall be designated by the Superintendent, subject to the approval of the Board of Education. Such Records Management Officer shall coordinate the development of and oversee a program for the orderly and efficient management of records, including the legal disposition or destruction of obsolete records, and shall be given the authority and responsibility to work with other local officials at all levels in the development and maintenance of the records management program.

In addition, a Records Advisory Board may be created to assist in establishing and supporting the records management program. The District's legal counsel, the fiscal officer, and the Superintendent/designee may comprise the Advisory Board.

**Retention and Disposition of Records**

The Superintendent shall retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1, established pursuant to Part 185, Title VIII of the Official Compilation of Codes, Rules and Regulations of the State of New York and Article 57-A of the Arts and Cultural Affairs Law.

**Special Approvals for Disposition of Records Not Included in Schedule/Records Damaged by Natural or Manmade Disasters**

Records not listed on a records retention and disposition schedule shall not be disposed of without the approval of the Commissioner of Education.

Records that have been damaged by natural or manmade disaster and constitute a human health or safety risk also require the Commissioner's prior approval before disposition.

**Replacing Original Records with Microforms or Electronic Images**

Digital images of public records may be stored on electronic media, and such electronic records may replace paper originals or micrographic copies of these records. To ensure accessibility and intelligibility for the life of these records, the School District shall follow the procedures prescribed by the Commissioner of Education.

**Retention and Preservation of Electronic Records**

The District shall ensure that records retention requirements are incorporated into any plan and process for design, redesign, or substantial enhancement of an information system that stores electronic records.

Arts and Cultural Affairs Law Section 57.19  
8 New York Code of Rules and Regulations (NYCRR) Part 185

**Re-Adopted: July 11, 2012**

**LEVITTOWN SCHOOLS****POLICY # 5670**

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**NON-INSTRUCTIONAL/BUSINESS OPERATIONS****SUBJECT: RECORDS MANAGEMENT**

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee.

**Retention and Disposition of Records**

The Superintendent will retain records for such a period and dispose of them in the manner described in Records Retention and Disposition Schedule ED-1 or as otherwise approved by the Commissioner of Education.

**Replacing Original Records with Microforms or Electronic Images**

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility and intelligibility for the life of any microform or electronic records that replace paper originals or micrographic copies. .

**Retention and Preservation of Electronic Records**

The District will ensure that record-retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law § 57.19  
8 NYCRR Part 185

Re-Adopted: July 11, 2012

**Revised:**