

LAKE CENTRAL SCHOOL CORPORATION
Lake Central High School
LGI ROOM – Enter Door E
8260 Wicker Avenue, St. John, IN 46373
Monday, May 16, 2022 at 7:00 p.m.

Board Members Present

Nicole Kelly, Secretary
Janice Malchow, Board Member
Howard Marshall, Board Member
Jennifer Medlen, Vice-President
Cindy Sues, President

Board Members Not Present

Administration Present

Dr. Lawrence Veracco, Superintendent
Terry Mucha, Director of Human Resources
Sarah Castaneda, Director of Secondary Education
Yolanda Bracey, Director of Primary Education
Rob James, Director of Business Services
Rebecca Gromala, Director of Student Services

Administration Not Present

Rick Moreno, Director of Technology
Bill Ledyard, Director of Facilities

**To view the archived video of the meeting in its entirety,
go to the School Board section of website at www.lcsc.us*

SCHOOL BOARD MEETING MINUTES
Monday, May 16, 2022

*All Motions Were Passed With a 5-0
Vote Unless Otherwise Indicated*

- I. Call to Order – *Cindy Sues*
 - The meeting was called to order and pledge of allegiance led by Board President Cindy Sues.

- II. Agenda: Approval, Deletions, Additions – *Dr. Veracco* – **Action Required**
 - Professional Leave Requests were added to the agenda under Sarah Castaneda’s section.
 - Nicole Kelly moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.

- III. Correspondence – *Nicole Kelly*
 - There was no correspondence.

- IV. Liaison Committee Updates – *Cindy Sues*
 - A. Personnel Interview Committee: Howard Marshall
 - B. Schererville Redevelopment Commission: Nicole Kelly
 - C. Schererville Parks Department: Nicole Kelly
 - D. Lake Central Education Foundation: Janice Malchow
 - E. Legislative Committee: Janice Malchow

- F. Dyer Parks Department - Janice Malchow
- G. St. John Redevelopment Commission: Cindy Sues
- H. Dollars for Scholars: Cindy Sues
- I. Wellness Committee: Jennifer Medlen
- J. Dyer Redevelopment Commission: Jennifer Medlen

V. Official School Board Business Topics: Consent Agenda – *Dr. Veracco* – **Action Required**

- A. Approval of Minutes
 - Special Board Meeting: May 2, 2022
 - Regular Board Meeting: May 2, 2022
- B. Approval of Claims, Payroll and Extracurricular Expenditures
 - Howard Marshall moved to approve the Consent Agenda.
 - Nicole Kelly seconded the motion.
 - Motion carried.

VI. Public Comments Regarding Action Items

- There were no public comments regarding action items.

VII. Official School Board Business Topics: Regular Agenda

A. Superintendent – *Dr. Veracco*

1. LCSC 2022 Retirees
2. LCSC 2022 Teacher of the Year:
 - Larry Zak, Music, Kolling Elementary, was named 2022 Teacher of the Year.
 - Finalists: Pam Hoffmaster, Shannon De St Jean, Valerie Gardner, Christopher Guzman and Charity Lyda.
3. School Board Policies - *Documents Attached*
 - a. 1220 - Employment of the Superintendent - **Action Required**
 - b. 1520 - Employment of Administrators in Addition to the Superintendent - **Action Required**
 - c. 0167.3 - Public Participation at Board Meeting - **Action Required**
 - d. 2262 - Latch-Key Programs - **Action Required**
 - e. 3214 - Staff Gifts - **Action Required**
 - f. 3220 - Staff Evaluation - **Action Required**
 - The above school board policies were voted on en masse.
 - Howard Marshall moved to approve school board policies 1220, 1520, 0167.3, 2262, 3214 and 3220.
 - Jennifer Medlen seconded the motion.
 - Motion carried.

B. Director of Human Resources/Personnel – *Terry Mucha*

1. Personnel Recommendations – **Action Required** - *Document Attached*
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
2. Certified Staffing Request - **Action Required**
 - Howard Marshall moved to approve.
 - Jennifer Medlen seconded the motion.
 - Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

D. Director of Secondary Education – *Sarah Castaneda*

1. Professional Leave Requests - **Action Required**

- Howard Marshall moved to approve.
- Nicole Kelly seconded the motion.

E. Director of Student Services - *Becky Gromala*

F. Director of Facilities – *Bill Ledyard*

G. Director of Technology – *Rick Moreno*

H. Director of Business Services – *Rob James*

1. Donations - **Action Required**

- Nicole Kelly moved to approve.
- Cindy Sues seconded the motion.
- Motion carried.

VIII. Public Comments – *Cindy Sues*

- Olivia Connelly, Clark Middle School student, addressed the school board about the current dress code policy.

IX. Board Comments and Consideration of Future Agenda Items – *Cindy Sues*

- Howard Marshall: It is certainly gratifying to see all the faces out there. I know in my marriage, my wife was the teacher of long standing who finally retired after 43 years at her school system, so I know what people are feeling out there, or at least I think I do. Its wonderful to see the faces, and the joy, and the enthusiasm, so I want to wish everyone well. Obviously, they're not here to hear that, but maybe they are in a way. Thank you.
- Nicole Kelly: Thank you. I will kind of echo Howard, just congratulations to all of our retirees and thank you for your service to the school. Thank you.
- Jennifer Medlen: I'll echo the same sentiment, thank you to all the teachers in the district.
- Janice Malchow: That was a pretty cool night, you have to say, it was awesome, it's good to see people I haven't seen in years and to congratulate them, and of course it's a bittersweet night. Needless to say, losing, we won't be able to see some individuals that are so powerful and so effective for our students. And, I do believe that our spring sports students are doing quite well, and I know I think I saw on Peifer's sign, we're in the home stretch, hang in there. So, you just remind everybody we're in that home stretch so hang in there, don't give up and look forward to seeing everyone at graduation and thank you.

- Cindy Sues: And, I just wanted to make mention that the boys track and field, that they earned first place for the first time since 2012, so I thought that was pretty cool to read. And, the war memorial on Saturday, if you haven't had a chance, make sure you stop and see that wall.
- Janice Malchow: And, forgot to mention that Kevin Mathis has been selected as the national high school coach of the year for dance, quite an accomplishment. And, also with the track, the girls continue to do very well with the DAC awards, it's just so exciting. So, I assume softball is doing well, and baseball, although I don't know, I don't follow it. I mean I do, but nevermind.
- Cindy Sues: Their season is still continuing, I think they go even after school ends. I wish everyone well the next five days and will turn it over to Dr. Veracco, board calendar and future activities.

X. Board Calendar of Future Activities – *Dr. Veracco*

- Okay, so let's hope for some really good weather next Wednesday at 6:30 on the Lake Central football field for our graduation ceremony.
- Our next School Board Meeting is here on June 6th.

XI. Adjournment – *Cindy Sues* – **Action Required**

- Howard Marshall moved to adjourn.
- Nicole Kelly seconded the motion.
- Motion carried, meeting adjourned at 7:55pm.

Minutes of the May 16, 2022 School Board Meeting were approved and adopted by the Board of School Trustees at the June 6, 2022 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

| Emp # | NAME | LC YEARS OF SERVICE | LOCATION | POSITION | DATE OF RETIREMENT |
|-------------------------------------|-----------------------|---------------------|---------------|------------------|--------------------|
| RETIREMENTS - Certified | | | | | |
| 1488 | Stahr, Karen | 28 | Watson | SLP | 12/17/2021 |
| 1823 | Gray, William | 32 | Kahler | P.E. & Ath Coord | 5/24/2022 |
| 1077 | Fort, Cindy | 37 | Grimmer | Math | 5/24/2022 |
| 1345 | Hoffmaster, Pam | 24 | Kolling | Grade 4 | 5/24/2022 |
| 2763 | Zolfo, Mickey | 24 | Peifer | Grade 2 | 5/24/2022 |
| 1921 | Gonzalez, Elizabeth | 22 | Pei, Kol, Bib | Psychologist | 5/24/2022 |
| 245 | Velasquez, Rita | 14 | Kahler | Sp Ed | 5/24/2022 |
| 1061 | Bielfeldt, Adrienne | 25 | Grimmer | LA | 5/24/2022 |
| 5724 | Bannon, Timothy | 14 | LCHS | Business | 5/24/2022 |
| 1052 | Bowman, Karen | 29 | Clark | Counselor | 5/31/2022 |
| 1937 | Torres, Susan | 18 | Bibich | Grade 2 | 5/24/2022 |
| 6221 | Hinton, Millie | 13 | Protsman | Rdg Specialist | 5/24/2022 |
| 5241 | Bonacci-Klaeser, Ruth | 15 | Kahler | SpEd | 5/24/2022 |
| 1031 | Clark, Tom | 38 | LCHS | SS | 6/1/2022 |
| 3297 | Fredrick, Ron | 25 | LCHS | English | 5/24/2022 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| RETIREMENTS - Administrators | | | | | |
| 2068 | Logan, Deann | 26 | Bibich | Principal | 6/30/2022 |
| | | | | | |

| RETIREMENTS - Classified | | | | Retirement Dt |
|---------------------------------|-------------|----------|------|----------------------|
| Donna Yankey | Secretary | Peifer | 37 | 8/6/2021 |
| Sara Antkowiak | Inst Tech | Watson | 29 | 7/29/2021 |
| Cynthia Dalla Costa | Para | Kolling | 20 | 7/27/2021 |
| Sue DiPasquo | Para | Grimmer | 27 | 7/30/2021 |
| Ed Vargo | Maintenance | Corp | 28.5 | 12/1/2021 |
| Ann VanHam | Bus Driver | Trans | 23.5 | 12/17/2021 |
| Carolyn Ready | Bus Driver | Trans | 20 | 10/7/2021 |
| Robyn Jones | Custodian | LCHS | 20 | 2/4/2022 |
| Gail Hadarich | Café | LCHS | 22 | 5/20/2022 |
| Delores Strauch | Custodian | Watson | 27 | 2/1/2022 |
| Josephine Alton | Café | Grimmer | 21 | 5/23/2022 |
| Zorka Balac | Custodian | Grimmer | 15.5 | 5/23/2022 |
| Judith Widiger | Bus Escort | Trans | 30 | 6/1/2022 |
| Milica Biljic | Custodian | Peifer | 22 | 9/1/2022 |
| Laine Whiting | Bus Driver | Trans | 31 | 5/23/2022 |
| Cathy Majchrzak | Para | Protsman | 17 | 5/23/2022 |
| Patrice Myszak | Bus Driver | Trans | 30 | 5/23/2022 |
| | | | | |

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|---------|--|
| Book | Forms Manual |
| Section | Volume 34, No. 1 - October 2021 |
| Title | Revised Policy - Vol. 34, No. 1 - October 2021 - EMPLOYMENT OF THE SUPERINTENDENT |
| Code | po1220 |
| Status | |
| Legal | I.C. 5-14-1.5-6.1(b)(5) and (9) I.C. 20-28-8-6 I.C. 20-28-8-7 I.C. 20-28-8-13 |
| Adopted | December 5, 2011 |

1220 - EMPLOYMENT OF THE SUPERINTENDENT

The School Board vests the primary responsibility for administration of the School Corporation in the Superintendent. The appointment of the Superintendent is, therefore, one of the most important functions the Board can perform.

Whenever the position of Superintendent becomes vacant, the Board will appoint a Superintendent and fix his/her salary and term of employment, which will be for a term of at least one (1) year and not more than three (3) years. However, a contract may be extended for not more than an additional five (5) years beyond the term of the original contract.

NOTE: SELECT THIS OPTION IF THE BOARD IS ELECTED

Beginning with July 1, 2021, and thereafter, the Board will not enter into a contract with a Superintendent on or after the date of the election of one or more members of the governing body until January 1 of the year immediately following the year of the election. This policy provision does not apply if the membership of the governing body does not change as a result of the particular election.

[END OF OPTION]

If the contract contains a provision that establishes an amount the Board must pay to the Superintendent to buy out the contract, the amount may not be more than an amount equal to the lesser of:

- A. the Superintendent's salary for any one (1) year under the contract; or
- B. \$250,000.

A Superintendent's salary under clause (A) does not include benefits or any other forms of compensation that the Superintendent receives as payment under the contract other than the Superintendent's salary.

The contract between the Board and the Superintendent may not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).

The Board will actively seek the best qualified and most capable candidate for the position of Superintendent.

[] It may be aided in this task by:

- A. a committee of Board members;
- B. the services of professional consultants;
- C. the counsel of the out-going Superintendent;
- D. the participation of members of the community.

Recruitment procedures will be prepared in advance of the search and will include:

- A. preparation of a written job specification for the position of Superintendent;
- B. preparation of written specifications of qualification in addition to proper State certification;
- C. preparation of informative material describing this Corporation and its educational goals;
- D. where feasible, the opportunity for applicants to visit the schools of this Corporation;
- E. the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F. solicitation of applications from a wide geographical area;
- G. consideration of all applicants fairly without discrimination on the basis of race, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of Superintendent.

No person may be employed as Superintendent of this Corporation unless s/he has signed an employment contract with the Board.

At least seven (7) days before a contract for employment is entered into between the Board and the Superintendent, the Board shall hold a public meeting on the proposed contract to hear objections to and support for and discuss the proposed contract.

The Board Secretary shall submit notice of the hearing on the proposed contract for publication in a newspaper serving the Corporation in compliance with I.C. 5-3-1 and for posting on the newspaper's Internet website in compliance with I.C. 5-3-1-1.5 at least once no less than ten (10) days before the date of the hearing. The Board Secretary also shall direct that the published notice be posted on the Corporation's Internet website.

The notice shall:

- A. state that on a given day, time, and place, the Board will meet to discuss and hear objections to and support for the proposed contract; and

- B. set forth the details of the proposed contract, including the actual monetary value of the contract, benefits, and any additional forms of compensation for each year of the contract.

The name of the candidate for the position of Superintendent shall not be included in the notices or discussion of the proposed contract.

Such contract will be in the basic form of the regular teacher's contract if the Superintendent holds a license under I.C. 20-28-5 and will include:

- A. the term for which employment is contracted, including beginning and ending dates;
- B. the salary which the Superintendent will be paid and the intervals at which s/he will be paid;
- C. the benefits to which s/he is entitled;
- D. such other matters as may be necessary to a full and complete understanding of the employment contract.

See also Policy 8311 - Public Access to Employee Contracts for further posting requirements following the approval of an employment contract with the Superintendent.

Anti-Nepotism:

'Relatives' include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents of a Board member or the Superintendent.

[NOTE: Choose Option A or Option B below]

[Option A]

Relatives of Board members may be employed by the Corporation, provided the member of the Board involved does not participate in any way in the discussion or vote on the relative's employment. Should the Corporation choose to employ a relative as herein defined, both the relative and the Board member must file a conflict of interest statement. Except that such relatives may be employed only for a period which does not exceed one (1) school year. **[END OF OPTION]**

[Option B]

The Corporation will not employ (but may reemploy) the relatives of a Board member. **[END OF OPTION]**

[NOTE: Choose Option C or Option D below]

[Option C]

Relatives of the Superintendent may be employed by the Corporation, provided the staff member being employed is not placed in a position in which the relative staff member would be supervised directly by the Superintendent. Except that such relatives may be employed only for a period which does not exceed one (1) school year. **[END OF OPTION]**

[Option D]

The Corporation will not employ (but may reemploy) the relatives of the Superintendent. **[END OF OPTION]**

[NOTE: The Corporation is not required to have a non-fraternization policy; however, Neola recommends adoption of language regarding non-fraternization for various legal reasons, including but not limited to claims of sexual harassment or potentially being found to be negligent for failure to provide direction, especially regarding the supervisor/subordinate relationship.]

Non-Fraternization:

[NOTE: Choose Option E or Option F below]

[Option E]

Corporation employees may not date, develop romantic relationships with or have sexual relations with individuals who are the employee's supervisor or those that they supervise. **[END OF OPTION]**

[Option F]

If Corporation employees in a supervisor-subordinate relationship choose to date, engage in a romantic relationship, or have sexual relations the employees must notify the Corporation's administration and accept the Corporation's decision to transfer one or both of the employees so that they no longer have a supervisor-subordinate relationship. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them may be perceived as favoritism, misuse of authority, or potentially sexual harassment, and, consequently are unacceptable. **[END OF OPTION]**

[NOTE: OTHER OPTIONS TO BE CONSIDERED]

Corporation employees may date and develop friendships and relationships with other employees - both inside and outside of the workplace - as long as the relationships do not have a negative impact on their work or the work of others.

Any relationship that interferes with the Corporation culture of teamwork, the harmonious work environment, or the productivity of employees, will be subject to discipline, up to and including termination.

Adverse workplace behavior - or behavior that affects the workplace that arises because of personal relationships - will not be tolerated. Corporation employees who disregard this policy will be subject to discipline, up to and including termination.

The Superintendent so appointed will devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary will be considered by this Board to constitute grounds for his/her dismissal.

The person selected for the position of Superintendent will be required to undergo a physical examination reasonably related to the duties s/he will be required to perform, the cost of which will be borne () by the Corporation. () by the candidate. **[END OF OPTION]**

The contract may be altered or rescinded for a new one at any time by mutual consent of the governing body and the superintendent. The consent of both parties must be in writing and must be expressed in a manner consistent with I.C. 20-28-8-6, -7, and -8. If the Superintendent holds a license under I.C. 20-28-5, the rights of a Superintendent as a teacher under any other law are not affected by the contract unless those rights conflict with the terms of I.C. 20-28-8-6(b), in which case the provisions of I.C. 20-28-8-6(b) govern.

I.C. 5-14-1.5-6.1(b)(5) and (9)

I.C. 20-28-8-6

I.C. 20-28-8-7

I.C. 20-28-8-13

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| Book | Forms Manual |
| Section | Volume 34, No. 1 - October 2021 |
| Title | Revised Vol. 34, No. 1 - October 2021 - EMPLOYMENT OF ADMINISTRATORS IN ADDITION TO THE SUPERINTENDENT |
| Code | po1520 |
| Status | |
| Legal | I.C. 12-32-1-6 I.C. 20-26-5-4(8) I.C. 20-28-6-2 thru -7 I.C. 20-28-8-13 I.C. 35-44.1-1-4 |
| Adopted | December 5, 2011 |
| Last Revised | December 16, 2019 |

1520 - **EMPLOYMENT OF ADMINISTRATORS IN ADDITION TO THE SUPERINTENDENT**

The School Board recognizes that it is vital to the successful operation of the School Corporation that positions created by the Board be filled with highly qualified and competent administrators.

The Board shall approve the employment, fix the compensation and establish the term of employment for each administrator employed by the Corporation.

[DRAFTING NOTE: For purposes of Indiana law, the following individuals are classified as administrators: Superintendent, Assistant Superintendent, Director of Special Education, principal, and assistant principal. The Corporation may designate additional positions that shall be considered administrators, and should do so herein to provide that they are appropriately classified. We recommend that you apply all limitations and prohibitions established on contracts with administrators under Indiana law to all of your Corporation administrators.]

In addition to the Superintendent, individuals employed in the following positions shall be considered administrators:

- A. Assistant Superintendent
- B. Director of Special Education
- C. ~~principal~~**Principal**
- D. ~~assistant principal~~**Assistant Principal**

E. **All other Directors and Assistant Directors**—

F. _____

An administrator who supervises one (1) or more certificated employees shall not be part of the bargaining unit established for purposes of implementing collective bargaining in compliance with I.C. 20-29.

The contract entered into between the Board and an administrator shall be subject to the following conditions:

- A. If the administrator is a certificated employee, the basic contract must be the Regular Teacher's Contract as prescribed by the State Superintendent.
- B. The term of the initial contract for principals and assistant principals entered into after June 30, 2019, must be for a term of at least one (1) year and not more than three (3) years. A contract renewed after June 30, 2019, may be extended for no more than an additional three (3) years beyond the term of the original contract.
- C. Unless a provision in a contract between the Board and a principal or an assistant principal entered into or renewed before July 1, 2019, provides otherwise, the Board may not pay to a principal or an assistant principal, to buy out a contract entered into between the Board and the principal or assistant principal, an amount that exceeds the principal's or assistant principal's salary for any one (1) year under the contract. For purposes of this calculation, the principal's or assistant principal's salary does not include benefits or any other forms of compensation that the principal or assistant principal receives as payment under the contract other than the principal's or assistant principal's salary.
- D. The term of the initial contract for the Director of Special Education must be for at least two (2) school years.
- E. The contract for a principal, assistant principal, or Director of Special Education may be altered, modified, or rescinded in favor of a new contract at any time by mutual consent of the Board and the administrator if the contract when reduced to writing is consistent with Indiana law.
- F. The term of the initial contract for the assistant superintendent entered into after June 30, 2019 must be for a term of at least one (1) year and not more than three (3) years. A contract renewed after June 30, 2019 may be extended for not more than an additional three (3) years beyond the term of the original contract.
- G. Unless a provision in a contract between the Board and an Assistant Superintendent entered into or renewed before July 1, 2019, provides otherwise, the Board may not pay to an Assistant Superintendent, to buy out a contract entered into between the Board and the Assistant Superintendent, an amount that exceeds the lesser of: 1) the Assistant Superintendent's salary for any one (1) year under the contract; or 2) \$250,000. For purposes of this calculation, an Assistant Superintendent's salary does not include benefits or any other forms of compensation that the assistant superintendent receives as payment under the contract other than the Assistant Superintendent's salary.
- H. **The contract between the Board and an assistant superintendent, principal or assistant principal may not provide for the awarding of a monetary bonus or other incentive that is based on the approval of a public question under I.C. 6-1.1-20 or I.C. 20-46 (referendum).**
- I. Administrators other than the Superintendent, Assistant Superintendent, Director of Special Education, **Director of Human Resources, Director of Curriculum,** principal, and assistant principal, **Corporation Athletic Director and Corporation Assistant Athletic Director** shall be one of the following:
1. **"at will" at will** employees. Their employment may be terminated with or without cause at any time. The following administrators are **"at will" at will** employees:
 - a. **Director of Business Services,** _____
 - b. **Director of Facilities and Maintenance**—
 - c. **Director of Technology**
 - d. **Director of Transportation**

e. Director of Food Services

2. employed by specific contract. The term of the initial contract entered into after June 30, 2019, must be for a term of at least one (1) year and not more than three (3) years. A contract renewed after June 30, 2019, may be extended for not more than an additional three (3) years beyond the term of the original contract. Unless a provision in a contract between the Board and an administrator other than the Superintendent, Assistant Superintendent, Director of Special Education, principal, or assistant principal entered into or renewed before July 1, 2019, provides otherwise, the Board may not pay to an administrator other than the Superintendent, Assistant Superintendent, Director of Special Education, principal, or assistant principal, to buy out a contract entered into between the Board and that administrator, an amount that exceeds the lesser of: 1) the administrator's salary for any one (1) year under the contract; or 2) \$250,000. For purposes of this calculation, an administrator's salary does not include benefits or any other forms of compensation that the administrator receives as payment under the contract other than the administrator's salary. The following administrators other than the Superintendent, Assistant Superintendent, Director of Special Education, principal, and assistant principal are employed by specific contract:

a. _____

b. _____

Only those candidates for employment recommended by the Superintendent will be employed by the Corporation.

Only those candidates for employment chosen by the Board from a group selected by the Superintendent will be employed by the Corporation.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation.

The Board will not employ (but may reemploy) the

children, siblings, spouse, parents, in-laws, or bona fide dependents of a Board member. except that such relatives or dependents may be employed only for a period which does not exceed one (1) school year. **[END OF OPTION]**

children, siblings, spouse, parents, in-laws, or bona fide dependents of a regular full-time administrator. except that such relatives or dependents may be employed only for a period which does not exceed one (1) school year. **[END OF OPTION]**

Should the Board choose to employ a spouse or dependent of an administrator, the administrator shall submit a Uniform Conflict of Interest Disclosure Statement using State Board of Accounts Form 54266 for acceptance by the Board. This disclosure shall be submitted for acceptance by the Board before the Board considers the approval of the employment of the spouse or dependent.

Relatives of administrators may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he would be supervised directly by the relative staff member.

Any administrator's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall be considered by this Board as a reason for contract cancellation.

The employment of administrators prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

Wherever possible, positions shall be filled by properly-licensed administrators.

The Board shall review a candidate's previous work experience in determining his/her salary.

Prior to employment, the candidate's eligibility to work shall be checked using E-Verify and the candidate shall execute the verification of eligibility to work under penalty of perjury as required by I.C. 12-32-1-6. The candidate's written verification of eligibility to be employed shall be retained in the employee's personnel file for no less than five (5) years.

In the contract with an administrator, the Board may provide compensation for services performed for a time, either before or after the school term, as considered necessary by the Board.

All contracts for the employment of administrators shall be approved by a majority of the full Board and, after approval by the Board, they shall be signed by the Board President and Secretary, or the Board Vice-President if either of these officers is unavailable for any reason.
~~The Superintendent shall prepare administrative guidelines for the recruitment and selection of all administrators.~~

I.C. 12-32-1-6

I.C. 20-26-5-4(8)

I.C. 20-28-6-2 thru -7

I.C. 20-28-8-13

I.C. 35-44.1-1-4

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Book Forms Manual

Section Volume 34, No. 1 - October 2021

Title Revised Bylaw - Vol. 34, No. 1 - October 2021 - PUBLIC PARTICIPATION AT BOARD MEETINGS

Code po0167.3

Status

Legal I.C. 5-14-1.5 Open Door Law notice to the public and news media of regular, emergency and special meetings
I.C. 20-26-4-3 Notice of meetings to Board members

Adopted December 5, 2011

0167.3 - PUBLIC PARTICIPATION AT BOARD MEETINGS

The School Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on Corporation matters.

[OPTIONAL]

Any person or group wishing to place an item on the agenda shall register their intent with the Superintendent no later than _____ () days prior to the meeting and include:

- A. name and address of the participant;
- B. group affiliation, if and when appropriate;
- C. topic to be addressed.

Such requests shall be ~~approved~~ reviewed by **the Board President** **the Superintendent** and the Board President **the Superintendent or the Board President** **[END OF OPTION]** and shall be placed on the agenda only if approved by **the Board President** **the Superintendent** and the Board President **the Superintendent or the Board President** **[END OF OPTIONS]**. The amount of time for agenda items for any person or group who have been approved for a presentation on the Board agenda shall be limited to _____ () minutes.

[END OF OPTION]

To permit fair and orderly public expression, the Board may provide a period for public participation at every regular meeting of the Board at those public meetings of the Board during which action may be taken **[END OF OPTION]** and publish procedures to govern such participation in Board meetings. **Public comment is limited to items on the Board's agenda.** **[END OF OPTION]**

The presiding officer of each Board meeting at which public participation is permitted shall administer the procedures of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. Public participation shall be permitted as indicated on the order of business. before the Board takes official action on any issue of substance. at the discretion of the presiding officer. **[END OF OPTION]** Provided, however, that public participation may be prohibited at any meeting that must be conducted remotely or virtually due to an emergency declared by Federal, State or local officials. **[END OF OPTION]**
- B. Anyone having a legitimate interest in the actions of the Board may participate during the public portion of a meeting.
- C. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- D. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name, address, group affiliation, if and when appropriate. **[END OF OPTIONS]**
- E. Each statement made by a participant shall be limited to ~~three~~ (3) minutes duration.
- F. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- H. The presiding officer may:
 - 1. prohibit public comments which are frivolous, repetitive, or harassing;
 - 2. interrupt, warn, or terminate a person's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 3. request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting;
 - 4. request the assistance of law enforcement officers in the removal of a disorderly person when that person's behavior interferes with the orderly conduct of the meeting;
 - 5. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
 - 6. waive these rules. with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business. **[END OF OPTION]**
- I. The portion of the meeting during which the participation of the public is invited shall be limited to 30 minutes unless extended by a vote of the Board.
- J. Digital, audio or video recordings are permitted. The person operating the recorder should contact the Superintendent prior to the Board meeting to review possible placement of the equipment, and agrees to abide by the following conditions:
 - 1. No obstructions are created between the Board and the audience.
 - 2. No interviews are conducted during the Board meeting.
 - 3. No commentary is made that would distract either the Board or members of the audience.

| | |
|---------|---|
| Book | Forms Manual |
| Section | Volume 34, No. 1 - October 2021 |
| Title | Revised Policy - Vol. 34, No. 1 - October 2021 - LATCH-KEY PROGRAMS |
| Code | po2262 |
| Status | |
| Legal | I.C. 20-26-5-1 thru -3 470 I.A.C. 3-4.6 I.C. 12-17.2-2-8 |
| Adopted | December 5, 2011 |

2262 - LATCH-KEY PROGRAMS

[PLEASE CHOOSE ONE (1) OF THE FOLLOWING OPTIONS

OPTION 1

The School Board shall provide a school-aged child care program (Latch-Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in () preschool through Grade 6 () Kindergarten through Grade 6 [END OF OPTION]

[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

after the school day Monday through Friday until _____ pm.

before the school day Monday through Friday beginning at **6:30**_____ am, and after the school day Monday through Friday until **6**_____ pm.
Services will begin on early release Wednesdays at 1:10.

[END OF OPTIONS]

[~~ADDITIONAL OPTION~~ ADDITIONAL OPTIONS REGARDING THE PROGRAM]

The Board's Latch-Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.

The Board's Latch-Key Program also shall be provided when students are attending school via remote or e-learning due to a declared emergency.

The Board's Latch-Key Program also shall be provided when students are participating in a learning recovery program that administers an assessment to measure student learning loss and provides Indiana academic standards aligned instruction.

[END OF ADDITIONAL-~~OPTION~~ OPTIONS]

The Latch-Key Program provided by the School Corporation shall meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children.

The fees to be charged shall be sufficient to cover the Corporation's costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch-Key Program. The Board shall annually approve the fees to be charged on a per participant basis for the Corporation's Latch-Key Program.

The Board shall establish a minimum number of participants required if a Latch-Key Program is to be provided by the Corporation. If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE.

[END OF OPTION 1]**[] [OPTION 2]**

The School Board shall solicit proposals from nonprofit or for-profit organizations to provide a school-aged child care program (Latch-Key Program) so that care, nurture, or supervision can be provided for students who are enrolled in () preschool through Grade 6 () Kindergarten through Grade 6 **[END OF OPTION]**

[NOTE: CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]

[] after the school day Monday through Friday until _____ pm.

[] before the school day Monday through Friday beginning at _____ am, and after the school day Monday through Friday until _____ pm.

[END OF OPTIONS]**[~~ADDITIONAL OPTION~~ OPTIONS REGARDING THE PROGRAM]**

[] The Latch-Key Program also shall be provided when school is not otherwise in session so that care, nurture, or supervision can be provided during school vacation periods.

[] The Board's Latch-Key Program also shall be provided when students are attending school via remote or e-learning due to a declared emergency.

[] The Board's Latch-Key Program also shall be provided when students are participating in a learning recovery program that administers an assessment to measure student learning loss and provides Indiana academic standards aligned instruction.

[END OF ADDITIONAL-~~OPTION~~ OPTIONS]

The contract proposal shall require the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation to meet the standards established by the Indiana Department of Education (IDOE) and the Division of Family and Children. The Corporation shall comply with I.C. 5-22-9 in awarding a contract to operate a child care program (Latch-Key program).

The Board's facilities shall be available without a fee for facility use to the responsible offeror whose proposal to operate the Latch-Key Program is determined in writing to be the most advantageous to the Corporation.

The contract proposal shall specify the costs for security, maintenance, utilities, school personnel, and other costs directly attributable to the use of the facility for the Latch-Key Program that will be reimbursed to the Corporation when billed bi-monthly for the duration of the contract.

The contract proposal will specify the fees that will be charged to parents for this service and will prohibit increases in those fees during the term of the contract.

The contract proposal shall specify the minimum number of participants required if a Latch-Key Program is to be provided for the Corporation by the offeror selected by the Board.

If that minimum number is not attained, the Superintendent shall apply for a waiver from the IDOE and the contract shall be considered null and void.

The organization operating the Corporation's Latch-Key Program shall maintain adequate liability insurance of not less than ~~\$1,000,000~~ [minimum of \$300,000 is recommended] per person and ~~\$5,000,000~~ [minimum of \$5,000,000 is recommended] per occurrence and shall list the Corporation on the policy as an insured.

[END OF OPTION 2]

The maximum staff-child ratios in the child care program, whether operated by the Corporation or another organization, shall be as follows:

A. If the program is limited to students in Kindergarten through Grade 6, the maximum number of children to be supervised by one (1) staff person is:

1. fifteen (15) if there are children who are five (5) years of age in the group;
2. twenty (20) for groups containing only children who are six (6) years of age or older.

B. If the program includes preschool-age children, the maximum number of children to be supervised by one (1) staff person is:

1. fifteen (15) if there are children who are five (5) years of age in the group;
2. twenty (20) for groups containing only children who are six (6) years of age or older.

The program shall follow the regulations of the Division of Family and Children with respect to the maximum number of children to be supervised by one (1) staff member for children younger than five (5) years of age.

[NOTE: the current regulations do not account for children under age 5 in the program. The regulations governing licensed child care centers in Indiana provide a ratio of 10:1 for three-year-old children and a ratio of 12:1 for four-year-old children.]

I.C. 12-17.2-2-8

I.C. 20-26-5-1 thru -3

470 I.A.C. 3-4.6

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| | |
|---------|--|
| Book | Forms Manual |
| Section | Volume 34, No. 1 - October 2021 |
| Title | Revised Policy - Vol. 34, No. 1 - October 2021 - STAFF GIFTS |
| Code | po3214 |
| Status | From Neola |
| Legal | I.C. 35-44.1-1-1 I.C. 35-44.1-1-2 I.C. 35-44.1-1-4 I.C. 35-44.1-1-5 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3) and 3019.42 |
| Adopted | December 5, 2011 |

3214 - STAFF GIFTS

The School Board discourages the presentation of gifts to professional staff members by students and their parents because it could embarrass students with limited means and gives the appearance of currying favor.

It is the policy of the Board that no professional staff member should expect or accept gifts for carrying out the terms of his/her teaching contract.

If a staff member has provided an unusual amount of extra help for a student and the parents insist on showing appreciation, expression other than money may be accepted.

The Board does recognize, though, that gift-giving to professional staff members at ~~Christmas~~ **some special holidays** fits the spirit of the season and gift-giving at the close of an academic year is a part of tradition. At these times, gifts other than money may be accepted; however, teachers should not open gift(s) in class or comment on item(s) in front of students.

Upon the recommendation of the Superintendent, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.

Professional staff members shall not accept any form of compensation from vendors that might influence their recommendations on or raise a conflict of interest with respect to the eventual purchase of equipment, supplies, or services. See also Board Policy 3113 - Conflict of Interest. Furthermore, professional staff members shall not accept any compensation from a vendor after a decision has been made to purchase equipment, supplies, or services from said vendor. In addition, professional staff members who recommend purchases shall not enter into a contractual arrangement with a vendor seeking to do business with the Corporation or a vendor with whom the Corporation is doing business, whereby an individual professional staff member receives compensation in any form for services rendered.

Such compensation includes, but is not limited to cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that a professional staff member receives such compensation, albeit unsolicited, from a vendor, the professional staff member shall notify the Superintendent, in writing, that s/he received such compensation and the compensation has been returned to the vendor.

[SELECT EITHER OPTION 1 OR OPTION 2]

[OPTION 1]

A Corporation employee making a recommendation to the Board on a matter to be considered by the Board shall not accept any gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter.

[END OF OPTION 1]

[OPTION 2]

A Corporation employee making a recommendation to the Board on a matter to be considered by the Board shall not accept a gift or gratuity from a person or entity having a substantial personal or pecuniary interest in the Board's decision on the matter in accordance with the restrictions and provisions of I.C. 35-44.1-1-3.

[END OF OPTION 2]

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Indiana Code 35-44.1-1-3. Ghost employment

Sec. 3. (a) A public servant who knowingly or intentionally;

(1) hires an employee for the governmental entity that the public servant serves; and

Terms Used In Indiana Code 35-44.1-1-3

- **Attorney:** includes a counselor or other person authorized to appear and represent a party in an action or special proceeding. See Indiana Code 1-1-4-5
- **Felony:** A crime carrying a penalty of more than a year in prison.
- **in writing:** include printing, lithographing, or other mode of representing words and letters. See Indiana Code 1-1-4-5
- **Property:** includes personal and real property. See Indiana Code 1-1-4-5
- **Year:** means a calendar year, unless otherwise expressed. See Indiana Code 1-1-4-5

(2) fails to assign to the employee any duties, or assigns to the employee any duties not related to the operation of the governmental entity;

commits ghost employment, a Level 6 felony.

(b) A public servant who knowingly or intentionally assigns to an employee under the public servant's supervision any duties not related to the operation of the governmental entity that the public servant serves commits ghost employment, a Level 6 felony.

(c) A person employed by a governmental entity who, knowing that the person has not been assigned any duties to perform for the entity, accepts property from the entity commits ghost employment, a Level 6 felony.

(d) A person employed by a governmental entity who knowingly or intentionally accepts property from the entity for the performance of duties not related to the operation of the entity commits ghost employment, a Level 6 felony.

(e) Any person who accepts property from a governmental entity in violation of this section and any public servant who permits the payment of property in violation of this section are jointly and severally liable to the governmental entity for that property. The attorney general may bring a civil action to recover that property in the county where the governmental entity is located or the person or public servant resides.

(f) For the purposes of this section, an employee of a governmental entity who voluntarily performs services:

(1) that do not:

(A) promote religion;

(B) attempt to influence legislation or governmental policy; or

(C) attempt to influence elections to public office;

(2) for the benefit of:

(A) another governmental entity; or

(B) an organization that is exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code;

(3) with the approval of the employee's supervisor; and

(4) in compliance with a policy or regulation that:

(A) is in writing;

(B) is issued by the executive officer of the governmental entity; and

(C) contains a limitation on the total time during any calendar year that the employee may spend performing the services during normal hours of employment;

is considered to be performing duties related to the operation of the governmental entity.

As added by P.L.126-2012, SEC.54. Amended by P.L.158-2013, SEC.498.

| | |
|--------------|---|
| Book | Forms Manual |
| Section | Volume 34, No. 1 - October 2021 |
| Title | Revised Policy - Vol. 34, NO. 1 - October 2021 - STAFF EVALUATION |
| Code | po3220 |
| Status | From Neola |
| Legal | 511 I.A.C. 10-6-4 I.C. 20-18-2-22 I.C. 20-28-11.5-0.5 I.C. 20-28-11.5-4 I.C. 20-28-11.5-9 I.C. 20-29-2-4 |
| Adopted | December 5, 2011 |
| Last Revised | April 16, 2012 |

[DRAFTING NOTE: Notwithstanding I.C. 20-28-11.5-4 and 511 I.A.C. 10-6-4, test scores from statewide assessments taken in the spring of 2019 and 2020 may be used for annual performance evaluation purposes only if such test scores would improve a particular certificated employee's annual performance rating. Additionally, a school's category or designation of school improvement pursuant to state law for the 2018-2019 or 2019-2020 school year may be used for annual performance evaluation purposes only if the school's category or designation would improve a particular certificated employee's annual performance rating. If statewide assessment test scores or a school's category or designation of school improvement are not used in a particular certificated employee's annual performance evaluation, the weight of all other measures used in the certificated employee's annual performance evaluation must be proportionately increased to replace measures based on statewide assessment test scores or the school's category or designation of school improvement.]

3220 - STAFF EVALUATION

The School Board shall adopt a plan for annual performance evaluations of each certificated employee, as defined in I.C. 20-28-11.5- 0.5, employed by the School Corporation. This includes each certificated employee as defined in I.C. 20-29-2-4 and, ~~in each school year,~~ each teacher as defined in I.C. 20-18-2-22. This plan may be amended as needed, subject to any required discussion with the teachers or the teachers' representative if there is one.

The plan approved by the Board shall include the following components:

- A. performance evaluations for all certificated employees, as defined in I.C. 20-28-11.5-0.5, conducted at least annually;
- B. ~~objective measures of student achievement and growth to significantly inform the evaluation. The objective measures must include:~~
 - 1. ~~student assessment results from statewide assessments for certificated employees whose responsibilities include instruction in subjects measured in statewide assessments only when such results would improve the particular certificated employee's performance rating;~~

- ~~2. methods for assessing student growth for certificated employees who do not teach in areas measured by statewide assessments; and~~
- ~~3. student assessment results from locally developed assessments and other test measures for certificated employees whose responsibilities may or may not include instruction in subjects and areas measured by statewide assessments;~~

C. rigorous measures of effectiveness, including observations and other performance indicators;

D. an annual designation of each certificated employee, as defined in I.C. 20- 28-11.5-0.5, in one (1) of the following rating categories:

1. highly effective
2. effective
3. improvement necessary
4. ineffective

E. an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;

F. a provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective;

G. ~~provide for~~ a pre-evaluation planning session conducted by the Superintendent or equivalent authority for the Corporation with the principals in the Corporation;

H. discussion of the evaluation between the evaluated employee and the evaluator.

In developing a performance evaluation model, the Corporation may consider the following:

A. test scores of students (both formative and summative) ~~[Note: Student assessment results from statewide assessments for certificated employees whose responsibilities include instruction in subjects measured in statewide assessments may be used in the evaluation model only when such results would improve the particular certificated employee's performance rating];~~

B. classroom presentation observations;

C. observation of student-teacher interactions;

D. knowledge of subject matter;

E. dedication and effectiveness of the teacher through time and effort on task;

F. contributions of teachers through group teacher interactivity in fulfilling the school improvement plan;

G. cooperation of the teacher with supervisors and peers;

H. extracurricular contributions of the teacher;

I. outside performance evaluations;

J. compliance with Corporation rules and procedures; and ~~for~~

K. other items considered important by the Corporation in developing each student to the student's maximum intellectual potential and performance.

The Corporation's annual performance evaluation plan shall be in writing and shall be explained to the Board in a public meeting before the evaluations are conducted. Prior to the plan being explained to the Board, the Superintendent shall discuss the plan with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The plan is not subject to bargaining; however, discussion of the plan shall be held.

The Principal of each school in the Corporation shall report in the aggregate the results of staff performance evaluations for the school for the previous year to the Superintendent and the Board at a public Board meeting held before August 15 of each year on the schedule determined by the Board. Before presentation to the Board, the Superintendent shall discuss the report of completed evaluations with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The report of completed evaluations is not subject to bargaining; however, discussion of the report shall be held.

The Corporation annually shall provide the Indiana Department of Education with the disaggregated results of staff performance evaluations for all schools in the Corporation before November 15 of each year.

511 I.A.C. 10-6-4

I.C. 20-18-2-22

I.C. 20-28-11.5-0.5

I.C. 20-28-11.5-4

I.C. 20-28-11.5-9

I.C. 20-29-2-4

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Lake Central School Corporation

8260 Wicker Avenue
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Saint John, IN 46373
Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Terry Mucha
Director of Human Resources

Yolanda Bracey, Ph.D.
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Terry Mucha, Director of Human Resources
DATE: May 12, 2022
RE: Board Meeting of May 16, 2022

Personnel

(Board action required)

We are recommending that the following be approved:

I. Certified Appointments, Retirement, Resignations, & Paid Administrative Leaves:

A. Appointments:

1. Ryan Freeman (Dyer), English Teacher, Lake Central High School, (effective August 10, 2022).
2. Keelie Gragido (Highland), Math Teacher, Kahler Middle School, (effective August 10, 2022).
3. Jacob Biscan (Michigan City), School Counselor, Clark Middle School, (effective August 10, 2022).

B. Retirement:

1. Ron Fredrick, English Teacher, Lake Central High School, (effective at the end of the 2021-22 school year; *25 years of dedicated service with L.C.*).

C. Resignations:

1. Eric Labus, Special Education Teacher, Lake Central High School, (effective May 9, 2022).
2. Sumera Shakir, Math Teacher, Lake Central High School, (effective at the end of the 2021-22 school year).
3. Sarah Kaplanis, Science Teacher, Clark Middle School, (effective at the end of the 2021-22 school year).
4. Stephanie Walker, Grade 2 Teacher, Watson Elementary School, (effective at the end of the 2021-22 school year).

D. Paid Administrative Leaves:

1. Sumera Shakir, April 19 - May 24, 2022.
2. Sarah Kaplanis, April 27 - May 24, 2022
3. Eric Labus, May 5 - May 9, 2022.

II. Classified Appointment, Retirement, & Resignation:

A. Appointment:

1. Deanea Skufakiss (re-hire), Paraprofessional, Clark Middle School, (effective May 9, 2022).

B. Retirement:

1. Pat Myszak, Bus Driver, Transportation, (effective May 23, 2022; *30 years of dedicated service with L.C.*).

C. Resignation:

1. Vesna Avramoska, Paraprofessional, Clark Middle School, (effective May 23, 2022).

III. Certified Extracurricular Resignations:

A. Resignations:

1. Sarah Kaplanis, Science Olympiad Coach, Clark Middle School, (effective May 24, 2022).
2. Katie Pawlowski, Head Freshman Girls Basketball Coach, Lake Central High School, (effective April 29, 2022).
3. Chris Gaines, Girls Track Coach, Kahler Middle School, (effective May 24, 2022).
4. Tom Clark, Interact Club and Academic Superbowl – SS, Lake Central High School, (effective June 1, 2022).

IV. Classified Extracurricular Resignations:

A. Resignations:

1. Martin Quiroga, Assistant Freshman Football Coach, Lake Central High School, (effective April 29, 2022).
2. Piper Thomas, Head JV Volleyball Coach, Lake Central High School, (effective April 29, 2022).

V. Approval of Lake Central School Corporation Substitute Staff Appointments and Resignations – Refer to attached list of substitutes that have been hired and have resigned.

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Director of Primary Education
Sarah Castaneda
Director of Secondary Education
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Director of Student Services

May 16, 2022

Certified FMLA Leave

Allison Shreve – Teacher – Kahler

Michele Kutemeier – Teacher - Campagna

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Director of Student Services

MEMORANDUM

To: School Board Members
Fr: Terry Mucha, Director of Human Resources
Dt: May 16, 2022
Re: Certified Staffing Request – Permission to hire qualified Certified Staff

Please consider this as a request to hire certified staff from May 16, 2022 through August 16, 2022.

This request becomes necessary as we plan for, and secure certified staff for the start of the 2022-2023 school year. This will give us the opportunity to hire qualified individuals and fill critical positions as quickly as possible to secure the best candidates for the Lake Central School Corporation. We will follow our standard human resources protocol by performing background checks prior to candidates being hired.

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Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Director of Secondary Education
DATE: May 16, 2022
RE: **Board Meeting of May 16, 2022**

PROFESSIONAL LEAVE REQUESTS

REVISED

| | |
|-------------------------|---|
| NAME | Michelle Calhoun |
| POSITION | Teacher |
| SCHOOL | Grimmer Middle School |
| EVENT | Fundamental Math Workshop |
| DATES | 5/23 – 7/01/2022 |
| PLACE | Virtual Workshop |
| DESCRIPTION | Conceptual understanding of fractions workshop |
| SPONSORING ORGANIZATION | Graham Fletcher |
| EXPENSES | Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$297 Estimated Travel Cost – \$0 |
| FUNDING | Title II |

SC/vv

| | |
|-------------------------|---|
| NAME | Colleen Rock |
| POSITION | Teacher |
| SCHOOL | Kahler Middle School |
| EVENT | Teacher to Teacher – ADHD 5 Modules |
| DATES | Summer – Self Paced |
| PLACE | Virtual Workshop |
| DESCRIPTION | Workshop focused on learning practical strategies and resources to work with students with ADHD |
| SPONSORING ORGANIZATION | CHADD |
| EXPENSES | Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$129 Estimated Travel Cost – \$0 |
| FUNDING | Title II |

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Lawrence Veracco, Ph.D.
Superintendent

Rob James
Director of Business
Services

To: Board of School Trustees

From: Mr. Rob James, Director of Business Services

Date: May 12, 2022

RE: Board Meeting May 16, 2022

Donations (Action Required)

Received

Peifer Elementary School received a donation of \$200 from Charities Aid Foundation of America.

Given

Peifer Elementary School recently held a fundraiser to benefit Riley's Children Hospital. The school would like to donate the \$1,504.75 raised from these events to Riley's .

Watson Elementary School recently held their fundraiser to benefit Riley's Children Hospital. The school raised a total of \$3,445.76. \$3,040.76 was collected in cash; \$405 in checks made out directly to Riley's. The school would like to donate the \$3,040.76 raised in cash to Riley's .

Grimmer Middle School recently held a fundraiser to benefit Riley's Children Hospital. The school would like to donate the \$1,220.40 raised from these events to Riley's .

The Lake Central High School Interact Club would like to donate \$500 to Shriner's Children Hospital.

The Lake Central High School AP Psych Club would like to donate \$400 to Operation Combat Bike Saver, for disabled veterans.

The Lake Central Class of 2022 would like to make the following donations:

\$1,500.00 – Class of 2025

\$1,500.00 – Class of 2026

\$1,365.00 – Phil’s Friends (care packages for cancer patients)

\$1,366.91 – Lake Central Uni Project

The Kahler Middle School Theatre Company would like to donate \$900 to Broadway Cares/Equity Fights Aids. BC/EFA provides groceries, medication, and health care to those affected by HIV/AIDS, Covid-19, and other life-threatening illnesses. The students performed the musical revue *All Together Now* in the fall as part of a global effort to welcome audiences back to the theatre after the pandemic. Performance fees were waived for this event. This donation represents 50% of the ticket sales for the performance.

The Clark Middle School National Junior Honor Society would like to donate \$300 to Riley Children’s Hospital.

The Administration recommends approving the donations as indicated above.