

LAKE CENTRAL SCHOOL CORPORATION
Lake Central High School
KAY TRAPP BOARD ROOM – Enter Door E
8260 Wicker Avenue, St. John, IN 46373

Board Members Present

Nicole Kelly, Secretary
Howard Marshall, Board Member
Cindy Sues, President
Janice Malchow, Vice-President
Louise Tallent, Board Member

Board Members Not Present

Administration Present

Dr. Lawrence Veracco, Superintendent
Sarah Castaneda, Assistant Superintendent
Rebecca Gromala, Director of Student Services
Bill Ledyard, Director of Facilities
Rob James, Director of Business Services
Yolanda Bracey, Director of Primary Education
Misty Scheuneman, Director of Secondary Education

Administration Not Present

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

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

SCHOOL BOARD MEETING MINUTES
Monday, May 20, 2024 - 7:00pm

- 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**
 - Amendments to the Agenda include the addition of VII.A.3. Education Foundation Donation for War Memorial under Dr. Veracco’s section, revisions to the Personnel Recommendations under Sarah Castaneda’s section, and the addition of VII.F.2. Award Execute SAI Allowance Authorization #XA-1-002 to Arctic Engineering Company for the LCHS (Freshman Center) HVAC Renovation Project under Bill Ledyard’s section.
 - Janice malchow moved to approve the Revised Agenda.
 - Howard Marshall 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. Construction Committee: Cindy Sues
 - H. St. John Redevelopment Commission: Cindy Sues
 - I. Dollars for Scholars: Cindy Sues
 - J. Dyer Redevelopment Commission: Louise Tallent
- V. Official School Board Business Topics: Consent Agenda – *Dr. Veracco* – **Action Required**
- A. Approval of Minutes
 - Regular Board Meeting: May 6, 2024
 - B. Approval of Claims, Payroll and Extracurricular Expenditures
 - Nicole Kelly moved to approve the Consent Agenda.
 - Cindy Sues 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. BP 0144.1 Board Compensation - First Reading
 2. Summer Dress Code Review
 - a. Girls Shorts
 - b. Exposed Shoulders
 - c. Data Collection
 3. Education Foundation Donation for War Memorial
 - B. Assistant Superintendent – *Sarah Castaneda*
 1. Personnel Recommendations – **Action Required - Revised**
 - Howard Marshall moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.
 2. Approval for Summer Hires - **Action Required**
 - Nicole Kelly moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.
 3. Calendar Update for 2024-2025 School Year
 4. Calendar for 2025-2026 School Year
 - C. Director of Primary Education – *Yolanda Bracey*
 1. Professional Leave Requests - **Action Required**
 - Howard Marshall moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.
 2. Elementary Reading and Math Coaches Presentation

- D. Director of Secondary Education – *Misty Scheuneman*
1. Professional Leave Requests - **Action Required**
 - Nicole Kelly moved to approve.
 - Howard Marshall seconded the motion.
 - Motion carried.
 2. Field Trip Requests - **Action Required**
 - Howard Marshall moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.
 3. Secondary Early Release Recap (Khanmigo with Hobart)
 4. 5th Grade Science New Materials for Next Year
 5. ILEARN Checkpoint Mapping Update
- E. Director of Student Services - *Becky Gromala*
1. Professional Leave Requests - **Action Required**
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
 2. IDOE Speech-Language Stakeholder Group
- F. Director of Facilities – *Bill Ledyard*
1. LCSC 2023 Capital Projects - Update
 - a. Bibich ES Projects
 - i. New Building Addition Project
 - b. LCHS (Freshman Center) HVAC Renovation
 2. Award and Execute SAI Allowance Authorization #XA-1-002 to Arctic Engineering Company for the LCHS (Freshman Center) HVAC Renovation Project - **Action Required**
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
- G. Director of Business Services – *Rob James*
1. Professional Leave Requests - **Action Required**
 - Janice Malchow moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
 2. Donations - **Action Required**
 - Nicole Kelly moved to approve.
 - Howard Marshall seconded the motion.
 - Motion carried.
 3. Update to Food Service Meal Charging Policy - **Action Required**
 - Howard Marshall moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.
 4. 2024 General Obligation Bonds Update

- VIII. Public Comments – *Cindy Sues*
 - There were no public comments.

- IX. Board Comments and Consideration of Future Agenda Items – *Cindy Sues*
 - Janice Malchow: You all received a yummy cookie from the Lake Central Education Foundation for your assistance throughout the year, and it was made by the students in the FCC Food Class at Lake Central High School.
 - Cindy Sues: Congratulations to the roughly 780 students that will be at commencement on the 29th. And, if you haven't had the opportunity, I thought the yearbook was very nice this year, and our publications, the LCTV, put out their final publication and it was really good, so if you have a chance to watch that on youtube, please do so.
 -
 -
 -

- X. Board Calendar of Future Activities – *Dr. Veracco*
 - Next School Board Meeting: Monday, June 10, 2024

- XI. Adjournment – *Cindy Sues* – **Action Required**
 - Janice Malchow moved to adjourn the meeting at 8:13pm.
 - Cindy Sues seconded the motion.
 - Motion carried, meeting adjourned at 8:15pm.

Minutes of the May 20, 2024 School Board Meeting were approved and adopted by the Board of School Trustees at the June 10, 2024 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

Book Policy Manual
Section 0000 Bylaws
Title COMPENSATION
Code po0144.1
Status Active
Legal I.C. 20-26-4-7
Adopted ~~December 5, 2011~~ 6.10.24

0144.1 - COMPENSATION

NOW THEREFORE, BE IT RESOLVED by the Board of School Trustees of Lake Central School Corporation, that each of its Board members, with the exception of the West Lake Special Education Liaison member, shall receive a per diem payment of ~~\$112.00~~ ⁷⁵ per Board meeting (public meeting during which the Board takes action as defined in I.C. 20-26-4-7) and sixty-two dollars (\$62.00) per committee meeting with a maximum sum total per calendar year of \$10,000. ~~In addition to receiving the same per diem amount for Board meetings or committee meetings as the other Board members, the Board member serving as the West Lake liaison shall receive a per diem payment of sixty-two dollars (\$62.00) per West Lake Managing Board meeting which may result in surpassing the maximum sum total per calendar year of \$10,000.~~ ¹⁵⁰

DULY ADOPTED by the Board of School Trustees of the Lake Central School Corporation this 3rd day of January, 2011. ⁷⁵

The following guidelines have been established by the Board to ensure appropriate and proper reimbursement of expenses for Board members.

- A. Expenses will be reimbursed only for activities authorized by the Board.
 - B. Reimbursement for mileage will not exceed the current rate established for Corporation employees.
 - C. Attendance at Board-approved conferences should be at the location closest to the Corporation.
 - D. When attending a Board-approved conference, all fees, parking, mileage, meals, and lodging will be reimbursed.
 - E. When the Board attends a community or school-related event as a Board function, or if a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, will be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.
 - F. No entertainment expenses or purchases of alcoholic beverages are reimbursable.
- u*

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lcsc.us



Superintendent

Sarah Castaneda

Assistant Superintendent

Yolanda Bracey, Ed. D.

Director of Primary Education

Misty Scheuneman

Director of Secondary Education

Rebecca Gromala

Director of Student Services

REVISIONS

TO: Board of School Trustees
FROM: Sarah Castaneda, Assistant Superintendent
DATE: May 16, 2024
RE: Board Meeting of May 20, 2024

Personnel

(Board action required)

We are recommending that the following be approved:

I. Certified Appointment, Retirements & Resignation:

A. Appointment:

1. Sylvia Fish (Crown Point), Temporary First Grade Teacher, Peifer Elementary School (effective October 2024).

B. Retirements:

1. Tammy Rush, Math Teacher, Kahler Middle School (effective June 1, 2024, *32 years of dedicated service*).
2. Sally Henson, Kindergarten Teacher, Kolling Elementary School (effective May 29, 2024, *16 years of dedicated service*).

C. Resignation:

1. Megan Adams, Special Education Teacher, Clark Middle School (effective May 29, 2024).

II. Classified Appointments, Retirement, Resignations, Transfers & Change of Days/Hours:

A. Appointments:

1. Kevin Smith (Schererville), Bus Driver, Lake Central Transportation (effective May 6, 2024).
2. Rachael Flanagin (Griffith), Instructional Technology Assistant, Homan Elementary School (effective August 12, 2024).
3. Noelia Figueroa (Crown Point), Café Assistant, Kahler Middle School (effective August 1, 2024).

B. Retirement:

1. Eileen Banashak, Paraprofessional, Kahler Middle School (effective May 28, 2024, *18 years of dedicated service*).

C. Resignations:

1. Luke Dragos, Paraprofessional, Lake Central High School (effective May 28, 2024).
2. Hector Garcia, Bus Driver, Lake Central Transportation (effective May 16, 2024).

3. Haley Ferrell, Paraprofessional, Homan Elementary School (effective May 28, 2024).
4. Kearsten Eastridge, Paraprofessional, Kahler Middle School (effective May 13, 2024).
5. Abby Fitzsimmons, Paraprofessional, Kahler Middle School (effective May 13, 2024).
6. Jennifer Boeber, Paraprofessional 1 day per week, Lake Central High School (effective May 23, 2024).

D. Transfers:

1. Nathan Matthews, transfer from Custodian to Head Custodian, Grimmer Middle School (effective June 3, 2024).
2. Haley Navarez, transfer from Half Day Behaviorist/Half Day Paraprofessional to full day Paraprofessional Lake Central High School (effective August 13, 2024).

E. Change of Days/Hours:

1. Hollie Salinas, from 6.75 hours to 6.0 hours per day as a Paraprofessional at Kahler Middle School (effective May 8, 2024).
2. Parker Rufo, from 6.5 hours to 6.75 hours per day as a Paraprofessional at Bibich Elementary School (effective August 13, 2024).
3. Stefany Flores, from 6.5 hours to 7.0 hours per day as a Paraprofessional Homan Elementary School (effective August 13, 2024).
4. Haley Navarez, from 7.25 hours to 7.0 hours, Paraprofessional Lake Central High School (effective August 13, 2024).

III. Certified Extracurricular Resignations:

A. Resignations:

1. Amanda Serrato, Seventh Grade Volleyball Coach, Clark Middle School (effective May 7, 2024).
2. Kim Udchitz, Student Council Sponsor, Homan Elementary School (effective May 29, 2024).

IV. Classified Extracurricular Appointment:

A. Appointment:

1. Mike Wilkins, JV Softball Co-Coach, Lake Central High School (effective February 16, 2024).

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

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website:lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: LC School Board
FROM: Sarah Castaneda
DATE: May 16, 2024
RE: Approval for Summer Hires

I am requesting approval to hire certified staff members from May 21, 2024 through August 11, 2024.

By approving this request, it will give us the opportunity to hire personnel for critical positions as quickly as possible so Lake Central secures the best candidates for the 202-2025 school year.

Thank you.



LAKE CENTRAL SCHOOL CORPORATION 2024-2025 CALENDAR

August

- 12 First Teacher Day (no students)
Kindergarten Bus Practice Run
- 13 First Student Day
Start of 1st Grading Period

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February

- 11 Early Release Day
- 17 President's Day (no school)

September

- 2 Labor Day (no school)
- 10 Early Release Day

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March

- 11 Early Release Day
- 13 End of 3rd Grading Period (46)
- 14 Start of 4th Grading Period
- 24-28 Spring Break (no school)

October

- 8 Early Release Day
- 15 End of 1st Grading Period (45)
- 16 Start of 2nd Grading Period
- 24-25 Fall Break (no school)

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	29	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April

- 8 Early Release Day
- 18 Easter Break (no school)

November

- 5 Election Day
- 12 Early Release Day
- 27-29 Thanksgiving Break (no school)

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

- 13 Early Release Day
- 26 Memorial Day (no school)
- 28 Last Student Day
End of 4th Grading Period (47)
- 29 Last Teacher Day (no students)
- TBD Graduation

December

- 20 End of 2nd Grading Period (42)
- 23 Winter Break begins
(no school 12/23 through 1/6)

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2025						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June

- 2 Summer school begins

January

- 6 Teacher Record Day (no school)
- 7 School Resumes
Start of 3rd Grading Period
- 20 Martin Luther King Jr. Day (no school)

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Key:

- No Students
- First/Last Day of School
- Early Release Day



LAKE CENTRAL SCHOOL CORPORATION 2025-2026 CALENDAR

August

- 12 First Teacher Day (no students)
Kindergarten Bus Practice Run
- 13 First Student Day
Start of 1st Grading Period

AUGUST 2025						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February

- 10 Early Release Day
- 16 President's Day (possible make up day due to bad weather)

September

- 1 Labor Day (no school)
- 9 Early Release Day

SEPTEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MARCH 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

- 10 Early Release Day
- 13 End of 3rd Grading Period (47)
- 16 Start of 4th Grading Period
- 23-27 Spring Break (no school)

October

- 14 Early Release Day
End of 1st Grading Period (44)
- 15 Start of 2nd Grading Period
- 24-27 Fall Break (no school)

OCTOBER 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

- 3-6 Easter Break (no school)
- 14 Early Release Day

November

- 11 Early Release Day
- 26-28 Thanksgiving (no school)

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

- 12 Early Release Day
- 25 Memorial Day (no school)
- 28 Last Student Day
End of 4th Grading Period (46)
- 29 Last Teacher Day (no students)
- TBD Graduation

December

- 19 End of 2nd Grading Period (43)
- 22 Winter Break begins
(no school 12/22 through 1/5)

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2026						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

- Summer school begins (TBD)

January

- 5 Teacher Record Day (no school)
- 6 School Resumes
Start of 3rd Grading Period
- 19 Martin Luther King Jr. Day (no school)

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY 2026						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Key:

- No Students
- First/Last Day of School
- Early Release Day

Lake Central School Corporation

8260 Wicker Avenue St. John, IN 46373
Tel: (219) 365-8507 Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent
Sarah Castaneda
Assistant Superintendent
Yolanda Bracey, Ed.D.
Director of Primary Education
Misty Scheuneman
Director of Secondary Education
Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Yolanda Bracey, Director of Primary Education
DATE: May 16, 2024
RE: **Board Meeting of May 20, 2024**

PROFESSIONAL LEAVE REQUESTS

NAME	Sarah Stamper
POSITION	Teacher
SCHOOL	Protsman Elementary
EVENT	Knowledge Block
DATES	5/15/24
PLACE	Virtual
DESCRIPTION	Building Oral Language to Increase Comprehension and Composition
SPONSORING ORGANIZATION	The Reading League
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$200 Estimated Travel Cost - \$0
FUNDING	Corporation SOR Fund

YB/vv

Lake Central School Corporation

8260 Wicker Avenue St. John, IN 46373
Tel: (219) 365-8507 Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent
Sarah Castaneda
Assistant Superintendent
Yolanda Bracey, Ed.D.
Director of Primary Education
Misty Scheuneman
Director of Secondary Education
Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Misty Scheuneman, Director of Secondary Education
DATE: May 16, 2024
RE: **Board Meeting of May 20, 2024**

PROFESSIONAL LEAVE REQUESTS

NAME	Kristina Collard, Ella Swinney
POSITION	N-Teens Sponsors / Teachers
SCHOOL	LCHS
EVENT	N-Teens Reward Trip
DATES	6/03/2024
PLACE	Gurnee, IL
DESCRIPTION	Reward trip to Great America for members who attained all of their service hours
SPONSORING ORGANIZATION	N-Teens
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Self Funded

MS/vv

NAME	Keelie Gragido
POSITION	Teacher
SCHOOL	LCHS
EVENT	Prime Training
DATES	6/11 - 6/14/2024
PLACE	Indianapolis, IN
DESCRIPTION	Prime Workshop I Training for new math course
SPONSORING ORGANIZATION	IDOE
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Parking
FUNDING	684-4-1 300-58000-0002

NAME	Sarah Roth, Sara Brejc
POSITION	Teachers
SCHOOL	Grimmer Middle School
EVENT	IPLI Summer Seminar
DATES	7/17 - 7/18/2024
PLACE	Terre Haute, IN
DESCRIPTION	Professional development to aid principal in crafting clear goals
SPONSORING ORGANIZATION	Indiana State University
EXPENSES	Estimated Meal Cost - \$35 x (2) Estimated Hotel Cost – \$150 x (2) Estimated Required Fees – \$0 Estimated Travel Cost – Mileage x (2)
FUNDING	684-3-1 200-58000-0003

NAME	Naveed Nizam
POSITION	Varsity Volleyball Coach
SCHOOL	LCHS
EVENT	Purdue Team Volleyball Camp
DATES	7/19 - 7/21/2024
PLACE	West Lafayette, IN
DESCRIPTION	Volleyball Camp
SPONSORING ORGANIZATION	Purdue University
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

NAME	Eric Graves
POSITION	Teacher
SCHOOL	LCHS
EVENT	EFFL Workshop
DATES	7/29 - 7/30/2024
PLACE	Virtual
DESCRIPTION	Math Medic Workshop
SPONSORING ORGANIZATION	EFFL
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$129 Estimated Travel Cost – \$0
FUNDING	684-4-11300-58000-0002

NAME	Courtney Palasz
POSITION	Teacher
SCHOOL	Kahler Middle School
EVENT	Kahler Theater Company Field Trip
DATES	11/15/2024
PLACE	Chicago, IL
DESCRIPTION	Harry Potter and the Cursed Child at the Nederlander Theatre
SPONSORING ORGANIZATION	Kahler Theater
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Self-Funded

Lake Central School Corporation

8260 Wicker Avenue St. John, IN 46373
Tel: (219) 365-8507 Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed.D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Misty Scheuneman, Director of Secondary Education
DATE: May 16, 2024
RE: **Board Meeting of May 20, 2024**

FIELD TRIP REQUESTS

Kristina Collard and Ella Swinney, teachers and N-Teens sponsors at LCHS, request to take approximately (50-75) members of the N-Teens to Gurnee, IL on June 3, 2024. The members will enjoy a day at Great America as a reward for meeting all of their service hours. This is a self-funded event.

Naveed Nizam, Varsity Volleyball Coach at LCHS, requests to take approximately (36) members of the Girls Volleyball Team to West Lafayette on July 19 - July 21, 2024. The team will attend a volleyball camp at Purdue University. All costs will be covered by athletics.

Courtney Palasz, teacher at Kahler Middle School, requests to take approximately (27) members of the Kahler Theatre Company to Chicago, IL on November 15, 2024. The group will see Harry Potter and the Cursed Child at the Nederlander Theatre. This is a self-funded event.

MS/vv

Lake Central School Corporation

8260 Wicker Avenue St. John, IN 46373
Tel: (219) 365-8507 Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed.D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Rebecca Gromala, Director of Student Services
DATE: May 16, 2024
RE: **Board Meeting of May 20, 2024**

PROFESSIONAL LEAVE REQUESTS

NAME	Nichole Hay
POSITION	Teacher
SCHOOL	Kahler Middle School
EVENT	Wilson Reading System Introductory Course
DATES	7/24 - 7/26/2024
PLACE	Virtual
DESCRIPTION	Intro course to learn about the Wilson Reading Program
SPONSORING ORGANIZATION	Learning Techniques Ltd.
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$750 Estimated Travel Cost - \$0
FUNDING	646-0-12220-3 200-0004

RG/vv



Better Foresight
Better Insight
Better On-Site

317.263.6226
Indianapolis Louisville
schmidt-arch.com

Allowance Authorization XA-1-002

PROJECT:	2021-084.LCH Lake Central HS Freshman Center HVAC Improvements	DATE:	5/17/2024
ALLOWANCE AUTHORIZATION FOR:	Electrical Work - per SI-001	CONTRACT ID:	XA-1
TO:	Arctic Engineering	ALLOWANCE AUTHORIZATION:	XA-1-002

SCOPE OF WORK

ITEM ID	PCO SUBJECT - PRICING ITEM SUBJECT	COST
PCO-003-001	Electrical Work per SI-001 - Electrical work per SI-001 - AHU 1 and 2 will be fed from existing MCC with new 30 Amp buckets. Includes two fire alarm duct detectors.	(\$22,285.20)

Original Allowance Total: \$50,000.00

Previously Approved Allowances: (\$22,836.70)

Allowance Total Prior to this Authorization was: \$27,163.30

Changes Made by This Allowance Authorization: (\$22,285.20)

New Allowance Total: \$4,878.10

Contract Time will be changed by: 0 Days

Substantial Completion as of the date of this Change Order is:

CONTRACTOR
By:
Greg Pahl
Piping Division Manager
(Arctic Engineering)

OWNER
By:
Bill Ledyard
Director of Facilities
(Lake Central School
Corporation)

ARCHITECT
By:
Eric Wolf
Construction Administrator /
Associate
(Schmidt Associates)

Signature:

Signature:

Signature:

Date:

Date:

05/17/2024
Date:



Phone 219.947.4999

FAX 219.947.1563

FAX 219.947.2864

HEATING ... AIR CONDITIONING ... PLUMBING
8410 MINNESOTA STREET MERRILLVILLE, IN 46410

*Design Build
Installation + Service*

DATE 3/20/2024

Schmidt Associates

ARCTIC JOB # 2750
ARCTIC COR # 3
ARCHITECT PR # SI-001

Project: LCHS Freshman Center

Description of Work: Pricing for SI-001

LABOR HOURS

REGULAR HOURS

Trade	Class	Hours	Rate	Amount	
S.M. Shop	GF	0.00	\$ 101.27	\$ -	
S.M. Install	F	0.00	\$ 95.27	\$ -	
S.M. Install	J	0.00	\$ 89.23	\$ -	
Pipe Fitter	F	0.00	\$ 112.51	\$ -	
Pipe Fitter	J	0.00	\$ 108.54	\$ -	
Plumber	F	0.00	\$ 88.11	\$ -	
Plumber	J	0.00	\$ 85.17	\$ -	
				Labor Cost	\$ -
Markup 15.00%					\$ -
				Total Regular Labor	\$ -

MATERIAL & EQUIPMENT

	\$ -
	# -
	\$ -
Total Material	\$ -
Markup 15.00%	\$ -
Total Material & Equipment	\$ -

SUBCONTRACTORS

Electrical	\$ 21,224.00
	\$ -
	\$ -
Total Subcontractors	\$ 21,224.00
Markup 5.00%	\$ 1,061.20
Total Subcontractors With Markup	\$ 22,285.20
Sub Total	\$ 22,285.20
Sales Tax on Material	
Performance Bond	
Grand Total	\$ 22,285.20

NOTES:

- 1.)
- 2.)



Sweeney Electric Company, Inc.

CONTRACTORS & ENGINEERS
9111 LOUISIANA STREET
MERRILLVILLE, INDIANA 46410

PHONE: (219) 769-6007 FAX: (219) 769-0565

March 8, 2024

PROPOSAL

Arctic Engineering Company
8410 Minnesota Street
Merrillville, Indiana 46410

ATTN: Mr. Greg Pahl Jr.

RE: Lake Central Freshmen Center SI-01
Proposal: PS

We are submitting for your approval our proposal to furnish the labor, supervision, tools and material necessary to perform the following electrical work for the above referenced project. Per RFI SI-001 AHU 1 and 2 will be fed from existing MCC with new 30 Amp buckets. Includes two fire alarm duct detectors.

Our Lump Sum Price to Complete Work
Twenty-One Thousand Two Hundred Twenty-Four and 00/100 Dollars
\$21,224.00

Labor 80 Hours	\$7,360.00
Material	<u>\$11,096.00</u>
Sub Total	\$18,456.00
15 % OH&P	<u>\$ 2,768.00</u>
Total	\$21,224.00

If you have any questions or comments feel free to contact me.

Thank You,
Phil Shikany
Phillip Shikany
219-769-6007 Main
219-472-8421 Direct
219-746-2590 Cell
phil.shikany@swenelectric.com

Final Price

Description	Calculated %	Calculated \$	Adj. %	Adj. \$	Modified \$	Modified %	% of Final Price	Alarm	Code	Notes
Database Material		10,946.56	0.03	3.44	10,950.00		59.330			
Material Adjustment					146.00	1.333	0.791			
Material Tax										
Material Total		10,946.56	1.365	149.44	11,096.00		60.121			
Field Labor		6,953.69	0.019	1.31	6,955.00		37.684			
Shop Labor										
Incidental Labor										
Labor Factoring		362.44	5.899	22.56	-405.00		2.195			
Labor Escalation										
Indirect Labor										
Labor Tax										
Labor Total		7,316.13	0.325	23.87	7,360.00		39.879			
Equipment										
General Expenses										
Subcontracts										
Quotes										
Prime Cost		18,282.69	0.948	173.31	18,456.00		100.000			
Material Overhead										
Labor Overhead										
Equipment Overhead										
General Expense Overhead										
Subcontract Overhead										
Quotes Overhead										
Adjustment Overhead										
Total Overhead										
Net Cost		18,282.69			18,456.00		100.000			
Material Markup	6.000	675.72	-100.000	-875.72			0.000			
Labor Markup	12.000	880.34	-100.000	-880.34			0.000			
Equipment Markup										
General Expense Markup										
Subcontract Markup										
Quotes Markup										
Adjustment Markup										
Total Markup	9.605	1,756.06	-100.000	-1,756.06						
Job Expense										
Financing										
Bonding										
Final Adj										
Selling Price		20,038.75	-7.898	-1,582.75	18,456.00		100.000			
Global Tax										
Final Price		\$20,038.75			\$18,456.00			Alarm		

Extension

Attributes	Item Description	Qty	Price	Vendor Price	Vendor	Net Cost	Price U	Cost Adj %	Total Mat \$	Field Labor	Labor U	Field Labor Adj %	Total Labor	Labor Cond.
3/4"	Conduit - EMT 10' Lengths	700.000	169.02	107.39	GRAYBAR	123.50	C	15.000	864.50	4.500	C		31.500	Normal
3/4"	Coupling - EMT Set Screw Steel	70.000	793.79	24.00	STEINER	31.20	C	30.000	21.84		C			Normal
3/4"	Connector - EMT Set Screw Steel	40.000	644.30	21.00	STEINER	27.30	C	30.000	10.92		C			Normal
2-1/8" D	4" Square Box 1/2 & 3/4" KD	20.000	1,055.27	146.55	GRAYBAR	146.55	C		29.31	20.000	C		4.000	Normal
	4" Square Box Cover Flat Blank - Steel	20.000	285.77	33.16	GRAYBAR	33.16	C		6.63	2.500	C		0.500	Normal
#10 Black	Wire THHN / T90 - Copper	1,540.000	863.44	209.41	STEINER	209.41	M		322.49	4.500	M		6.930	Normal
#10 Green	Wire THHN / T90 - Copper	770.000	863.44	209.41	STEINER	209.41	M		161.25	4.500	M		3.465	Normal
#14/2C Red	PPLP Cable Non-Shielded Addressable Systems	200.000	450.00			450.00	M		90.00	12.500	M		2.500	Normal
#18/2C Red	PPLP Cable Shielded Addressable Systems	100.000	300.00			300.00	M		30.00	9.700	M		0.970	Normal
#12 to #6	Wire Connector Live Spring Twist-On - 600V	60.000	53.00	41.00	GRAYBAR	41.00	C		24.60		C			Normal
3/4" x 1/4"	Conduit Clip Snap Close Flange Hanger Bottom Mount	90.000	201.81	143.06	GRAYBAR	143.06	C		128.77		C			Normal
#8 x 1/2"	Self-Tapping Screw Wafer Head Phillips up to 12 Gauge	40.000	7.69	3.43	GRAYBAR	3.43	C		1.37	0.000	C			Normal
3/4" x 1/4"	Conduit Clip Snap Close w/ Box Support Flange Hanger Bottom Mount	20.000	641.50	849.41	GRAYBAR	849.41	C		169.88	0.000	C			Normal
	MCC Bucket 30A 3P Breaker	4.000	1,600.00			1,600.00	E		6,400.00	4.000	E		16.000	Normal
	1P 20A Bolt-On Breaker	3.000	25.00			25.00	E		75.00	0.300	E		0.900	Normal
	Duct Detector w/ Test Switch	2.000	1,200.00			1,200.00	E		2,400.00	2.000	E		4.000	Normal
	1/2" Flex Whip w/ 2 Connectors	8.000	20.00			20.00	E		160.00	0.400	E		1.200	Normal
	Fire Alarm Tag/Term/Checkout	1.000	50.00			50.00	E		50.00	2.000	E		2.000	Normal
									\$10,146.56				75.965	

Field Labor

Description	Rate Expires	Crew	Hours	Cost \$	Fringe \$	Burden %	Full Cost	Extended Cost
Local 697								
697 - General Foreman	5/26/2024			56.51	33.67	13.000	92.51	
697 - Foreman	5/26/2024	1.000	75.965	51.37	33.49	13.000	91.54	6,953.69
697 - Journeyman	5/26/2024			46.70	32.55	13.000	85.32	
697 APP 5TH YEAR PERIOD 10	5/26/2024			39.70	27.79	13.000	72.65	
697 APP 5TH YEAR PERIOD 9	5/26/2024			35.03	24.95	13.000	64.53	
697 APP 4TH YEAR PERIOD 8	5/26/2024			30.36	22.12	13.000	56.43	
697 APP 4TH YEAR PERIOD 7	5/26/2024			25.69	19.28	13.000	48.31	
697 APP 3RD YEAR PERIOD 6	5/26/2024			21.02	17.85	13.000	44.24	
697 APP 3RD YEAR PERIOD 5	5/26/2024			21.02	6.95	13.000	30.70	
697 APP 2ND YEAR PERIOD 4	5/26/2024			18.68	6.35	13.000	27.46	
697 APP 2ND YEAR PERIOD 3	5/26/2024			16.35	5.76	13.000	24.24	
697 APP 1ST YEAR PERIOD 2	5/26/2024			15.18	5.46	13.000	22.61	
697 APP 1ST YEAR PERIOD 1	5/26/2024			14.01	5.16	13.000	20.99	
INDIANA PLAN	5/26/2024			14.01	5.16	13.000	20.99	
	5/26/2024							
LOCAL 697 TIME & ONE-HALF	5/26/2024							
697 - General Foreman 1.5X	5/26/2024			84.77	48.29	13.000	144.08	
697 - Foreman 1.5X	5/26/2024			77.06	48.02	13.000	135.10	
697 - Journeyman 1.5X	5/26/2024			70.05	46.61	13.000	125.77	
697 APP 5TH YEAR PERIOD 10 1.5X	5/26/2024			59.55	39.86	13.000	107.15	
697 APP 5TH YEAR PERIOD 9 1.5X	5/26/2024			52.55	35.60	13.000	94.98	
697 APP 4TH YEAR PERIOD 8 1.5X	5/26/2024			45.54	31.34	13.000	82.87	
697 APP 4TH YEAR PERIOD 7 1.5X	5/26/2024			38.54	27.09	13.000	70.64	
697 APP 3RD YEAR PERIOD 6 1.5X	5/26/2024			35.03	24.95	13.000	64.53	
697 APP 3RD YEAR PERIOD 5 1.5X	5/26/2024			31.53	9.64	13.000	45.27	
697 APP 2ND YEAR PERIOD 4 1.5X	5/26/2024			28.02	8.74	13.000	40.40	
697 APP 2ND YEAR PERIOD 3 1.5X	5/26/2024			24.53	7.85	13.000	35.57	
697 APP 1ST YEAR PERIOD 2 1.5X	5/26/2024			22.77	7.40	13.000	33.13	
697 APP 1ST YEAR PERIOD 1 1.5X	5/26/2024			21.02	6.95	13.000	30.70	
INDIANA PLAN 1.5X	5/26/2024			21.02	6.95	13.000	30.70	
	5/26/2024							
LOCAL 697 DOUBLE TIME	5/26/2024							
697 - General Foreman 2X	5/26/2024			113.02	63.05	13.000	190.76	
697 - Foreman 2X	5/26/2024			102.74	62.69	13.000	178.79	
697 - Journeyman 2X	5/26/2024			91.40	60.81	13.000	166.35	
697 APP 5TH YEAR PERIOD 10 2X	5/26/2024			79.40	51.93	13.000	141.65	
697 APP 5TH YEAR PERIOD 9 2X	5/26/2024			70.05	46.25	13.000	125.42	
697 APP 4TH YEAR PERIOD 8 2X	5/26/2024			60.72	40.57	13.000	109.18	
697 APP 4TH YEAR PERIOD 7 1.5X(2)	5/26/2024			51.38	34.89	13.000	92.95	
697 APP 3RD YEAR PERIOD 6 1.5X(2)	5/26/2024			46.70	32.05	13.000	84.82	
697 APP 3RD YEAR PERIOD 5 1.5X(2)	5/26/2024			42.04	12.33	13.000	59.84	
697 APP 2ND YEAR PERIOD 4 1.5X(2)	5/26/2024			37.36	11.13	13.000	53.35	
697 APP 2ND YEAR PERIOD 3 1.5X(2)	5/26/2024			32.70	9.94	13.000	46.89	
697 APP 1ST YEAR PERIOD 2 1.5X(2)	5/26/2024			30.36	9.34	13.000	43.65	
697 APP 1ST YEAR PERIOD 1 1.5X(2)	5/26/2024			28.02	8.74	13.000	40.40	
INDIANA PLAN 1.5X(2)	5/26/2024			28.02	8.74	13.000	40.40	

Labor Factoring

Description	Shop/Field	Rate Express	Labor %	Impact %	Hours	Cost \$	Subtotal	Burden %	Fringe \$	Burden Total	Fringe Total	Extended Cost	Full Cost	Code	Type
UNPRODUCTIVE LABOR	Field		5.500		4.176	\$1.37	214.62	13.000	33.49	27.90	139.92	382.44	91.54		
Beneficial Occupancy (Owner Occupied)	Field					\$1.37		13.000	33.49				91.54		
Building Construction	Field					\$1.37		13.000	33.49				91.54		
Confined Space	Field					\$1.37		13.000	33.49				91.54		
Crew Size Inefficiency	Field					\$1.37		13.000	33.49				91.54		
Dusty Environment	Field					\$1.37		13.000	33.49				91.54		
G.C. Capability	Field					\$1.37		13.000	33.49				91.54		
G.C. Experience	Field					\$1.37		13.000	33.49				91.54		
Hazardous Environment	Field					\$1.37		13.000	33.49				91.54		
Isolated Environment	Field					\$1.37		13.000	33.49				91.54		
Logistics	Field					\$1.37		13.000	33.49				91.54		
Multi-Story Impact	Field					\$1.37		13.000	33.49				91.54		
Occupied Premises	Field					\$1.37		13.000	33.49				91.54		
Overtime Impact	Field					\$1.37		13.000	33.49				91.54		
Poor Design	Field					\$1.37		13.000	33.49				91.54		
Shiftwork Impact	Field					\$1.37		13.000	33.49				91.54		
Site Access	Field					\$1.37		13.000	33.49				91.54		
Stacking Of Trades (Congestion)	Field					\$1.37		13.000	33.49				91.54		
Surgical Or Cleanroom Conditions	Field					\$1.37		13.000	33.49				91.54		
Weather Conditions - Cold	Field					\$1.37		13.000	33.49				91.54		
Weather Conditions - Heat	Field					\$1.37		13.000	33.49				91.54		
Work Conditions	Field					\$1.37		13.000	33.49				91.54		
Work Experience	Field					\$1.37		13.000	33.49				91.54		
Working at Height	Field					\$1.37		13.000	33.49				91.54		
Total			5.500		4.176	\$51.37	\$214.62	13.000	\$33.49	\$27.90	\$139.92	\$382.44	\$91.54		

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

St. John, IN 46373
Fax: (219) 365-6406

website: lscsc.us



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 16, 2024
RE: Board Meeting May 20, 2024

Professional Leave Requests (Action Required)

I am requesting the following professional leaves to attend:

1. IASBO Board of Directors Meeting / Board Retreat in Michigan City on June 6-7. All costs will be covered by IASBO.
2. ISBA, IAPSS, and IASBO Joint School Finance Seminar on June 12th in Indianapolis.
3. Indiana Department of Education's 2024 Office of School Finance Budget Workshop on June 26th in Indianapolis.

The Administration recommends approving the professional leave request as indicated above.

Donations (Action Required)

Received

Grimmer Middle School NJHS received a donation of \$10 from Katherine King.

The Lake Central High School Cultural Club received an anonymous donation of \$50.

The Lake Central Football Booster Club would like to donate up to \$5,700 to help pay for the costs of boring / fiber work from the LCHS press box to the scoreboard.

The Lake Central High School Best Buddies Club received a donation of \$340 from the Miles Krueger Memorial Scholarship Fund.

Kahler Middle School received \$80 from the Costco Workplace Giving Campaign.

Kahler Middle School received \$30 from the Wotkun family to be used for the Theatre Ball.

Given

Clark Middle School recently completed their annual Cheeseball Challenge, raising money for the American Heart Association. (AHA). Clark raised a total of \$4,677. \$1,700 of that amount was paid online directly to the AHA; the school would like to donate the \$2,977 collected locally to the AHA.

The Lake Central High School Latin Heritage Club would like to donate \$500 to Lorena Mera, an LCHS Custodian who is recovering from a recent medical issue.

The Lake Central Class of 2024 would like to make the following donations:

\$500 – Class of 2028

\$500 – Dollars for Scholars

\$500 – United Mitochondrial Disease Foundation (in memory of Keira Fennema)

\$500 – Miles Krueger Memorial Scholarship (in memory of Miles Krueger)

The Administration recommends approving the donations as indicated above.

Update to Food Service Meal Charging Policy (Action Required)

Your board packet includes our proposed update to our Food Service Meal Charging Guidelines. We have added language noting that negative balance at the end of the school year may be sent to collections. Additionally, we would like to establish the Hunger Heroes Fund. Community members who would like to donate money to help offset the negative balances of students would have their money placed into this fund. Graduating seniors and withdrawn students to do not request to have their positive balances transferred to a sibling or refunded to them would have their funds donated to the Hunger Heroes Fund.

The Administration recommends approving the updated Meal Charging Policy and the establishment of the Hunger Heroes Fund.

2024 General Obligation Bonds Update

We are ready to begin the process to issue our annual General Obligation Bonds. I have included in your board packet our estimated uses of this year's funds, which will be for school buses and asphalt/roof repairs throughout the district. There will be no tax increase associated with the issuance of these bonds, as our 2019 G.O. Bonds are rolling off and we anticipate the new bonds will actually have a lower principal / interest amount than the current 2019 bonds. At the next board meeting on June 10th, we will have a public hearing on the proposed bonds and I will seek the Board's approval of the Bond Resolution.

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

St. John, IN 46373
Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

TO: Board of School Trustees
FROM: Rob James, Director of Business Services
DATE: May 16, 2024
RE: **Board Meeting Of May 20, 2024**

PROFESSIONAL LEAVE

NAME	Rob James
POSITION	Director of Business Services
SCHOOL	Lake Central School Corporation
EVENT	IASBO Board of Directors Meeting / Retreat
DATES	June 6-7, 2024
PLACE	Michigan City, IN
DESCRIPTION	IASBO Board of Directors Meetings
SPONSORING ORGANIZATION	Indiana Association of School Business Officials
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	None; IASBO pays for all expenses

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

St. John, IN 46373
Fax: (219) 365-6406

website: lcsc.us



Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

TO: Board of School Trustees
FROM: Rob James, Director of Business Services
DATE: May 16, 2024
RE: **Board Meeting Of May 20, 2024**

PROFESSIONAL LEAVE

NAME	Rob James
POSITION	Director of Business Services
SCHOOL	Lake Central School Corporation
EVENT	ISBA/IAPSS/IASBO Joint School Finance Seminar
DATES	June 12, 2024
PLACE	Indianapolis, IN
DESCRIPTION	ISBA/IAPSS/IASBO Joint School Finance Seminar
SPONSORING ORGANIZATION	ISBA/IAPSS/IASBO
EXPENSES	Estimated Meal Cost - \$35 Estimated Hotel Cost - \$200 Estimated Required Fees - \$250 Estimated Travel Cost - Mileage
FUNDING	030-0-25110-580-0001

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

St. John, IN 46373
Fax: (219) 365-6406

website: lsc.us



Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

TO: Board of School Trustees
FROM: Rob James, Director of Business Services
DATE: May 16, 2024
RE: **Board Meeting Of May 20, 2024**

PROFESSIONAL LEAVE

NAME	Rob James
POSITION	Director of Business Services
SCHOOL	Lake Central School Corporation
EVENT	2024 Budget Workshop
DATES	June 26, 2024
PLACE	Indianapolis, IN
DESCRIPTION	DOE Budget Workshop
SPONSORING ORGANIZATION	Indiana Department of Education – Finance Div.
EXPENSES	Estimated Meal Cost - \$35 Estimated Hotel Cost - \$200 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage
FUNDING	030-0-25110-580-0001

MEAL CHARGE GUIDELINES:

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines for meal charges. Lake Central School Corporation will adhere to the following meal charging guidelines:

1. All cafeteria purchases are encouraged to be prepaid before meal service. The following options are available:

Online Payment

Parent/guardian may prepay student lunch accounts online 24 hours a day, 7 days a week with the Skyward payment feature. Click on the Skyward icon link located on the front page of the district website. Parent/guardian may view their student's account balance online as well.

Check Payment

Parent/guardian may send a check with their student. On the check, please mark clearly your student's first and last name, their ID #, and your driver's license number. Deposit boxes are located in the Elementary, Middle School, and High School main offices.

Cash Payment

We ask you refrain from sending cash if possible, but parent/guardian may send cash with their student in an envelope clearly marked with their student's first and last name, ID #, grade, and dollar amount. Deposit boxes are located in the Elementary, Middle School, and High School main offices. High School students may also make a deposit in the North Cafeteria, at the designated area, during breakfast only.

2. Charging is allowed for one reimbursable meal at breakfast and lunch. A la carte items may not be charged. Individual milk purchases are considered a la carte purchases and may not be charged. The parent/guardian of the student is responsible for all debt incurred by the student. Lake Central School Corporation staff are not allowed to charge.
3. If a student repeatedly comes to school with no lunch and no money, the manager will report this to the Building Administrator. It could be a sign of abuse or neglect and the proper authorities will be contacted.
4. The Food Service Director and the Business Office will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
5. An automated text, email and/or call system will notify parents on Sunday, Tuesday and Thursday of any outstanding negative balance.
6. Meal charging is strongly discouraged. All accounts must be settled at the end of the current school year. Negative notices will be emailed after the last day of school to the parent/guardian. Negative balances of \$50.00 or more may be sent

- to collections. The District may take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the District. Under the National School Lunch Program, the Food Service Program is not allowed to write-off bad debt. Once classified as bad debt, non-Federal funding sources shall reimburse the school lunch program account for the total amount of the bad debt.
- 7. A student Food Service account becomes inactive upon withdrawal or graduation of the student. Parents/guardians who have a student who withdraws from the district will need to contact the Food Service Department about any remaining funds in the Food Service account.

Parents/guardians who have students graduate from the district and have more than \$10 left in the Food Service account will be notified by the Food Service Department at the end of the school year. Families will be given the option to transfer the funds to another sibling, donate the funds to the Hunger Heroes Fund, or receive a refund. Before any funds are returned, money will be applied to other outstanding fees owed to Central Office.

If no action is taken within 60 days of the Food Service account going inactive, positive balances will be considered as donated and receipted into the Hunger Heroes Fund. However, if a parent requests and can document entitlement to a positive balance from an inactive account that was considered as donated, the parent is entitled to a refund of that amount.

New Food Service Policy Proposal – Hunger Heroes Fund

The Proposed Hunger Heroes Fund is a Food Service Account set up to help Lake Central School Corporation Families who need assistance paying their student's negative Food Service Account balance.

Meal Charging Guidelines will be followed.

The account will be assigned a unique account number in Skyward that will not be associated with student lunch codes.

No purchases or unauthorized payments will be permitted on this account.

The Funds in this account will be considered Non-Federal Funds and may be used to pay off unpaid/bad debt.

How the Hunger Heroes Account will be Funded

Graduating Seniors

1. After the last day of school, Food Service compiles a list of all Graduating Seniors' accounts with positive balances. (Run a Payor Balance Summary report for Seniors Only in Skyward)
2. The List is provided to the Business Office. Any outstanding debt due to Central Office is paid from remaining funds first.
3. Food Service Accounts with a positive balance of \$10 or higher will send an email notifying parents that they can transfer the funds to a sibling, donate the funds to the Hunger Heroes Fund or receive a refund. They will be instructed to reply within 60 days or it will be assumed they want the funds donated to the Hunger Heroes Fund.
4. Sixty days after the email is sent, funds will be transferred to the Hunger Heroes Fund if there is no response. At the same time, balances under \$10 will be transferred to the Hunger Heroes Fund if there is no request made by parent per Meal Charging Policy.

Withdrawn Students

1. As students withdraw from LCSC, a parent may contact Food Service to transfer funds to a sibling, donate remaining funds to Hunger Heroes Fund, or request a refund.
2. An initial deposit into the Hunger Heroes Fund will be made from inactive accounts from year's past. Subsequent deposits will happen in October of each year.

Donated Funds from Individuals or Businesses (Donated funds are received as cash or check and are considered new money)

1. When a new money donation is received, the Food Service Office completes the Food Service Hunger Heroes Fund Donation form and submits to the Business Office for School Board Approval.

2. Once the Donation is approved by the Board of Directors, continue to step 3
3. Deposit the donation in the Hunger Heroes account in Skyward. # _____
4. Donated Funds in the Hunger Heroes Fund will be used to cover active negative food service balances based on the chart below to determine which account balances can be paid by the amount of the donation. It may be necessary to use the donation to partially pay off a student balance.

Money received from Collections

Money received through Collection efforts per the Meal Charging Policy.

Additional Ideas for Funding

1. Profits from sales of an A la Carte Smart Snack item. Item will need to be purchased with Non-Federal funds and profits deposited in the Hunger Heroes Account.
2. Add a Donation button in Skyward Parent Family Access to allow parents to make a donation through Revtrak online.
3. Promote making a Donation to the Hunger Heroes Fund in school newsletters.
4. Promote making donations on the Lake Central School Corporation website.

How the Hunger Heroes Funds will be Used

Active Student Negative Account Balance from Donated Funds

When a specific Elementary School is requested:	
Free	Active High to Low Negative Balance
Reduced	Active High to Low Negative Balance
Paid, 4 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 3 rd Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 2 nd Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 1 st Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, Kindergarten	Active (+ siblings at same school-High to Low Negative Balance)

When a specific Middle School is requested:	
Free	Active High to Low Negative Balance
Reduced	Active High to Low Negative Balance
Paid, 8 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 7 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 6 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 5 th Grade	Active (+ siblings at same school-High to Low Negative Balance)

When Lake Central High School is requested:	
Free	Active High to Low Negative Balance
Reduced	Active High to Low Negative Balance
Paid, 12 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 11 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 10 th Grade	Active (+ siblings at same school-High to Low Negative Balance)
Paid, 9 th Grade	Active (+ siblings at same school-High to Low Negative Balance)

* Food Service will run a Payor Balance Summary report in Skyward for active negative balances. This report can be customized to fit special requests; by school, by grade. (If no specific school is requested, then donations will be made starting with 12th Grade down to Kindergarten based on the charts above)

* Convert the report to excel. Sort by Lunch Code and balance High to Low within each Lunch Code

*Create a transfer in Skyward from the Hunger Heroes Account to each student account receiving the donated funds.

*Use the following sample Adjustment Codes in the Check # and Note sections. Use correct code for each school as needed.

School	Check #	Note:
LC High School	-00/+02	-00/+02 HHF

*. Print customer meal statements to document the transaction and file for Auditors.

* A student may only receive one Hunger Heroes Fund donation per school year.

Inactive Student Negative Account Balance

Funds in the Hunger Heroes Fund will be used to pay unpaid/bad debt on Inactive, negative Food Service Accounts based on the following chart:

Free	Inactive High to Low Balance
Reduced	Inactive High to Low Balance
Paid	Inactive High to Low Balance

* Per the Meal Charging Policy, Food Service Accounts with unpaid debt of over \$50 may go to collections at the end of each school year.

Lake Central School Corporation
Board Approval to Accept Donation for
the Food Service Hunger Heroes Fund

To: Board of School Trustees

From: Food Service

Date: _____

RE: Donation(s) Received

We request approval to accept the following donation:

Director of Food Service

BOARD ACTION:

_____ Approved _____ Not Approved Board Meeting Date _____

Director of Business Services

Lake Central School Corporation
2024 General Obligation Bond
Breakdown of Uses of Funds

	Estimated <u>Budget</u>
5 Traditional 72-Passenger School Buses	\$ 749,000
2 78-Passenger Trip Buses	343,906
4 Mini Activity Buses	112,840
Asphalt and Roof Repairs Throughout District	400,000
Bond Issuance Costs / Underwriter	<u>103,650</u>
	<u>\$ 1,709,396</u>