

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

Board Members Present

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

Board Members Not Present

Administration Present

Sarah Castaneda, Assistant Superintendent  
Rob James, Director of Business Services  
Yolanda Bracey, Director of Primary Education  
Bill Ledyard, Director of Facilities  
Misty Scheuneman, Director of Secondary Education

Administration Not Present

Dr. Lawrence Veracco, Superintendent  
Rebecca Gromala, Director of Student Services

*To view the archived video of the meeting in its entirety,  
go to the School Board section of website at [www.lcsc.us](http://www.lcsc.us)*

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

**SCHOOL BOARD MEETING MINUTES**  
**Monday, June 16, 2025 - 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 revisions to the Personnel Recommendations and the removal of Transportation Department Manual under Sarah Castaneda's section, revisions to the Professional Leave Requests and Field Trip Requests under Misty Scheuneman's section, and the addition of future Special School Board Meeting under Board Calendar of Future Activities.  
Nicole Kelly moved to approve the Agenda.
  - Janice Malchow moved to approve the revised Agenda.
  - Nicole Kelly 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. Dyer Redevelopment Commission: Louise Tallent
- J. Wellness Committee: Louise Tallent

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

A. Approval of Minutes

- Executive Session: May 19, 2025
- Regular Board Meeting: May 19, 2025

B. Approval of Claims, Payroll and Extracurricular Expenditures

- Janice Malchow moved to approve the Consent Agenda.
- Louise Tallent 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 – *Sarah Castaneda for Dr. Veracco*

1. Indiana Department of Health / Tobacco Free Lake County- *Irene Phillips*

B. Assistant Superintendent – *Sarah Castaneda*

1. Personnel Recommendations – **Action Required - Amended**

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

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

- Louise Tallent moved to approve the professional leave requests.
- Janice Malchow seconded the motion.
- Motion carried.

3. Classified Employee Handbook - **Action Required**

- Nicole Kelly moved to approve the classified employee handbook.
- Louise Tallent seconded the motion.
- Motion carried.

- ~~4. Transportation Department Manual – **Action Required**~~

5. Administrative Handbook - **Action Required**

- Janice Malchow moved to approve the administrative handbook.
- Cindy Sues seconded the motion.
- Motion carried.

6. Food Service Handbook - **Action Required**

- Louise Tallent moved to approve the food service handbook.
- Nicole Kelly seconded the motion.
- Motion carried.

7. Custodial & Maintenance Department Manual - **Action Required**

- Janice Malchow moved to approve the custodial & maintenance department manual.
- Louise Tallent seconded the motion.
- Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

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

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

D. Director of Secondary Education – *Misty Scheuneman*

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

- Howard Marshall moved to approve the professional leave requests.
- Cindy Sues seconded the motion.
- Motion carried.

2. Field Trip Requests - **Action Required - Revised**

- Nicole Kelly moved to approve the field trip requests.
- Janice Not malchow seconded the motion.
- Motion carried.

E. Director of Student Services - *Becky Gromala*

F. Director of Facilities – *Bill Ledyard*

1. Peifer ES NIPSCO Incentive May 2025

G. Director of Business Services – *Rob James*

1. Donations - **Action Required**

- Nicole Kelly moved to approve the donations.
- Janice Malchow seconded the motion.
- Motion carried.

VIII. Public Comments – *Cindy Sues*

- There were no public comments.

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

**Janice Malchow:** Is the summer school being done online or is it in person?

*Misty Scheuneman:* "For the high school it's in person for the summer PE and they just need one credit now. So, it's PE and there is a pool unit embedded in there - that's all in person. And then, we have some online. We actually have for English 9 and Algebra something new - it's a teacher teaching it and they're meeting the kids where they are in terms of what concept they still needed to master.

*JM:* So, it's a little bit of both, it's almost like an individualized program then? And they work one on one with the student?

*MS:* Not one on one, because there are multiple students. But, small groups. We use Reveal Math and so the online platform for Reveal, which is McGraw Hill allows the teacher to assign specific lessons

to kids. So, Val Gardner, our math coach for the high school, worked with the algebra teachers to put that together and determine how to best meet those needs to make sure the kids are mastering those concepts.

JM: So they drill down into the weak areas for those students?

MS: Yes.

JM: Okay, I had wanted to ask you that but they I missed the board meeting so I didn't have a chance. The other issue I would like to really hear from is AI. Now I see Jennifer Miller is going to a workshop in that. And, rather than us sitting here and just kind of brainstorming this is what it should be, I'd love to hear from our teachers and administrators as to what the AI is allowing, or what the students are allowed. Just some guidelines, there's got to be something that you follow, but I have no idea what it is. And, when I get questions, I go, "well, let me check."

MS: Jeannette Snelson is one of our English teachers, and she has attended multiple professional developments and is one of the resident experts in terms of learning as much as she can as she can. And actually, we just had a meeting together with one of our vendors that we utilize, and she is so well versed with AI, we brought her in to ask the questions and to truly understand what the platform can do. We use something called Turn It In at the high school, and the kids have to put their papers straight into Turn It In, and we've used it for awhile. It looks for plagiarism, but there is an AI component to it as well, where it can identify the percentage of AI that a student may have used. So, we do have that that we utilize at the high school. So, there's that piece, the prevention piece, that of course there's a place for that, there's also the education piece because we can try to prevent all we want but it's here, so we have to teach the students how to use it responsibly, which is actually embedded into the standards now anyway. So in computer science, there are standards about AI usage, and ethical AI behaviors, things like that, so we're moving along in terms of putting things together, policies, things like that. We'll be sharing a new policy when we go to that handbook and present that at the school board meeting, so you'll see that in the handbook as well.

JM: Okay. And then, I don't know the feasibility of having someone come in and talk about it. Someone who uses it, someone who knows all the good things, bad things, the barriers we have to overcome. Are they using this as the university level, this Turn It In?

MS: They use things like it, there are multiple platforms where you have to submit your papers through that. A lot of the universities have a policy, so I know that, especially in our English department, they've pulled some of those university policies. Indiana State, I know for theirs, you can use it for research. Some of them allow it, but very specifically what you can use it for.

JM: Okay, and then Dr. Bracey, does that travel down into the elementary then, the upper elementary, or?

Yolanda Bracey: No, not yet.

JM: Okay, good. I also wanted to wish a happy happy retirement to Christine Gaines and Janet Jayo. I was sad to see that on the list, but congratulations ladies. That's all, thank you.

**Louise Tallent:** I did want to say that Irene Phillips from the Indiana Department of Health, and Tobacco Free Lake County have really been involved with Lake Central through the Wellness Committee and our Sarah Castaneda does lead that district committee for wellness and every year, they've been here, so that you for that openness. It does make a difference.

**Nicole Kelly:** I'll follow Louise's comments on that same topic and just congratulate those girls again. And Mrs. Collard, what a fabulous job on those commercials. They look like something you'd see on TV. Great job!



**Cindy Sues:** And, that's what I was going to say, thank you to Mrs Collard, Leah, Emily, Madison and Megan, Wow. Fantastic job, you did us proud.

- X. Board Calendar of Future Activities – *Sarah Castaneda for Dr. Veracco*
  - Next Special School Board Meeting: Monday, June 30, 2025
  - Next Regular School Board Meeting: Monday, July 14, 2025
- XI. Adjournment – *Cindy Sues* – **Action Required**
  - Cindy Sues motioned to adjourn the meeting.
  - Nicole Kelly seconded the motion.
  - Motion carried, meeting adjourned.

Minutes of the June 16, 2025 School Board Meeting were approved and adopted by the Board of School Trustees at the July 14, 2025 School Board Meeting.

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Cindy Sues, President

ATTEST:

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Nicole Kelly, Secretary

SUPPORTING  
DOCUMENTS  
FOR MINUTES

# Lake Central School Corporation

8260 Wicker Avenue  
Tel: (219) 365-8507

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

website: [lcsc.us](http://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: Sarah Castaneda, Assistant Superintendent**  
**DATE: June 12, 2025**  
**RE: Board Meeting of June 16, 2025**

## REVISION(S)

### Personnel

*(Board action required)*

We are recommending that the following be approved:

#### **I. Certified Appointment(s), Transfer(s), Resignation(s) & Retirement(s):**

##### **A. Appointment(s):**

1. Sylvia Fish (Crown Point), Temporary Kindergarten Teacher, Peifer Elementary School (effective September 2025).
2. Julie DeNormandie (St. John), Temporary Resource Teacher, Kolling Elementary School (effective August 18, 2025).
3. Kari Michniewicz (Dyer), Early Childhood Teacher, Bibich Elementary School (effective August 12, 2025).
4. Delayna Macak, (Lowell), Grade 1, Homan Elementary School (effective August 12, 2025).
5. Justine Ramirez, (Hammond), Applied Skills Teacher, Bibich Elementary School (effective August 12, 2025).
6. Ashley Lakomek, (St. John), Art Teacher, Kolling Elementary School (effective August 12, 2025).
7. Yesenia Corral, (Schererville), Grade 1 Teacher, Peifer Elementary School (effective August 12, 2025).
8. Chris Hall, (Schererville), Athletic Trainer, Lake Central High School (effective August 4, 2025).
9. Sophia Pollalis, (Highland), Athletic Trainer, Lake Central High School (effective August 4, 2025).

##### **B. Transfer(s):**

1. Samantha Mikrut, transferring from Grade 1 Teacher, Peifer Elementary School to Grade One Teacher, Protsman Elementary School (effective August 12, 2025).
2. Melanie Venturelli, transferring from Grade 1 Teacher, Protsman Elementary School to Resource Teacher, Protsman Elementary School (effective August 12, 2025).
3. Stephanie Rosenwinkel, transferring from Grade 5, Clark Middle School to Grade 4, Watson Elementary School (effective August 12, 2025).
4. Elizabeth Kirn, transferring from Dean of Students, Lake Central High School to Social Studies Teacher at Lake Central High School (effective August 12, 2025).



5. Gerald Jones, transferring from Social Studies Teacher, Lake Central High School to Physical Education (PE) Teacher, Homan Elementary School.
6. Erin Durr, transferring from Kindergarten Teacher, Homan Elementary School to Grade 1 Teacher, Homan Elementary School (effective August 12, 2025).

**C. Resignation(s):**

1. Veronica Gbur, Grade 1 Teacher, Protsman Elementary School (effective May 31, 2025).

**D. Retirement(s):**

1. Janet Jayo, Special Education Resource Teacher, Protsman Elementary School (effective May 29, 2025); *25 years of dedicated service.*
2. Christine Gaines, Science Teacher, Kahler Middle School (effective June 1, 2025); *30 years of dedicated service.*

**II. Classified Appointment(s), Resignation(s), Transfer(s), Reduction in Force, Retirement(s) & Change of Status:**

**A. Appointment(s):**

1. Jocelyn Rivas (Hammond), Paraprofessional, Peifer Elementary School (effective August 13, 2025).

**B. Resignation(s):**

1. Tatiana Garcia, Paraprofessional, Protsman Elementary School (effective May 28, 2025).
2. Paige Cook, Paraprofessional, Kolling Elementary School (effective May 28, 2025).
3. Ava Perun, Paraprofessional, Peifer Elementary School (effective May 28, 2025).
4. Kayla Krull, Paraprofessional, Bibich Elementary School (effective May 28, 2025).

**C. Transfer(s):**

1. Lori Olson, from 12 Month Part Time Receptionist to 12 Month Full Time Administration Secretary, Lake Central School Corporation (effective May 28, 2025).
2. Valerie Voss, from 12 Month Administrative Assistant Class I to 12 Month Administrative Assistant Class II (effective May 28, 2025).
3. Susie Glasgow, from 12 Month Part Time Receptionist at Central Office to Paraprofessional 3 days per week at Kolling Elementary School (effective August 13, 2025).
4. Tom Speelman, from Paraprofessional at Lake Central High School to Substitute Paraprofessional for the Lake Central School Corporation (effective August 13, 2025).

**D. Reduction in Force:**

1. Cyndi Drish, Substitute Caller, Lake Central School Corporation (effective May 29, 2025).

**E. Retirement(s):**

1. Catherine Young, Bus Driver, Lake Central Transportation (effective May 23, 2025); *17 years of dedicated service.*
2. Beth Baginski, Paraprofessional, Kolling Elementary School (effective May 28, 2025); *14 years of dedicated service.*
3. Sue Stubblefield, Paraprofessional, Kolling Elementary School (effective May 28, 2025); *35 years of dedicated service.*

**F. Change of Status:**

1. Jaclyn LaBelle, from 5 days to 2 days per week as a Paraprofessional at Kolling Elementary School (effective August 13, 2025).



**III. Certified Extracurricular Appointments(s) & Resignation(s):**

**A. Appointment(s):**

1. Lisa Rebey, Girls Cross Country Coach, Kahler Middle School (effective 25/26).
2. Pantelis Koulianos, Physical Education (PE) Summer School Teacher, Lake Central High School (effective June 2, 2025).

**B. Resignation(s):**

1. Shannon Stanley, Head Wrestling Coach, Grimmer Middle School (effective May 1, 2025).
2. Robert Gustas, Paws for a Cause Sponsor, Clark Middle School (effective May 28, 2025).
3. Christine Gaines, Cross Country Coach, Kahler Middle School (effective June 1, 2025).
4. Christine Gaines, Girls Track Assistant Coach, Kahler Middle School (effective June 1, 2025).
5. Christine Gaines, Science Olympiad Assistant Coach, Kahler Middle School (effective June 1, 2025).
6. Karen Arehart, Physical Education (PE) Summer School Teacher, Lake Central High School (effective June 2, 2025).
7. David Sidler, Girls Cross Country Coach, Kahler Middle School (effective May 29, 2025).

**IV. Classified Extracurricular Appointment(s) & Resignation(s):**

**A. Appointment(s):**

1. Trey Cook, Head Wrestling Coach, Grimmer Middle School (effective August 12, 2025).
2. Zach Galvan, Fall Football Coach, Kahler Middle School (effective August 12, 2025).
3. Orest Szewciw, Girls Varsity Soccer Assistant (effective July 1, 2025).
4. Mia Patikas, Girls JV Volleyball Coach (effective July 1, 2025).

**B. Resignation(s):**

1. Brandon Lopez, Boys JV/Freshman Wrestling Assistant Coach, Lake Central High School (effective May 25, 2025).
2. Edward Marcisz, Science Olympiad Coach, Kahler Middle School (effective June 6, 2025).

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

6/16/2025

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Employee Name	Hire Date	Job Description
Avery Parks	5/20/2025	Sub Teacher
Beth Baginski	8/12/2025	Classified Sub
Janet Jayo	8/12/2025	Sub Teacher
Darcy Barkauskas	5/20/2025	Sub Teacher
Lowell Kersten	6/9/2025	Sub Transportation
Sophia Tenn	6/9/2025	Sub Transportation
Robyn Johnston	6/9/2025	Sub Transportation

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# Lake Central School Corporation

8260 Wicker Avenue  
Tel: (219) 365-8507

Saint John, IN 46373  
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**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: Sarah Castaneda, Assistant Superintendent  
DATE: June 12, 2025  
RE: **Board Meeting of June 16, 2025**

## PROFESSIONAL LEAVE REQUESTS

NAME	DeAnn Alleva
POSITION	Director of Food Service
SCHOOL	District
EVENT	IDOE Back to School Training
DATES	7/07 - 7/08/2025
PLACE	Indianapolis, IN
DESCRIPTION	Annual back to school training
SPONSORING ORGANIZATION	IDOE
EXPENSES	Estimated Meal Cost - \$35 Estimated Hotel Cost - \$200 Estimated Required Fees - \$0 Estimated Travel Cost - Mileage & Parking
FUNDING	080-0

SC/vv

<b>NAME</b>	<b>DeAnn Alleva</b>
POSITION	Director of Food Service
SCHOOL	District
EVENT	Food 2 School Back to School Show
DATES	7/28 - 7/29/2025
PLACE	Fishers, IN
DESCRIPTION	Annual back to school training for Food Cooperative
SPONSORING ORGANIZATION	Food 2 School
EXPENSES	Estimated Meal Cost - \$35 Estimated Hotel Cost - \$200 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Parking
FUNDING	080-0





**HANDBOOK**  
for  
**CLASSIFIED EMPLOYEES**



**LAKE CENTRAL SCHOOL CORPORATION**

**July 1, 2025**



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## HARASSMENT

### GENERAL POLICY STATEMENT

It is the policy of Lake Central School Corporation to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring on school property or at another location if such conduct occurs during an activity sponsored by the School Board as early as possible to rectify any real or potential problems.

Harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis is prohibited.

The following is also prohibited:

- Retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Sexual Harassment.** Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal (spoken, written, electronic or any other form of communication) or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term of condition of an individual's employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with the individual's work or of creating an intimidating, hostile, or offensive working environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- Physical assault.



- Threats or insinuations that a person's employment, wages, promotion, assignment, or other conditions of employment may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal (spoken, written, electronic or any other form of communication) expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, emails, texts or other forms of communication.
- Sexually suggestive objects, pictures, videos, audio recordings or literature, in any medium, placed in the work environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Inappropriate boundary invasions by an employee or other adult member of the School Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects an individual's employment or such that it creates a hostile or abusive employment environment.

**Sexual conduct/relationships with students by any School Corporation employee or any other adult member of the School Corporation community are prohibited.** Any employee accused of sexual relations with a student may be placed on leave with or without pay until school administrative proceedings are completed. Any employee who engages in certain sexual conduct with a student may be disciplined up to and including termination and a referral to law enforcement or Child Protective Services will be made. Proven sexual relationships with a student regardless of the age of the student will result in initiation of the termination process for the employee.

**Race/Color Harassment.** Prohibited racial harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.



**Religious (Creed) Harassment.** Prohibited religious harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**National Origin Harassment.** Prohibited national origin harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment.** Prohibited disability harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## **REPORTS AND COMPLAINTS OF HARASSING CONDUCT**

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

If you believe you have been subjected to or have experienced conduct of this sort, or if you have observed another employee experience this sort of conduct, you are encouraged to report it immediately to your supervisor, an administrator with whom you are comfortable or the School Corporation's Assistant Superintendent at 365-8507. **If you directly observe or receive information regarding unlawful harassment of a student, you must report such observations to the Assistant Superintendent immediately.**

Complaints/report made to supervisors and administrators other than the Assistant Superintendent will be immediately reported to the Assistant Superintendent, except that in the event the complaint/report involves the Assistant Superintendent, they shall be forwarded to the Superintendent. Oral complaints or reports will be reduced to writing and the Complainant/reporting individual will be asked to verify the accuracy by signing the document.

Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. Initiating a complaint/report, whether formally or informally, will not adversely affect your employment.



After a complaint/report is filed, the Assistant Superintendent or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

### **DISCIPLINE**

An employee who knowingly makes a false report of such conduct is subject to discipline up to and including discharge. Any employee who retaliates against a member of the school community who has made a good faith report of such conduct or against a member of the school community who participated in the investigation of such conduct is subject to discipline up to and including discharge. An employee found in violation of this policy is subject to discipline up to and including discharge.

### **PRIVACY/CONFIDENTIALITY**

The privacy of the complainant, those who file a report, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with the School Corporation's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this process shall be maintained as confidential to the extent permitted by law.

### **DEFINITIONS**

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

## **Workplace Confidentiality**

The Lake Central school corporation recognizes its responsibility in regard to the collection, management, use and disclosure of personal information. The Corporation respects the individual's right to privacy and undertakes to keep personal and sensitive information in confidence. No staff member may use or disclose any personal or sensitive information to a third party without specific authority unless use or disclosure is in the normal course of business or there is a legal or professional duty to disclose the information. Personal or sensitive information may be in either hard copy or electronic form.



Personal information is defined as information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be ascertained, from the information or opinion.

Sensitive information is defined as personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation, or criminal record.

Personal and sensitive information is only collected where it is necessary for normal Human Resources functions. The information is usually obtained from the individual concerned. Staff members should be advised whenever information is being collected, whether the collection of such information is compulsory, and what other parties will have access to the information.

All collected personal and sensitive information must be accurate, relevant, up-to-date, complete and not misleading. The Corporation takes all reasonable steps to protect such records from misuse, loss, unauthorized access, modification or disclosure. Staff members have the right of access to their personal information and the opportunity to correct information when necessary.

Protection of confidentiality includes ensuring that files and work areas are organized so that information is not inadvertently disclosed. Only authorized staff may access information that is required for legitimate work purposes.

### **Confidentiality of Student Information**

Student records are maintained in accordance with School Board Policy and State/Federal laws and regulations. All information in student records must be factual, verifiable and of a constructive nature. The Corporation collects, maintains and uses only information necessary for legally mandated functions. Student records may be any information or data recorded in any medium, including but not limited to: hard copy, audio/video or electronic/digital formats. Confidentiality of student information may be of concern when dealing with student records or as a result of communication with a student, or with another person regarding a student.

The school principal is responsible for the implementation of the Corporation's policies and procedures regarding student confidentiality, including informing all personnel who collect, maintain, use or otherwise have access to student records and other information of the policies and procedures on confidentiality. Staff members may not permit inspection or review of a student's educational records, disclose any information, or provide copies of educational records to any third party without direct authorization of the Principal or an appropriate Central Office Administrator, unless there is a compelling need involving the immediate health, safety, or welfare of the student or others.



## **I. NEW EMPLOYEES**

All employees are considered "at will". The official employment date shall be the first day of regularly scheduled work.

## **II. WORKING CONDITIONS**

### **RESPONSIBILITIES & DUTIES**

1. The employee shall be responsible to the immediate supervisor and/or building principal or administrator. Any questions in this area should be directed to the supervisor, building principal and/or Assistant Superintendent.
2. The employee shall report to work neat, clean, and in an appropriate manner. Proper attire is defined as clothing which is not distracting/demeaning to students or other staff members.
  - Clothing/jewelry or accessories advertising or containing references in writing or pictures of drugs, alcohol, tobacco, gangs and or which contain foul or suggestive language or pictures, etc. are not to be worn while at work or a school related function.
  - No revealing, low-cut, see-through or excessively tight or torn clothing is allowed.
  - No cleavage should be showing at any time.
  - Front, back, midriff, shoulders and sides must be covered at all times (no skin showing).
  - Shorts must be no shorter than the fingertips of the employee when arms are at the side.
  - Holes in clothing should be no higher than the knee.
  - Undergarments must be completely covered at all times.
  - Hats, hoods, head-wear, bandannas and sunglasses are not to be worn in the building.
  - Pants are to be worn at the waist.
  - Your immediate supervisor and/or building official reserves the right to use its discretion in determining the type of clothing appropriate for the school setting.

### **TIME SHEET/PAYROLL PROCEDURES**

Time sheets are to be used by all employees. Principals and or supervisors may ask employees to stay longer than their approved hours for various department reasons; please note the reason on your individual time sheet. The time an hourly employee is working must always match their time sheet/payroll. Employees are to sign their time sheets at the end of the pay period and turn them in to the appropriate location within their building. When you sign your timesheet you are verifying that those are the actual hours worked. Any questions should be brought directly to your Principal/Supervisor.



## **OVERTIME**

Overtime will not be compensated without advance approval of the supervisor or principal, and the Assistant Superintendent. Overtime shall be compensated at the rate of 1.5 times regular hourly salary for hours worked in excess of 40 hours per week. Paid holidays, jury duty and bereavement days shall be considered as days worked for purposes of determining eligibility for overtime pay. Sick, family illness, vacation days and personal business days do not count as hours worked for overtime compensation.

## **EMERGENCY SCHOOL CLOSING/DELAY**

### ***Classes Delayed System Wide***

When conditions are such that student classes are delayed, the following employees will adjust their working schedules by two hours to correspond to the delay: Instructional Technology Assistants, Paraprofessionals, Nurses and Library Clerks.

The following employees will report to work as usual: Nine month Secretaries, Bookkeepers, Food Service personnel, 12 Month Administrative Assistants and Custodial/Maintenance.

If unable to get to work, or if notified by a supervisor not to report to work due to inclement weather or other emergency, the employee may take the day as unpaid or use a benefit day.

The employee will be paid regular hourly/daily rate for hours worked.

The Custodial and Maintenance Department---when called in for snow removal or other emergency events, the time worked outside of normal hours will receive an additional .50 (cents) per hour.

### ***Classes Canceled System Wide***

If classes for students are cancelled and teachers also are not in attendance, the employee is not to report to work. Classified staff may go unpaid or use a benefit day. Most weather related days will be e-learning days. If a cancelled day is made up later in the year, the employee shall report to work.

12 Month Administrative Assistants and Custodial/Maintenance will report as usual if conditions are safe. If unable to get to work, or if notified by a supervisor not to report to work due to inclement weather or other emergency, the employee may take the day as unpaid or use a benefit day.

No pay shall be given for days not worked.



### ***Short Term Individual School Closing***

In the event of short-term individual school closing, the guidelines above shall normally apply. However, in these situations, the administration retains the authority to assign the employee to other locations as deemed necessary.

### **Bus Drivers and Bus Aides:**

Bus Drivers and Bus Aides who do not receive notification of a delay or cancellation of school and show up for work will receive one (1) hour pay. If classes are delayed or dismissed early, employees' work schedules will be adjusted accordingly and compensated at the usual hourly rates for hours worked.

### **HOLIDAYS**

Only twelve month employees are eligible for paid holidays. Twelve month employees will be paid for a holiday when they were paid for the last working day preceding the holiday and for the next working day following the holiday.

When one of the holidays falls on a Saturday, the Friday preceding the holiday will be observed; when one of the holidays falls on a Sunday, the Monday following the holiday will be observed as a paid holiday.

This language shall not be applicable if it creates a conflict with teacher days identified on the school calendar.

An employee who is required to work a Paid Holiday shall receive holiday pay not to exceed eight (8) hours plus time and one half for actual hours worked.

### **REPORTING ABSENCE**

An employee who is ill and cannot report for work must give reasonable notice to the immediate supervisor. If the immediate supervisor cannot be reached, Central Office must be contacted.

Failure to report an illness in a timely manner shall result in forfeiture of sick leave pay.

Supervisors may request medical evidence, substantiated by a physician, to show good cause for absence.

Unsatisfactory attendance patterns (for example, taking unpaid days off from work) shall be considered grounds for discharge.



## **RESIGNATION**

The employee is expected to submit a written letter of resignation with the corporation two (2) weeks prior to the effective date of resignation.

## **REDUCTION IN FORCE**

An employee who has been released as a result of a reduction in force may continue to participate for eighteen (18) months in insurance coverage for which he/she was enrolled during employment. This is in compliance with Cobra which requires the employee to pay the entire monthly premiums (plus two percent (2%) administrative fees) for all insurance plans in which he/she is enrolled.

## **TRANSFERS**

When involuntary transfers are deemed necessary, transfers will be made on the basis of what is in the best interest of the School Corporation. Such transfers will be final.

## **VACANCIES**

Notices of vacancies will be sent by Central Office via email to all employees. All open positions will be posted on the corporation website. The posting will state the nature of the vacancy and qualifications required.

## **EMPLOYEE EVALUATIONS**

The employee shall be evaluated once a year by his/her immediate supervisor and/or corporation administrator. Said evaluation shall note exemplary and satisfactory practices as well as areas of concern or deficiency. Any noted area of concern or specific deficiency shall have recommendations for improvement.

The supervisor shall hold a conference with the employee to discuss the written evaluation and to plan for the implementation of any recommendations.

At the conclusion of the conference, the supervisor will provide the employee an opportunity to sign copies of the evaluation. The employee's signature is only an indication that a copy of the evaluation has been received and does not necessarily indicate agreement with the evaluation contents.

Within a period of ten (10) workdays following receipt of the evaluation, an employee may submit a statement of response to the evaluation to be attached to the copy kept in the employee's personnel file.



## DISCIPLINARY ACTION

Discussions with an employee regarding his/her performance shall be conducted in private, unless a private meeting is contrary to law.

Whenever an employee is required to attend a meeting, which could reasonably be expected to result in a written reprimand or discipline, the employee will be informed. The employee has the right to invite an observer to be present when the meeting with the administrator is held. The observer may only serve in this capacity outside his/her work day. When disciplinary action is deemed necessary, the employee can reasonably expect progressive disciplinary actions to be followed. Progressive discipline shall be defined as:

- Step 1 - Verbal warning
- Step 2 - Written reprimand stating a particular action is inappropriate
- Step 3 - Suspension without pay
- Step 4 - Termination

Any of the above named steps may be a starting point in progressive discipline depending on the nature of the incident involved. In event that any one of the four (4) steps of the progressive discipline chain is employed, the employee will receive written documentation indicating the alleged violation, the date, and the step which is being taken.

An administrator may have another representative of administration present during steps #2, #3, #4, of the progressive discipline sequence. When an immediate supervisor has initiated the disciplinary action, an administrator will be present.

An employee may be suspended without compensation for, but not limited to, the following reasons:

1. Unjustifiable, unreasonable or frequent absenteeism
2. Repeated tardiness in reporting to work
3. Leaving the job prior to the end of the workday without administrative approval
4. Insubordination
5. Failure to make satisfactory progress toward the elimination of noted deficiencies.
6. Failure to perform in an acceptable manner

An employee may be terminated for, but not limited to, the following reasons:

1. Reporting to work under the influence of alcohol or drugs
2. Receiving more than one suspension
3. Excessive tardiness in reporting to work
4. Theft
5. Falsifying records, forms or reports
6. Fighting
7. Incompetence



8. Unsatisfactory performance
9. Insubordination
10. Possession of alcohol or drugs on school property
11. Other just and reasonable causes
12. Breach of confidentiality

## **REPRIMANDS**

The employee shall sign and receive a copy of any reprimand that will be placed in his/her file.

## **III. LEAVES**

### **PERSONAL BUSINESS**

Personal business days shall be for business of a nature that cannot be scheduled outside of work hours. They are not to be used for extending a vacation or providing free time off with pay.

Under normal circumstances, personal business leave requests must be submitted to the appropriate administrator three (3) days prior to the leave.

Personal leave requests for days preceding and following weekends, holidays, vacations, etc., must include a reason for the request and are subject to review prior to approval or disapproval.

At the close of each school year unused personal business days shall be applied to the accumulated sick leave without limit.

### **VACATION**

All vacation days for 12 month employees must be used by the first day of the upcoming school year. Any vacation days remaining shall be deleted by the first day of school and only the current days will remain in the vacation balance.

### **SICK LEAVE**

The purpose of sick leave is to protect the employee's income during periods of personal illness. A doctor's statement or other appropriate documentation may be requested to substantiate a request to use sick leave days when 3 consecutive days have been used for sick.

If you foresee any procedure that requires you to be off more than 5 consecutive days, you are required to file for Family Medical Leave. FMLA is required regardless of your benefit leave balance. For more information, please contact the Human Resource Department at 365-8507.

If, in any one work year, the employee shall be absent less than the benefit leave number of days, the unused sick leave days shall accumulate without limit.



Upon the death of an employee eligible for Supplemental Retirement Benefits, unused sick day pay will be distributed to the employee's beneficiary as designated in his/her PERF Plan.

### **Family and Medical Leave Act Overview**

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

1. Twelve workweeks (60 days) of leave in a 12-month period for:
  - The birth of a child and to care for the newborn child within one year of birth.
  - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
  - To care for the employee's spouse, child, or parent who has a serious health condition.
  - A serious health condition that makes the employee unable to perform the essential functions of his or her job.

### **Examples of Lake Central benefits through FMLA**

1. If an employee requested FMLA to care for a sick spouse, upon approval, the employee may choose to take those days unpaid or use up to 15 days of their available balance of sick and personal business as paid days.
2. If after the birth of a child, the birth mother experienced additional health complications that made the employee unable to return to work, she would submit the appropriate documentation from the medical professional. Upon approval she would have the ability to go unpaid or use her available balance of sick days as paid days.
3. If an employee experiences a qualifying event under FMLA, once the documents are submitted and approved, if the qualifying event is for the covered employee, the individual could choose to go unpaid or use their available balance of sick days as paid days.

### **LAKE CENTRAL UNPROTECTED MEDICAL LEAVE**

1. An employee who does not qualify for a Family Medical Leave may be approved for a Lake Central Unprotected Medical Leave. A written request must be made to the Assistant Superintendent. The employee's position and building in which they work would not be protected. In the event the employee's position is filled while they are on leave, employee would be notified by their direct supervisor. Every effort will be made to place the employee in a similar position. The Unprotected Medical Leave will be for a maximum of 30 days (paid and/or unpaid) and will expire at the end of the current school year.



## **A. Maternity/Paternity/Adoptive**

Any classified staff who is pregnant may continue in active employment as late into pregnancy as she desires, if she is able to fulfill the requirements of her position. Temporary disabilities caused by pregnancy shall be governed by the same provisions governed by the Family Medical Leave Act and the following:

1. Any classified staff employee who is pregnant is entitled to a leave of absence based on the rules and regulations of the Family Medical Leave Act.
2. Under a normal pregnancy and delivery, a classified staff employee is afforded the benefit of utilizing 30 sick days of their accumulated balance as paid days during the 6 week period immediately following the birth of the child. If a delivery is by C-Section, a classified staff employee is afforded the benefit of utilizing 40 sick days of their accumulated balance as paid days during the 8 week period immediately following the birth of the child.
3. When a maternity leave is requested, the classified staff employee shall select one of the following options:
  - a. She shall notify the immediate supervisor, director and building principal of the subsequent length of her leave based on the expected due date and projected date of return based on the rules governing FMLA above, or
  - b. The classified staff employee, the principal, the director and the Assistant Superintendent shall discuss and mutually agree upon the return date. If consensus cannot be reached, the Assistant Superintendent shall put in writing the reason for the required return date.
  - c. In the event a classified staff employee wishes to change the expected beginning and/or ending dates of a previously arranged maternity leave, she shall use option (a) and/or (b) immediately above.
4. Classified staff who desire maternity leave shall have their physician complete the appropriate leave forms (FMLA).
5. An employee who requests a paternity or adoptive leave that qualifies under the Family Medical Leave Act for up to 12 weeks of unpaid, job protected leave has the option to use his family illness and personal business days as paid days after the birth of a child.

## **EXTENDED MEDICAL LEAVES**

For personal illness that extends beyond the period of sick leave compensation (FMLA), an unpaid leave of absence may be requested. If approved and the employee is eligible and participates in the group health insurance program, the employee shall be permitted to continue in the insurance program during the leave until the employee has exhausted their accumulated leave balance. At the point where the leave becomes an unprotected leave, the employee may continue in the insurance program by means of direct payment of the entire



premium to the Lake Central School Corporation for a period not to exceed the length of the approved leave. The amount of the premium is subject to change each January 1<sup>st</sup>.

### **LONG-TERM DISABILITY (APPLIES TO 12 MONTH EMPLOYEES)**

The Board shall provide, at no cost to the employee, a long-term disability plan that provides a salary protection benefit of sixty-six and two-thirds percent (66 2/3%), a maximum benefit of ten thousand dollars (\$10,000) per month, and a ninety (90) day elimination period. If the individual qualifies for long-term disability by the Lake Central School Corporation's insurance carrier, the employee will become inactive and no longer hold a position in the Lake Central School Corporation. At the time the long-term disability is approved, if the employee has group health insurance through the Lake Central School Corporation and wishes to continue coverage, he/she may do so by paying the entire insurance premium directly to the Lake Central School Corporation until age 65 or he/she is no longer eligible for long-term disability. The amount of the premium is subject to change each January 1<sup>st</sup>. At such time the individual is released from long-term disability and wishes to return to the Lake Central School Corporation, the Lake Central School Corporation will encourage the individual to apply for any open positions for which he/she is qualified.

### **BEREAVEMENT**

The Lake Central School Corporation recognizes the importance of allowing its employees to grieve and celebrate the life of a loved one at or around the time of death. In the case of death within the immediate family, an employee shall be entitled to be absent from work without loss of compensation for a period extending up to five (5) workdays related to the death/funeral services. Immediate family members shall be interpreted as husband, wife, child, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, step-child, or any other member of the family living in the same household no matter what degree of relationship.

The employee shall submit a Bereavement Leave Request form to his/her immediate supervisor indicating the specific funeral/memorial arrangements.

Employees may request to use family illness, personal business, or accumulated personal illness days as bereavement days for other persons not considered immediate family.

### **PROFESSIONAL**

An employee desiring to attend national, state or regional educational meetings shall submit a written request to the Assistant Superintendent. Conference participation shall be limited to those persons who expect to continue their services in the school system for at least the following year.



Request for reimbursement within established budget for travel, food, lodging and registration fees shall be submitted for approval. If approved, the employee shall receive payment following presentation of receipts and filing a claim. The administration shall provide reason(s) for a denial of a leave or reimbursement expenses. The Administration, based on budgetary issues, may choose to offer to pay a percentage at the professional leave.

### **JURY DUTY/SUBPOENA**

In case of absence in response to jury duty, an employee will receive regular base salary.

In case of absence in response to a subpoena connected with an employee's fulfillment of job related duties, the employee shall receive regular base salary.

Salary will not be paid for time lost due to employee initiated suits against the Lake Central School Corporation unless acting as a witness for the Corporation.

### **LEAVE WITHOUT PAY**

As a general rule, a leave without pay will not be granted. Should the employee have a unique one-time situation arise for which the employee believes time off without pay is warranted, a written request may be made to the Assistant Superintendent. This request should contain the requested leave dates and a rationale. The Assistant Superintendent will provide a timely written response. Although the Assistant Superintendent will acknowledge the receipt of a request of unpaid time off, a three (3) letter process will be followed. Once an employee has received three (3) letters from Central Office indicating unpaid days, the fourth letter (4<sup>th</sup>) will be a termination letter from the Lake Central School Corporation.

## **IV. PERSONNEL INFORMATION**

### **CHANGE OF NAME, ADDRESS & TELEPHONE NUMBER**

Any change of name, address or telephone number shall be reported to the school corporation personnel office, in writing, within ten (10) workdays.

### **PAYROLL DEDUCTIONS**

All employees of the Lake Central School Corporation are paid by direct deposit to the financial institution of their choice. Paperless payroll stubs are available through the Employee Access program on the corporation web site while you are in a Lake Central building.

Employees may request, in writing, that specified amounts be deducted from their salary. Written requests must be submitted to, and kept on file, with the Lake Central School



Corporation business office. All amounts deducted shall be remitted by the Lake Central School Corporation to the employee's specified organization or program.

Payroll deductions are available for the following:

1. Lake County School Employees Credit Union or Teachers Credit Union
2. Tax-Sheltered Annuity
3. United Way
4. Section 125 (Flex-Plus)
5. Lake Central Education Foundation
6. Pre-paid Legal Services, Inc.
7. Dollars for Scholars
8. Sam's Club or Costco memberships
9. Approved health club memberships

All deductions shall remain in effect unless a written authorization to change is submitted to the business office.

It shall be understood that employees shall be directly responsible for payments to the designated organization or program if the employee's pay is not sufficient to cover such obligations.

The Lake Central School Corporation shall not be held responsible or liable based upon the form or manner of deductions, lack of deductions or payments.

## **EMPLOYEE INTRANET**

On the main Lake Central Website ([www.lcsc.us](http://www.lcsc.us)) you will find access to the Employee Intranet. The Library has a wealth of information for employees. Under the Human Resources/Forms tab there are payroll, mileage and medical leave forms. Under the Manuals/Information Sheets tab you will find necessary information such as this Handbook and Information Sheet pertinent to your position.

## **PHYSICAL EXAMINATION**

The Board reserves the right to require other physical or psychiatric examinations whenever it deems them necessary at the school corporation's expense. The Board shall determine the physician to administer said exams. Should the employee elect to have the required exams administered by a physician other than the one named by the Board, the maximum amount paid by the Board shall be \$35. The employee shall have a copy of the test results sent to the Assistant Superintendent.

Upon written request, the Board shall provide the employee a written document stating the rationale for such tests. The employee will be provided a copy of the test results.



## **MILEAGE ALLOWANCE**

Employees required to use their personal automobile in order to perform their work assignments shall be granted a mileage allotment. Reimbursement shall be in accordance with current IRS allowance.

An appropriate form must be completed in full and approved by the immediate supervisor prior to reimbursement. Claim reimbursement forms are to be submitted to the corporation business office monthly.

## **PERSONNEL FILE**

The Board shall maintain only one official personnel file per employee that contains pertinent employment data, compensation data, as well as disciplinary data. This file shall be kept in the Administration Center. Any information of a disciplinary nature that is to be placed in the personnel file shall be signed and dated by the individual receiving the statement, as well as the author of the document. The employee's signature only indicates that a copy of same has been received. The employee may attach a written response to the document for clarification or rebuttal purposes. This response shall be submitted no later than ten (10) working days from the date of receipt.

An employee's personnel file may be reviewed upon request, without undue delay and without prior review. The contents may be reviewed at any time on a weekday during regular central office hours after making an appointment. If the employee's regular workday schedule does not allow him/her access to his/her file during regular central office hours, arrangements shall be made to accommodate the visit. Notes, memoranda or copies may be made, but nothing may be removed from the file. The employee may attach a response to a given statement. A charge, in accordance with corporation policy, will be made for copies rendered.

## **RETIREMENT**

**PERF** Employees (excluding Paraprofessionals and Food Service workers of less than six (6) hours per day) are required to participate in the Indiana Public Employees Retirement Fund, and must abide by PERF rules and regulations regarding membership, etc.

A written intent to retire must be filed with the Assistant Superintendent 90 days prior to retirement (Must be filed on or before July 1 of the calendar year prior to retirement for School Service Providers, Instructional Technology Assistants). If an employee is forced to retire due to illness, accident, or other acceptable reason, the Assistant Superintendent may waive the time requirement.

Current early retirement eligibility for full PERF benefits is as follows:



Age 65 with 10 years of service  
Age 60 with 15 or more years of creditable service, or  
Age 55 with member's age plus years of creditable service being equal to 85 or more.

## **SUPPLEMENTARY BENEFITS & CALCULATION**

Supplementary benefits are available to the following classified personnel:

- All twelve month Secretaries and Custodial and Maintenance workers
- Nine month employees (excluding Paraprofessionals) hired prior to January 1, 2005

If both the following criteria are met:

An employee must have at least ten (10) years of full time employment (excluding substitutes) in the Lake Central School Corporation.

An employee's age and years of service with the Lake Central School Corporation total sixty-five (65).

Supplemental benefits shall be based on the employee's rate of wages in the last year before the employee's retirement.

Supplementary benefits for each category of employee are listed on the appropriate Information Sheet.

## **V. INSURANCE**

Insurance benefits for each category of employee are listed on the appropriate Information Sheet. If applicable, Life and Health insurance benefits will also be listed on the Information Sheet. If applicable to the classified employee category, amounts of employee contributions for single and family plans will be equivalent to the amounts negotiated by certified staff.

### **LIABILITY**

Employees are covered under the Lake Central School Corporation's umbrella liability insurance policy.

### **WORKERS' COMPENSATION**

The Board shall provide Workers' compensation insurance for all employees.



Procedures to be followed in case of an injury during the regular course of employment are posted in the employee's individual buildings.

Employees must report all job-related injuries to their supervisor immediately, even if medical treatment does not seem necessary at the time. Serious accidents should also be reported to the business office (365-8507) by telephone.

All classified employees are required to seek medical treatment from the preferred provider, **Working Well**, in Crown Point or Munster. If the injury occurs after-hours, the injured employee should seek emergency medical treatment at **Franciscan Health** in Crown Point or **Franciscan Health** in Dyer.

An employee accident report shall be completed and forwarded to the Lake Central School Corporation business office within 24 hours. If, after filing the initial accident report, additional information is received regarding treatment or lost time, the business office is to be notified.

Should an employee's on-the-job accident or injury not be reported as required, the employee may be considered to have waived this benefit.

All charges incurred for job-related injuries will be submitted to our Workers' Compensation Insurance carrier. ***Charges should not be claimed on an employee's medical insurance.***

For further information, clarification and understanding as to the employee's benefit, the employee should contact the business office.

## **VI. WORKPLACE CONCERNS**

An employee who has a perception of adverse working conditions of any nature should discuss that concern with his/her immediate supervisor in an effort to reach a mutual agreement regarding the appropriate response and remediation for such a condition.

## **VII. EFFECT OF THE HANDBOOK**

### **SEVERABILITY**

If any provision of the Handbook or any application of this Handbook to any employee is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions and applications of the Handbook shall continue in full force and effect.







**Lake Central School Corporation**

**Administrative Handbook**

**July 1, 2025 – June 30, 2026**



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**Please Note:**

Nothing in this handbook is intended to be understood as an employment contract between the Lake Central School Corporation and the employee. The information presented is intended to be a guide for administrators and is subject to change. All questions should be directed to the Assistant Superintendent.



## I. Administrative Salaries, Contracts and Calendar

Administrative salaries will be determined based upon the recommendations of the Superintendent and approval of the Board.

Twelve month administrative contracts for positions requiring certification begin on July 1 and continue through June 30.

Elementary Assistant Principals will hold a 195 day contract. They will work the same days as the teachers' contract (183 days). The remaining 12 days will be scheduled at the discretion of their principal.

Contracts for building level administrators entered on or after July 1, 2011 will specify the position as "administrator" to afford flexibility in assignment in limited mid-contract circumstances. Contracts for Central Office Educators with the exception of the Superintendent will be for two years unless limited to one year by School Board action.

The starting salary and benefits of newly hired administrators will be adjusted on par (timing and amounts), with adjustments approved for returning, eligible administrators.

## II. Payroll Deductions

Payroll deductions for administrators are limited to the following:

Federal Income Tax	Section 125 Dependent Care
Indiana Income Tax	Section 125 Unreimbursed Medical Expenses
Social Security Tax	Section 125 Unreimbursed Health Expenses
Term Life Insurance	Section 125 Unreimbursed Dental Expenses
LC Credit Union	Section 125 Unreimbursed Vision Expenses
Annuities	County Option Tax
United Way	IN. Family College Savings Plan
Dollars for Scholars	Public Employees Retirement Fund
Lake Central Education Foundation	Teacher Retirement Fund
Teachers' Credit Union	

Other deductions may be made as required by law or as mutually agreed to by the parties. Administrators may authorize deductions for tax sheltered annuities during open enrollment periods of the carrier companies involved.

## III. Tax Sheltered Annuity

The Board shall make available to all administrators of the Lake Central School Corporation a tax-sheltered annuity program. The carriers are as follows:

Ameriprise Financial  
Equitable  
Horace Mann  
Met Life/FASCORP  
Security Benefit  
Corebridge Financial

Individuals may make adjustments in their payroll deduction arrangements for each tax-sheltered annuity/annuities as permitted by the individual carriers.



#### **IV. Fringe Benefits**

##### **A. Health Insurance Plan**

Administrators hired after July 1, 2013, will be offered: a single or family membership at the current employee cost, (subject to change each January), in the Lake Central School Corporation's health plan.

Administrators hired on July 1, 2013 or prior will be given the choice of receiving: 1) a single or family membership at the current employee cost, (subject to change each January), in the Lake Central School Corporation's health plan or 2) \$10,000 deposited to the administrator's 401(a) plan account at the end of the contract year. Whenever option 2 is chosen, the administrator is responsible for securing his/her own health insurance through outside companies not associated with the Lake Central School Corporation. Once an employee chooses Option 1, they are eliminated from Option 2 for the remainder of their employment with Lake Central. Administrators are to notify the Assistant Superintendent in writing on or before June 30 of their annual election.

Administrators are reminded that they must enroll for Medicare coverage at their Social Security Office just prior to attaining sixty-five (65) years of age or social security age of eligibility (see Appendix A) in order to maintain optimum coverage under the school's plan.

##### **B. Term Life Insurance**

The Board shall provide, on a fully paid basis, term life insurance in the amount of \$100,000 for each administrator plus accidental dental death and dismemberment plan. Administrators are able to purchase an additional \$50,000 of term life insurance at a nominal amount.

For administrators still working between the age of sixty-five (65) and seventy (70), the amount of the Board provided policy shall be reduced in accordance with federal laws and regulations. Administrator's term insurance is reduced by 50% at age seventy (70) while the employee is still working.

Administrators retiring after the age of fifty-five (55) and before reaching the age of sixty-five (65) can continue their life insurance policy post retirement at their cost until age sixty-five (65).

##### **C. Disability Insurance**

The Board shall provide, on a fully paid basis, long-term disability insurance in the amount of 66 2/3% of the Administrator's monthly pay.

##### **D. Liability Insurance**

The Board shall provide, on a fully paid basis, liability insurance in the amount of five million dollars (\$5,000,000) to all of the Lake Central administrators in case of suit arising from or in the proper performance of their duties.

##### **E. Section 125 of the Internal Revenue Code**

The Board shall provide a Section 125 premium conversion and dependent care/medical expense benefit plan at no cost to the administrator.



**F. Teachers Retirement Fund**

The School Corporation will contribute the employee's 3% contribution to the Teachers Retirement Fund for all administrators' whose positions require certification.

**G. Public Employees Retirement Fund**

The School Corporation will contribute the employee's 3% contribution to the Public Employees Retirement Fund for all classified administrators.

**H. Annuity**

The School Corporation will contribute a percentage of each administrator's salary to a 401(a) account. The annuity company will be determined by the School Corporation.

Superintendent	11%
12-month Corporation Office Administrators, Corporation Athletic Director, Building Principals and Aquatics Director	8%
Director of Food Service, Director of Safety	5%
Assistant Principals, High School Head Custodian and Assistant Athletic Director	5%

**I. Early Retirement Incentive Supplement**

Any administrator who is fifty (50) years of age or over, with twenty (20) years of experience, ten (10) of which are at Lake Central School Corporation, may elect to retire from the Corporation, and shall receive a one-time supplemental retirement benefit of two-thousand dollars (\$2000), plus compensation for unused sick days based on the following:

**Plan 1:**

Administrators after ten (10) years of experience in Lake Central:

- 35% of the value of accumulated personal illness days

**Plan 2:**

Administrators after fifteen (15) years of experience in Lake Central:

- 40% of the value of accumulated personal illness days

**Plan 3:**

Administrators after twenty (20) years of experience in Lake Central:

- 45% of the value of accumulated personal illness days

**Plan 4:**

Administrators after twenty-five (25) years of experience in Lake Central:

- 50% of the value of accumulated personal illness days

**The value of personal illness days for administrators will be determined as follows:**

Full year administrators - Dividing their salary by 236 days, multiplied by the number of unused personal illness days, then multiplied by the percentage listed above based on years of experience in Lake Central.



#### Procedures

1. The administrator shall notify the Board of School Trustees in writing of his intent to retire from the Lake Central School Corporation on or before March 15th of the last year of employment, except in case of serious illness or disability.
2. In order to seek waiver of the notice requirements in the event of serious illness or disability, the administrator shall present to the Board a doctor's statement of disability or serious illness. The Board reserves the right to request a medical examination by Board appointed doctors.
3. In the event of the death of an administrator who has not yet retired and is fifty (50) years of age or over, with (20) years of experience ten (10) of which are at the Lake Central School Corporation, the designated beneficiary on the Indiana State Teachers' Retirement Fund shall have a survivor's rights. This provision only applies to the Early Retirement Incentive Supplement in this Section I. Should an administrator desire to designate a beneficiary other than the Indiana State Teachers' Retirement Fund beneficiary for this benefit, the administrator must provide written notification to the Superintendent by filling out the beneficiary form available in the Superintendent's office. In the event of an administrator's death, a copy of the death certificate is required prior to distribution of this benefit to the beneficiary.
4. The administrator must be in good standing as an employee of Lake Central School Corporation at the time such notice of retirement is submitted and as of the date of retirement.  
For purposes of the subsection 4, "good standing" means the administrator a) has not been notified of an active investigation of the administrator's conduct or substandard performance, b) is not on an administrative leave for consideration of disciplinary action, including contract cancellation, or c) is not under notice of recommendation of contract cancellation.  
The Superintendent may at his/her discretion, upon good and sufficient reason and in the best interest of Lake Central School Corporation waive the good standing requirement.

#### Method of Payment

1. The early retirement incentive supplement benefits shall be paid in the administrator's last year to a 401(a) plan account.
2. Should financial conditions make it necessary to extend payment of the above benefits, the School Corporation shall enter a consultative contract with a salary of one dollar (\$1) for one (1) year beyond retirement.
  - a. The balance of the Early Retirement Incentive Supplement Benefits shall be paid no later than January 31<sup>st</sup> of the following year.

#### **J. Early Retirement Insurance**

Administrators who are fifty-five (55) years of age or over, with twenty (20) years of total teaching experience, will be eligible for the following early retirement benefit.

Immediately following retirement, the administrator shall have the option of remaining in the Corporation's current hospital/major medical insurance program, hereinafter referred to as group health plan, if all of the following conditions are met as of the date of retirement and thereafter:

- a. while the retired administrator is enrolled in the group health plan, the retired administrator shall pay the entire insurance premium application to the insurance coverage, with the annual payments to be made on or before September 1<sup>st</sup> for the succeeding year or make arrangements for payments of the premium in advance on a monthly basis and
- b. within ninety (90) days of the retirement date, the administrator has provided a written request to the School Corporation for participation in the group health plan.



When a retired administrator first becomes eligible for Medicare, the administrator's eligibility to continue to participate in the School Corporation's group health plan under this Section K shall terminate. The administrator's spouse and dependents, if any, will be allowed to continue participation for 36 months as required by COBRA, or until eligible for Medicare, whichever occurs first. It is acknowledged that the parties intend these provisions to comply with applicable federal and state laws that establish an eligible teacher's right to continue health insurance for the teacher and spouse, including if otherwise applicable, Indiana Code 5-10-8-2-6. Therefore, this right to extended overage shall not override any rights to continuing health care coverage.

**K. Voluntary Employer Benefit Account**

The School Corporation will make an ongoing contribution of \$2,000.00 to the administrator's VEBA for each administrator in July following the administrator's completion of the prior school year as an active employee.

**L. Workers' Compensation Insurance**

In case of any accident or injury arising out of and in the course and scope of employment, the involved administrator should inform the Superintendent or the Superintendent's designee of the accident or injury on the day of the occurrence. A Workers' Compensation First Report of Injury should be filled out by the injured administrator and forwarded to his/her supervisor and then to the payroll department within twenty-four (24) hours of the accident. Any benefit will be paid by the Workers' Compensation Carrier at the state rate of up to 66 2/3% of the administrator's monthly salary.

**M. Professional Dues**

Administrators are encouraged to have memberships in professional organizations. The Board has allocated \$200.00 yearly for each administrator to encourage membership in national, state and local organizations that have been approved by the Superintendent. For each administrator, the Board will pay the full annual membership fee toward membership in one of the following professional organizations: IASP, IAPSS, IASBO.

**N. Participation in Community Service Organizations**

Programs and initiatives of community service organizations have proven to enhance the quality of life for all citizens. Participation in community activities by school leaders can serve as strong evidence of the commitment of the school district to work together with leaders from other sectors of the community to achieve common goals. For this reason, and in order to improve the lines of communication between school and community leaders, the superintendent will assign central office administrators to participate in community organizations. Related membership fees will be paid by the school corporation upon approval by the Board. When called upon to participate in community service organizations, the Board shall pay the total amount of the annual membership dues.

In accordance with IC 20-43-10-3.5 qualified teachers receive Teacher Appreciation Grants if they are rate Highly Effective or Effective. LCSC will distribute similar bonuses to those administrators who are not included in the grant and have received Highly Effective or Effective on their RISE evaluation.



## **V. Leave Days**

In all cases, when an administrator uses a personal illness, family illness, personal business, bereavement or vacation day, the administrator should complete the Administrator/Instructional Coach Benefit Day Google Form.

### **A. Personal Illness Sick Days**

Annual personal illness sick days are granted to administrators as follows:

11 personal illness sick days

For new administrators, Lake Central will transfer personal illness sick days from their previous school district(s). Sick days may be used for personal or family illness.

### **B. Family Illness Days FMLA**

- ~~1. Administrators are entitled to apply eleven (11) of their personal illness days annually to family illness.~~
- ~~2. Administrators may also be eligible for up to twelve (12) weeks of unpaid leave for family illness under the Family and Medical Leave Act (see applicable Board Policy).~~

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

1. Twelve workweeks of leave in a 12-month period for:
  - a. The birth of a child and to care for the newborn child within one year of birth.
  - b. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
  - c. To care for the employee's spouse, child, or parent who has a serious health condition.
  - d. A serious health condition that makes the employee unable to perform the essential functions of his or her job.

#### **Examples of Lake Central benefits through FMLA**

1. For family illness that qualifies for FMLA, the administrator shall be permitted to use up to 15 sick days with their family member in any given school year.
2. If after the birth of a child, the birth mother experienced additional health complications that made the employee unable to return to work, she would submit the appropriate documentation from the medical professional. Upon approval she would have the ability to go unpaid or use her available balance of sick days as paid days.
3. If an employee experiences a qualifying event under FMLA, once the documents are submitted and approved, if the qualifying event is for the covered employee, the individual could choose to go unpaid or use their available balance of sick days as paid days.

### **C. Personal Business Days**

All administrators will be allowed up to four (4) days of absence per year (July 1 – June 30) for personal business with no loss of pay. Application for personal business leave shall be made at least twenty-four (24) hours before taking such leave (except in the case of emergencies) to immediate supervisor or Assistant Superintendent, and in the case of the Superintendent, to the Board President. The administrator will not be required to state the reason for taking such leave. Personal business leave days should not be used for the purpose of extending vacations. Any unused personal business days will be transferred to accumulated sick leave.

### **D. Bereavement Days**

In case of death in the immediate family, an administrator shall be entitled to be absent from work without loss of compensation for a period extending up to five (5) workdays related to the death/funeral services. Immediate family members shall be interpreted as husband, wife, child, sister, brother, mother, father, mother-



in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, step-child, or any other member of the family living in the same household no matter what degree of relationship. The Administrator shall complete the Administrative/Instructional Coach Benefit form indicating the specific funeral/memorial arrangements. Administrators may request to use family illness, personal business, or accumulated personal illness days as bereavement days for other persons not considered immediate family.

**E. Vacation Days**

Twelve month administrators are granted twenty-five (25) paid vacation days per year plus the following paid holidays:

Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth, and July 4.

Full week vacations when school is in session must be approved by the Assistant Superintendent.

Vacation days must be used prior to June 30<sup>th</sup> each year. Administrators unable to use all of their vacation days within the year may request to carry over those vacation days to the first day of the next school year. If days are not used by that date, they will be eliminated.

All vacation days must be submitted in the Google document provided in June of each year.

**F. Professional Leave Days**

All administrators must request in writing from the Board/Superintendent permission to receive professional leave days. The administrator may request reimbursement for travel, food (limited by Board Policy) lodging and registration fees. Any overnight professional leave must be approved by the School Board.

**G. Requests for/Notice of Use of Leave Days**

Requests for approval of use of applicable benefit days and notice of use of personal illness, family illness and bereavement days must be given to the Administrator's immediate supervisor and Assistant Superintendent and in the case of the Superintendent, to the Board President in advance. For all other benefit days, requests for approval in advance of use must be submitted to the Assistant Superintendent with sufficient lead time for consideration, scheduling and approval. In addition, administrators shall notify their secretary or applicable support personnel on or prior to the day of any absence, and the payroll department within the applicable payroll period of the use of all benefit days.

**H. Prorated Contract**

Administrators whose employment begins after July 1<sup>st</sup>, will receive salary and benefits on a pro-rated basis based on employment date.

**VI. Long-Term Leaves**

**A. General Leave Provisions**

The Superintendent may at her/his discretion, upon the presentation of good and sufficient reason, recommend a leave of absence for any administrator.

All requests for long-term leaves and extensions of such leaves will be made to the Superintendent in writing as soon as possible and disposition shall be made in writing. Any request for leave by the Superintendent must be made directly to the Board.



An administrator on leave should inform the Superintendent in writing not later than March of the year on leave of his/her intent to return for the following school year. If the administrator on leave fails to notify the Superintendent by March 1, the Board shall by registered or certified mail, request of the administrator that such notice is given. If the Board's letter is returned marked "no forwarding address" or if the administrator fails to give such notice by April 1, the administrator shall be considered to have resigned and the position shall be deemed as open.

Upon return from a leave, an administrator will be assigned to the same position if available, or, if not, to a substantially equivalent position provided he/she is not affected by a Reduction in Force.

Administrators may continue their insurance coverage while on leave of absence by informing the insurance department in writing, of their desire to do so and by forwarding the premiums for such insurance to the insurance department. All benefits to which an administrator was entitled at the time a leave of absence commenced, including unused sick leave, will be restored upon their return.

**B. Personal Illness**

Requests processed pursuant to Family Medical Leave Act (see applicable Board Policy).

**C. Graduate Studies**

Administrators may be granted a leave of absence without pay to pursue graduate and or post graduate studies. Application should be made in writing to the Superintendent who shall make a recommendation to the Board for action.

**D. Military Leave**

Military leave will be granted to any administrator who is inducted or enlists in any branch of the armed forces of the United States. Upon return from such leave, an administrator will be placed on the salary schedule at the level which he/she would have achieved had he/she remained actively employed in the system during the period of his/her absence up to a maximum of four (4) years. The administrator shall have up to sixty (60) days after release from active duty and otherwise consistent with the Uniform Services Employment and Reemployment Act (USERA) to notify the Board of his/her intention to return to the system (see applicable Board Policy).

## **VII. ATTENDANCE PROCEDURES FOR ADMINISTRATORS**

Administrators set the example for the rest of the staff and the students in the Lake Central Schools. The effective administrator practices regular attendance, promptness, and always keeps his secretary informed of his whereabouts. The secretary, in turn, informs the administrator's supervisor when the administrator's absence from the building or place of responsibility will be prolonged.

Administrators of the Lake Central School Corporation are expected to be on duty as necessary for the position.

By **7:00 a.m.** each morning, administrators who are to be absent or tardy for any reason shall notify via email their immediate supervisor of the length of the absence. The Administrator shall also complete the Administrative/Instructional Coach Benefit form on their absence. Long-term absences or pre-arranged absences can be reported in advance.

Principals shall verify the appropriateness of the absence of the assistant principal.



The Superintendent or designee shall verify the appropriateness of the absence of all other administrators. The Superintendent's absence shall be reported to the Board President and the Superintendent's secretary.

Personal Business and Professional Leave days shall be arranged 48 hours in advance, if possible, except in the case of an emergency. In case of an emergency, the Superintendent or Board President, as applicable, shall verify the appropriateness of the absence.

Vacation days must be shared in advance if seeking approval for days when school is in session. All requests should be submitted via the Google document referenced earlier in this Handbook as well as an email to the appropriate central office director.

In school buildings which have more than one administrator assigned, absence of an administrator for School Business shall be limited to one administrator, unless the Superintendent approves multiple absences.

Any questions regarding attendance which are not answered in this administrative regulation should be discussed with the immediate supervisor before the administrator concerned takes what he/she feels to be the appropriate action.

### **VIII. WORK DAY FOR ADMINISTRATORS**

It is recognized that, in some schools, it is not always possible for principals to enjoy adequate free time for lunch. Lunch must be planned with the contingency in mind that building administrators must be available to handle telephone calls, visits from parents, and discipline problems during the lunch periods.

It is expected that all elementary school offices will be open to greet visitors until 3:30 p.m. and telephones will be answered by a staff member. All middle school offices should remain open to greet visitors until 4:00 p.m. and telephones will be answered by a staff member. Lake Central High School should remain open to greet visitors and telephones shall be answered by a staff member until 3:00 p.m. It is the expectation that an Administrator be present in the building until the bus routes for that building have been completed. Principals have the authority to stagger the hours of administrators or secretaries to assure that the offices can be manned during this period.

### **IX. ALLOCATION OF SCHOOL FUNDS**

Clothing and/or spirit wear should not be purchased with corporation dollars.

Should you have any questions regarding allocation or expenditures of school funds, please contact the Director of Business Services for guidance.

### **X. ETHICS IN BUSINESS**

Any member of the staff who participates in formulation of recommendations regarding the use of an outside organization or business by the Lake Central School Corporation shall indicate any economic interest by the staff member or spouse in that organization or business to the superintendent of schools or, in the case of the Superintendent, to the Board President, prior to the time the Board considers accepting services, materials, or other assistance from said organization or business.

There should be no activity carried on by any person employed by the school corporation that could legitimately be interpreted as for the personal benefit or convenience of that person. This applies to use of staff, equipment, and all other phases of work which are vulnerable to suspicion by other employees and the general public.



## XI. HARASSMENT

### **GENERAL POLICY STATEMENT**

It is the policy of Lake Central School Corporation to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring on school property or at another location if such conduct occurs during an activity sponsored by the School Board as early as possible to rectify any real or potential problems.

Harassment based on sex, race, color, national origin, religion, disability, genetic information, or any other unlawful basis is prohibited (Policy # 3362).

The following is also prohibited:

- Retaliating against a person who has made a report or filed a complaint alleging harassment or who has participated as a witness in a harassment investigation.
- Filing a malicious or knowingly false report or complaint of harassment.
- Disregarding, failing to investigate adequately, or delaying investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

**Sexual Harassment.** Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. For purposes of this policy, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal (spoken, written, electronic or any other form of communication) or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term of condition of an individual's employment;
- Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of interfering with the individual's work or of creating an intimidating, hostile, or offensive working environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations. Physical assault.
- Threats or insinuations that a person's employment, wages, promotion, assignment, or other conditions of employment may be adversely affected by not submitting to sexual advances.
- Unwelcome verbal (spoken, written, electronic or any other form of communication) expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, emails, texts or other forms of communication.



- Sexually suggestive objects, pictures, videos, audio recordings or literature, in any medium, placed in the work environment, which may embarrass or offend individuals.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- Consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.
- Inappropriate boundary invasions by an employee or other adult member of the School Corporation community into a student's personal space and personal life.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, or persistent such that it adversely affects an individual's employment or such that it creates a hostile or abusive employment environment.

**Sexual conduct/relationships with students by any School Corporation employee or any other adult member of the School Corporation community are prohibited.** Any employee accused of sexual relations with a student may be placed on leave with or without pay until school administrative proceedings are completed. Any employee who engages in certain sexual conduct with a student may be disciplined up to and including termination and a referral to law enforcement or Child Protective Services will be made. Proven sexual relationships with a student regardless of the age of the student will result in initiation of the termination process for the employee.

**Race/Color Harassment.** Prohibited racial harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

**Religious (Creed) Harassment.** Prohibited religious harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**National Origin Harassment.** Prohibited national origin harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is



directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

**Disability Harassment.** Prohibited disability harassment occurs when unwelcome physical, verbal (spoken, written, electronic or any other form of communication), or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work performance or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

## REPORTS AND COMPLAINTS OF HARASSING CONDUCT

Members of the School Corporation community and third parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other School Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

If you believe you have been subjected to or have experienced conduct of this sort, or if you have observed another employee experience this sort of conduct, you are encouraged to report it immediately to your supervisor, an administrator with whom you are comfortable or the School Corporation's Assistant Superintendent at (219) 365-8507. **If you directly observe or receive information regarding unlawful harassment of a student, you must report such observations to the Assistant Superintendent immediately.**

Complaints/report made to supervisors and administrators other than the Assistant Superintendent will be immediately reported to the Assistant Superintendent, except that in the event the complaint/report involves the Assistant Superintendent, they shall be forwarded to the Superintendent. Oral complaints or reports will be reduced to writing and the complainant/reporting individual will be asked to verify the accuracy by signing the document.

Individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available. Initiating a complaint/report, whether formally or informally, will not adversely affect your employment.

After a complaint/report is filed, the Assistant Superintendent or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

## DISCIPLINE

An employee who knowingly makes a false report of such conduct is subject to discipline up to and including discharge. Any employee who retaliates against a member of the school community who has made a good faith report of such conduct or against a member of the school community who participated in the investigation of such conduct is subject to discipline up to and including discharge. An employee found in violation of this policy is subject to discipline up to and including discharge.

## PRIVACY/CONFIDENTIALITY



The privacy of the complainant, those who file a report, the individual(s) against whom the complaint is filed, and the witnesses will be respected as much as possible, consistent with the School Corporation's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this process shall be maintained as confidential to the extent permitted by law.

## **DEFINITIONS**

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

## **XII. Workplace Confidentiality**

The Lake Central school corporation recognizes its responsibility in regard to the collection, management, use and disclosure of personal information. The Corporation respects the individual's right to privacy and undertakes to keep personal and sensitive information in confidence. No staff member may use or disclose any personal or sensitive information to a third party without specific authority unless use or disclosure is in the normal course of business or there is a legal or professional duty to disclose the information. Personal or sensitive information may be in either hard copy or electronic form.

Personal information is defined as information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be ascertained, from the information or opinion.

Sensitive information is defined as personal information about an individual's racial or ethnic origin, political opinion, membership of a political association, religious beliefs or affiliations, health status (either physical or emotional), disability, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual orientation, or criminal record.

Personal and sensitive information is only collected where it is necessary for normal Human Resources functions. The information is usually obtained from the individual concerned. Staff members should be advised whenever information is being collected, whether the collection of such information is compulsory, and what other parties will have access to the information.

All collected personal and sensitive information must be accurate, relevant, up-to-date, complete and not misleading. The Corporation takes all reasonable steps to protect such records from misuse, loss, unauthorized access, modification or disclosure. Staff members have the right of access to their personal information and the opportunity to correct information when necessary.

Protection of confidentiality includes ensuring that files and work areas are organized so that information is not inadvertently disclosed. Only authorized staff may access information that is required for legitimate work purposes.

## **Confidentiality of Student Information**



Student records are maintained in accordance with School Board Policy and State/Federal laws and regulations. All information in student records must be factual, verifiable and of a constructive nature. The Corporation collects, maintain and uses only information necessary for legally mandated functions. Student records may be any information or data recorded in any medium, including but not limited to: hard copy, audio/video or electronic/digital formats. Confidentiality of student information may be of concern when dealing with student records or as a result of communication with a student, or with another person regarding a student.

The school Principal is responsible for the implementation of the Corporation's policies and procedures regarding student confidentiality, including informing all personnel who collect, maintain, use or otherwise have access to student records and other information of the policies and procedures on confidentiality. Staff members may not permit inspection or review of a student's educational records, disclose any information, or provide copies of educational records to any third party without direct authorization of the Principal or an appropriate Central Office Administrator, unless there is a compelling need involving the immediate health, safety, or welfare of the student or others.







# HANDBOOK

For

## FOOD SERVICE EMPLOYEES



LAKE CENTRAL SCHOOL CORPORATION

**July 1, 2025**



# LAKE CENTRAL SCHOOL CORPORATION FOOD SERVICE DEPARTMENT

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**LAKE CENTRAL SCHOOL CORPORATION**

**FOOD SERVICE DEPARTMENT WELCOME LETTER**

***Dear Lake Central Employee,***

*Welcome to the Lake Central Food Service Department! We, as a TEAM, prepare and serve food in an environment that is safe, clean and attractive for the almost nine thousand students within our corporation buildings.*

*We have prepared this manual to help you understand the policies, procedures and expectations of the Lake Central Food Service Department. The information in this manual is in addition to the contents of the **Handbook for Classified Employees**.*

*Your training and experience prepares you to do your job professionally, but should you have a question or concern that is not addressed in this manual, please contact me.*

***Have a great year!***

***DeAnn Alleva***  
***Director of Food Service***



## **WORKING CONDITIONS**

### **Handbook(s)**

All employees of the Food Service (FS) Department should be familiar with and have access through the Intranet to this handbook as well as the handbook titled, "Handbook for Classified Employees" which also contains relevant information to your employment with the Lake Central School Corporation.

### **Responsibilities and Duties**

The employee shall be responsible to the immediate supervisor and through the supervisor to the Director of Food Service. The Director of Food Service will direct any concerns to the building Principal and/or the Director of Human Resources.

The responsibilities and duties of all food service employees shall be defined by job descriptions.

Job descriptions will be continually reviewed and updated.

### **Work Day**

The employee shall work between three (3) and eight (8) hours per day. The managers shall set individual hours within the above range with the approval of the Director of Food Service.

### **Breaks**

Food Service Employees working between 6 and 8 hours will be given a 30 minute paid break or two 15 minute paid breaks. The timing of the break/s will be determined by the Cafeteria Manager and may vary depending on the needs of the department.

### **Work Year**

Office staff and managers shall be available to work as required from two weeks prior to the first student day through two weeks after the last student day of the school year.

The employee may be asked to work five days prior to the first student day and five days after the last student day.



**Extra Food Service Work Opportunities**

The Food Service Department provides catering services. All employees including managers that are asked to work these events on Saturday and/or Sunday will be paid at the current rate listed on the current Food Service Information Sheet. All time worked for an event will be put on time sheets. If employees were to qualify for overtime, these hours would need to be approved by the Director of Food Service prior to the event. Special training will be required to work these events. Employees will be asked to work based on the Operational/Catering Manager's needs.

**Transfer due to Vacancy**

Job postings for the department may cause an employee to either be voluntarily or involuntarily transferred to a different school. Employees who wish to transfer to a position that is posted should submit in writing to the Director of Food Service their desire for the position.

**Temporary Fill-In Positions**

The Director of Food Services or his/her designee may temporarily assign an employee to a different job classification. This provision is to cover for a long term approved leave and can only be assigned by the Director of Food Service or his/her designee. A staff recommendation must be completed and sent to the Director of Human Resources who will seek board approval. The employee shall be compensated at a rate based on the experience and expectations. This rate of pay will be determined by the Director and approved by the Director of Human Resources.



## Food Service Regulations

1. Food Service (FS) employees are required to pay for all food items they consume unless involved in a taste testing conducted by managers. The Cafeteria Manager will enter all FS staff purchases and deposits in the POS. Personal drinks will be kept in assigned areas only.
2. No meal privileges will be extended to LCSC employees unless approved by the Director of Food Service.
3. No employee may leave the work station without approval of the manager.
4. All equipment, material, supplies, products must be properly maintained according to directions.
5. Employees may not use equipment or supplies without the approval of managers.
6. All employees will cooperate by assisting others when help is needed. Never say, "it's not my job".
7. Telephone/cell phones may only be used in emergency situations and for 2-step verification.
8. Smoking/Vaping is prohibited in the school buildings and grounds.
9. Every employee must make efficient use of time and conserve materials to prevent waste of any kind.
10. Employees will be expected to work in any capacity which may be needed to protect program integrity. This may include working at a different school.
11. Complaints, questions and differences, etc should only be discussed with the manager in private.
12. Suggestions from employees are encouraged for evaluation and possible implementation.
13. Employees must not serve anything that would not personally be consumed.
14. Employees must follow work and time schedules and must perform task as instructed. If no instruction has been given, it is the responsibility of the employee to ask the manager.
15. Service area should be observed from the customer side. Areas should be neat, clean and attractive. Customers "eat with their eyes".
16. Clean as you go.
17. If applicable, breaks may only be taken at the designated time and place.
18. Any health, safety, sanitation or maintenance problems must be reported to managers.
19. All health, safety, sanitation and operational regulations as set forth by management must be followed.
20. Employee must refrain from discussing outside personal matters during your shift. Gossip is not tolerated.
21. Employees may not have access to buildings without authorization.
22. Employees may not jeopardize the health, safety or welfare of fellow employees, customers or visitors at any time.
23. Employees may not engage in, or be part of stealing, sabotage, careless use or deliberate destruction of property, equipment, material, supplies or products.
24. Loafing on the job or horseplay is not allowed.
25. Cashiers may not give students, staff or visitors any money of their own or make change. Direct family purchases and deposits to be entered in POS, must be made by other FS employee.
26. It is the manager's responsibility to ensure food safety for all customers, including dealing with recalled products in a safe, prompt manner. Managers shall appoint and review this SOP with designee to follow this procedure in the manager's absence.
27. Employees will work with other departments creating a TEAM effort to service the Lake Central School Corporation. All FS employees are expected to treat other staff, students, teachers, and administration with courtesy and respect.
28. Café Substitutes will receive their daily task assignment from the Cafeteria Manager only.
29. All permanent FS employees will receive an employee badge. All Badges need to be visible while entering, exiting, or walking through building. Keep the badge on your person at all times. Badges must be turned in at the end of employment to Director of Food Service.
30. No gum or candy in mouth at any time during work shift.



## **Safety**

It is your responsibility to perform your job without the possibility of being the victim of an accident. You should do all you can in your power to reduce the risk of an accident to yourself and/or your co-workers. Accidents cause pain and suffering, anxiety from co-workers, cause mental anguish, decreased production, lost time from work, increased insurance cost and multitude of other associated problems. Accidents for the most part can be avoided by taking action against conditions as they are seen.

Each Manager will receive building/kitchen keys at the start of the new school year. They must be returned to the Director at the end of the school year.

## **Vehicle Usage**

All drivers of food service vehicles who make deliveries to schools will practice the same idling policy the bus drivers have in effect. This policy states that all delivery vehicles shall turn off the engines while delivering to school buildings. Follow all traffic rules when on the road.

Food service vehicles are not allowed to be taken home or for personal use. As stated in the "Guide to Indiana Worker's Compensation" if an employee deviates from work activities and an injury occurs, the injury may not be considered to arise in the course of employment. If the employee deviates from a route for personal reasons, even if the employee is on company time, or in a company vehicle, the employee may be considered outside the course of employment.

Vehicles that require a CDL will only be driven by employees that have a current CDL.

Drivers of vehicles will wear the same uniform as all Food Service employees.

In case of a breakdown call Grimmer Middle School cafeteria (219/865-4416). If you are in need of first aid call the police.

In case of an accident, please call the appropriate police department listed below.

St John Police	365-8611
Dyer Police	865-1163
Schererville Police	322-2121

Any accident requires a police report regardless of the severity of the incident.

Be aware of State requirements for placing reflectors.

You MUST complete a report of any accident even if no damage is done.

Report to the Director of Food Service any problems or maintenance issues you have with the vehicle.

Food Service Drivers will be trained and in-serviced by a designated FS office employee.



## Computer Usage

Lake Central Food Service computers/POS units are set up with security features to protect both users and student/staff data. These features include password protected user e-mail accounts, staff and student POS accounts as well as corporation protection against viruses, spy ware and internet filtering software. All work, authorized or not, is binding back to the individual who has been assigned the account. All FS employees are responsible for taking appropriate steps to select, secure, and maintain their network and application passwords. Employees may access pay information on the Doculivity web based program from home or school.

Any document containing student/staff name, id number or any other identifying information shall be treated as confidential and kept in a secure (locked) area. When no longer needed, these documents should always be shredded. No exceptions.

Computers are not to be used for personal use. The only websites you are allowed to visit are those pertaining to **FOOD** and **KITCHEN EQUIPMENT**. Social media and surfing the web is not permitted. No chain letters. No emails that contain personal information. All emails must contain information related to the Food Service Department.

Only trained personnel are allowed to use food service computers.

Failure to comply with this policy and/or corresponding regulations may result in appropriate disciplinary action. There are no exceptions to this policy.

## Revenue Accountability

It is the manager's responsibility to ensure revenue is handled in a manner that minimizes risk, and provides sufficient paper audit.

### Procedures:

1. The Manager will have a FS employee (Secondary) or a School Bookkeeper (Elementary) as a second counter of deposits daily. The second counter needs to initial the Cashier Voucher daily. The POS Deposit report must match the bank deposit. All discrepancies need to be resolved and documented by the manager and FS Office.
2. Rotating of serving and cashiering positions will take place at all schools. Managers will assign rotations.
3. No purchases at local markets or cash and carry stores are permitted without the Director of Food Service's authorization. When a special purchase is necessary, purchased items should be verified by the Director of Food Service, receipt initialed by manager, and emergency purchase log completed by FS Operations staff. When personal funds are used to make approved necessary purchases, manager should verify items, comparing item description, quantities and price, sign off and send detailed receipt to FS Admin Assistant for reimbursement. Personal fund purchases cannot be made without the Director of Food Services approval, and will only occur in emergencies. A credit card statement is not sufficient documentation for reimbursement.



**Kitchen Phone Numbers**

Lake Central High School	365-8551	Ex.2053
Grimmer Middle School	865-6985	Ex.6321
Kahler Middle School	865-3535	Ex.4309
Clark Middle School	365-9203	Ex.7315
Bibich Elementary School	322-1185	Ex.5348
Homan Elementary School	322-4451	Ex.5254
Kolling Elementary School	365-8577	Ex.5545
Peifer Elementary School	322-5335	Ex.5426
Protsman Elementary School	322-2040	Ex.3007
Watson Elementary School	322-1365	Ex.5635



## **PERSONNEL INFORMATION**

### **Reporting Absence**

An employee who is ill and cannot report for work must give reasonable notice to his immediate supervisor. Reporting an absence requires at least one-hour notice before the scheduled start time. If one-hour notice is not given, the day will be coded as not approved and unpaid. Employees may not come to work if they have a fever, diarrhea, or vomiting. Employees must be free of symptoms, without the use of medication, for 24 hours before returning to work. Managers must send employees home if they have symptoms of being ill. Any employee who is absent five (5) consecutive workdays must provide a doctor's statement prior to returning to work.

Food Service employees are expected to work on days LCSC students are in buildings. Employees using unpaid, unapproved days may be moved to substitute status at the discretion of the Director of Food Service.

In the absence of a manager, the designated fill in will need access to the office, keys, computer, email and anything else deemed necessary to operate efficiently during the absence. All relevant information should be provided by the manager.

Call off procedures will follow the Classified Handbook.

### **Time Sheet/Payroll Procedure**

Time sheets are to be filled in daily by all employees in Food Service including substitutes. Employees are to sign in when they report to work (including catering) and sign out when they finish work. Employees are not to sign in/out at a later date or time. No one other than the employee may complete their payroll sheet. Managers may ask employees to stay longer than their approved hours for various department reasons and are to note the reason on the employee's timesheet. The time an employee is working must always match their time sheet/payroll. Coming in early or staying late, off the clock, is not allowed. Employees are to sign their time sheets at the end of the pay period. The Cafeteria Manager totals and signs all payroll sheets on the last day of the pay period. Both the employee and the Cafeteria Manager are verifying the hours worked were recorded correctly, signed in/out correctly, and total hours are correct. The Cafeteria Manager will scan or fax timesheets one(1) time (usually on Monday after the first week) during the payroll period to the Administrative Assistant and Director of Food Service and then again on the last day of payroll. Original timesheets are to be sent in the interoffice mail to the Administrative Assistant immediately at the end of the payroll period. NO changes are allowed after submitting payroll to the FS Office on the last day of the pay period.



The Food Service Program will be evaluated by the Director of Food Service throughout the year to determine the hours and positions needed in each operation. Adjustments to positions and hours may be made at any time throughout the school year.

All employees must participate in direct deposit with the corporation.

## Dress Code

1. **Blue colored polo shirts** are to be worn on Monday and Thursday. **LCSC Spirit t-shirts** with sleeves may be worn on Fridays. Managers may ask employees to wear coordinated colored shirts and/or spirit wear on Tuesday and Wednesday, but you are not obligated to coordinate clothing. If not wearing the coordinated shirt or spirit wear, then the Blue Polo is to be worn. All permanent FS employees are provided two blue polo shirts at the start of their employment. A plain, fitted, long sleeve cotton shirt may be worn under shirts. Work clothing needs to be washed daily.
2. We require ankle to full length **black trousers** as well as **black athletic-type non-slip shoes**. No Lycra leggings, jeggings or jeans are permitted. Food Service employees cannot wear jeans at any time including Fridays.
3. **Hair nets** must be worn at all times and are provided at each school. This would include if you are cashiering or working in the dining room away from food. Visors may be provided but you must also wear a hair net with your visor. Nets must cover all your hair.
4. **Black aprons** are provided at each school and are to be worn when working with food. All aprons are to stay at school at all times and be washed at school. Remove aprons when leaving kitchen or serving areas. Aprons should not be worn in public, to the office, down the hallway, during fire drills, at the dumpster, or in the bathroom. If you spill something on your apron, replace it. Do not serve with a dirty apron. Managers may offer plastic aprons to use near water or when dealing with messy preparation.
5. **Jewelry:** 1 ring, 1 watch and post earrings only, 2 per ear. No long earrings are allowed.
6. **Make up** must be conservative. No false eyelashes allowed at any time.
7. **Perfume** must be conservative.
8. **Food Service employees must bathe daily and be well groomed. Hands and fingernails must be immaculate. No nail polish, artificial nails or coating of any type.**
9. If you wear a jacket over your uniform, a fitted, school spirit jacket is preferred. No fuzzy sweaters or heavy outerwear is allowed. All clothing must be free of cat, dog and human hair. An apron must be worn over your jacket when working with food.



## **Personal Hygiene Regulations**

1. Only Food Service workers are allowed in the preparation areas.
2. No eating or drinking in the food preparation area or in the service area.
3. No smoking/vaping on school property. Wash hands immediately upon arrival to work.
4. Hands must be washed before handling food and after washroom visits. Also, wash hands after touching hair and/or hairnet, sneezing, coughing, smoking, handling garbage, money, shoes, phone and clothing.
5. Employees who have infectious cuts or visible open wounds may not work with food. Cover arms with plain long sleeve shirt to cover any visible rashes or wounds.
6. Keep hands out of food. Wear plastic gloves when coming in direct contact with food. Pick up dishes and plates by rim and plastic ware by handles.
7. Keep hands away from mouth, face, ears, nose and hair.
8. Do not cough, yell, sing, or sneeze over food preparation areas or food.
9. Use a tasting spoon for tasting foods. Use neither food preparation utensils nor your fingers for tasting.
10. Do not place hand towels over the shoulder or use to wipe your face. Do not use a cleaning towel for any other purpose. Used cleaning towels should be replaced as needed.

**IF AN EMPLOYEE IS NOT IN PROPER UNIFORM OR IS NOT FOLLOWING HYGIENE REGULATIONS, MANAGERS WILL SEND THE EMPLOYEE HOME.**

## **EDUCATIONAL GROWTH**

### **ServSafe Certification**

The following Food Service positions are required to be ServSafe Certified through the National Restaurant Association – Director, Cafeteria Managers, Product Supervisor, Product Specialists and Product Assistants, and Office Staff as determined by Director of Food Service. Certifications are valid for 5 years. Food Service will pay for a class and one test every 5 years. If the employee fails the test, they may try to pass up to three times. The second and third test will be at their own expense. If the test is passed they will be reimbursed by the Food Service Department. If the employee is unable to pass certification they will need to apply for an open FS position that does not require the certification. Employees will be paid for one class and test time at their regular hourly rate.

### **In-Services and Training**

Throughout the year it will be necessary to conduct various in-service and training. All in-services/training scheduled by the Director of Food Service are mandatory and will be paid time. These in-services/training are part of the USDA Educational Professional Standards. All training/in-services conducted will help us to do our jobs more safely and efficiently. Cafeteria Managers will work with the



Director of Food Service to develop in-services and/or training that will improve the program each year. All training/in-services will be monitored, making sure we meet and or exceed the Educational Professional Standards requirements.

## **STUDENT INTERACTION**

### **Cafeteria Rules**

All school cafeteria rules shall be the responsibility of the Principals. Employee questions in this area should be directed to the Cafeteria Manager. Students that violate these rules in the lunchroom will be handled by the Paraprofessionals / Building Administrators. Food Service employees will not discipline students, but may need to report any student violating rules to their Cafeteria Manager. Cafeteria Managers will meet with their Principal to discuss student behavior in the lunchroom. The Director of Food Service will be involved as needed. At no time should FS employees break up fights or touch students to move them.

### **Dealing with Special Dietary Needs**

Special precautions must be observed when students have been diagnosed with a special dietary need. The student's Food Service account will be flagged with the special dietary need. The School Nurse will be provided with all nutritional information. All communication must be discussed in a confidential manner.

### **Choking and Emergency Situations**

FS Employees will annually participate in in-services related to emergencies.



## EMPLOYEE ACKNOWLEDGMENT FORM

The Handbook for Food Service Employees describes important information about the Lake Central Food Service Department, and I understand that I should consult my Director regarding any questions that may arise. I have entered into my employee relationship with the Corporation voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the Corporation can terminate the relationship at will, with or without cause at anytime.

Since the information and guidelines described in the Handbook are necessary, I acknowledge these guidelines. I also acknowledge that revisions to the Handbook may occur.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_

Cc: Employee file



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

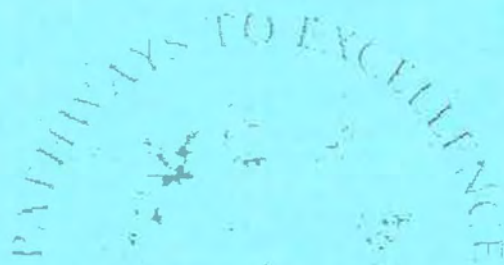






**LAKE CENTRAL SCHOOL CORPORATION**

**CUSTODIAL & MAINTENANCE  
DEPARTMENT**



**EMPLOYEE MANUAL**

**July 1, 2025**



**LAKE CENTRAL SCHOOL CORPORATION**  
**CUSTODIAL & MAINTENANCE DEPARTMENT**  
**2025-2026**

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**LAKE CENTRAL SCHOOL CORPORATION**  
**CUSTODIAL & MAINTENANCE DEPARTMENT**

**Dear Lake Central Employee,**

**Welcome to the Lake Central Custodial & Maintenance Department. We, as a team, have been asked to provide a safe, clean and attractive environment for over ten thousand pupils and hundreds of staff members within our corporation buildings. As a valued member of our team you will be asked to maintain and improve our facilities daily.**

**We have prepared this Manual to help you understand the policies and procedures of the Lake Central Custodial & Maintenance Department. The information in this Manual is in addition to the contents of the Handbook for Classified Employees which you should also read carefully.**

**Your training and experience prepares you to do your job professionally, but should you have a question or concern that is not addressed in this manual, please contact me or my office staff.**

***Have a great year,***

***Bill Ledyard***  
**Director of Facilities**



## DEFINITIONS

This Employee Manual shall pertain to employees of the Lake Central School Corporation who are classified as Custodial and Maintenance personnel, including bus mechanics and garage helpers.

The Handbook for Classified Employees is the document that ALL Custodian and Maintenance Personnel should be familiar with. It contains many of the policies and procedures of the Lake Central School Corporation. This manual can be found on the intranet, the link is on the main page of the [www.lcsc.us](http://www.lcsc.us) (Corporation website), upper right hand corner. You may also ask for a copy from the Head Custodian in your building.

Years of Service for Retirement Purposes: When years of uninterrupted continuous service as a custodial/maintenance employee in the Lake Central School Corporation are considered for retirement purposes, a year of continuous service is defined as at least 120 workdays within the twelve (12) month work year, beginning on the date of employment.

## School Phone Numbers

Lake Central School Corp.	219-365-8507
Lake Central High School	219-365-8551
Bibich Elementary	219-322-1185
Homan Elementary	219-322-4451
Kolling Elementary	219-365-8577
Peifer Elementary	219-322-5335
Protsman Elementary	219-322-2040
Watson Elementary	219-322-1365
Clark Middle School	219-365-9203
Grimmer Middle School	219-865-6985
Kahler Middle School	219-865-3535



### **Non - Emergency Phone Numbers**

Transportation Center -	365-3141	St. John Police -	365-8611
Transportation Shop -	365-6422	Dyer Police -	865-1163
State Police -	696-6242	Schererville Police -	322-2121
Sheriff Police -	663-8830	St. John Fire Dept. -	365-8422
Superintendent's Office -	365-8507	Dyer Fire Dept. -	865-2121
Director of Facilities -	558-2712	Schererville Fire Dept. -	322-2121
		Lake Hills Fire Dept. -	365-5222

### **For Emergencies dial 911**

#### **WORKDAY**

There shall be two workday categories, Group A and Group B:

*Group A:* The regular workday for a Group A employee shall be eight (8) hours.

*Group B:* The regular workday for a Group B employee shall be eight and one-half (8 1/2) hours.

There shall be three shift categories based on an individual start time:

*Day Shift:* Day shift shall be any workday, Group A or Group B, beginning between and including 6 a.m. to noon

*Evening Shift:* Evening Shift shall be any workday, Group A or Group B, beginning between and including 1:00 p.m. to 10:00

*Midnight Shift:* Midnight Shift shall be any workday, Group A or Group B, beginning at 9:00 p.m. or later

*Shift Differential:*

Day Shift.....	regular pay
Evening Shift .....	regular pay + 5 cents/hr
Midnight Shift.....	regular pay + 10 cents/hr

Shift differential will be based on shift START times.



### **BUILDING CHECKS**

When an employee is called out to a building during non-working hours, he/she will be paid from the time he/she leaves home, until he/she returns home. When an employee is given the responsibility of conducting building checks during non-working hours, he shall be compensated at the rate of 1-1/2 times his regular pay once he / she has accumulated 40 hours for that week (Saturday through Friday).

All custodians should be aware of the responsibilities of the "building checks". Building checks will be placed on the rotation. Hours to be worked and duties to be performed by the employee shall be determined by the Director of Facilities.

### **TEMPORARY FILL-IN POSITIONS**

The Director of Facilities or his/her designee may temporarily assign an employee to a higher job classification. This provision is to cover for a long term board approved leave and can only be assigned by the Director of Facilities or his/her designee. A staff recommendation must be completed and sent to the Assistant Superintendent who will seek board approval. The employee shall be compensated at a rate based on experience and expectations. This rate of pay will be determined by the Director or his/her designee, approved by the Assistant Superintendent.

### **REPORTING ABSENCE**

An employee who is ill and cannot report for work must give reasonable notice to his immediate supervisor and the Secretary for the Custodial / Maintenance Department. Failure to do so may result in forfeiture of sick leave pay.

### **VACATIONS**

Vacation time will accrue based on the Information Sheet for all Custodians and Maintenance personnel.

Alteration of the vacation schedule may only be made using the "Vacation Change Form" that is available from the Secretary of Custodial and Maintenance.

Designated holidays occurring during the vacation period of an employee shall not be charged as vacation time.

Any vacation days remaining in an individual leave bank on June 30 must be used by the first day of the upcoming school year. On the first day of the new school year, all vacation days left from the preceding year will be purged from the system and only days for that given year will remain.

An employee who has resigned and is rehired shall be treated as a new employee relative to vacation.

### **OVERTIME**

With the exception of daily regular work schedules, regularly involving more than eight hours per shift, hours worked in excess of eight (8) hours per day or forty (40) hours per week (Saturday through Friday), shall be compensated at the rate of time and one-half. The Director of Facilities or his/her designee will determine when overtime is necessary.



At each building a list of employees will be maintained, which will indicate when an individual has accepted and when they have refused overtime opportunities. The list will be kept in full view of department employees. Employees will initial the list to indicate when they have turned down overtime. A refusal and an acceptance count the same amount towards an overtime turn. To begin the overtime list, individuals will be listed from the person with the earliest hiring date to the person with the latest hiring date.

Overtime shall be offered by a rolling list, first to the employee who has the most corporation building seniority. When the first person on the list works or refuses an overtime opportunity, their name is placed at the bottom of the list. The next overtime opportunity is then offered to the person whose name then appears at the top of the list. If no one volunteers to work the overtime, the Head Custodian will then follow a rolling list by seniority to determine who will work the overtime. Once a specific individual takes their turn they go to the bottom of the list. For the purpose of the Overtime Rotation List, all school activities and non-school activities will be counted.



**BRACEY**



# 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: Board of School Trustees  
FROM: Yolanda Bracey, Director of Primary Education  
DATE: June 12, 2025  
RE: **Board Meeting of June 16, 2025**

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## PROFESSIONAL LEAVE REQUESTS

NAME	Julie Moore / Jennifer Miller
POSITION	Teachers
SCHOOL	Homan / Watson
EVENT	NCTE/NCTM Joint Conference
DATES	6/16 - 6/18/2025
PLACE	Chicago, IL
DESCRIPTION	Annual reading, writing and math conference
SPONSORING ORGANIZATION	NCTE/NCTM
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$325 x (2) Estimated Travel Cost - Train fare/mileage x (1)
FUNDING	Corporation Title II

YB/vv



<b>NAME</b>	<b>Jennifer Miller</b>
POSITION	Teacher
SCHOOL	Watson Elementary
EVENT	South Shore Summer of Learning
DATES	6/26/2026
PLACE	Chesterton, IN
DESCRIPTION	Workshop on AI, STEM, Leadership, Literacy
SPONSORING ORGANIZATION	South Shore Duneland
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage
FUNDING	District Title II



**SCHEUNEMAN**



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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: June 12, 2025  
RE: **Board Meeting of June 16, 2025**

### **PROFESSIONAL LEAVE REQUESTS**

**REVISED**

<b>NAME</b>	<b>Naveed Nizam</b>
<b>POSITION</b>	Boys Varsity Volleyball Coach
<b>SCHOOL</b>	LCHS
<b>EVENT</b>	State Finals
<b>DATES</b>	5/30 - 5/31/2025
<b>PLACE</b>	West Lafayette, IN
<b>DESCRIPTION</b>	Volleyball State Finals
<b>SPONSORING ORGANIZATION</b>	Purdue University
<b>EXPENSES</b>	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
<b>FUNDING</b>	Athletics

MS/vv



<b>NAME</b>	<b>Kristina Collard</b>
<b>POSITION</b>	Teacher and N-Teens Sponsor
<b>SCHOOL</b>	LCHS
<b>EVENT</b>	N-Teens Reward Trip
<b>DATES</b>	6/02/2025
<b>PLACE</b>	Gurnee, IL
<b>DESCRIPTION</b>	Trip for N-Teens who attained all of their service hours
<b>SPONSORING ORGANIZATION</b>	LCHS N-Teens
<b>EXPENSES</b>	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
<b>FUNDING</b>	Self-Funded

<b>NAME</b>	<b>Alex Thompson</b>
<b>POSITION</b>	Teacher/Coach
<b>SCHOOL</b>	LCHS
<b>EVENT</b>	IHSAA Boys Track State Finals
<b>DATES</b>	6/05 - 6/06/2025
<b>PLACE</b>	Indianapolis, IN
<b>DESCRIPTION</b>	State Finals Track Competition
<b>SPONSORING ORGANIZATION</b>	IHSAA
<b>EXPENSES</b>	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
<b>FUNDING</b>	Athletics



<b>NAME</b>	<b>Tyler Copak</b>
POSITION	Boys Golf Coach
SCHOOL	LCHS
EVENT	Boys Golf State Finals
DATES	6/16 - 6/18/2025
PLACE	Carmel, IN
DESCRIPTION	State Golf Tournament
SPONSORING ORGANIZATION	Prairie View Golf Club
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

<b>NAME</b>	<b>Ryan Sexson</b>
POSITION	Head Basketball Coach
SCHOOL	LCHS
EVENT	Charlie Hughes Tournament
DATES	6/20 - 6/21/2025
PLACE	Indianapolis, IN
DESCRIPTION	Basketball Tournament
SPONSORING ORGANIZATION	Westfield High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics



<b>NAME</b>	<b>Janette Snelson</b>
POSITION	Teacher
SCHOOL	LCHS
EVENT	ISTE - Next Level AI Skills for Educators
DATES	7/07 - 8/31/2025
PLACE	Virtual
DESCRIPTION	Professional development centered around AI for educational use
SPONSORING ORGANIZATION	International Society for Technology in Education
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$249.00 Estimated Travel Cost – \$0
FUNDING	LCHS Title II

<b>NAME</b>	<b>Kevin Mathis</b>
POSITION	Head Coach
SCHOOL	LCHS Centralettes
EVENT	NDA Summer Camp
DATES	7/08 - 7/11/2025
PLACE	Muncie, IN
DESCRIPTION	Summer Dance Camp
SPONSORING ORGANIZATION	National Dance Association
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded



<b>NAME</b>	<b>Courtney Palasz</b>
POSITION	Teacher
SCHOOL	Kahler Middle School
EVENT	Choir Field Trip
DATES	4/08/2026
PLACE	Chicago, IL
DESCRIPTION	Field trip to see a musical at the CIBC Theatre
SPONSORING ORGANIZATION	Kahler Choir
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded



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**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: June 12, 2025

RE: **Board Meeting of June 16, 2025**

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## **FIELD TRIP REQUESTS**

**REVISED**

Naveed Nizam, boys varsity volleyball coach, requests to take approximately (18) members of the Boys Varsity Volleyball Team to West Lafayette, IN on May 30 - May 31, 2025. The team will compete in the state finals competition at Purdue University. All fees will be covered by athletics.

Kristina Collard, teacher and N-Teens sponsor at LCHS, requests to take approximately (80) N-Teens members to Gurnee, IL on June 2, 2025. The club members will enjoy a day at Great America as a reward for attaining all of their service hours. This is a self-funded trip.

Alex Thompson, teacher and coach at LCHS, requests to take approximately (21) members of the Boys Track and Field team to Indianapolis, IN on June 5 - June 6, 2025. The team will compete in the IHSAA Boys Track State Finals at North Central High School. All fees will be covered by athletics.

Tyler Copak, Boys Golf Coach at LCHS, requests to take approximately (5) members of the Boys Golf Team to Carmel, IN on June 16 - June 18, 2025 to compete in the Boys Golf State Finals. All fees will be covered by athletics.

MS/vv



Ryan Sexson, head coach of the LCHS boys basketball team, requests to take approximately (10) members of the team to Indianapolis, IN on June 20 - June 21, 2025. The team will compete in the Charlie Hughes basketball tournament at Westfield High School. All fees will be covered by athletics.

Kevin Mathis, Head Coach of the LCHS Centralettes, requests to take approximately (20) members of the team to Muncie, IN on July 8 - July 11, 2025. The team will attend dance camp at Ball State University. This is a self-funded event.

Courtney Palasz, teacher at Kahler Middle School, requests to take approximately (120) members of Kahler Choir to Chicago, IL on April 8, 2026. The choir students will see a performance of the musical Hamilton at the CIBC Theatre and have lunch. This will be a self-funded field trip.



# GROMALA

**No Items  
On Agenda**



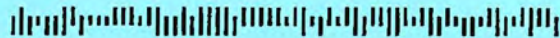
# LED YARD



772 742



LAKE CENTRAL SCHOOL  
ATTN TO: WILLIAM LEDYARD  
8260 WICKER AVENUE  
SAINT JOHN IN 46373-8876



Thank you for participating in the NIPSCO Energy Efficiency Programs.

### PAYMENT SUMMARY

CHECK NO: 0001654805

CHECK DATE: 05/27/2025

\$\*\*\*\*\*558.80  
Project Number: 016548-Lake Central Schools  
Project Description: Lake Central Schools  
Project Address: 1830 Cline Ave

(Detach Here)

NIPSCO Energy Efficiency Programs  
c/o TRC Companies  
1000 Clark Ave, FI 4  
Saint Louis, MO 63102



51-7011/2111

05/27/2025

0001654805

**FIVE HUNDRED FIFTY EIGHT DOLLARS 80 CENTS**

VALID FOR 90 DAYS

\$\*\*\*\*\*558.80

Void after 90 days

TO  
THE  
ORDER  
OF:

LAKE CENTRAL SCHOOL  
ATTN TO: WILLIAM LEDYARD  
8260 WICKER AVENUE  
SAINT JOHN IN 46373-8876

Citizens Bank  
190 Trumbull St  
Hartford, CT 06103

⑈0001654805⑈ ⑆211170114⑆ 2233438099⑈



**JAMES**

# Lake Central School Corporation

8260 Wicker Avenue  
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St. John, IN 46373  
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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: June 12, 2025

**RE: Board Meeting June 16, 2025**

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## Donations (Action Required)

### Received

Lake Central High School Best Buddies received \$100 from anonymous donors.

The Lake Central High School War Memorial Fund received donations of \$500 from Tri Kappa and \$500 from the Disabled American Veterans Chapter 17.

### Given

The Lake Central Class of 2025 would like to donate \$2000 to the Sophomore Class of 2027 and \$2000 to the incoming Freshman Class of 2028.

Clark Middle School would like to donate \$1,100 to Riley Children's Hospital.

The Administration recommends approving the donations as indicated above.