

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

Board Members Present

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

Board Members Not Present

Administration Present

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

Administration Not Present

Yolanda Bracey, Director of Primary Education

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

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

SCHOOL BOARD MEETING MINUTES
Monday, January 5, 2026 - 7:00pm

PART I – ORGANIZATIONAL MEETING

I. Call to Order – *Cindy Sues*

- The 2026 Organizational Meeting was called to order by Board President, Cindy Sues.

II. Pledge of Allegiance to the American Flag - *Cindy Sues*

- The Pledge of Allegiance was led by Board President, Cindy Sues.

III. Organization of the Board of School Trustees for 2026 - *Cindy Sues*

A. Election of Officers

1. President - Action Required

2. Vice-President - Action Required

3. Secretary - Action Required

- Louise Tallent made a motion to continue with the current 2025 officers for the 2026 year, as follows:

- President: Cindy Sues

- Vice-President: Janice Malchow

- Secretary: Nicole Kelly

- Janice Malchow seconded the motion.

- Motion carried.

- B. Reaffirmation of School Board's Code of Ethics - **Action Required**
 - Nicole Kelly moved to approve.
 - Louise Tallent seconded the motion.
 - Motion carried.
- C. Establishment of School Board Compensation - **Action Required**
 - Janice Malchow moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
- D. Appointment of School Attorneys - **Action Required**
 - Nicole Kelly moved to approve.
 - Louise Tallent seconded the motion.
 - Motion carried.
- E. Appointment of Treasurer - **Action Required**
 - Louise Tallent moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
- F. Liaison Appointments - **Action Required**
 1. Personnel Interview Committee
 2. Schererville Redevelopment Commission
 3. Schererville Parks Department
 4. Lake Central Education Foundation
 5. Dyer Parks Department
 6. St. John Redevelopment Commission
 7. Dollars for Scholars
 8. Wellness Committee
 9. Dyer Redevelopment Commission
 - Nicole Kelly moved for all liaison appointments to remain the same from 2025 moving on to 2026.
 - Janice Malchow seconded the motion.
 - Motion carried.
- G. Conflict of Interest Policy - **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.

IV. Motion to Adjourn Organizational meeting - *Cindy Sues - Action Required*

- Nicole Kelly moved to approve.
- Janice Malchow seconded the motion.
- Motion carried.
- Organizational Meeting adjourned to convene the Regular Board Meeting.

PART II – REGULAR MEETING MINUTES

- I. Call to Order – *Cindy Sues*
- II. Agenda: Approval, Deletions, Additions – *Dr. Veracco* – **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues 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 – *Dr. Veracco* – **Action Required**
 - A. Approval of Minutes
 - Executive Session: Monday, December 8, 2025
 - Regular Board Meeting: Monday, December 8, 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.
- VII. Official School Board Business Topics: Regular Agenda
 - A. Superintendent – *Dr. Veracco*
 1. Legislative Update
 - B. Assistant Superintendent – *Sarah Castaneda*
 1. Personnel Recommendations – **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.

2. Professional Leave Requests - **Action Required**
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
3. Update to Certified Handbook - **Action Required**
 - Louise Tallent moved to approve.
 - Janice Malchow seconded the motion.
 - Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

1. Professional Leave Requests - **Action Required**
 - Janice Malchow moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.

D. Director of Secondary Education – *Misty Scheuneman*

1. LCHS New Course Proposals
2. Professional Leave Requests - **Action Required**
 - Louise Tallent moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
3. Field Trip Requests - **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.

E. Director of Student Services - *Becky Gromala*

1. Professional Leave Requests - **Action Required**
 - Louise Tallent moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
2. Special Education Child Count

F. Director of Facilities – *Bill Ledyard*

1. Peifer ES SAI/LCSC Optimization NIPSCO Incentive December 2025

G. Director of Business Services – *Rob James*

1. 2024 Pay 2025 Tax Collections Update
2. Donations - **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues 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*

- Howard Marshall: I'd like to take this opportunity to thank the entire school board and existing staff of Lake Central for the considerations extended to me during my medical hiatus here. Hopefully I'm going to be back soon. Thank you again.
- Louise Tallent: We just like to say thank you to the people who work behind the scenes that we've heard about tonight and also for the work that we've heard presented by Mr. Beck this evening for our high school course offerings.
- Janice Malchow: I would just like to thank Mr. Marshall for being back with us tonight, its nice to see your face. And Louise, you're right, there's a lot of people behind the scenes that are doing great things, and we do appreciate that. Even though you're all kind of tired and school hasn't really even started, but you were working over the holidays. We know the game, so we wish you a good 2026.

Nicole Kelly: Yes, I'll piggy back on that and yes, welcome back. And, I hope that all of our staff and students have a successful second semester.

Cindy Sues: That's what I was going to say.

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

- Next School Board Meeting: Tuesday, January 20, 2026

XI. Adjournment – *Cindy Sues – Action Required*

- Nicole Kelly moved to adjourn the meeting at 7:40pm.
- Janice Malchow seconded the motion.
- Motion carried, meeting ended.

Minutes of the January 5, 2026 School Board Meeting were approved and adopted by the Board of School Trustees at the January 20, 2026 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

**ORGANIZATIONAL
MEETING
DOCS**



Indiana School Boards Association

Code of Ethics

A School Board member should honor the high responsibility which his membership demands:

- **BY** thinking always in terms of "children first."
- **BY** understanding that the basic function of the school board member is "policy-making" and not "administrative," and by accepting the responsibility of learning to discriminate intelligently between these two functions.
- **BY** accepting the responsibility along with his fellow board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools.
- **BY** refusing to "play politics" in either the traditional partisan, or in any petty sense.
- **BY** representing at all times the entire school community.
- **BY** accepting the responsibility of becoming well-informed concerning the duties of board members, and the proper function of public schools.
- **BY** recognizing responsibility as a state official to seek the improvement of education throughout the state.

A School Board member should respect his relationships with other members of the Board:

- **BY** recognizing that authority rests only with the board in official meetings, and that the individual member has no legal status to bind the board outside of such meetings.
- **BY** recognizing the integrity of his predecessor and associates and the merit of their work.
- **BY** refusing to make statements or promises as to how he will vote on any matter which should properly come before the board as a whole.

- **BY** making decisions only after all facts bearing on a question have been presented and discussed.
- **BY** respecting the opinion of others and by graciously conforming to the principle of "majority rule."
- **BY** refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members do not have the opportunity to attend.
- **BY** attempting to appraise fairly both the present and future educational needs of the community.

A School Board member should maintain desirable relations with the superintendent of schools and his staff:

- **BY** striving to procure, when the vacancy exists, the best professional leader available for the head administrative post.
- **BY** giving the superintendent full administrative authority for properly discharging his professional duties, and also by holding him responsible for acceptable results.
- **BY** acting only upon the recommendation of the superintendent in matters of employment or dismissal of school personnel.
- **BY** having the superintendent present at all meetings of the board except when his contract and salary are under consideration.
- **BY** referring all complaints to the proper administrative office and by discussing them only at a regular meeting after failure of administrative solution.
- **BY** striving to provide adequate safeguards around the superintendent and other staff members to the end that they can live happily and comfortably in the community and discharge their educational functions on a thoroughly professional basis.
- **BY** presenting personal criticisms of any employee directly to the superintendent.

A School Board member should meet his responsibilities to his community:

- **BY** regarding it as a major responsibility of the board to interpret the aims and the methods of the schools to the community.
- **BY** insisting that all school business transactions be on an open, ethical and above-board basis.
- **BY** vigorously seeking adequate financial support for the schools.
- **BY** refusing to use his position on a school board in any way whatsoever for personal gain or personal prestige.

BY refusing to discuss personnel matters or any other confidential business of the board in his home, on the street or in his office.

BY winning the community's confidence that all is being done in the best interests of school children.

Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Bylaw - Volume 38, No. 1 - September 2025 - COMPENSATION
Code	po0144.1
Status	
Legal	I.C. 20-23-4-28(e) I.C. 20-23-4-28(f) I.C. 20-25-3-3 I.C. 20-26-4-7
Adopted	December 5, 2011

Revised Bylaw - Volume 38, No. 1 - September 2025**0144.1 - COMPENSATION**

[DRAFTING NOTE: The School Board can choose the amount it will receive as compensation each year, not to exceed ten percent (10%) of the lowest starting salary of a teacher employed by the School Corporation.]

School Board members shall receive each year a basic compensation of \$_____ per _____, **[maximum of \$2,000 per annum]** to be determined by Board resolution, not to exceed ten percent (10%) of the lowest starting salary of a teacher employed by the School Corporation as well as a per diem in an amount of \$150~~12~~ per Board meeting during which the Board takes action as defined in I.C. 20-26-4-7 and \$75~~62~~ per work session or executive session. ~~stipulated by a Board resolution acted upon at the annual organizational meeting.~~ The stipulated per diem amount shall not exceed the rate approved for members of the Board of Commissioners of the Indianapolis Public Schools. Expenses of a Board member shall be reimbursed when incurred in the performance of duties and functions authorized by the Board and accompanied by original or copy of the receipt and/or approved State Board of Accounts forms.

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

- A. Reimbursement for mileage shall not exceed the current rate established for School Corporation employees.
- B. Attendance at Board-approved conferences should be at the location closest to the Corporation.
- C. When attending a Board-approved conference, all fees, parking, mileage, meals, and lodging shall be reimbursed.
- D. Purchase of any printed or other materials relating to Boardmanship shall be reimbursed if ~~prepurchase~~-pre-purchase approval is given by the Board. If such approval is not possible or feasible, a voucher shall be submitted to the Board for approval. ~~No postpurchase post-purchase voucher shall be approved if it~~

exceeds \$_____.

E. () When the Board attends a community or school-related event as a Board function, or if a Board member attends as the designated representative of the Board, any incurred expenses, including mileage, shall be reimbursed by the Board. If a Board member attends such events as a private citizen, any incurred expenses are to be paid by the Board member.

F. () No entertainment expenses or purchases of alcoholic beverages are reimbursable.

G. () A voucher detailing the amount and nature of each expense shall be submitted to the Board for approval within _____ (_____) days after the expenses have been incurred.

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LEGAL SERVICES INFORMATION – JANUARY SCHOOL BOARD MEETINGS IN A SNAPSHOT

BOARD MEMBER OATH OF OFFICE REQUIREMENTS: *N/A for 2026*

- Elected or appointed board members starting a new term must take the oath of office.
- The oath must be administered by a notary public or qualified person.
- The oath must be signed by the board member and the person who administers it.
- File the signed oath with the appropriate circuit court clerk's office.
- The oath may be administered any time after being elected or appointed.
- The oath must be taken and filed within 30 days of the beginning of the board member's term.

BOARD ORGANIZATION REQUIREMENTS:

- Elect a president, vice president, and secretary within 30 days of start date of term.
- Appoint a treasurer of the board and the school corporation.
- At the organization meeting, the board may review compensation.
- Board members may receive not to exceed ten percent (10%) of the lowest starting salary of a teacher employed by the school corporation for their service, plus per diem.
- The maximum per diem as \$150 for regular meetings and \$75 for other meetings.

BOARD OF FINANCE - ANNUAL MEETING REQUIREMENTS: *Historically our 2nd Jan. mtg. - Rob prefers this*

- Meet between January 2, 2026, and January 31, 2026.
- Elect a president and secretary.
- Review a written report that summarizes the investments made during the 2025 calendar year.
- Review the overall investment policy of the school corporation.
- Receive and review a written report on the financial condition of the school corporation.
- This report must be given by the superintendent or the superintendent's designee.
- Must use the fiscal and qualitative indicators DUAB: School Corporation Fiscal Indicators.

ADVERTISING REQUIREMENTS:



- The organization meeting must be open to the public.
- The organization meeting must be advertised.
- The board of finance meeting must be open to the public.
- The board of finance meeting must be advertised.
- The meetings may take place on the same day.
- The best practice is to advertise the meetings at different times.

BOARD RESOLUTION ON COMPENSATION

WHEREAS, Indiana Code 20-26-4-7 permits a school board to reasonably compensate its members for their services and establish per diem rates for attending school board meetings;

WHEREAS, Board members may receive an annual amount not to exceed ten percent (10%) of the lowest starting salary of a teacher employed by the school corporation for their service, along with the maximum per diem for regular and special school board meetings as set by the Lake Central School Corporation Board of School Trustees Board of School Commissioners for the Indianapolis Public Schools, which is currently set at \$150 for regular meetings and \$75 for special meetings.

THEREFORE, the Lake Central School Corporation Board of School Trustees hereby approves each member of this governing body to be paid in the amount of \$ 5,670 per year; in addition, a per diem of \$150 for attendance at regular school board meetings; and \$75 for attendance at special board meetings and executive sessions. The compensation of this governing body remains in effect until modified by the school board through resolution or motion.

This resolution was duly made, seconded, and adopted this 5th day of January, 2026, to be effective July 1, 2025.

President
Board of School Trustees

ATTEST:

Secretary
Board of School Trustees



PILLAR JONES
L E G A L

December 8, 2025

Dr. Lawrence H. Veracco, Superintendent
LAKE CENTRAL SCHOOL CORPORATION
8260 Wicker Boulevard
St. John, Indiana 46373

Re: Legal Representation - Effective January 1, 2026

Dear Dr. Veracco:

On behalf of the firm, I would like to express our appreciation for the opportunity to continue to serve as legal counsel for Lake Central School Corporation. In preparation for the Board's organizational meeting in January, we would propose hourly rates for legal services to be provided in 2026 at \$250.00 for the firm's partners, \$200.00 for associate(s) and \$125.00 for paralegals upon the Board's approval. Expenses (copies, postage, mileage, etc.) related to representation are billed monthly as incurred.

The firm will continue to provide monthly detailed statements itemizing legal services provided in the prior month. As in the past, arrangements for the special matters of representation, such as bond issues, would be agreed upon separately at the time of engagement. We hope that you find our rates to be fair and commensurate with the quality of legal work our firm provides.

It continues to be a pleasure to work with you along with your administrative staff and the Board. We look forward to the opportunity to continue to do so. Should have any questions or concerns regarding the content of this letter or our firm's representation, do not hesitate to contact me.

Very truly yours,

Jacquelyn S. Pillar
Ext. 233
jpillar@pillarjones.com

JSP/mls



PILLAR JONES
L E G A L

December 8, 2025

Dr. Lawrence H. Veracco, Superintendent
LAKE CENTRAL SCHOOL CORPORATION
8260 Wicker Boulevard
St. John, Indiana 46373

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Very truly yours,

Jacquelyn S. Pillar
Ext. 233
jpillar@pillarjones.com

JSP/mls

Robert James

From: Gina M. Ferrante <GFerrante@lewis-kappes.com> on behalf of Gina M. Ferrante
Sent: Friday, December 19, 2025 3:36 PM
To: Rob James
Cc: Monica Conrad

Good Afternoon,

Below are the 2026 rates for Lewis Kappes:

Monica- \$230
Associates- \$220
Paralegal- \$125

Please let us know if you need any additional information.

Thank you,
Gina

[website](#) | [map](#)



LEWISKAPPES
ATTORNEYS AT LAW

Gina M. Ferrante

Paralegal

LEWIS KAPPES
8585 Broadway, Suite 610A
Merrillville, IN 46410
P: 219.648.2072
F: 219.525.4980
E: GFerrante@lewis-kappes.com

Robert James

From: Erik.Long@icemiller.com
Sent: Monday, December 22, 2025 3:43 PM
To: Rob James
Subject: RE: 2026 Billing Rates - Lake Central

Rob,

I appreciate you reaching back out! I have no problem providing hourly rates (because as a law firm we do all have established individual rates). However, for our bond counsel services we typically operate on a **flat-fee basis** per bond issue and get paid out of the bond proceeds at closing as a “cost of issuance.” It appears your Debt Service Tax Rate for 2025 was \$0.1641, which is well below the threshold of \$0.40 which would require additional up-front legal steps and being subject to petition-remonstrance for any project. Assuming you are still below \$0.40 in 2026 and could issue bonds for “non-controlled” projects, here is our schedule for 2026:

- **General Obligation Bonds** = \$33,000
- **Building Corporation Bonds (a.k.a. Lease Financings)** = \$58,000

These fees are able to be flat-fee based upon our historical experience with other clients in similarly-situated circumstances. Further, we utilize a team approach by which we can deliver the service you expect and still be highly efficient and economical. We typically staff our bond transactions accordingly:

- **Partner** (me, and also Kristin McClellan at Ice Miller) as overall supervisor of the transaction and reviewer of all legal documentation
- **Tax Partner** (Amy Corsaro) to advise on any federal tax issues/matters
- **Associate/Of Counsel** (Lauren Siler or Josh Winters) who administers much of the day-to-day operations of the transaction
- **Paralegal** (Kimberly Doyle or Tona Wiger) who serves as primary drafter of our legal documents and organizes signatures for closing binders

If you like, I would of course be happy to provide the hourly rates for all of these folks. However, I thought you might find our flat-fee quotes and structuring more helpful. I would be glad to connect tomorrow or next week for further clarification. In the meantime, have a very happy holiday season!

Regards,
Erik

Erik Long | Partner

IceMiller

P 317-236-2395 C 317-413-8236 F 317-236-2219

One American Square Suite 2900 Indianapolis, IN 46282-0200

Erik.Long@icemiller.com icemiller.com

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lscs.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

MEMORANDUM

TO: Board of Education Members

Nicole Kelly
Janice Malchow
Howard Marshall
Cindy Sues
Louise Tallent

FR: Dr. Lawrence Veracco, Superintendent

RE: School Board Treasurer

DT: January 5, 2026

I would like to recommend that Ed Sopko continue his role as School Board Treasurer for 2026.

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

MEMORANDUM

TO: Board of Education Members:
Nicole Kelly, Janice Malchow, Howard Marshall, Cindy Sues, Louise Tallent
FR: Dr. Lawrence Veracco, Superintendent
RE: Liaison Appointments
DT: January 5, 2026

Listed below are the Liaison Appointments that require appointments for 2025. Please confirm each of the 2026 Appointments by vote:

LIAISON APPOINTMENTS 2026

COMMITTEE / COMMISSION

Personnel Interview Committee
Schererville Redevelopment Commission
Schererville Parks Department
Lake Central Education Foundation
Legislative Committee
Dyer Parks Department
St. John Redevelopment Commission
Dollars for Scholars
Dyer Redevelopment Commission
Wellness Committee

BOARD MEMBER LIAISON

Howard Marshall +
Nicole Kelly +
Nicole Kelly +
Janice Malchow +
Janice Malchow +
Janice Malchow +
Cindy Sues +
Cindy Sues +
Louise Tallent +
Louise Tallent +



UNIFORM CONFLICT OF INTEREST DISCLOSURE STATEMENT

State Form 54266 (R2 / 6-15) / Form 236
STATE BOARD OF ACCOUNTS

Indiana Code 35-44.1-1-4

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant commits conflict of interest, a Class D Felony. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, stepchild, or adoptee (as defined in IC 31-9-2-2) of a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

The foregoing consists only of excerpts from IC 35-44.1-1-4. Care should be taken to review IC 35-44.1-1-4 in its entirety.

1. **Name and Address of Public Servant Submitting Statement:** _____

2. **Title or Position With Governmental Entity:** _____
3. a. **Governmental Entity:** _____
b. **County:** _____
4. **This statement is submitted (check one):**
 - a. as a "single transaction" disclosure statement, as to my financial interest in a specific contract or purchase connected with the governmental entity which I serve, proposed to be made by the governmental entity with or from a particular contractor or vendor; or
 - b. as an "annual" disclosure statement, as to my financial interest connected with any contracts or purchases of the governmental entity which I serve, which are made on an ongoing basis with or from particular contractors or vendors.
5. **Name(s) of Contractor(s) or Vendor(s):** _____

6. **Description(s) of Contract(s) or Purchase(s)** (Describe the kind of contract involved, and the effective date and term of the contract or purchase if reasonably determinable. Dates required if 4(a) is selected above. If "dependent" is involved, provide dependent's name and relationship.):

7. **Description of My Financial Interest** (Describe in what manner the public servant or "dependent" expects to derive a profit or financial benefit from, or otherwise has a pecuniary interest in, the above contract(s) or purchase(s); if reasonably determinable, state the approximate dollar value of such profit or benefit.):

(Attach extra pages if additional space is needed.)

8. **Approval of Appointing Officer or Body** (To be completed if the public servant was appointed by an elected public servant or the board of trustees of a state-supported college or university.):

I (We) being the _____ of
(Title of Officer or Name of Governing Body)

_____ and having the power to appoint
(Name of Governmental Entity)

the above named public servant to the public position to which he or she holds, hereby approve the participation to the appointed disclosing public servant in the above described contract(s) or purchase(s) in which said public servant has a conflict of interest as defined in Indiana Code 35-44.1-1-4; however, this approval does not waive any objection to any conflict prohibited by statute, rule, or regulation and is not to be construed as a consent to any illegal act.

Elected Official

Office

9. **Effective Dates** (Conflict of interest statements must be submitted to the governmental entity prior to final action on the contract or purchase.):

Date Submitted (month, day, year)

Date of Action on Contract or Purchase (month, day, year)

10. **Affirmation of Public Servant:** This disclosure was submitted to the governmental entity and accepted by the governmental entity in a public meeting of the governmental entity prior to final action on the contract or purchase. I affirm, under penalty of perjury, the truth and completeness of the statements made above, and that I am the above named public servant.

Signed: _____
(Signature of Public Servant)

Date: _____
(month, day, year)

Printed Name: _____
(Please print legibly.)

Email Address: _____

Within fifteen (15) days after final action on the contract or purchase, copies of this statement must be filed with the State Board of Accounts by uploading it here https://gateway.ifionline.org/sboa_coil which is the preferred method of filing, or by mailing it to the State Board of Accounts, Indiana Government Center South, 302 West Washington Street, Room E418, Indianapolis, Indiana, 46204-2765 and the Clerk of the Circuit Court of the county where the governmental entity took final action on the contract or purchase.

FREQUENTLY ASKED QUESTIONS

1. My spouse works for the school corporation. Is that a conflict?

No, unless you both work in the same department and one is the supervisor over the other.

2. My son/daughter works for the school corporation in the summer. Is this a conflict?

No, unless he/she is under your direct or indirect administrative control.

3. Does the Indiana Code apply to me if my sister-in-law works in my department?

No, the Code only applies to a spouse, child, stepchild, adoptee under the age of 18 or emancipated, or an individual to whom you provide more than 50% of support.

4. The vendor we are using to provide flowers for the school dance is my Aunt/Uncle. Is this a conflict?

No, see the answer to number 3 above.

5. I have a side business which provides goods/services to the school corporation. Is this a conflict?

Yes, a Uniform Conflict of Interest Disclosure Statement should be completed.

6. Does the Uniform Conflict of Interest Disclosure Statement protect the school corporation?

No, it protects the employee who has a conflict.

///

**SUPPORTING
DOCUMENTS
FOR MINTUES**

Legislative Update 1.5.26

Revised State Revenue Forecast

-
- Revenues coming in better than anticipated
- Revised forecast now calling for 4.2% in 2025-26 and 2.7% for 2026-27
- State fiscal year budget runs July –June
- Cash balance goal of 15% could reach 22% if current forecast holds
- IGA members still indicate little change to spending in the upcoming short session
- State Medicaid expenses remain a concern but should be more easily handled given the improved tax revenues
- Medicaid participation has also dropped from 2 million to 1.7 million members
- Improved revenues may bode well for the next biennial budget

SEA 1 (2025) Cities and Towns are pushing back

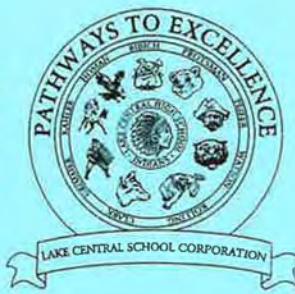
- It has been estimated that at least 40 and as many as 80 school districts will be going for operating referenda in the fall of 2026
- Cities and towns are also significantly impacted
- As we shared last fall, governmental units only minimally impacted by tax caps are more significantly impacted by the large drop in *net assessed value* upon which tax rates are applied
- Difficult to determine if the legislature will take up the topic this winter
- The most damaging impacts will be experienced in 2027 and 2028

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: Sarah Castaneda, Assistant Superintendent
DATE: December 30, 2025
RE: **Board Meeting of January 5, 2026**

PROFESSIONAL LEAVE REQUESTS

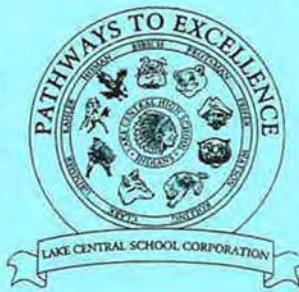
NAME	Misty Scheuneman
POSITION	Director of Secondary Education
SCHOOL	District
EVENT	ILEARN ELA Checkpoint 3
DATES	1/21 - 1/22/2026
PLACE	Indianapolis, IN
DESCRIPTION	Session that merges foundational literacy with data-driven instructional strategies to enhance student learning and success
SPONSORING ORGANIZATION	Keep Indiana Learning (KINL)
EXPENSES	Estimated Meal Cost - \$35 Estimated Hotel Cost - \$155.24 Estimated Required Fees - \$160 Estimated Travel Cost - Mileage & Parking
FUNDING	District Title II

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Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Assistant Superintendent
DATE: January 2, 2026
RE: Board Meeting of January 5, 2026

Personnel

(Board action required)

We are recommending that the following be approved:

I. Certified Appointment(s) & Resignation(s):

A. Appointment(s):

1. Beth Dziadon (Lowell), Temporary Applied Skills Teacher, Kahler Middle School (effective January 5, 2026).

B. Resignation(s):

1. Christy Bautista, Temporary Kindergarten Teacher, Watson Elementary School (effective December 16, 2025).
2. Hannah Fionda, Temporary Grade One Teacher, Protsman Elementary School (effective January 30, 2026).
3. Rakim Ali, Temporary Math Teacher, Lake Central High School (effective December 19, 2025).

II. Classified Appointment(s), Resignation(s), Termination(s), Transfer(s) & Change of Status:

A. Appointment(s):

1. Ava Orueta (Schererville), Paraprofessional 3 days per week, Bibich Elementary School (effective January 12, 2026).
2. Mary Kain (Dyer), Paraprofessional, Protsman Elementary School (effective December 15, 2025).
3. Stephanie Detmar (Schererville), Bus Driver, Lake Central Transportation (effective December 8, 2025).
4. Jeffrey Samels (Schererville), Paraprofessional, Lake Central High School (effective January 6, 2026).
5. Mary Kate Mikulskis (Dyer), Temporary Paraprofessional, Protsman Elementary School (effective January 6, 2026).
6. Abigail LaBelle (rehire), Paraprofessional, Kolling Elementary School (effective January 6, 2026).
7. Theodoros Karras (Dyer), Paraprofessional, Peifer Elementary School (effective January 6, 2026).

B. Resignation(s):

1. Gerard Thomas, Paraprofessional, Bibich Elementary School (effective February 27, 2026).
2. Brittany Kappel, Paraprofessional, Peifer Elementary School (effective December 19, 2025).
3. Alina Carli, Paraprofessional, Clark Middle School (effective December 19, 2025).
4. Lisa Dekker, Paraprofessional, Homan Elementary School (effective December 18, 2025).

C. Termination(s):

1. Michelle Taylor, Custodian, Clark Middle School (effective December 18, 2025).

D. Transfer(s):

1. Sarah Sulek, from Paraprofessional to Paraprofessional Perm Sub at Protsman Elementary School (effective December 15, 2025).

E. Change of Status:

1. Kayla Conners, from 4 days to 5 days per week as a Paraprofessional at Kolling Elementary School (effective January 6, 2026).

III. Certified Extracurricular Appointment(s):

A. Appointment(s):

1. Stephanie Rosenwinkel, Math Bowl Co-Coach, Watson Elementary School (effective January 6, 2026).
2. Andrea Guzek, Math Bowl Co-Coach, Watson Elementary School (effective January 6, 2026).
3. James Ray Clayton, Temporary All Star Basketball Coach, Lake Central High School (effective January 9, 2026).

IV. Classified Extracurricular Appointment(s):

A. Appointment(s):

1. Matthew Plawecki, Head Girls Varsity Soccer Coach, Lake Central High School (effective January 6, 2026).

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

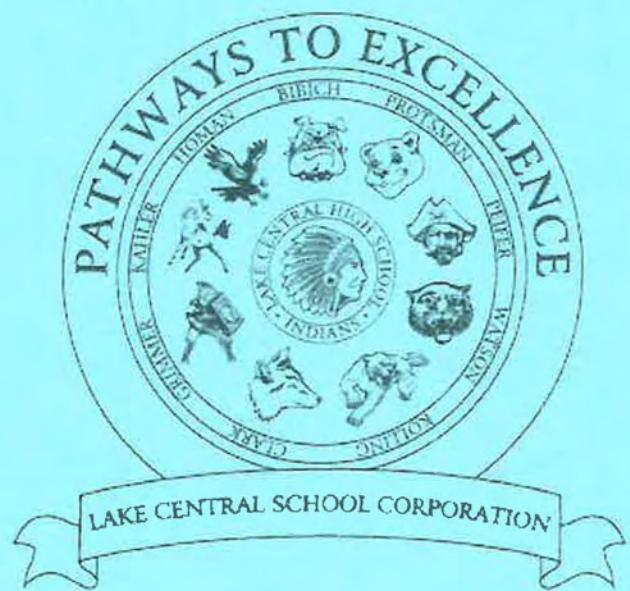
1/5/2026

Substitutes - Hired

Substitutes - Resigned

CERTIFIED EMPLOYEE

HANDBOOK



LAKE CENTRAL SCHOOL CORPORATION

2025-2026

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Purpose of Handbook

Welcome to Lake Central School Corporation. We are excited to have you as part of our team of dedicated staff members who are committed to student growth and the development of a program that meets the needs of all students.

This employee handbook is your guide to answer common employee questions and help you become a successful team member. Please familiarize yourself with the expectations, policies, and procedures. This handbook does not include all the conditions of employment that may be required. If you have questions or concerns about this handbook or any aspect of your job, please contact your building administrator or immediate supervisor.

This employee handbook represents the policies and practices of Lake Central School Corporation, and where applicable are based on policies approved by the school board. It does not represent an employment contract and should not be treated as such. Lake Central School Corporation reserves the right to modify or alter this handbook at any time. Revisions will be distributed to staff. If any part of this handbook is found to be contrary to law or school board policy, then such provision shall be deemed invalid, except to the extent permitted by law.

GENERAL EMPLOYMENT PRACTICES

Equal Opportunity Employer

Lake Central School Corporation is an Equal Opportunity Employer. Lake Central School Corporation shall comply with all State and Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Board that no employee or candidate for a position in this corporation on the basis of race, color, national origin, sex (including gender status, sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information, or any other legally protected category shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity.

Questions or concerns regarding this policy should be directed to the Assistant Superintendent, 8260 Wicker Avenue, Saint John, IN 46373, phone (219) 365-8507.

Nondiscrimination

The Lake Central School Corporation does not discriminate on the basis of race, creed, sex, color, national origin, religion, age, sexual orientation, marital status, genetic information or disability, including limited English proficiency. This non-discrimination policy applies to the students' access to courses and programs, athletics, physical education, guidance and counseling, vocational program, financial assistance, and extracurricular activities. The policy also applies to staff hiring, assignment, remuneration, and other matters related to staff personnel. If you have a complaint, or concern, please contact the LCSC Civil Rights Coordinator:

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Title IX

The Board of Lake Central School Corporation does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Corporation's Title IX Coordinator is:

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Any inquiries about the application of Title IX and its implementing regulations to the Corporation may be referred to the Title IX Coordinator, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

Americans with Disabilities Act

It is policy that Lake Central School Corporation will not discriminate against qualified individuals with disabilities with regard to any aspect of their employment. Lake Central School Corporation is committed to complying with the American with Disabilities Act (ADA) of 1990 and its related Section 504 of the Rehabilitation Act of 1973, as applicable. Lake Central School Corporation recognizes that some individuals with disabilities may require accommodations at work.

If a person is currently disabled or becomes disabled during employment, he or she should contact the Assistant Superintendent to discuss reasonable accommodations that may enable the person to perform the essential functions of their job. Lake Central School Corporation is committed to safeguarding the health of all employees and maintaining our commitment to excellence. Lake Central School Corporation complies with all federal regulations. Any amendment to the law supersedes the language in this Handbook.

Anti-Harassment

It is the policy of the School Board to maintain an education and work environment that 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. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, ancestry, or genetic information (collectively, 'Protected Classes') that are protected by Federal civil rights laws (hereinafter referred to as 'unlawful harassment'), and encourages those within the Corporation community as well as Third Parties who feel aggrieved to seek assistance to rectify such problems.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition above) occurring in the Corporation's employment opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's employment opportunities, programs and activities, affecting the Corporation environment that the employee observes or which is reported to the employee.

The Board will investigate all allegations of harassment and, in those cases where unlawful harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

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

Sexual Harassment

Lake Central School Corporation strictly prohibits any employee from harassing any co-worker, student, or patron. Sexual harassment is contrary to the basic standards of conduct between individuals and is prohibited by federal and state regulations. It shall therefore constitute a violation of Lake Central's policy for any employee to engage in any of the acts of behaviors defined below and such misconduct will subject an employee to discipline up to and including discharge.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when such conduct:

1. Is made explicitly or implicitly a term or condition of employment or
2. Is used as a basis for employment decisions, or
3. Has the purpose or effect of unreasonably interfering with work performance or creating an otherwise intimidating, hostile, or offensive working environment.

This policy applies to all employees of Lake Central School Corporation: anyone associated with the company, as well as vendors, contractors, trades people, etc., doing business with the company.

Complaints of harassment of any type should be directed to your department director, building principal or the Assistant Superintendent. Any such complaint will be treated in strict confidence and will be investigated promptly. More information can be found in Board Policy 3362. The following individuals serve as the Corporation's Compliance Officer(s):

Sarah Castaneda, Assistant Superintendent
8260 Wicker Avenue
Saint John, IN 46373
(219) 365-8507
scastane@lcscmail.com

Richard Moore, Associate Principal
8400 Wicker Avenue
Saint John, IN 46373
(219)365-8551
rmoore@lcscmail.com

Pregnant Workers Fairness Act & Nursing Mothers

The Board shall support the decision of employees to breastfeed their infants by providing additional break time, as necessary, for lactating employees to express breast milk for their infants on Corporation premises. Prior to returning to work from maternity leave, it shall be the employee's responsibility to notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. Further, it shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented and an employee using this area can be shielded from view. An employee can express milk during regularly scheduled break periods. The Principal or employee's supervisor shall make accommodations if the time of regular breaks needs to be adjusted or if additional and/or longer breaks are needed. In the event that more breaks are needed or the break(s) need to be longer than legally required, the additional time required shall be unpaid, and the employee's work schedule or work day shall, therefore, be modified accordingly. The Principal, or the employee's supervisor, shall work with the employee to make these necessary modifications.

DAYs, COMPENSATION, & BENEFITS

Certified Work Days & Hours

The regular school year during the term of the Agreement shall consist of 183 certified staff member work days. The 183 certified staff member work days shall include one day without students at the beginning of the school year, one day without students at the end of the first semester and one day without students at the end of the second semester. For the first non-instructional day (Corporation Preparation Day), the first three hours will be used for professional development at the administration's discretion and the last five hours will be used for preparation time by certified staff members. The day

between semesters and the last day of the school year will be reserved for certified staff members to complete grading and to organize their classrooms.

When school is closed due to severe weather or acts of God, if eLearning is unable to be used and the number of student attendance days is reduced below the state minimum, the days will be added to the end of the Board approved school calendar.

Work hours for high school certified staff members are from 6:50AM to 2:50PM. Each full-time high school classroom teachers (9-12+), excepting full-time CTE personnel, shall have a duty-free period, 90 minutes one day, on either a blue or white day, throughout the school year, which shall be used for instructional preparation and classroom-related conferences.

Work hours for middle school certified staff members are from 7:50AM to 3:50PM. Each full-time middle school classroom teachers (5-8) shall have a daily, duty-free 46 minute period, which shall be used for instructional preparation and classroom-related conferences.

Work hours for elementary certified staff members are from 7:20AM to 3:20PM. All full-time elementary classroom teachers (Pre K-4) shall have a daily, duty-free, 45 minute period which shall be used for instructional preparation and classroom-related conferences. All full-time elementary specials teachers will have the equivalent of five (5), 45 minute duty free periods per full week, which shall be used for instructional preparation and classroom-related conferences. However, a daily prep period may not be feasible due to scheduling limitations.

It is the building principal's responsibility to develop and implement teacher daily schedules which fully provide contractual duty-free preparation time. Elementary classroom teachers shall be relieved from classroom duties while the class is under the supervision of an art, music, library, computers, or physical education teacher. It is the classroom teacher's responsibility to take and receive his children from the special teacher's classroom. Prorated plan time shall be incorporated within the schedule of part-time teachers.

All certified staff members shall have at least a 30 minute, duty-free, uninterrupted lunch period daily. All certified staff members' daily schedules will consist of an 8 hour day. Student tutoring will be offered 2 days per week, and professional development, building, departmental, or grade level meetings may be scheduled by the building principal.

When the presence of students at the end of the school day requires supervision by certified staff members over and above what is normally necessary to see the students safely out of the building, a certified staff member assignment schedule, which is fair and equitable to all, shall be implemented. When the certified staff member is required to supervise students beyond the defined certified staff member day, additional pay or compensatory time shall be given at the rate of \$16.00 per hour. Certified staff members can be subject to bus duty at only one assigned school. The principals and the

certified staff member involved shall agree at which school the certified staff member will have bus duty. The principal may choose to use classified staff as supervisors of bus duty.

Benefit Days and Attendance

Certified staff members are given nine (9) sick days at the beginning of each school year as well as four (4) personal business days. If an employee begins the school year on leave, the number of paid benefit days for that year will be prorated based on the percentage of the school year that remains when the employee returns. Certified staff members can track their accumulated benefit days via the corporation business suite platform. An additional one half (1/2) day of personal leave shall be given to a certified staff member in exchange for attendance at his/her school's annual open house(s) held outside the regular school day during the first semester of the school year.

All employees are expected to report to work on time and follow their regular work schedule. If an employee needs to leave the building during the school day, they must notify and get approval from an administrator. If you are going to be late or need to leave for any reason, you must notify your building administrator and follow the established call off procedures as far in advance as possible. Notification from another person is not acceptable, except under emergency conditions.

Excessive absenteeism and/or tardiness are costly to the corporation and place an unfair burden on other employees. Additionally, excessive absenteeism by staff does not allow us to provide consistent educational services for our students. Certified staff members should not exceed their allotment of benefit days. If a certified staff member needs to use an unpaid day, they must reach out to the Assistant Superintendent and request approval. The Lake Central RISE Teacher Effectiveness Rubric states that an individual does not meet the attendance standard for core professionalism if the individual "demonstrates a pattern of unexcused absences." If a staff member accumulates three unpaid days in a given school year, it may result in the loss of core professionalism. If a staff member has a pattern of using unpaid days across multiple school years, it may result in the loss of core professionalism as well.

Certified staff members are entitled to up to five (5) days of bereavement leave for the death of an immediate family member. Immediate family members are defined in the Collective Bargaining Agreement 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. Staff members must submit a Bereavement Leave Request form to their immediate supervisor indicating the specific funeral/memorial arrangements and dates requested. Employees may request to use personal business, or accumulated sick days in order to attend a service for other individuals not considered immediate family.

Bereavement leave days are intended to provide time to grieve, make arrangements, and/or attend a wake, funeral, or memorial service. They should be used around the time of death. If the use of bereavement days will be delayed, then the staff member needs to speak with their immediate

supervisor about why there will be a gap in use. If a death and the related services occur over a lengthy break (spring break, winter break, or summer break), then benefit days may be reduced.

Call Off Procedures for Absences

Lake Central has implemented an automated absence management and subfinder service called Red Rover. When you need to be absent, you must report the absence through Red Rover. Red Rover can be accessed either by visiting their website, <https://app.redroverk12.com/>, or by using their mobile app, Red Rover K12. Please make every attempt to report absences as far in advance as possible. If it is an emergency, last minute call off, please contact your building administrator as well.

A building administrator may add additional requirements to the call off procedures, such as notifying them or using a Google form so that secretaries can cross check absences and benefit days in payroll.

Family & Medical Leave Act (FMLA)

In accordance with Federal law, the School Board shall provide up to twelve (12) weeks of unpaid FMLA leave in any twelve (12) month period to eligible professional staff members for the following reasons:

- A. the birth of a child and/or the care of a newborn child within one (1) year of the child's birth;
- B. the placement of a child with the staff member by way of adoption or foster care and/or to care for the child within one (1) year of the child's arrival;
- C. the staff member is needed to care for a spouse, child, or parent if such individual has a serious health condition; or
- D. the staff member's own serious health condition prevents him/her from performing the functions of his/her position.

Examples of Lake Central benefits through FMLA

1. For family illness that qualifies for FMLA, the administrator shall be permitted to use up to 20 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.

To apply for FMLA, please contact the Assistant Superintendent, Sarah Castaneda (scastane@lcscmail.com). An FMLA form will be provided to the employee, and it must be completed by the treating physician or medical professional, and returned within 15 days to the human resources department.

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, the certified employee shall be permitted to continue in the insurance program during the leave until the employee has exhausted his/her 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 1st.

Unpaid Leaves

Leave requests without pay shall be submitted to the Superintendent and may include the following:

1. To campaign and serve in public office
2. To assume an Association elective or appointive office
3. To serve in positions in Peace Corps services

The Superintendent has the discretion to approve or deny any unpaid leave requests.

Payroll & Paydays

All employees of Lake Central School Corporation are paid semi-monthly over the course of the scheduled work year. Payments are made on the 5th and 20th day of each month. Payroll on a weekend/holiday shall fall on the last business day prior to said weekend/holiday. Employees are paid by direct deposit. Applicable federal, state and local income taxes as well as federal Social Security taxes are withheld from each pay. Lake Central School Corporation reserves the right to obey all laws that pertain to pay, including garnishments and other authorized payroll deductions. Pay stubs are available online through the Boyce employee payroll portal. Instructions for how to access the employee portal can be found here: [!\[\]\(2a126c2a36ebe27b46f0d45fbbc8bf84_img.jpg\) Lake Central School Corporation Doculivery Quick Start Guide.pdf](#) .

If employees have questions regarding their pay, they should contact the payroll department. (Sarah Pietrzak, spietrza@lcscmail.com or Nicole Matchain, nmatchai@lcscmail.com.)

Long-Term Disability

The Board shall provide, at no cost to the certified 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 five thousand dollars (\$5,000) 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 1st. 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.

Insurance

Per the Collective Bargaining Agreement, the Board shall provide hospitalization, surgery, and major medical insurance protection to certified staff members for a full twelve (12) month period, commencing the first day of employment in the school year and continuing until August 31st of the following year.

Open enrollment is offered every year prior to January 1st. Information will be shared during the open enrollment period about any changes to insurance premiums and coverage. Changes may also be made to your insurance coverage due to a qualifying life event, such as a change in family status (marriage, divorce, birth or adoption of a child, etc) or a change in employment (you or your spouse change jobs or lose coverage). If you have questions about insurance, please contact the Lake Central Benefits Coordinator, Michelle Kissinger (mkissing@lcscmail.com).

Friday School

Friday School supervision by certified staff shall be paid a \$100.00 stipend per session for the high school and a \$66.00 stipend per session at all middle schools. The certificated staff will fill out the "Certificated Staff Time Sheet for Compensation for Extra Duties" form and forward it to the Assistant Superintendent.

EMPLOYEE RESPONSIBILITIES

Communication with Students, Parents, Community

Good communication has a significant impact on the success of a school corporation within a community. All staff members have a responsibility to communicate appropriately with our students, parents, and community members. If a parent reaches out, please make every attempt to reply to them within 24 hours, excluding weekends and breaks. If someone cannot be satisfied with a considerate and courteous discussion, refer the person to an available supervisor. All employees are to maintain a positive relationship with students, staff, parents, and community members.

Communication with students must only be done through district approved systems (School email, Canvas, Skyward or ParentSquare). Communication with students should not occur via personal phone numbers, texts, emails, or personal social media accounts. If any emergency occurs where the approved system cannot be used, a parent should be copied on any communication with the student.

Requests from the news media seeking to interview staff and/or students should be directed to your administrator or direct supervisor. The Superintendent (and designated staff) will serve as the spokesperson(s) for the district. If the expertise of a school corporation employee is required, the Administration will identify the appropriate employee to be interviewed by the media.

Staff Technology Acceptable Use Agreement

Lake Central School Corporation recognizes the commitment that the staff makes to their students and community and wants to reward the staff by allowing personal Internet use during non-duty hours.

While using the Internet, the following are prohibited:

- To knowingly access, upload, download, or distribute or attempt to knowingly access, upload, download or distribute pornographic, obscene, or sexually explicit materials.
- To violate or attempt to violate any local, state or federal statute, or any rule, regulation, or policy of Lake Central School Corporation.
- To vandalize, damage, or disable or attempt to vandalize, damage, or disable the property of another person or organization.
- To access or attempt to access another person's materials, information, or files without the implied or direct permission of that person.
- To annoy, harass, intimidate, or threaten, or to attempt to annoy, harass, intimidate, or threaten any individual or organization.
- To interfere or attempt to interfere with the lawful activities of any individual, business, or organization.
- To violate or attempt to violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citations.
- To divulge personal information about students, such as telephone numbers, names, addresses, or photographs, without the prior written consent of the student's parent or guardian.
- To compromise or attempt to compromise network security.

The above prohibitions apply whenever the employee is using any equipment, software, access accounts, or any other types of facilities or materials owned, controlled, or provided by the Lake Central School Corporation, regardless whether the employee is on or off school corporation property or is on or off duty.

No Expectation of Privacy

Given valid reason, Lake Central School Corporation may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere on any of the corporation's electronic systems, including telephone calls and electronic mail messages, even if the information has been password protected or encrypted. Lake Central School Corporation may use the information so obtained for any legal purpose, including disclosure to third parties, subject only to applicable law, but otherwise in the sole discretion of the Corporation. Lake Central School Corporation may exercise an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means.

Confidentiality

In the course of employment, employees often have access to, and process, confidential information relative to students and Lake Central School Corporation employees. The inappropriate sharing of this information is considered a serious breach of professional responsibility and is grounds for disciplinary action up to and including termination.

Only discuss a student's progress, limitations or family situations with authorized district personnel in a private setting on an "as need-to-know basis". Use a common sense test—does the communication/sharing of information legitimately promotes a student's educational interest. Do not release any documents about a student prior to written permission from the parents. Do not release or post a photo of a student without parent permission. Do not discuss confidential matters in the presence of other students, parents, or outside of school. The staff lounge or staff workroom is not the place to vent about students or their parents. Remember that emails, texts, and Facebook accounts are public.

Use of Student Photos by Staff

During online registration, all parents select whether they approve for images of their child to be used at Lake Central, or in the media. If a parent selects that their child's image may be used at Lake Central, then it can be posted via Parent Square, in emails from teachers showcasing classroom activities, or in the building newsletter. These are closed channels where information is only sent to other Lake Central parents and staff. If the parent selects that their child's image may be used by the media, then it can be posted on the district or school social media accounts, or released to the newspaper. These are open channels where the child's image may be viewed by anyone in the public. Please check this before sharing any photos of your students. If it is a group photo, a smiley face or other image should be placed over the face of a student who does not have photo permissions before it is shared.

The only time a staff member should take a photo of a student is if that photo is to be shared with parents or the school or district community. Photos of students should not be posted on staff personal social media accounts. They should also not be used on websites other than Lake Central affiliated ones, such as Teachers Pay Teachers.

Social Media Use

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments related to matters of private concern that could compromise the Corporation's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parent consent (see Board Policy 8330). Education records include a wide variety of information, and posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential student or employee information may be Disciplined.

Nothing in this policy is intended to interfere with any school employee's rights under applicable law with respect to union organizing or collective bargaining.

Instruction of Special Education and Students with Special Needs

The Board of School Trustees and the Lake Central School Corporation recognize and agree that Title 511 Indiana State Board of Education Article 7 and Section 504 of the Rehabilitation Act of 1973 are applicable to the Lake Central Schools and it is in the best interest of the Board of School Trustees, the Lake Central certified staff members, the students and the community that a cooperative effort be made in meeting the guidelines of Article 7 and Section 504 of the Rehabilitation Act of 1973. It is therefore agreed:

1. That the Administration will provide each new member of the staff with a copy of Title 511 Indiana State Board of Education Article 7 and its amendments electronically.
2. A copy of all individual educational plans mandated by federal and/or state law and/or regulation will be provided by the administration or teacher of record either on the first day of school or within the first five (5) days of placement of the student in the classroom, to the certified staff member(s) expected to provide special education services and/or adaptations of the regular education program, required by the IEP or the General Education Alternative Learning Plan. Access to the IEP will be through the IDOE Special Programs platform.
3. Any classroom teacher who has special education and/or students with special needs will be notified of case conferences. That teacher will be provided with an opportunity to attend the conference if scheduled during the teacher's workday. The administration will try not to arbitrarily schedule case conferences outside of the certified staff member's workday.
4. Any classroom teacher who has special education and/or students with special needs may request in writing that the case conference be reconvened to review a particular student's individual educational plan mandated by federal and/or state law and/or regulation. If possible, the conference will be reconvened within twenty (20) school days after the written request is received.
5. No classroom teacher will be required, except in instances of unusual circumstances, to administer medication, lift students, carry students, perform medical services, perform physical therapy, or provide school health services. The exception is a special education teacher who is trained in the above services and must perform those services in order to fulfill the duties outlined in the student's IEP.
6. The classroom teacher will cooperate with the special education personnel to allow such personnel to meet special education requirements in the least disruptive manner.
7. Any classroom teacher with special education and/or students with special needs who has a concern may take that concern to the special education supervision in that building and/or the building Principal. If not satisfied with the outcome, the Director of Student Services would convene a follow up meeting to address concerns. If those concerns were district related, the matter could be brought to Discussion.

School Safety

All Lake Central employees must wear their Lake Central issued ID badge at all times while on duty. The ID badge must be visible. At no time shall staff members give their keys, swipe cards, or PIN numbers to students, other staff members, or other individuals. It is the responsibility of all staff members, including coaches, to keep their school keys, swipe cards, and PIN numbers secure. If a staff member should lose his/her keys or swipe card, the staff member must immediately report the loss to a building administrator.

All certified staff members must be familiar with the Standard Response Protocol that Lake Central utilizes. All classroom doors must be locked at all times during the school day. If you have questions about the Standard Response Protocol or other safety related procedures, please reach out to your building School Resource Officer or our Director of Safety and Security, Brian Kissinger (bkissing@lcscmail.com).

Reporting Child Abuse

Any staff member who suspects child abuse or neglect should IMMEDIATELY report the suspected abuse to the Indiana Department of Child Services' (DCS) Child Abuse and Neglect Hotline by calling 1-800-800-5556. Immediately, meaning as soon as possible and the same day before the student goes home from school. Remember in Indiana, all school staff members are mandated reporters, meaning we are legally required to report suspected child abuse and neglect.

Best practice while making the call is to have your principal or assistant principal come to your room while you make the call, or to call from your administrator's office. If this is not possible, please alert your principal after you make the call so they are aware in case DCS comes to the school. If something comes to your attention after school hours or over the weekend, please remember the Indiana hotline is available 24 hours a day, 7 days a week.

Student Accident Reports

If a student is injured while at school, the school nurse and building administrator should be contacted immediately for assistance. If the injury happens at an extracurricular activity, a school administrator should be contacted immediately. If a student injury is severe, staff always have the ability to call 9-1-1.

A student accident report must be filled out as soon as possible by the adult who was present when the injury occurred, and within 24 hours. The student accident report form is located on the Intranet, and copies are available from the school nurse as well. Once completed, the accident report must be turned into the building principal or athletic director.

Staff Accidents and Workers' Compensation

Workers' Compensation Insurance is required by state law. 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 Central Office

(219-365-8507) immediately. A First Report of Injury form shall be completed and forwarded to the Lake Central School Corporation Benefits Coordinator within 24 hours. If, after filing the initial accident report, additional information is received regarding treatment or lost time, the benefits coordinator 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.

A staff member who is injured while on the job is required to seek medical treatment from Lake Central's designated medical treatment facility. Our designated facilities are the Working Well locations in Crown Point or Munster.

Staff Dress

All employees are an important and integral part of the Lake Central School Corporation. Since all employees are highly visible to the students, the employees and the public, all employees should always be well dressed, well-groomed and present a professional image. All employees shall, when assigned to duty:

- be physically clean, neat, and well groomed;
- dress in a manner consistent with their responsibilities;
- be groomed in such a way that their dress or hair style does not disrupt the educational process or contribute to a health or safety hazard;

Safety must be considered when dressing for work. If applicable to your position, shoes must be heavy-duty type (no canvas or open heel or toes) to protect the feet from injury due to spillage of liquids and/or chemicals, dropping sharp objects, and as protection in the event of heavy objects dropping on the feet.

Tobacco Free Campus

The Board of Trustees of the Lake Central School Corporation recognizes that the use of tobacco products is unhealthy. In an effort to reduce health problems associated with both tobacco use and exposure to secondhand smoke, and to comply with applicable law, the Board prohibits the use of all tobacco products by students, employees, and visitors on school premises at all times.

Tobacco use includes but is not limited to all uses of tobacco such as cigarettes, cigars, pipes, any other lighted smoking equipment, chewing tobacco, or any other product that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes.

In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by professional staff members in school buildings at all times. Such prohibition also applies on school grounds, on school buses and/or at any school-related event.

Drug Free Workplace

In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or

distribution of drugs by employees on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all staff members. Any part-time or full-time employee who violates this policy will be subject to disciplinary action, in accordance with due process, up to and including termination. When appropriate or required by law, the Corporation will also notify law enforcement officials.

The Corporation is concerned about any staff member who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. A staff member may contact his/her supervisor or the Superintendent's office whenever such help is needed.

Personal Background Checks and Mandatory Reporting of Convictions and Arrests

To protect students and staff members, Lake Central School Corporation requires an inquiry into the personal background of each applicant the Superintendent recommends for employment. Such an inquiry shall also be made for substitutes. The procedures for obtaining the personal background information shall include the following:

- A. an expanded criminal history check
- B. an Indiana expanded child protection index check
- C. an expanded child protection index check in other states
- D. a search of the national sex offender registry
- E. a search of the state child abuse registry
- F. an inquiry with former employer(s)
- G. explanations of any employment gaps to ensure the candidate has not omitted an employer where an offense occurred
- H. verification of the applicant's eligibility to work using the E-Verify database maintained by the Federal government as required by I.C. 12-32-1
- I. an Indiana BMV driver history if the position involves driving

Each applicant shall certify under penalty of perjury the applicant's eligibility to be employed by Lake Central School Corporation as a United States citizen or a qualified alien. The Lake Central School Corporation may deny employment to an applicant who is convicted of an offense for which the applicant's license for the position may be revoked or suspended per I.C. 20-28-5-8(c). Any costs associated with obtaining the criminal history record are to be paid by the applicant.

The procedures shall provide that information and records obtained from pre-employment inquiries under this policy are confidential and shall not be released except as necessary to implement this policy, defend a decision made pursuant to this policy, or comply with I.C. 20-26-5-11.5 when responding to a request for an employment reference from another school for a current or former employee.

During the course of employment with Lake Central School Corporation, all employees shall be required to report the arrest or filing of criminal charges against the employee, the conviction of an employee for a crime, or the substantiated report of child abuse or neglect of which the employee is subject to the Superintendent within two (2) business days of the occurrence. The Superintendent shall obtain a review of each item reported and shall recommend appropriate action to the board considering the risk to members of the school community presented by the continued employment of the convicted employee.

House Enrolled Act 1079, effective July 1, 2017, requires all school employees to complete an expanded criminal background check every five years.

Student Supervision and Welfare

All employees shall maintain a standard of care for the supervision, control, and protection of students commensurate with assigned duties and responsibilities and are expected to establish and maintain professional staff/student boundaries that are consistent with their legal, professional and ethical duty of care for students.

All employees shall:

- A. Report immediately to a building administrator any accident, safety hazard, or other potentially harmful condition or situation s/he detects
- B. Provide proper instruction in safety matters as presented in assigned course guides
- C. Immediately report to a building administrator any knowledge of threats of violence by students to themselves or others
- D. Not send students on any personal errands
- E. Not associate or fraternize with students at any time in a manner that may give the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity that could be considered abusive or sexually suggestive or involve harmful substances such as illegal drugs, alcohol or tobacco. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal prosecution and disciplinary action by the Board up to and including termination of employment.
- F. If a student approaches a staff member to seek advice or to ask questions regarding a personal problem related to sexual behavior, substance abuse, mental or physical health, and/or family relationship, etc., the staff member may attempt to assist the student by facilitating contact with certified or licensed individuals in the Corporation or community who specialize in the assessment, diagnosis, and treatment of the student's stated problem. Any staff member who determines that a student is in need of services shall report the matter to appropriate authorities. However, under no circumstances should a staff member attempt, unless properly licensed and authorized to do so, to counsel, assess, diagnose, or treat the student's problem or behavior, nor should any such staff member inappropriately disclose personally identifiable information concerning the student to third persons not specifically authorized by law.
- G. Not transport students in a private vehicle without the approval of a building administrator.

H. Shall only engage in electronic communication with students via the approved district platforms, which include school email, Skyward, Canvas, and ParentSquare.

F. Not require a student to perform work or services that may be detrimental to his/her health.

If a student reaches out to a certified staff member (via social media or other electronic communication) outside of the scope of the curriculum, they should not engage in conversation with the student. If a student shares information the certified staff member believes poses a threat to themselves or others, certified staff members are required to contact their building principal and/or the Indiana Department of Child Services immediately (1-800-800-5556). If there is a suspicion of a student threatening suicide or self harm, do not leave the student alone and be sure to notify your building administrator immediately. If the administrator is not available, contact the school counselor or school service provider.

Student and Staff Relations

The School Board wants to maintain a safe and healthy educational environment for students attending the School Corporation. Appropriate boundaries should be maintained at all times between Corporation employees and students.

The Board prohibits inappropriate boundary invasions by a Corporation employee into a student's personal space and personal life. Examples of inappropriate boundary invasions include but are not limited to the following:

1. Kissing, or other similar physical conduct with a student;
2. Telling sexual jokes to students;
3. Engaging in talks containing sexual innuendo or banter with students;
4. Talking about sexual topics that are not related to curriculum;
5. Showing pornography to a student;
6. Initiating or extending contact with students beyond the school day for personal purposes;
7. Using email, text messaging, websites, or other social media services to discuss personal topics or interests with students;
8. Giving students rides in the staff member's personal vehicle or taking students on personal outings without administrator approval;
9. Invading a student's privacy;
10. Going to a student's home for non-educational purposes;
11. Inviting students to the staff member's home without proper chaperones (i.e., another staff member or the student's parent);
12. Giving gifts or money to a student for no educational purpose;
13. Accepting gifts or money from a student for no legitimate educational purpose (this does not include gifts given at Christmas or at the end of the year as a "thank you" to the staff member);
14. Being overly touchy with students;
15. Favoring certain students by inviting them to come to the classroom at non-class times;
16. Pulling a student out of class to visit with the staff member;

17. Providing advice to or counseling a student regarding a personal problem (e.g., problems related to sexual behavior, substance abuse, mental or physical health, or family relationships) unless properly licensed and authorized to do so;
18. Talking to a student about problems that normally would be discussed with adults (e.g., marital issues);
19. Being alone with a student behind closed doors without a legitimate educational purpose;
20. Telling a student "secrets" and having "secrets" with a student;
21. Other similar activities or behavior:

Disciplinary action, up to and including termination, may result from the violation of the above-stated boundary invasions.

Sexual conduct with or sexual relationships with students by a Corporation employee are prohibited. Any teacher, administrator, coach, school official, or staff member who engages in sexual conduct with a student may be disciplined, up to and including termination. Any conduct that may constitute a crime shall be reported to local law enforcement.

Any employee accused of sexual conduct or a sexual relationship with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student, regardless of the age of the student, will initiate the termination process for the employee.

The Superintendent will report to the Indiana Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery and will suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Professional Leave Request Guidelines

Professional Leave Requests That Require School Board Approval:

- Those being held outside of the state of Indiana
- Those with a fee that is being paid from a building or corporation fund, regardless of where it is taking place (This includes registration fees (in person events or virtual), mileage, parking, food, hotel etc.)
- All overnight leaves

Professional Leave Requests That Require Central Office Approval:

- Those that remain within the state of Indiana, do not involve an overnight stay, and do not have any fees that are being paid by a building or central office fund.

Professional leaves that occur on a weekend, in the summer, or any time that school is not in session still require the same approval process. Virtual workshops are considered a professional leave and require the same approval process. Professional leaves that remain within our district (a certified staff member going from one school to another for a meeting or event) do NOT require a form or approval.

Professional Leave Forms Are Found On The Intranet:

Click on library, then Human Resources, then forms. There you will find the Professional Leave Request (updated 12-18-18). This is the form you should use for either a single day of professional leave or multiple days of professional leave. This form is used when you are taking leave that **does not** involve students going with you. Please complete the form, sign it and submit it to your building principal. (At Lake Central High School, forms are sent to lchsforms@lcscmail.com for principal review and signature). Principals will be sure the form is complete, including employee signature and a fund number, and sign and forward to forms@lcscmail.com

Timeline:

A professional leave that requires school board approval is due in the forms@lcscmail.com mailbox, signed by your principal, no later than noon on the Thursday preceding each board meeting. Forms that are turned in late are subject to denial of request. A professional leave that requires central office approval should be submitted at least 3 days prior to the leave date.

Fees:

Mileage does not need to be calculated. Just check yes on the form and you can calculate and turn in a mileage claim following your professional leave. Meal allowance is for overnight stays only. The corporation will reimburse up to \$35 per overnight stay. Itemized receipts are required for reimbursement. Any alcoholic beverages must be purchased with your own money and must be on a separate receipt from the one you will be turning in for reimbursement. Hotel fees should be the cost of your room per night including tax. A receipt is required for reimbursement. Parking does not include valet parking. A receipt is required for reimbursement. If two people are sharing a room, driving together, etc. only one person should list the room cost and mileage on their professional leave form. The appropriate fund number for the incurred expenses should be shown on the professional leave form.

A copy of the signed/approved professional leave will be returned to the person making the request after receiving the necessary signatures. Please direct any questions to: Valerie Voss, Assistant to the Directors of Education, vvoss@lcscmail.com or 219-558-2710.

Field Trips

All field trip forms can be found on the Intranet and require a principal signature before being sent to forms@lcscmail.com. Please send those needing board approval two weeks in advance, when possible.

The Field Trip and Professional Leave Request form is used for day trips only. Trips that are within the state of Indiana do not need board approval. Field trips outside the state of Indiana will need board approval. A signed copy will then be sent back to the school.

The Extended Field Trip and Professional Leave Request form is used for overnight trips. All overnight trips will need board approval. After board approval, a signed copy will be sent back to the school.

If transportation is needed, it is the responsibility of the certified staff member or sponsor to fill out the request through Tripfinder (<https://lcsin.transfinder.com/Tripfinder/>). Please do so well in advance of your trip to ensure that buses and a driver are available at the times you need it. If you are unfamiliar with Tripfinder, a video tutorial can be found here:

■ **Tripfinder Instructional Video - September 27, 2024 .webm** If you have any questions, please contact Gail Flores at the Transportation Department (gflores@lcscmail.com).

All students should be given a Field Trip Permission Slip and should return it prior to the field trip with a parent/guardian signature. All chaperones for a regular field trip need a background check. All chaperones for an overnight field trip need an extended criminal background check.

Volunteers

If a certified staff member or coach utilizes a volunteer or supervisor that is not an employee for any event or activity in which children are involved, a background check on that individual is required. Based on the individual's responsibility, either a limited or full background check must be completed before an individual can work in that capacity. **Background checks for volunteers must be turned in at least two weeks prior to the event.**

Animals in the Classroom

Live animals shall be allowed in the classroom for education purposes with prior approval from the Building Principal. A care plan must be established which will address how the animal will be humanely, safely, and properly housed in the classroom. Prior to an animal being brought to school, a written notification will be sent home to the parents of each student who will be exposed to the animal. The teacher will be responsible for the maintenance of the housing and will ensure a clean environment for the animal (teachers are responsible for the cleaning of cages and housing). If a parent reports an allergy or other issue concerning the animal, the principal may deny the presence of the animal in the classroom. Please see Board Policy 8405 for more detailed information.

Movies and Copyright

Any movies or videos used by staff in the classroom should relate to the curriculum. Fair use under the copyright laws does permit teachers to use DVDs in the classroom that are purchased or rented for instructional purposes. Fair use applies to streaming services as well, but the issue is that the user agreement with those services does not permit such use. So, federal law would permit it, but the streaming services do not. Therefore, teachers may use DVDs for instructional purposes in their classroom. However, they may not use streaming services.

HUMAN RESOURCES

License Renewal

Each certified staff member is responsible for ensuring that license(s) are current and renewed when due. A staff member needs a valid teaching license on the first day of school in order to start the school year. Staff must use the Licensing Verification & Information System (LVIS) to renew their license:

<https://license.doe.in.gov/>. CPR classes are offered almost monthly at Lake Central for a nominal fee to assist with the license renewal process.

Staff members must email a copy of their new license once they receive it to the Human Resources department (Denise Peterson, dpeterso@lcscmail.com). Staff members are also responsible for notifying human resources when additional license areas are added or if they obtain an advanced degree, for which an official copy of transcripts must be provided.

If a staff member does not renew their license by the start of the school year, they will receive sub pay until the license is renewed.

REPA & Praxis

Rules for Educator Preparation and Accountability (REPA3) provides a mechanism for teachers to add content areas to current teaching licenses. In order for the Lake Central School Corporation to effectively comply with the requirements of REPA3, teachers must notify the Assistant Superintendent of any content areas for which they have passed the Praxis test, submitting both the test scores and proof of having made application to the Indiana Department of Education to add the area(s) to their licenses, if they wish to have these new certifications included in teaching assignment decisions for the following year.

Personnel Files

Each staff member, upon written request, shall have the right to review the contents of his/her own personnel file maintained by the school system. The review shall be made in the presence of the administrator responsible for the safekeeping of the file.

Certified Staff Member Evaluation

Lake Central School Corporation has opted to use the Lake Central RISE evaluation model. The RISE evaluation system focuses on effective instruction and student outcomes through two components, professional practice and student learning.

Lake Central uses the platform Education Advanced (formerly Standards for Success) to complete certified staff member evaluations. Staff will login using their Lake Central staff email: [Education Advanced Evaluation](#)

The Lake Central Plan for Staff Evaluation and RISE Rubric are available on the Lake Central Intranet.

A certified staff member who is rated ineffective or improvement necessary under IC 20-28-11.5 may not receive any raise or increment for the following year if the certified staff member's employment contract is continued. A certified staff member who is rated ineffective or improvement necessary may file a request with the superintendent or superintendent's designee not later than five (5) days after receiving notice that the certified staff member received a rating of ineffective or improvement necessary. The certified staff member is entitled to a private conference with the superintendent or superintendent's designee.

Inclement Weather Guidelines

When a weather emergency creates hazardous travel conditions, the school corporation may announce a closure, delayed arrival time, early dismissal time, or remain open for only basic services. Notifications of closures and delays will be sent to all staff via ParentSquare. It is important for staff to keep their contact information up to date and leave district notifications on in ParentSquare in order to receive alerts. Additionally, closures and delays will be posted on the Lake Central School Corporation website, www.lcsc.us, and LCSC Facebook page.

Guidelines for eLearning will be shared with all certified staff each school year. For school closures due to subzero temperatures, staff may report to their building on an eLearning day if they wish or they may work from home. For school closures related to snow or ice, staff members should not report to their building due to hazardous road conditions. For any other scenarios, information will be shared with staff on whether or not the building will be open for use.

Vacancies, Transfers and Assignment Changes

Prior to administrative decision, all vacancies in bargaining unit positions, extracurricular positions, and administrative positions shall be posted. The posting shall be sent via email to all current faculty members. The posting shall be a minimum of 10 days unless circumstances warrant a quicker timeline.

All certified staff members may apply or request a transfer for any open position within the corporation for which they are certified.

The following criteria shall determine voluntary transfers, involuntary transfers, or other assignment changes across the corporation:

1. Certification
2. Qualifications within the posting such as grade level, subject area experience, special training, displayed interest, etc.
3. The RISE evaluation rubric
4. Transfers which cause a RIF will not be considered

Certified staff members who desire to transfer to another building shall file a written statement (Voluntary Transfer Form) to the Assistant Superintendent. Transfers, involuntary transfers, or other assignment changes within one school are determined by the building principal.

In a transfer decision, the employee may meet with the Assistant Superintendent for the purpose of discussing the transfer decision.

Moving Compensation

If a renovation or construction project, which has been formally bid and a contract awarded by the Board of School Trustees, results in a need for certified staff members to pack and/or inventory and/or unpack supplies and/or materials and/or equipment, certified staff members shall be released from instructional responsibilities and/or compensated at the school improvement hourly rate in a manner which fairly and

equitably provides released time and/or compensation relative to the additional need for work. The administration and the certified staff member shall mutually agree upon the specific work to be performed and the amount of released time and/or compensation which the certified staff member shall receive. This mutual agreement shall be signified in writing by both parties. Should mutual agreement not occur, the administration may have the needed work performed by other means.

When an administrator's directive for an involuntary move within a building or within the corporation results in a need for certified staff members to pack and/or inventory and/or unpack supplies and/or materials and/or equipment, certified staff members shall be released from instructional responsibilities and/or compensated at the school improvement hourly rate in a manner which fairly and equitably provides released time and/or compensation relative to the additional need for work. It is understood that situations in individual classrooms are unique. Therefore, the terms "fairly and equitably" relate to the amount of work to be performed rather than equality of released time or compensation to certified staff members.

Prior to the move the administration and the certified staff member shall mutually agree upon the specific work to be performed and the amount of released time and/or compensation which the certified staff member shall receive. This mutual agreement shall be signified in writing by both parties. Should mutual agreement not occur, the administration may have the needed work performed by other means. Released time and/or compensation do not apply to summer school moves or to those situations in which a certified staff member has been reduced in force or leaves the corporation.

Reduction in Force

At times, it may become necessary for the Board, in accordance with Board Policy, to eliminate certificated positions and reduce the number of certified staff due to curricular changes, changes in enrollment, return to duty from leave of a certificated staff member, closing of schools, territorial changes, or other good cause warrants.

As positions to be eliminated are identified, the certificated staff members to be dismissed shall be identified on "the basis of licensure and merit, not years of service or seniority." (Board Policy 3131) "Licensure" means the scope of the license issued by the Office of Educator Licensing and Employment at the Indiana Department of Education. "Merit" means a performance category assigned to an educator as "highly effective", "effective", "improvement necessary" or "ineffective."

When two certificated staff members are in the same performance category, the following factors may be considered to identify the certified staff member to be terminated:

1. The scope of an individual's license.
2. The academic licensing needs in the district.
3. The results of on-going and past evaluations, including consideration of any substandard performance reports on file.
4. The assignment of instructional leadership roles, including the responsibility for conducting evaluations.

5. The attainment of either additional content area degrees or credit hours beyond the requirements for employment.
6. The number of years of a certified staff member's experience.

Per Indiana Code, notification due to a reduction in force must be delivered between May 1 and July 1.

Summer School

Summer School contracts will be written as temporary contracts, allowing for a compensation model that minimizes deficit spending in summer school. The salary for certified staff will be based on their current hourly rate.

On or before May 1 of each calendar year the School Corporation shall post all anticipated summer school program offerings. Teachers shall have two (2) weeks from the date of posting to apply for any of the posted offerings. The School Corporation shall notify the applying teacher of any tentative assignment by June 1 of the calendar year. Teachers will be notified of their summer school employment as enrollments are finalized.

Lake Central School Corporation Teachers will receive first consideration for summer school teaching positions. The following criteria shall determine summer school assignments:

1. certification
2. qualifications within the posting such as grade level, subject area experience, special training, displayed interest, etc.
3. when two (2) or more teachers are equal, relative to certification and qualifications, the RISE Evaluation rubric may be used.
4. when two or more teachers are equal relative to their final RISE Evaluation, the Assistant Superintendent shall decide. Each individual in this decision may meet with the Assistant Superintendent if so desired.

It is understood that teachers who accept a summer school assignment will be expected to teach the full summer school term.

The ability to offer summer school will depend on the state budget. The specific details regarding any elementary, middle and high school summer school offerings will be a topic of discussion in the spring.

Staff Discipline

Building and district level administrators must enforce rules and regulations to ensure the safety and success of their school and the district. If an administrator asks to speak with a staff member regarding something that may result in disciplinary action, the staff member will be provided with at least 48 hours notice, unless there is a serious safety concern that necessitates speaking with them sooner. All staff who are members of LCTA have the ability to bring a union representative with them to the meeting.

At the meeting, the staff member will be given due process and the ability to share their side of what occurred. After gathering all of the evidence, the administrator will determine what corrective action is necessary. Examples of possible disciplinary action:

1. A verbal warning is to make sure the employee understands the rules. It may be paired with an email to document what was discussed.
2. A written warning may be issued to document a more serious situation, and/or confirm a previous warning. Lake Central uses two types of written warnings:
 - a. a memorandum of understanding (less severe for minor infractions), or
 - b. a substandard (more severe for repeated infractions or major infraction).
3. Discipline may or may not involve suspension with or without pay, depending on the severity of the situation.
4. Recommendation for dismissal may occur if all attempts at corrective progressive discipline have failed, or in the case that the offense was so egregious that the situation calls for an immediate termination without having progressed through the preceding disciplinary steps.
5. Staff members have the right to attach a rebuttal to any written warnings that are issued.

Certified Staff Member Discipline

Any discipline of a certified staff member, including, but not limited to, termination, non-renewals and discharge, shall be consistent with Indiana law and the Collective Bargaining Agreement in place at the time of the disciplinary action.

Grievance Procedure

Corporation wide staff issues should be taken to Discussion as a first attempt to bring resolution to any disagreement.

Purpose

The purpose of this grievance procedure is to settle equitably at the lowest possible administrative level, issues which may arise with respect to specific claims of violation, misapplication, or misinterpretation relating to working conditions. Both parties agree that these proceedings shall be kept as confidential as may be appropriate at each level of the procedure.

Informal Procedure

1. In the event that a certified staff member believes there is a basis for a grievance, the certified staff member may first discuss the alleged grievance with the certified staff member's building principal or immediate supervisor. Individual staff member concerns should first be addressed with the building principal before appealing to the Assistant Superintendent. The certified staff member may be accompanied by a certified staff representative if he/she so desires.
2. Corporation wide staff issues should be taken to Discussion as a first attempt to bring resolution to any disagreement.

Formal Procedure

1. Step One

- a. If a certified staff member desires to file a formal grievance, he/she shall submit in writing such grievance to the certified staff member's building principal and said grievance shall specifically set forth the basis of same. A formal grievance shall be filed as soon as possible but in no event longer than thirty (30) days after disclosure of the facts giving rise to the grievance. (The grievance form shall be available from the certified staff representative in each building.)
- b. Within five (5) school days of the receipt of the written grievance, the principal, the grievant and the certified staff representative shall meet in an effort to resolve the grievance. The principal shall indicate his disposition of the grievance in writing within five (5) school days of such meeting and shall furnish a copy thereof to the grievant and certified staff representative.

2. Step Two

- a. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) school days of such meeting or ten (10) school days from the date of submitting said grievance, whichever shall be the later, the grievant shall within five (5) school days submit in writing the grievance to the Assistant Superintendent/Director of Personnel.
- b. As soon as possible, but not later than ten (10) days after personal receipt of the grievance form, the Assistant Superintendent or his designee, the grievant, and the certified staff representative shall meet in an effort to resolve the grievance. Thereafter, the Superintendent shall indicate his disposition of the grievance in writing as soon as possible, but not later than twenty (20) school days subsequent to the said meeting. The Superintendent shall furnish a copy of said disposition to the grievant and the certified staff representative.

General Provisions

1. The time limits provided in this Article shall be strictly observed but may be extended by a written agreement between the parties.
2. No reprisal shall be taken by or against any parties in the grievance procedure.
3. There shall be no reprisal as a result of submission of a grievance. Communiques and records dealing with the grievance shall not be placed in the certified staff member's personnel file; nor shall the contents of these communiques and records be verbally transmitted to future employers.
4. A certified staff member engaged during the school day in the presentation of a grievance, or who is a witness for same, shall be released from regular duties without loss of pay.
5. Timelines in this article shall mean the date the form or disposition is hand-delivered or mailed.

EDUCATIONAL ATMOSPHERE

Scheduling

In order to promote maximum teaching effectiveness, all options shall be investigated prior to any secondary teacher being required to teach in more than three (3) subjects in the same academic area.

The principal of each building shall provide a tentative teaching assignment for the next school year prior to the last week of school.

Prior to the end of the school year, the department head and/or administrator will call a meeting for the purpose of discussing department classes and the Master Schedule. It need not be a mandatory meeting. If teachers want input into the class schedules, they either need to be present at that meeting or notify the department head/administrator prior to the meeting to identify any interests in certain classes.

Certified Staff Member Facilities

Each school shall have a designated area apart from students for the use of certified staff members. There shall be adequate washroom facilities available for faculty.

A safety committee may be established at each building. If the principal decides to form a committee, it shall consist of the school nurse, an administrator, and a certified staff member representative. Any certified staff member, who determines that working conditions are unsafe, hazardous, or unhealthy, may notify the building principal or his designee, regardless if a formal committee has been developed or not.

Teaching Load

When, in a teacher's opinion, effective teaching has been restricted, the teacher shall consult with the principal regarding the need for an assignment of a teacher aide paraprofessional. Factors which may be considered are: (1) the number of students; (2) the particular students; and (3) the subject area. If the teacher is not satisfied with the disposition of any issue after discussing with the building principal, the teacher may consult with the Assistant Superintendent or Directors of Secondary or Elementary Education.

Compensation for Additional Teaching Duties

The term "hourly rate," when used hereinafter in the Handbook, shall be computed in the following manner:

Certified staff member's regular salary divided by (Number of Regular Contracted Days) =Daily Rate.

Daily Rate divided by 7.5 = Hourly Rate

Performance Stipends / Increase Pursuant to Indiana Code 20-43-10-3

~~The Performance Grant received by a school corporation shall be allocated among and used only to pay cash stipends to all teachers who are rated effective or as highly effective and employed by the school corporation as of Dec. 1 of the year of distribution. The governing body is to differentiate between the amount of stipends given for effective and highly effective certificated employees. This stipend will be calculated and distributed to all certificated employees as soon as possible after Lake Central's allocation of funds is determined by the IDE, projected date of receipt to be January.~~

Teacher Appreciation Grant

Pursuant to IC 20-43-16, the state created a new Teacher Appreciation Grant (TAG) program beginning in the 2025-26 school year to provide stipends to teachers who significantly impact student outcomes, provide mentoring to other teachers, and work in a high needs area. The state has made the TAG a competitive grant, where school districts can identify no more than 20% of their certified teachers for TAG stipends. TAG application forms will be sent out by the school district in the fall with a due date in January. The applications will be reviewed by a committee of administrators. The school district will submit the names of eligible teachers to the state by January 31st. After review by the state, allocations will be released to school districts in April, and districts will then have 60 days to distribute the stipends.

Student Teaching

A student who is required to complete a student teaching requirement must be supervised by a certificated employee that has been rated as either highly effective or effective on the certificated employee's latest annual performance evaluation.

ASSOCIATION

Discussion

New language in Indiana code reads "A school employer may discuss: (1) with a certified employee or group of certified employees; or (2) at one (1) or more meetings that are open to all certified employees; any topic that significantly impacts a certificated employee's working conditions or impacts the educational quality of the school employer's students. (b) A discussion or meeting under subsection (a) is not subject to the open door law (IC 5-14-1.5.).

Given the state guidance, LCSC Administration intends to continue to discuss certified staff member concerns while following state guidance regarding opening up the process to certified staff members who are not in the Association. Certified staff member concerns will only be included in the corporation discussion process if the matter impacts staff at more than one school. Individual school matters should first be addressed with the building principal before being brought forward for corporation-level discussion.

Association Rights

- A. It is agreed that every certified staff member has the right to organize freely, join and support the Association. The employer will not discourage, deprive or coerce any certified staff member in the enjoyment of the rights conferred in this Agreement, nor will they discriminate against any certified staff member for his participation in Association activities.
- B. The rights and privileges of the certified staff members' organization and its representatives as set forth in this Article shall be granted only to the Association as the exclusive representative of the certified staff members.
- C. The Association may post notices of activities and matters of concern to the Association on the certified staff members' bulletin board or via email.
- D. The Association shall be provided with time either during the opening day of school orientation workshop, provided that a corporation wide meeting is held, or at their individual buildings.

- E. When the Association and Board (including their agents) mutually agree to schedule meetings, conferences, or hearings during the regular work day, certified staff members who are Association witnesses, parties in interest, representatives, or participants shall not be subject to loss of pay.
- F. The Association shall have the right to schedule meetings in school buildings upon notification to the building principal providing that said meeting does not interfere with previously scheduled meetings or events. The Association shall pay no fee for general committee, executive board, or building meetings.
- G. The Association officers, chairpersons and building representatives shall have the right to confer with certified staff members provided it does not take the certified staff member away from his assigned teaching or supervision duties.
- H. The Association shall have the right to use the interschool mail system and certified staff member mailboxes to communicate with certified staff members.
- I. The Association, as the representative certified staff members' organization, shall have the right to use school facilities for meetings and any equipment, copy machines, calculating machines, and all other types of audio-visual equipment, when the use of such equipment does not conflict with the normal function of the school. When other organizations are charged for the cost of copying, the Association shall be charged the established rate. The rights granted to the Association under this paragraph shall not be granted to any other "school employee organization" as defined in I.C. 20-7.5-1-2(k).

J. Membership/Fair Share

(1) Teacher Membership in Association/Fair Share

IC 20-29-4-2 provides:

- (a) A school employee may not be required to join or financially support through the payment of: (1) fair share fees; (2) representation fees; (3) professional fees; or (4) other fees; a school employee organization;
- (b) A rule, regulation, or contract provision requiring financial support from a school employee to a school employee organization is void.

This provision is not new. It is unchanged from pre-2005 legislation. The Association remains unable to negotiate for or to insist that the school corporation agree to require members of the bargaining unit (certified staff members) to either join the Association or to pay any representation fee as a condition of employment.

Membership into the LCTA can occur at any time over the course of the year. Dues will be prorated based on when members join. The Lake Central Teachers Association will not intervene with issues that occurred prior to membership. Any LCTA member who wishes to withdraw from his/her membership must inform the LCTA membership chair, in writing, by August 31st.

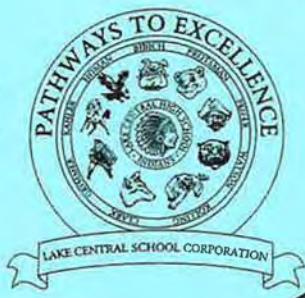
Members who withdraw their membership after August 31st are still responsible to pay for their full yearly dues.

Lake Central School Corporation

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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: Yolanda Bracey, Director of Primary Education
DATE: December 30, 2025
RE: **Board Meeting of January 5, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Julia Crary, Michelle Snow
POSITION	Teachers
SCHOOL	Bibich Elementary
EVENT	IAG Conference
DATES	12/15 - 12/16/2025
PLACE	Indianapolis, IN
DESCRIPTION	Annual conference for teachers of gifted learners
SPONSORING ORGANIZATION	Indiana Association for the Gifted
EXPENSES	Estimated Meal Cost - \$70 x (2) Estimated Hotel Cost - \$340 x (1) Estimated Required Fees – \$450 x (2) Estimated Travel Cost – Mileage & Parking x (1)
FUNDING	Corporation High Ability Fund

YB/vv

NAME	Rebecca Fechalos, Jennifer Fieleke / Allison Colgrove
POSITION	Teachers
SCHOOL	Bibich / Peifer
EVENT	NCTM Conference
DATES	2/11 - 2/13/2026
PLACE	Indianapolis, IN
DESCRIPTION	Annual Math Conference
SPONSORING ORGANIZATION	National Council of Teachers of Mathematics
EXPENSES	Estimated Meal Cost - \$70 x (3) Estimated Hotel Cost - \$491 x (2) Estimated Required Fees – \$355 x (3) Estimated Travel Cost – Mileage & Parking x (3)
FUNDING	Corporation Title II

NAME	Kristin Talaber, Melissa Ballenger, Taylor Popa, Tina DuBrock
POSITION	Teachers
SCHOOL	Protsman Elementary
EVENT	Elevate Conference 2026
DATES	7/07 - 7/10/2026
PLACE	Las Vegas, NV
DESCRIPTION	Professional development for K-2 teachers featuring key note speakers, breakout sessions, workshops
SPONSORING ORGANIZATION	Elevate Your Classroom
EXPENSES	Estimated Meal Cost - \$105 x (4) Estimated Hotel Cost - \$537 x (3) Estimated Required Fees – \$400 x (4) Estimated Travel Cost – Airfare, parking, mileage, Uber rides x (4)
FUNDING	Corporation Title II

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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: December 30, 2025
RE: **Board Meeting of January 5, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Kevin Mathis
POSITION	Centralettes Head Coach
SCHOOL	LCHS
EVENT	Bulls Game Performance
DATES	12/29/2025
PLACE	Chicago, IL
DESCRIPTION	Chicago Bulls Game Performance
SPONSORING ORGANIZATION	Chicago Bulls
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

MS/vv

Board Meeting of January 5, 2026

NAME	Kevin Mathis
POSITION	Centralettes Head Coach
SCHOOL	LCHS
EVENT	Collegiate Showcase
DATES	1/09 - 1/10/2026
PLACE	Toledo, OH
DESCRIPTION	Dance Competition
SPONSORING ORGANIZATION	Central Catholic High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Bob Gustas, Lauren Kozy, Brianne Rodriguez / Christa Moore, Sarah Poncin / David Sidler / Scott King
POSITION	Teachers / Middle School Math Coach (S. King)
SCHOOL	Clark / Grimmer / Kahler / District
EVENT	ILEARN Math Checkpoint 3
DATES	1/14 - 1/15/2026
PLACE	Indianapolis, IN
DESCRIPTION	Prepare for Checkpoint 3 by aligning curriculum
SPONSORING ORGANIZATION	Keep Indiana Learning
EXPENSES	Estimated Meal Cost - \$35 x (7) Estimated Hotel Cost – \$200 x (7) Estimated Required Fees – \$160 x (7) Estimated Travel Cost – Mileage & Parking x (7)
FUNDING	District Title II

Board Meeting of January 5, 2026

NAME	Nathaniel Jones
POSITION	Teacher
SCHOOL	LCHS
EVENT	IMEA Conference
DATES	1/15 - 1/16/2026
PLACE	Ft. Wayne, IN
DESCRIPTION	All State Ensembles Competition
SPONSORING ORGANIZATION	IMEA
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	1/24/2026
PLACE	Schaumburg, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Schaumburg High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 5, 2026

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	2/01/2026
PLACE	Naperville, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Naperville Central High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Richard Moore, Kari Regan
POSITION	Associate Principal, Assistant Principal
SCHOOL	LCHS
EVENT	Work-Based Learning Workshop
DATES	2/05/2026
PLACE	Lowell, IN
DESCRIPTION	Exploring effective strategies and best practices for work-based learning
SPONSORING ORGANIZATION	Skillman
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage x (2)
FUNDING	6846-11300-58000-0002

Board Meeting of January 5, 2026

NAME	Kevin Mathis
POSITION	Centralettes Head Coach
SCHOOL	LCHS
EVENT	State Championship
DATES	2/09 - 2/10/2026
PLACE	Indianapolis, IN
DESCRIPTION	State Championship Dance Competition
SPONSORING ORGANIZATION	IHSDA
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self Funded

NAME	Keelie Gragido, Jill Zilz, Lauren Holden, Michelle Deming, Valerie Gardner / Michelle Calhoun, Kristin Duncan, Christa Moore / Robert Gustas / Meagan Bruni, Selena Poulos / Scott King
POSITION	Teachers / Middle School Math Coach (S. King)
SCHOOL	LCHS / Clark / Grimmer / Kahler / District
EVENT	NCTM Spring Conference
DATES	2/11 - 2/13/2026
PLACE	Indianapolis, IN
DESCRIPTION	Annual Math Conference
SPONSORING ORGANIZATION	National Council of Teachers of Mathematics
EXPENSES	Estimated Meal Cost - \$70 x (12) Estimated Hotel Cost – \$491.40 x (12) Estimated Required Fees – \$355 x (12) Estimated Travel Cost – Mileage & Parking x (12)
FUNDING	Corporation Title II

Board Meeting of January 5, 2026

NAME	Kevin Mathis
POSITION	Centralettes Head Coach
SCHOOL	LCHS
EVENT	National Championship
DATES	2/12 - 2/17/2026
PLACE	Orlando, FL
DESCRIPTION	National Dance Championship Competition
SPONSORING ORGANIZATION	NDA
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	2/14/2026
PLACE	Roselle, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Lake Park High School West
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 5, 2026

NAME	Kayla Klein, Heather Davis, Ryan Schweitzer
POSITION	Teachers
SCHOOL	Clark Middle School
EVENT	7th Grade Science Field Trip
DATES	2/17 & 2/19/2026 (half of the class each day)
PLACE	Chicago, IL
DESCRIPTION	7th Grade Science Field Trip
SPONSORING ORGANIZATION	Clark Science Department
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	2/21 - 2/22/2026
PLACE	Indianapolis, IN
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Warren Central High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self Funded

Board Meeting of January 5, 2026

NAME	Jennifer Schmidt
POSITION	Teacher
SCHOOL	LCHS
EVENT	FCCLA State Leadership Conference
DATES	2/26 - 2/27/2026
PLACE	Muncie, IN
DESCRIPTION	Competition and workshops
SPONSORING ORGANIZATION	Family, Career and Community Leaders Association
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	2/28 - 3/01/2026
PLACE	Frankfort, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Lincoln Way East High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 5, 2026

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	3/07/2026
PLACE	Channahon, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Minooka South High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	3/28 - 3/29/2026
PLACE	Tinley Park, IL
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	Victor J. Andrew High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 5, 2026

NAME	Mark Walton
POSITION	Band Director
SCHOOL	Clark Middle School
EVENT	Clark Band Field Trip
DATES	3/28/2026
PLACE	Chicago, IL
DESCRIPTION	Field trip for grades 6-8 band students
SPONSORING ORGANIZATION	Clark Band
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Benjamin Cash
POSITION	Guard Director
SCHOOL	LCHS
EVENT	Winter Guard Competition
DATES	4/08 - 4/11/2026
PLACE	Dayton, OH
DESCRIPTION	Winter Guard Competition
SPONSORING ORGANIZATION	University of Dayton
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

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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: December 30, 2025
RE: **Board Meeting of January 5, 2026**

FIELD TRIP REQUESTS

Kevin Mathis, Head Coach of the LCHS Centralettes, requests to take approximately (35) members of the Centralettes Dance Team to Chicago, IL on December 29, 2025. The team will perform at a Chicago Bulls Game at the United Center. This is a self-funded event.

He also requests to take the same team to Toledo, Ohio on January 9 - January 10, 2026. The team will compete in a Collegiate Showcase at Central Catholic High School. This is a self-funded event.

He also requests to take the same team to Indianapolis, IN on February 9 - February 10, 2026. The team will compete in the State Championship at Farmers Coliseum. This is a self-funded event.

He also requests to take the same team to Orlando, Florida on February 12 - February 17, 2026. The team will compete in the National Championship. This is a self-funded event.

Nathaniel Jones, teacher at LCHS, requests to take approximately (3) members of the Choir/Handbells ensemble to Fort Wayne, IN on January 15 - January 16, 2026. The members will compete in the All State Ensembles. This is a self-funded event.

Benjamin Cash, Guard Director at LCHS, requests to take approximately (17) members of the Winter Guard to Schaumburg, IL on January 24, 2026. The members will participate in a winter guard competition at Schaumburg High School. This is a self-funded event.

(continued)

MS/vv

He also requests to take the same group to Naperville, IL on February 1, 2026. The members will compete in a winter guard competition at Naperville Central High School. This is a self-funded event.

He also requests to take the same group to Roselle, IL on February 14, 2026. The members will compete in a winter guard competition at Lake Park High School West. This is a self-funded event.

He also requests to take the same group to Indianapolis, IN on February 21 - February 22, 2026. The members will compete in a winter guard competition at Warren Central High School. This is a self-funded event.

He also requests to take the same group to Frankfort, IL on February 28 - March 1, 2026. The members will compete in a winter guard competition at Lincoln Way East High School. This is a self-funded event.

He also requests to take the same group to Channahon, IL on March 7, 2026. The members will compete in a winter guard competition at Minooka South High School. This is a self-funded event.

He also requests to take the same group to Tinley Park, IL on March 28 - March 29, 2026. The members will compete in a winter guard competition at Victor J. Andrew High School. This is a self-funded event.

He also requests to take the same group to Dayton, Ohio on April 8 - April 11, 2026. The members will compete in a winter guard competition at the University of Dayton. This is a self-funded event.

Kayla Klein, Heather Davis and Ryan Schweitzer, teachers at Clark Middle School, request to take approximately (272) 7th grade science students to Chicago, IL on February 17, 2026 (half of the class) and February 19, 2026 (half of the class). The students will visit the Griffin Museum of Science and Industry. This is a self-funded field trip.

Jennifer Schmidt, teacher at LCHS, requests to take approximately (16) FCCLA students to Muncie, IN on February 26 - February 27, 2026. The students will compete with projects and attend leadership workshops at the FCCLA State Leadership Conference. This is a self-funded event.

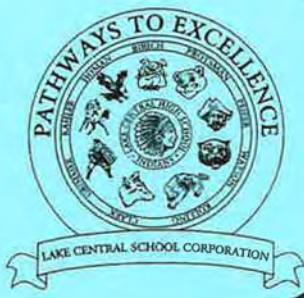
Mark Walton, Band Director at Clark Middle School, requests to take approximately (90) 6th - 8th grade band students to Chicago, IL on March 28, 2026. The students will visit the Auditorium Theater and attend a performance of the Chicago Philharmonic Raiders of the Lost Ark Concert. This is a self-funded event.

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Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Rebecca Gromala, Director of Student Services
DATE: December 30, 2025
RE: **Board Meeting of January 5, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Rebecca Gromala
POSITION	Director of Student Services
SCHOOL	District
EVENT	ICASE Directors' Roundtable Meeting
DATES	1/09/2026
PLACE	Michigan City, IN
DESCRIPTION	Updates from IDOE, current issues in special education
SPONSORING ORGANIZATION	IN Council of Administrators of Special Education
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - Mileage
FUNDING	646-0-21890-58000-0001

RG/vv



2025 SPECIAL EDUCATION
CHILD COUNT

SPECIAL EDUCATION FUNDING

Funding based on student count and disability areas

Child Count conducted on December 1, 2024

Student counts determine Additional Pupil Count (APC) funding and contribute to census data used for Part B grant allocations

Total approx. APC for Lake Central: \$7,270,317 (increase of \$52,510)

APC FUNDING GROUPS AND AMOUNTS

DECEMBER 2025 SE COUNT

Group	Eligibilities Included	Dollars per Student	Number of Students
Group 1	Multiple Disabilities, Orthopedic Impairment, Blind/Low Vision, Deaf/Hard of Hearing, Emotional Disability FT, Severe Cognitive Disability, Autism Spectrum Disorder, Traumatic Brain Injury	\$11,592 (-\$67)	349 (+18)
Group 2	Emotional Disability Other, Specific Learning Disability, Mild Cognitive Disability, Moderate Cognitive Disability, Other Health Impairment, Developmental Delay	\$2,913 (-\$17)	769 (-14)
Group 3* (may be counted twice)	Language or Speech Impairment	\$548 (-\$3)	771(-45)
Preschool	All Eligibilities	\$3,798 (-\$22)	148 (-17)

TOTAL NUMBER OF STUDENTS RECEIVING SPECIAL EDUCATION SERVICES

Year	Number of Students
2025	1506
2024	1571
2023	1603
2022	1551
2021	1520
2020	1509
2019	1515
2018	1447
2017	1371
2016	1421
2015	1371
2014	1414

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

NIPSCO 

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

1516 004

Thank you for participating in the NIPSCO Energy Efficiency Programs.

P A Y M E N T S U M M A R Y

CHECK NO: 0001738705

CHECK DATE: 12/04/2025

\$*****2,839.10
Project Number: 017387-Lake Central Schools
Project Description: Lake Central Schools
Project Address: 1830 Cline Ave

PEIFER HVAC SPLIT-UNITS SUMMER 2025

(Detach Here)

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

NIPSCO

51-7011/2111

12/04/2025

0001738705

12/04/2025 0001738705

TWO THOUSAND EIGHT HUNDRED THIRTY NINE DOLLARS 10 CENTS

VALID FOR 180 DAYS

S*****2,839,10

Void after 90 days

TO LAKE CENTRAL SCHOOL CORPORATION
THE ATTN TO: WILLIAM LEDYARD
ORDER 8260 WICKER AVENUE
OF: SAINT JOHN NB 46373-8876

Citizens Bank
190 Trumbull St
Hartford, CT 06103

Peter Buerk

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