

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

Administration Not Present

Yolanda Bracey, Director of Primary Education
Bill Ledyard, Director of Facilities

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

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

SCHOOL BOARD MEETING MINUTES
Tuesday, January 20, 2026 - 7:00pm

- I. Call to Order – *Cindy Sues*
- II. Board of Refinance Meeting - *Rob James*
 - A. **Election** of President of the Board of Finance - **Action Required**
 - Janice Malchow motioned to elect Cindy Sues as President of the Board of Finance.
 - Louise Tallent seconded the motion.
 - Motion carried.
 - B. **Election** of Secretary for the Board of Finance - **Action Required**
 - Janice Malchow motioned to elect Nicole Kelly as Secretary of the Board of Finance.
 - Louise Tallent seconded the motion.
 - Motion carried.
 - C. **Report** on the Fiscal Health of the School Corporation (per 2019 SEA 549)
 - D. **Report** on 2026 School Corporation Tax Rate
 - E. **Review** the Investments of the Lake County School Corporation for 2025
 - F. **Adopt** Investment Resolution - **Action Required**
 - Louise Tallent moved to approve the Resolution.
 - Cindy Sues seconded the motion.
 - Motion carried.
 - G. **Adopt** Resolution Certifying Micro-Purchasing Threshold - **Action Required**
 - Nicole Kelly moved to adopt the Resolution.
 - Janice Malchow seconded the motion.
 - Motion carried.

- H. **Removal of Outstanding Checks - Action Required**
 - Janice Malchow moved to approve the removal of outstanding checks.
 - Cindy Sues seconded the motion.
 - Motion carried.
- I. **MOTION to Adjourn the Board of Finance Meeting - Action Required**
 - Nicole Kelly moved to adjourn the Board of Finance meeting.
 - Janice Malchow seconded the motion.
 - Motion carried.
- J. Reconvene as Board of School Trustees

- III. Agenda: Approval, Deletions, Additions – *Dr. Veracco* – **Action Required**
 - There were revisions to the personnel recommendations under Sarah Castaneda's section.
 - Janice malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.

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

- V. 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

- VI. Official School Board Business Topics: Consent Agenda – *Dr. Veracco* – **Action Required**
 - A. Approval of Minutes
 - Special Board Meeting: Monday, January 5, 2026
 - Organizational and Regular Board Meeting: January 5, 2026
 - B. Approval of Claims, Payroll and Extracurricular Expenditures
 - Nicole Kelly moved to approve the Consent Agenda.
 - Cindy Sues seconded the motion.
 - Motion carried.

- VII. Public Comments Regarding Action Items
 - There were no public comments regarding action items.

- VIII. Official School Board Business Topics: Regular Agenda
 - A. Superintendent – *Dr. Veracco*
 - 1. Legislative Update
 - 2. Professional Leave Request - **Action Required**
 - Louise Tallent moved to approve.
 - Nicole Kelly seconded the motion.

- Motion carried.

3. School Board Policies - **Action Required**

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

po3120 For Approval	po3120.11 For Approval	po3220 For Approval	po3231 For Approval	po4120 For Approval
po5310 For Rejection	po0142 For Approval	po0167.2 For Approval	po4162 For Approval	po7440.01 For Approval

B. Assistant Superintendent – *Sarah Castaneda* - **Revised**

1. Personnel Recommendations – **Action Required**

- Nicole Kelly moved to approve the revised Personnel Recommendations.
- Janice Malchow seconded the motion.
- Motion carried.

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

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

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

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

C. Director of Primary Education – *Sarah Castaneda for Yolanda Bracey*

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

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

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

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

D. Director of Secondary Education – *Misty Scheuneman*

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

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

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

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

E. Director of Student Services - *Becky Gromala*

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

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

2. Special Education Parent Advisory Update

F. Director of Facilities – *Bill Ledyard*

G. Director of Business Services – *Rob James*

1. Quarterly Financial Report

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

- Howard Marshall moved to approve.
- Janice Malchow seconded the motion.
- Motion carried.

3. Donations - **Action Required**

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

IX. Public Comments – *Cindy Sues*

- There were no public comments.

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

Louise Tallent: I'm glad to see the safety for our students, thank you Dr. Veracco for letting us know about the weather considerations and how many people you consult with in order to make sure the students are safe. Thank you so much for that. And, we really are glad we have January moving right along.

Janice Malchow: It's kind of a bittersweet night tonight and, well it's just bittersweet and that's all I'm going to say about that. But, I do want to personally thank Mrs. Scheuneman for all the work she did to make sure that students were going to be safe on their field trips to Chicago. Really went out of your way and thank you very much for that. That's just a level of security that's important to all of us. I was really happy to see that Mr. McGoldrick is doing STEM training. I haven't heard much about STEM lately, so that's kind of cool. And, I was very impressed to see that our journalism teachers are doing a presentation down in, I can't think of the name of it, but way to go. Thank you everyone and keep hanging in there, we're going to get through this, right?

Nicole Kelly: So Saturday is winter formal. Just wanted to wish everyone a fun and safe formal.

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

- Next School Board Meeting: Monday, February 2, 2026

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

- Nicole Kelly moved to adjourn the meeting at 8:15pm.
- Cindy Sues seconded the motion.
- Motion carried, meeting adjourned.

Minutes of the January 20, 2026 School Board Meeting were approved and adopted by the Board of School Trustees at the February 2, 2026 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

**SUPPORTING
DOCUMENTS
FOR MINTUES**

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: Dr. Larry Veracco, Superintendent
DATE: January 15, 2026
RE: **Board Meeting of January 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Larry Veracco
POSITION	Superintendent
SCHOOL	District
EVENT	Brown & Brown Symposium
DATES	2/20/2026
PLACE	Carmel, IN
DESCRIPTION	Annual healthcare symposium for schools
SPONSORING ORGANIZATION	Brown & Brown Insurance Consultants
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage
FUNDING	0300-23210-58000-0001

LV/vv

Book	Policy Manual
Section	Volume 37, No. 2 - April 2025
Title	Revised Policy - Volume 37, No. 2 - April 2025 - EMPLOYMENT OF PROFESSIONAL STAFF
Code	po3120
Status	
Legal	I.C. 20-23-4-21.6 I.C. 20-26-5-4 I.C. 35-44.1-1-4 I.C. 36-8-12-10.5 511 IAC 7-36-2 511 IAC 7-36-3 20 U.S.C. 7801
Adopted	December 5, 2011
Last Revised	April 8, 2013

Revised Policy - Volume 37, No. 2 - April 2025

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

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

The Board shall approve the employment, of and also, when not covered by the terms of a negotiated agreement, fix the compensation and establish the term of employment for each professional staff member employed by this Corporation.

Individuals employed in the following categories shall be considered members of the professional staff:

- A. Teachers_____
- B. Directors_____
- C. Administrators_____
- D. _____
- E. _____
- F. _____

☒ Such approval shall be given only to those candidates for employment recommended by the Superintendent.

☐ Such approval shall be given only to those candidates for employment chosen by the Board from a group selected by the Superintendent.

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

☐ All applications for employment shall be referred to the _____.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

[NOTE: Choose Option A or Option B below]

[Option A]

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

[Option B]

☐ The Corporation ~~will~~ shall not employ (but may reemploy) the relatives of a ~~regular full-time professional staff member~~ members. **[END OF OPTION]**

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

☐ Non-Fraternization

[NOTE: Choose Option C or Option D below]

[Option C]

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

[Option D]

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

[NOTE: Other options to be considered]

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

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

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

☒ Any professional staff member's intentional misstatement of fact or omission material to qualifications for employment or the determination of salary shall ~~be considered by this Board to~~ constitute grounds for dismissal.

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

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

[x] No candidate for employment as a professional staff member shall receive recommendation for such employment without having proffered visual evidence of his/her certification or pending application for certification. Such certification must indicate all of the areas in which the candidate has been certified. No deletions are acceptable.

[x] The Corporation shall review, in accordance with any applicable terms of the negotiated agreement, a candidate's previous teaching experience at a college, university, or certified nonpublic school in determining his/her position on the salary schedule.

[] SELECT THIS OPTION IF THE CORPORATION IS A COMMUNITY SCHOOL CORPORATION THAT WAS CREATED BY A COMMUNITY SCHOOL REORGANIZATION APPROVED BY THE STATE BOARD AND REGISTERED VOTERS IN THE PROPOSED COMMUNITY SCHOOL CORPORATION IN AN ELECTION HELD BEFORE JULY 1, 2020.

[] A teacher who is employed by a school corporation subject to a community school corporation reorganization, loses his/her job in the school corporation due to a community school corporation reorganization, and not later than one (1) year after the teacher loses his/her job is subsequently employed by a community school corporation created by a reorganization shall retain the rights and privileges under I.C. 20-28-6 through I.C. 20-28-10 that the teacher held at the time the teacher lost his/her job in the original school corporation.

[END OF OPTION]

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all professional staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing ~~that s/he is a volunteer firefighter~~, the Corporation may not discipline the staff member for:

- A. ~~being absent~~ absence from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. ~~leaving his/her duty station~~ to respond to a fire or an emergency call if ~~s/he~~ the staff member has prior supervisor authorization ~~from his/her supervisor~~ to leave duty in response to a call received after ~~s/he has reported~~ reporting to work;

However, when an emergency call is received while the staff member is on duty, the staff member should notify the principal before leaving so coverage ~~for his/her class~~ can be arranged.

- C. an injury or ~~being absent~~ absence from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

x The Corporation (**x**) may () shall **[END OF OPTION]** require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence ~~indicating~~ confirming the staff member was engaged in an emergency call at the time of ~~his/her~~ the absence.

x] The Corporation (**x**) may () shall **[END OF OPTION]** require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority ~~showing~~ confirming treatment for the injury at the time of ~~his/her~~ the absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I TEACHERS

All teachers newly hired for a Title I supported program must be "highly qualified."

"Highly Qualified" means:

- A. full State certification as a teacher or passed State teacher licensing exam and holds current license to teach; certification or license requirements may not be waived on emergency, temporary, or provisional basis;
- B. for elementary teachers new to the profession, this also requires:

1. at least a bachelor's degree;

2. passing a rigorous State test on subject knowledge and teaching skills in reading, writing, math, and other areas of elementary curriculum (State certification test may suffice);

C. for secondary or middle school teachers new to the profession this also requires:

1. at least a bachelor's degree, and
2. passing a rigorous State test in each of the subject areas s/he will teach (State certification test may suffice), or
3. for each academic subject taught, having an academic major, course work equivalent to an undergraduate major, a graduate degree, or advanced certification or credentialing;

D. for elementary, middle, or secondary school teachers with prior experience, this also requires:

1. at least a bachelor's degree, and
2. meets standards for new teachers (above), or
3. demonstrates competence in all academic subjects s/he teaches based on a uniform State standard of evaluation (standard for academic subject matter and teaching skills set by the State).

REQUIREMENTS FOR TEACHERS GENERALLY

The highly qualified status requirements under the No Child Left Behind Act have been replaced by the requirements of the Every Student Succeeds Act (ESSA). Although the reporting of highly qualified teacher status by the Corporation is no longer required, teachers in Title I programs must be highly qualified. Additionally, ESSA requires teachers be "properly licensed." In order to ensure teachers are properly licensed, refer to <https://www.in.gov/doe/educators/educator-licensing/what-can-i-teach-with-my-license/> for the most recent "assignment code" language.

Although the requirements concerning highly qualified teachers have been removed from the IDEA and Article 7 regulations, the requirement that students be taught by teachers appropriately licensed to teach the subject area remains.

A special education teacher must hold the appropriate licensure based on a student's disability to be assigned as the student's teacher of record. A special education teacher may teach a core academic subject only if the student is being taught to alternate achievement standards. A teacher who holds any special education license is properly licensed to teach any applied course.

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Book	Policy Manual
Section	Volume 37, No. 2 - April 2025
Title	Revised Policy - Volume 37, No. 2 - April 2025 - PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT
Code	po3120.11
Status	
Legal	I.C. 20-29-6-1(b) I.C. 20-29-6-19
Adopted	February 20, 2023

Revised Policy - Volume 37, No. 2 - April 2025

3120.11 – PUBLIC HEARING BEFORE COMMENCEMENT OF COLLECTIVE BARGAINING AND PUBLIC MEETING BEFORE RATIFICATION OF TENTATIVE AGREEMENT

The School Board establishes the following policy for the public hearing that State law requires be held prior to the commencement of collective bargaining with the exclusive representative of the School Corporation's teachers.

A. Before the Corporation may negotiate privately with the exclusive representative of its teachers regarding teacher compensation, a public hearing shall be held that meets the following criteria:

1. The public hearing shall not take place prior to the expiration of the current collective bargaining agreement;
2. The Corporation employer and the exclusive representative shall jointly determine the time and place of the public hearing;
3. Written notice of the public hearing that meets the requirements of the Open Door Law shall be provided to the public;
4. The public hearing shall be held in a room large enough to accommodate the number of attendees reasonably expected to attend;
5. One representative from both the Corporation employer and the exclusive representative shall host the public hearing;
6. At the public hearing, the parties should begin the meeting with an opening statement explaining the purpose and procedure of the meeting;
7. The parties must then take public testimony, either written or oral, to discuss matters relating to teacher compensation and collective bargaining in the Corporation and preserve the testimony to provide it to the Board;
8. The Corporation employer and/or the exclusive representative do not need to comment or answer questions during the public hearing.

B. The public hearing may take place at a regular or special meeting of the Board.

C. The Corporation shall not engage in formal collective bargaining with the exclusive representative of the Corporation's teachers until after a public hearing is held that meets the requirements of Section A above.

- D. A public hearing need not be held in the second year of a two (2) year contract if the parties do not open the contract for bargaining in the second year of the budget biennium.

[SELECT ONE OF THE FOLLOWING OPTIONS:]

☒ Board members may participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend or participate in the public hearing by means of electronic communication as it could then constitute a Board meeting.

☐ Board members may not participate in the public hearing by means of electronic communication. Caution should be taken when multiple Board members attend the public hearing as it could then constitute a Board meeting.

[END OF OPTIONS]

[SELECT ONE (1) OF THE FOLLOWING OPTIONS:] [DRAFTING NOTE: Care should be taken with respect to the optics of selecting an option that differs from that selected for Board members. The perception that members of the public are not being accorded the same opportunity to participate as Board members can create more issues in public meetings.]

☐ Members of the public may participate in the public hearing by means of electronic communication.

☒ Members of the public may not participate in the public hearing by means of electronic communication.

[END OF OPTIONS]

In addition to the public hearing described above that is required prior to the commencement of collective bargaining, the Board must conduct a public meeting to discuss a tentative collective bargaining agreement at least seventy-two (72) hours before it is ratified by the Board. The Board must allow for public comment by members of the public who are physically present at the meeting at which a tentative collective bargaining agreement is ratified.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS:]

☒ Board members may participate in the public meeting by means of electronic communication, subject to the limitations of Bylaw 0164.5.

☐ Board members may not participate in the public meeting by means of electronic communication unless otherwise authorized by Bylaw 0164.6.

[END OF OPTIONS]

[SELECT ONE (1) OF THE FOLLOWING OPTIONS:]

☐ Members of the public may participate in the public meeting by means of electronic communication, subject to the limitations of Bylaw 0167.3. Public comment () shall () shall not **[END OF OPTION]** be permitted by members of the public who participate by means of electronic communication.

☒ Members of the public may not participate in the public meeting by means of electronic communication.

[END OF OPTIONS]

A ratified collective bargaining agreement shall include a provision specifying the date on which the public hearing and the public meeting described above occurred as well as an attestation signed by both parties attesting that the public hearing and the public meeting described above occurred on the dates specified in the ratified collective bargaining agreement. The Board shall indicate as part of the attestation whether Board members or members of the public were allowed to participate in the public hearing or public meeting by means of electronic communication.

Not later than fourteen (14) business days after the parties have reached an agreement, the Board shall post the contract upon which the parties have agreed on the Corporation's website.

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - STAFF EVALUATION
Code	po3220
Status	
Legal	511 I.A.C. 10-6-4 I.C. 20-18-2-22 I.C. 20-28-11.5-0.5 I.C. 20-28-11.5-4 I.C. 20-28-11.5-9 I.C. 20-29-2-4
Adopted	December 5, 2011
Last Revised	May 16, 2022

Revised Policy - Volume 38, No. 1 - September 2025

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

3220 - STAFF EVALUATION

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

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

- A. performance evaluations for all certificated employees, as defined in I.C. 20-28-11.5-0.5, conducted at least annually;
- B. **[x]** rigorous measures of effectiveness, including observations and other performance indicators;
- C. ~~an annual designation of each certificated employee, as defined in I.C. 20-28-11.5-0.5, in one (1) of the following rating categories:~~
 1. highly effective
 2. effective

3. ~~improvement necessary~~

4. ~~ineffective~~

- D. ☒ an explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected;
- E. ~~a provision that a teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective;~~
- F. ☐ a pre-evaluation planning session conducted by the Superintendent or equivalent authority for the Corporation with the principals in the Corporation;
- G. ☒ discussion of the evaluation between the evaluated employee and the evaluator.

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

- A. test scores of students (both formative and summative);
- B. classroom presentation observations;
- C. observation of student-teacher interactions;
- D. knowledge of subject matter;
- E. dedication and effectiveness of the teacher through time and effort on task;
- F. contributions of teachers through group teacher interactivity in fulfilling the school improvement plan;
- G. cooperation of the teacher with supervisors and peers;
- H. extracurricular contributions of the teacher;
- I. outside performance evaluations;
- J. compliance with Corporation rules and procedures; and
- K. other items considered important by the Corporation in developing each student to the student's maximum intellectual potential and performance.

The Corporation's annual performance evaluation plan shall be in writing ~~(-)~~ and shall be explained to the Board in a public meeting before the evaluations are conducted **[END OF OPTION]**. ~~Prior to the plan being explained to the Board, the Superintendent shall discuss the plan with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The plan shall be posted on the Corporation's website. The plan is not subject to collective bargaining, nor is discussion required.; however, discussion of the plan shall be held.~~

The Principal of each school in the Corporation shall report in the aggregate the results of staff performance evaluations for the school for the previous year to the Superintendent and the Board at a public Board meeting held before August 15 of each year on the schedule determined by the Board. ~~Before presentation to the Board, the Superintendent shall discuss the report of completed evaluations with the teachers or the teachers' representative, if there is one. This discussion is not subject to the Open Door Law. The report of completed evaluations is not subject to collective bargaining, nor is discussion required.; however, discussion of the report shall be held.~~

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

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - OUTSIDE ACTIVITIES OF STAFF
Code	po3231
Status	From Neola
Legal	I.C. 35-44.1-1-3(f)
Cross References	po3113 - CONFLICT OF INTEREST po4113 - CONFLICT OF INTEREST
Adopted	December 5, 2011

Revised Policy - Volume 38, No. 1 - September 2025

3231 - OUTSIDE ACTIVITIES OF STAFF

The School Board directs the Superintendent to promulgate the following guidelines so that staff members may avoid situations in which their personal interests, activities, and associations may conflict with the interests of the School Corporation. If ~~non-school~~ non-school activities threaten a staff member's effectiveness within the school system, the Board reserves the right to evaluate the impact of such activity upon a staff member's responsibility to the students and to the Board.

- A. Staff members shall not give school time to an outside activity without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office except on election day at election polls on school property.
- D. Staff members may not accept fees for tutoring when such tutoring is conducted during the normal workday.
- E. Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes in the same subject that they are teaching the student while the student is enrolled in their class.

Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Publications and productions shall be subject to the following copyright provisions:
 - 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time shall be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc., were prepared without the use of Corporation data, facilities, and/or equipment;
 - b. the Corporation is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;

- c. the staff member does not become involved in any way in the selling of the product to the Corporation.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the Superintendent. () who shall submit such decisions to the Board.

Professional staff members who desire to publish or produce materials on their own time shall make such action known to the Superintendent prior to the time such work is started in order that proper procedures can be established to assure that Corporation interests and the interests of the staff member are protected.

2. All books, materials, devices, or products ~~which~~ that result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the Corporation. The Corporation shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the Superintendent is authorized to secure copyrights, patents, etc. which shall ensure the ownership of the product by the Corporation.

The Superintendent is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

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Book	Policy Manual
Section	Volume 37, No. 2 - April 2025
Title	Revised Policy - Vol. 37, No. 2 - April 2025 - EMPLOYMENT OF SUPPORT STAFF
Code	po4120
Status	
Legal	I.C. 20-26-5-4 I.C. 35-44.1-1-4 I.C. 36-8-12-10.5
Adopted	December 5, 2011
Last Revised	April 8, 2013

Revised Policy - Vol. 37, No. 2 - April 2025

4120 - EMPLOYMENT OF SUPPORT STAFF

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

The Board shall approve the employment and establish the term of employment for each support staff member employed by this Corporation.

All support staff employees not covered by the terms of a negotiated agreement are "at-will" employees. Their employment can be terminated with or without cause at any time. ~~No other representative of the Corporation~~ Only the Board has the authority to enter into any agreement for employment for any specified period of time with a support staff employee.

Individuals employed in the following categories shall be considered members of the support staff:

- A. Classified Administrators_____
- B. Transportation workers_____
- C. ~~_~~Custodial and Maintenance workers_____
- D. Food Service_____
- E. Instructional Support_____
- F. Substitutes_____

[s] All applications for employment shall be referred to the Assistant Superintendent, Human Resources_____.

Anti-Nepotism

"Relatives" include: children, stepchildren, siblings, half-siblings, step-siblings, spouse, domestic partner, parents, stepparents, in-laws, or bona fide dependents/living in the same residence of a staff member.

[NOTE: Choose Option A or Option B below]

[Option A]

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

[Option B]

☐ The Corporation shall not employ (but may reemploy) the relatives of ~~a regular full-time support staff member~~ staff members. **[END OF OPTION]**

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

☐ **Non-Fraternization:**

[NOTE: Choose Option C or Option D below]

[Option C]

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

[Option D]

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

[NOTE: Other optional selections to be completed]

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

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

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

☒ Any support staff member's intentional misstatement of fact material to ~~his/her~~ their qualifications for employment or the determination of salary shall ~~be considered by this Board to~~ constitute grounds for dismissal.

☒ When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of ~~his/her~~ appropriate certification or pending application for certification.

The Superintendent shall prepare administrative guidelines for the recruitment and selection of all support staff.

VOLUNTEER FIREFIGHTERS

If a staff member is a volunteer firefighter and has notified the Corporation in writing ~~that s/he is a volunteer firefighter~~, the Corporation may not discipline the staff member for:

- A. ~~being absent~~ absence from duty by reason of responding to a fire or emergency call that was received prior to the time the staff member was to report to duty;
- B. leaving ~~his/her duty station~~ to respond to a fire or an emergency call if ~~s/he has prior~~ the staff member has prior supervisor authorization ~~from his/her supervisor~~ to leave duty in response to a call received after ~~s/he has reported~~ reporting to work;

However, when an emergency call is received while the staff member is on duty, the staff member shall notify the principal before leaving so coverage for his/her class can be arranged.

- C. an injury or ~~being absent~~ absence from work because of an injury that occurs while the staff member is engaged in emergency firefighting or other emergency response, provided the staff member's absence from work due to each instance of emergency firefighting activity or other emergency response does not exceed six (6) months from the date of injury.

[x] The Corporation (**x**) may () shall **[END OF OPTION]** require that the staff member present a written statement from the officer in charge of the volunteer fire department at the time of the absence ~~indicating~~ confirming the staff member was engaged in an emergency call at the time of his/her the absence.

[x] The Corporation (~~-x~~) may () shall **[END OF OPTION]** require that the staff member who was injured while engaged in emergency firefighting or other emergency response provide evidence from a physician or other medical authority ~~showing~~ confirming treatment for the injury at the time of his/her their absence and a connection between the injury and the employee's emergency response activities. Any such evidence shall be retained in a separate medical file created for the staff member and treated as a confidential medical record.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

Targeted Assistance Plan (TAP) signifies that Title I funds are used to provide services to a select group of students who have been identified as failing or most at risk of failing to meet the State's challenging content and student performance standards.

Schoolwide Programs (SWP) permit a school to use ~~funds from~~ Title I funds to upgrade the entire educational program of the school in order to raise academic achievement for all students.

Newly hired paraprofessionals – All paraprofessionals hired for a Title I supported TAP or SWP shall have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment (ParaPro Assessment):
 - 1. knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
 - 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- D. One (1) year or 1,000 hours of previous employment experience in a school or working with children;
- E. Passed annual school-level evaluations;
- F. Completed forty-eight (48) credit hours of college level classes;
- G. Child Development Associate (CDA) Credentials;
- H. Completed Local Educational Agency (LEA) required professional development modules/training;
- I. Completed other requirements (LEAs may request approval from IDOE).

Existing paraprofessionals - All current paraprofessionals working for a Title I supported program shall:

- A. have a secondary school diploma or its recognized equivalent;
- B. not later than January 8, 2006, meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;
- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction or duties that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

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Book	Policy Manual
Section	Volume 37, No. 2 - April 2025
Title	Revised Policy - Volume 37, No. 2 - April 2025 - HEALTH SERVICES
Code	po5310
Status	From Neola
Legal	20 U.S.C. 1232(h)

Reject

Revised Policy - Volume 37, No. 2 - April 2025

5310 - HEALTH SERVICES

If the School Corporation chooses to provide nonemergency physical exams or screenings, the School Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any ~~non-emergency~~ nonemergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if examination or screening ~~is~~ is: 1) required as a condition of attendance; 2) administered by the school and scheduled by the school in advance; and 3) not necessary to protect the immediate health and safety of a specific student, or other students.

The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Unless the physical examination or screening is permitted or required by an applicable State law, parents may refuse to allow the Board to administer a nonemergency, invasive physical examination or screening upon written notification to the Board within ____ (__) days after receipt of the Board's annual public notice.

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Bylaw - Volume 38, No. 1 - September 2025 - ELECTION AND ELIGIBILITY TO SERVE
Code	po0142
Status	
Legal	I.C. 3-8-1-1 I.C. 3-8-1-3 I.C. 3-8-1-5 I.C. 3-8-1-34 I.C. 5-8-3 I.C. 20-23-8-22 I.C. 20-25-3-4 I.C. 20-26-4-9 I.C. 20-26-4-10 I.C. 20-26-4-11 I.C. 20-29-2-11 Article 7, Section 11 of the Constitution of the State of Indiana Article 7, Section 13 of the Constitution of the State of Indiana 5 U.S.C. 1502 5 U.S.C. 7321-7326
Adopted	December 5, 2011
Last Revised	April 16, 2012

Revised Bylaw - Volume 38, No. 1 - September 2025

0142 - ELECTION AND ELIGIBILITY TO SERVE

Plan

Members of the School Board shall be qualified and elected in accordance with the School Corporation's organization plan on file with the State Board of Education (I.C. 20-23-8-22).

Before August 1st of each school year (July 1 to June 30), the Superintendent shall file with the Secretary of Education a listing of the:

- A. names and addresses of members of the Board;
- B. names and addresses of the Board's officers;
- C. expiration dates of the terms of the ~~Board members and~~ Board's officers.

Should a change occur in Board membership during the term of one or more members of the Board, the School Corporation shall file the change with the Secretary of Education within thirty (30) days after the change occurs. (I.C. 20-23-8-22)

Eligibility

- A. A person is not qualified to run for a school board office unless the person is registered to vote in the election district the person seeks to represent not later than the deadline for filing the declaration or petition of candidacy or certificate of nomination. (I.C. 3-8-1-1)
- B. A candidate for a school board office must have resided in the ~~school corporation~~ Corporation for at least one (1) year before the election. A candidate for school board office seeking to represent an election district that consists of less than the entire ~~school corporation~~ Corporation must have resided in the election district for at least one (1) year before the election. (I.C. 3-8-1-34)
- C. A person may not hold more than one (1) lucrative office at a time, as provided in Article 2, Section 9 of the Constitution of the State of Indiana. (I.C. 3-8-1-3)
- D. A person is disqualified from assuming or being a candidate for school board office if:
 - 1. the person gave or offered a bribe, threat, or reward to procure the person's election, as provided in Article 2, Section 6 of the Constitution of the State of Indiana;
 - 2. the person does not comply with I.C. 5-8-3 because of a conviction for a violation of the Federal laws listed in that statute;
 - 3. In a
 - a. jury trial, a jury publicly announces a verdict against the person for a felony;
 - b. bench trial, the court publicly announces a verdict against the person for a felony; or
 - c. guilty plea hearing, the person pleads guilty or nolo contendere to a felony;
 - 4. the person has been removed from the office the candidate seeks under Article 7, Section 11 or Article 7, Section 13 of the Constitution of the State of Indiana;
 - 5. the person is a member of the United States armed forces on active duty and prohibited by the United States Department of Defense from being a candidate;
 - 6. the person is subject to 5 U.S.C. 1502 (the Little Hatch Act) or 5 U.S.C. 7321-7326 (the Hatch Act) and would violate either Federal statute by becoming or remaining the candidate of a political party for nomination or election to an elected office or a political party office; or
 - 7. the person is a nonjudicial court employee who would violate Rule 4.6 of the Indiana Code of Judicial Conduct by being the candidate of a political party for nomination or election to an elected office or a political party office. (I.C. 3-8-1-5)
- E. An individual who is at least ~~twenty-one (21)~~ eighteen (18) years of age and is otherwise eligible to assume office as a member of a governing body may not be disqualified on the basis of age (I.C. 20-26-4-9)
- F. Ownership of property shall not be a qualification to serve as a Board member (I.C. 20-26-4-10).
- G. An individual who is employed by the Corporation as a teacher or as a noncertificated employee (as defined in I.C. 20-29-2-11) ~~of the school corporation~~ may not be a member of the ~~governing body of the school corporation~~ Board. If a teacher or a noncertificated employee (as defined in I.C. 20-29-2-11) ~~of the Board~~ employed by the Corporation is elected or appointed to the Board, the employee must resign from employment by the ~~Board~~ Corporation before serving on the Board (I.C. 20-26-4-11).

The petition of nomination for a School Board office must state all of the following:

- A. The name of each candidate as:
 - 1. the candidate wants the candidate's name to appear on the ballot; and
 - 2. the candidate's name is permitted to appear on the ballot under I.C. 3-5-7.

- B. The address of each candidate, including the mailing address, if different from the residence address of the candidate.
- C. The School Board office that each candidate seeks.
- D. Each petitioner is a qualified registered voter and desires to be able to vote for the candidates listed on the petition.
- E. One (1) of the following:
 - 1. The candidate's political party affiliation.
 - 2. The candidate is an independent candidate.
 - 3. That the candidate elects not to disclose any affiliation with a political party or that the candidate:
 - a. is not affiliated with a political party; and
 - b. does not identify as an independent candidate.

Unless a candidate who states a political party affiliation under E.1. above is challenged the candidate's statement must be indicated on the ballot in the manner determined by the county election board.

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Bylaw - Volume 38, No. 1 - September 2025 - EXECUTIVE SESSION
Code	po0167.2
Status	
Legal	<p>I.C. 5-14-1.5-5 Open Door Law notice to the public and news media of executive sessions</p> <p>I.C. 5-14-1.5-6.1 Executive sessions</p> <p>I.C. 20-26-4-3 Regular, statutory and special meetings, including notice of meetings to Board members</p> <p>I.C. 20-29-6-7</p>
Cross References	<p>po0142.3 - VACANCIES AND APPOINTMENT OF BOARD MEMBERS</p> <p>po0164 - NOTICE OF MEETINGS</p>
Adopted	December 5, 2011

Revised Bylaw - Volume 38, No. 1 - September 2025

0167.2 - EXECUTIVE SESSION

The School Board may meet in an executive session, one closed to the public (except the Board may admit those persons determined to be necessary to carry out the purpose of the executive session) after giving proper notice, for the following purposes:

- A. where authorized by Federal or State statute
- B. discussion of strategy with respect to 1) collective bargaining, which does not include a discussion or meeting under I.C. 20-29-6-7, 2) initiation of litigation or litigation which is pending or has been threatened in writing, 3) implementation of security systems, 4) a real property transaction, including a purchase, a lease as a lessor, a lease as a lessee, a transfer, an exchange or a sale by the governing body, up to the time a contract or option is executed by the parties, 5) or school consolidation, providing that the strategy is necessary for bargaining or competitive reasons, and the meeting does not include the competitive bargaining adversaries
- C. for discussion of the assessment, design, and/or implementation of school safety and security measures, plans, and systems
- D. to receive information about, and interview, prospective employees
- E. with respect to any individual over whom the Board has jurisdiction, receive information concerning the individual's alleged misconduct, and to discuss, prior to determination, that individual's status as an employee, student, or independent contractor who is a physician or a school bus driver
- F. discussion of records classified as confidential by Federal or State statute
- G. discussion, before any placement decision, of an individual student's abilities, past performance, behavior, and needs
- H. discussion of an employee's job performance evaluation
- I. when considering the appointment of a public official, to develop a list of prospective appointees, to consider applications and make one (1) initial exclusion of prospective appointees from further consideration (the remaining

list of prospective appointees shall not be less ~~than~~ three (3) [See Policy 0142.3 - Vacancies and Appointment of Board Members])

- J. training of Board members by an outside consultant on performance of their role as public officials and/or discussion with or between county officials, Board members, and an outside consultant concerning the performance of Board members
- K. to discuss information and intelligence intended to prevent, mitigate, or respond to a threat of terrorism
- L. to discuss either of the following:
 - 1. Employee health care options with respect to special exceptions for coverage
 - 2. Employee handbook changes
- M. to review negotiations on the performance of publicly bid contracts when public knowledge regarding the review would cause a likelihood of increased costs
- N. to discuss soliciting proposals for the purpose of awarding of contracts for goods and services, when:
 - 1. proprietary data, trade secrets, or other information is contained in the bidder's proposal relating to the bidder's unique method of:
 - a. conducting business, or
 - b. determining prices or premium rates to be charged for services under the terms of the proposal; and
 - 2. public knowledge regarding the discussion would reasonably be expected to result in private loss to the providers of information described in N.1. above.

A final action shall be taken at a meeting open to the public.

The Board shall not conduct an executive session during a meeting, except as otherwise permitted by applicable statute. A meeting shall not be recessed and reconvened with the intent of circumventing this provision.

Requirements for minutes of an executive session shall be a specific reference to instance or instances from the above-listed purposes for an executive session. The Board shall certify by a statement in the minutes that no other business was discussed in the executive session other than the subject matter specified in the public notice.

[x] In keeping with the confidential nature of executive sessions, no member of the Board shall disclose the content of discussions that take place during such sessions.

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - DRUG AND ALCOHOL TESTING OF CDL HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS
Code	po4162
Status	
Legal	I.C. 20-27-8-1 I.C. 20-27-8-3(b) 34 C.F.R. Part 84 49 C.F.R. Part 40 49 C.F.R. Part 382
Adopted	December 5, 2011

Revised Policy - Volume 38, No. 1 - September 2025

4162 - DRUG AND ALCOHOL TESTING OF CDL HOLDERS AND OTHER EMPLOYEES WHO PERFORM SAFETY-SENSITIVE FUNCTIONS

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with School Corporation-owned and/or operated ('Corporation-owned') vehicles (collectively, 'Covered Employees') must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy and others related to employees' health and well-being.

To that end, the Board has established this policy and others related to employees' health and well-being.

The Board expects all Drivers to comply with Board Policy 4122.01 - Drug-Free Workplace, which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the board concurs with the Federal requirement that all Drivers should be free of any influence of alcohol or controlled substances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all Drivers.

Covered Employees

The term 'Covered Employee' means all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service, and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL.

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions shall apply:

- A. The term ~~'alcohol'~~ **alcohol** means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term ~~'illegal drug'~~ **illegal drug** means drugs and controlled substances, the possession or use of which is unlawful, pursuant to Federal, State, and local laws and regulations.

- C. The term ~~'controlled substance'~~ includes any illegal drug and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. The term **controlled substance** includes the possession or use of any drug which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes but is not limited to marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and phencyclidine (PCP).
- D. The term ~~'controlled substance abuse'~~ **controlled substance abuse** includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- E. The term ~~'safety-sensitive functions'~~ **safety-sensitive functions** includes ~~all tasks associated with the operation and maintenance of Corporation-owned vehicles. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function: waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading Corporation-owned vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled Corporation vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.~~
- F. The term ~~'Covered Employee'~~ means ~~all commercial driver license (CDL) holders and regular and substitute bus drivers as well as other staff who operate, inspect, service, and condition a commercial motor vehicle (CMV) while on duty, regardless of whether they are required to hold a CDL. The Board expects all CDL holders to comply with Board Policy 4122.01 on Drug Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times. Further, the Board concurs with the Federal requirement that all Covered Employees should be free of any influence of alcohol or controlled substances while on duty.~~ The term **Driver** means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other service employees who may drive students in Corporation-owned vehicles or inspect, repair, and maintain Corporation-owned vehicles, and employees who drive vehicles designed to transport sixteen (16) or more people, and are required to hold a CDL.
- G. The term **while on duty** means all time from the time the CDL license holder begins to work or is required to be in readiness for work until the time they are relieved from work and all responsibility for performing work.
- H. The term **CDL license holder** means all regular and substitute bus drivers, staff members who may drive students in Corporation-owned vehicles or inspect, repair, and maintain Corporation-owned vehicles, and staff members who drive vehicles designed to transport sixteen (16) or more people (including the driver), who are required to hold a CDL.

The Board will not tolerate the possession, use, sale, or distribution of alcohol and/or any controlled substance or drug other than those approved for administration by the appropriate school personnel on school property, at any time. All CDL license holders must comply strictly with this policy. Further, the Board concurs with the Federal requirement that all CDL license holders should be free of any influence of alcohol or controlled substances while on duty.

The ~~Board directs the Superintendent to~~ shall establish a drug and alcohol testing program whereby each Covered Employee is tested for the presence of alcohol in ~~his/her~~ their system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

x] OPTION #1

The drug tests are to be conducted in accordance with Federal and State regulations **(x)** and Administrative Guideline 4162A - Alcohol Testing Program for CDL Holders and Employees who Perform Safety-Sensitive Functions **[END of OPTION]**: a) prior to employment **(x)** (for controlled substances only) **[end of option]**, b) reasonable suspicion, c) upon return to duty after any alcohol or drug rehabilitation, d) post-accident: 1) resulting in human death, 2) where the driver is issued a citation and the accident results in an injury that requires immediate medical attention away from the scene, or 3) where there is ~~disability~~ visible damage to any motor vehicle that requires towing, e) on a random basis, and f) on a follow-up basis.

[END OF OPTION 1]

[] OPTION #2

The drug tests are to be conducted in accordance with Federal and State regulations **()** and Administrative Guideline 4162A - Alcohol Testing Program for CDL Holders and Employees who Perform Safety-Sensitive Functions **[END of OPTION]**: a) prior to employment **()** for controlled substances only **[end of option]**, b) for reasonable suspicion, c) upon return to duty after any alcohol or drug rehabilitation, d) post-accident, e) on a random basis, and f) on a follow-up basis.

[] Candidates also shall be tested for the presence of alcohol in their system prior to employment.

[END OF OPTION 2]

The Superintendent shall require that the Corporation query the FMCSA's Drug and Alcohol Clearinghouse for current and prospective CDL holders' drug and alcohol violations before allowing a driver to operate a Corporation-owned and/or operated vehicle, consistent with Federal regulations, including consent requirements.

Any staff member who tests positive shall be prohibited from performing or continuing to perform his/her safety-sensitive functions (e.g., driving any Corporation-owned vehicle) immediately and be referred to the Corporation's Employee Assistance Program. **(x)** and subject to discipline, up to and including discharge, in accordance with Corporation guidelines and the terms of any applicable collective bargaining agreements. **[END OF OPTION]** ~~No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the Corporation's discretion and the employee may be required to participate in ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the Corporation.~~

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completing any required treatment program, and passing a retest. Return to a safety-sensitive position is solely at the Corporation's discretion and the employee may be required to participate in ongoing services if recommended by the SAP. Any staff member who has tested positive for alcohol or a controlled substance will be provided with a list of SAPs available and acceptable to the Corporation.

Furthermore, if during any test the lab determines that an adulterant has been added to the specimen, then **(x)** the test will be considered positive and the employee shall be prohibited from driving any Corporation-owned vehicle and be referred to the Corporation's Employee Assistance Program. **()** the employee will be re-tested with an observed collection to prevent the addition of an adulterant to the specimen. **[CHOOSE ONE - END OF OPTION]**

Any staff member who refuses to submit to a test shall be prohibited from performing or continuing to perform his/her their safety-sensitive functions (e.g., driving any Corporation-owned vehicle) immediately.

Staff members who voluntarily disclose that they have an addiction to alcohol or controlled substances may participate in the Employee Assistance Program and will qualify for the receipt of medical insurance benefits for treatment of alcohol or substance abuse, including follow-up care, to the extent that such benefits are provided for or offered in the Corporation's health insurance package. Voluntary disclosure of an alcohol or drug addiction by a staff member will not subject the staff member to disciplinary action unless such disclosure is made after the staff member is selected to be tested or immediately prior to the selection of staff members to be tested. Nothing herein shall prevent the Board from disciplining a staff member for misconduct associated with his/her their alcohol and/or drug use regardless of whether the employee has disclosed that s/he has an alcohol or drug addiction.

If a staff member admits to failing a previous drug or alcohol test, or has refused to test, the staff member will not be permitted to perform safety-sensitive functions until completing the return-to-duty process.

A staff member will be subject to disciplinary action, up to and including termination, for any of the following reasons:

- A. reports for duty or performs work while consuming or possessing alcohol or drives a school bus or performs safety-sensitive functions within six (6) hours after consuming alcohol;
- B. reports for duty or performs work while consuming or possessing a controlled substance, or drives a school bus or performs safety-sensitive functions within six (6) hours after consuming a controlled substance, unless the controlled substance is consumed or possessed in accordance with a medical prescription issued by an Indiana physician to the staff member;
- C. refuses to disclose any therapeutic drug use or submit to drug and/or alcohol testing;
- D. alters or attempts to alter or unduly influence alcohol and/or drug testing results; or
- E. fails to remain readily available for post-accident testing (including refraining from the use of alcohol for eight (8) hours following the accident or until undergoing a post-accident alcohol test, whichever occurs first, and notifying ~~his/her~~ their supervisor of ~~his/her~~ their location, if the staff member leaves the scene of the accident prior to the submission of a post-accident test, unless the staff member's departure is to obtain necessary emergency medical care).

Prior to the beginning of the testing program, the Board shall provide a drug-free awareness program which will inform each Covered Employee about:

- A. the dangers of illegal drug use and controlled substance and alcohol abuse;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. Board Policy 4122.01 - Drug-Free Workplace, Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty, Policy 4170 - Substance Abuse, and Policy 4170.01 - Employee Assistance Program;
- D. () the topics identified in AG 4162A;
- E. the sanctions that may be imposed for violations of Policy 4122.01.

All time spent undergoing an alcohol or controlled substance test, including travel time, will be paid at the staff member's regular rate of pay, or at ~~his/her~~ their overtime rate, if applicable. Any staff member who is not allowed to return to work while awaiting test results will be compensated during the waiting period for all work time lost, including overtime, if applicable. The Board shall pay all costs associated with the administration of alcohol and controlled substance tests. This includes testing of the 'split specimen' at a Federally certified laboratory if so requested by a staff member. Requests for a 'split specimen' must be made within seventy-two (72) hours of receipt of the notification of a positive drug test. The Board will not pay for the employee's time while not on duty, if the split specimen test results are positive.

Alcohol and drug test results shall be protected as confidential medical records as appropriate under Federal law (i.e., test results shall be provided on a right to know basis - the employee, the employer, and the substance abuse professional - and the results shall not be presented until analyzed by a Medical Review Officer).

A tested individual, upon written request, will be provided copies of any records relating to ~~his/her~~ their use of drugs and alcohol, including any records pertaining to ~~his/her~~ their drug and alcohol tests, promptly. A tested individual must provide specific written consent before ~~his/her~~ their test result can be provided to any other person except as required by law.

All tests shall be conducted in accordance with Federal testing guidelines and be performed by a laboratory that is Federally certified (i.e., testing procedures and devices used will be as set forth in 49 C.F.R. Part 40).

The alcohol and drug testing program shall be under the direction of the Superintendent.

The Superintendent shall arrange for the required amount of training for appropriate staff members in drug recognition, in the procedures for testing, and in the proper assistance of staff members who are subject to the effects of substance abuse. The Superintendent shall arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent shall provide a copy of this policy and testing guidelines to all Covered Employees and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

The Superintendent shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

- A. testing of all first and second test urine samples

- B. clear and consistent communication with the Corporation's Medical Review Officer (MRO)
- C. methodology and procedures for conducting random tests for controlled substances and alcohol
- D. preparation and submission of all required reports to the Corporation, the MRO, and to Federal and State governments

The Superintendent also shall select the agency or persons who will conduct the alcohol breathalyzer tests, the Corporation's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Notification

A tested candidate shall be notified of the results of a pre-employment controlled substances test conducted under this part if the driver requests such results within sixty (60) calendar days of being notified of the disposition of the employment application.

A tested individual shall be notified of the results of random, reasonable suspicion and post-accident tests for controlled substances conducted under this policy if the test results are verified positive. The tested individual also shall be informed which controlled substance or substances were verified as positive.

The Superintendent shall make reasonable efforts to contact and request each driver who submitted a specimen under the employer's program, regardless of the driver's employment status, to contact and discuss the results of the controlled substances test with a medical review officer who has been unable to contact the driver.

The Superintendent shall notify the medical review officer immediately that the driver has been notified to contact the medical review officer within seventy-two (72) hours.

Individuals holding a CDL must notify all current employers of any DOT violations (such as testing positive for the presence of alcohol or a controlled substance in violation of this policy). The notification must be made (i) by the end of the business day following the day the individual first receives notice of the violation or (ii) prior to performing any safety-sensitive function, whichever comes first. Individuals are not required to notify the employer that administered the test or that documented the circumstances giving rise to the violation.

In the event that an individual is selected for testing, the Superintendent will inform the individual that the test is required by applicable law.

Reporting Test Results

The Superintendent shall report all information required by Federal regulations to the Clearinghouse in a timely manner. The Superintendent shall prepare and maintain a summary of the results of the Corporation's alcohol and controlled substances testing programs performed under this policy during the previous calendar year, when requested by the Secretary of Transportation, any DOT agency, or any State or local officials with regulatory authority over the employer or any of its drivers. Such summaries shall be submitted in a manner and timeline as required by law.

Educational Materials Related to Certain Federal Regulations, Board Policies, and Procedures

CDL Holders and other employees who perform safety-sensitive functions will be provided educational materials that discuss the employer's policies and procedures with respect to post-accident information and positive test results, among other things, at the time of hire or at any time when required to operate a school vehicle. The educational materials shall explain the requirements of applicable Federal regulations and the Board's policies and Corporation's procedures with respect to meeting these Federal regulations. The Board designates the Director of Transportation_____

[Transportation Supervisor] as the individual responsible for providing educational materials to CDL Holders and other employees who perform safety-sensitive functions. The educational materials will include, at a minimum, the following:

- A. the contact information for the Director of Transportation, Charles Strebar_____ **[Transportation Supervisor]**, who is the individual designated by the Board to answer questions about the educational materials
- B. a statement that all CDL Holders and other employees who perform safety-sensitive functions are subject to Federal law addressing the misuse of alcohol and other controlled substances
- C. information sufficient to make clear to employees the period of the work day during which they are required to comply with the regulations

- D. information concerning prohibited conduct
- E. the circumstances under which employees are subject to testing for alcohol and/or controlled substances
- F. the procedures for testing for the presence of alcohol and controlled substances in order to protect the employee and the integrity of the testing process, to safeguard the validity of the test results, and to confirm the results are attributed to the correct employee, including post-accident information, procedures, and instructions required under Federal regulations
- G. the requirement that staff members must submit to alcohol and controlled substance testing as required by the regulations
- H. an explanation of what constitutes a refusal to be tested for alcohol or controlled substances and the attendant consequences
- I. the consequences of testing positive, including the requirements of immediate removal from safety-sensitive functions, and the procedures regarding referral, evaluation, and treatment
- J. the consequences for employees found to have an alcohol concentration of 0.02 or greater but less than 0.04
- K. information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol problem (the employee's or a co-worker's); and available methods of intervening when a drug or alcohol and/or controlled substances problem is suspected (including confrontation and how to refer someone to an Employee Assistance Program or to management), and
- L. information regarding the requirement that certain personal information collected and maintained under Federal law be reported to the Commercial Driver's License Drug and Alcohol Clearinghouse
- M. information indicating that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol, is prohibited on all Corporation property and at school-sponsored activities. Individuals are strictly prohibited from reporting to work or being on duty while under the influence of alcohol or a controlled substance

These materials are to be distributed to each staff member upon being hired or transferred into a covered position thereafter. Each staff member must sign a statement certifying receipt of such materials. A staff member who refuses to sign the requisite statement shall be prohibited from performing any safety-sensitive functions. Each employee (and a labor organization representing Corporation employees) shall receive written notice of the availability of this information, and the identity of the Board's designated representative in charge of answering employee questions about the materials.

Return-to-Duty (Safety-Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties. The employee will not be permitted to perform safety-sensitive functions until the start of the employee's next regularly scheduled duty period, but not less than twenty-four (24) hours following administration of the return-to-duty test.

Employees also must comply with the SAP's written follow-up testing plan, which will be administered by the Corporation, or they will not be permitted to perform safety-sensitive duties.

Subject to any collective bargaining agreement or other legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.

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Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - ELECTRONIC MONITORING AND RECORDING
Code	po7440.01
Status	
Legal	FERPA, 20 U.S.C. 1232g 34 C.F.R. 99.1-99.67 Title I of the Electronic Communication Privacy Act of 1986 18 U.S.C. 2510-2521
Adopted	December 5, 2011

Revised Policy - Volume 38, No. 1 - September 2025

7440.01 - ELECTRONIC MONITORING AND RECORDING

[CHOOSE OPTION 1 OR 2]

[OPTION 1]

☐ () In order to promote student and staff safety, and deter unauthorized access and destructive acts (e.g., theft and vandalism), **[END OF OPTION]** () In order to protect School Corporation property, promote security and protect the health, welfare and safety of students, staff and visitors, **[END OF OPTION]** the School Board authorizes the use of video and audio monitoring equipment on Corporation property, and on school buses. Information obtained through video and audio monitoring may be used to identify intruders and persons violating the law, Board policy, or the Student Code of Conduct.

[END OPTION 1]

[OR]

[OPTION 2]

☒ The School Board authorizes the use of video and audio monitoring equipment on School Corporation property and on buses. The monitoring equipment shall be used to protect Corporation property and assets from theft and vandalism, through deterrence and documentation. No representation shall be made that the monitoring system is capable of insuring protection of persons or property.

☒ The monitoring of the conduct of persons on Corporation property is intended to assist students, staff, and visitors in protecting themselves and their property. Video and audio monitoring is to complement other means being employed by the Board and staff to provide a safe and secure working and learning environment for students and staff. **[END OF OPTION]**

[END OPTION 2]

[END OF OPTIONS]

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Video surveillance/electronic monitoring systems serve to complement other means being employed in the Corporation to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a video surveillance/electronic monitoring system does not replace the need for the ongoing vigilance of the school staff assigned

by the building principal to monitor and supervise the school building. Rather, the video surveillance/electronic monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus security.

The Superintendent is responsible for approving where and when to install and operate fixed-location monitoring equipment. The building principals and administrators responsible for other facilities shall be responsible for recommending use of monitoring in those facilities. Monitoring equipment may be placed in common areas in Corporation facilities. Common areas include hallways, entryways, offices where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries, parking lots and other outside areas, and in school buses. Except in extraordinary circumstances such as a response to possible bullying, hazing, harassment, personal injury, property damage, or theft, and only with the written authorization of the Superintendent, monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g., restrooms, locker rooms, changing areas). In assessing whether extraordinary circumstances exist, the Superintendent shall consult with Corporation legal counsel before authorizing placement of monitoring equipment in private areas in which privileged communications occur (unless there is express consent given by the office occupant), or conference/meeting rooms, or in individual classrooms during instructional times. Access to live monitoring or recordings made in private areas will be based on the need for access to respond to the information obtained. **(-x)** Corporation employees are authorized to carry and use video and audio recording equipment when video and audio documentation would assist in performing the duties of their position. **[END OF OPTION]** **(x)** The Board authorizes security personnel to use body-worn monitoring equipment while on duty.**[END OF OPTION]-**

A person who blocks, moves, or alters the location or viewing angle of monitoring equipment, or attempts to do so shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings in which monitoring equipment may be deployed. These signs shall notify people entering through that entrance that their communication and actions may be monitored and recorded in the facility they are entering. Students and staff also shall ~~also~~ be advised of the use of monitoring the recording equipment in Corporation facilities and on Corporation property.

Information obtained from monitoring and recording may be used to support the safe and orderly operation of the Corporation's schools and facilities. This includes providing access to monitoring or recordings to law enforcement officers when proper authority in support of the requested access is provided. Records obtained through the use of monitoring equipment installed and operated in compliance with this policy may be authenticated and used as evidence in any forum in which its use would assist in the search for the truth concerning the recorded event. Recording that focuses on and follows a specific student or staff member may become a part of the student's education record or the staff member's personnel file.

Monitoring and recording equipment capability shall not be used to intercept or record communication between persons unless at least one of the participants is aware of the possibility of monitoring and recording. The results of monitoring or recording shall not be used for any tortious or criminal purpose and shall never be used in violation of the rights of the persons whose communication is monitored or recorded.

[SELECT OPTION 1 OR OPTION 2]

[OPTION 1]

[x] Not all monitoring will result in recording of what is monitored. Where a recording is made, not all recordings will include both audio and video, and the quality of recorded audio or video is not warranted to always be intelligible. Where audio or video records are made, they may be destroyed if a timely request is not made pursuant to this policy.

[END OPTION 1]

[OPTION 2]

[] Monitoring equipment will not be used to make a recording of the results of monitoring except as authorized by the Superintendent.

[END OPTION 2]

[END OF OPTIONS]

[x] Smart Sensor Monitoring Technology

[DRAFTING NOTE: This policy is offered to address the emerging monitoring technology used to detect vape smoke and the like.]

To protect students and faculty, promote security, and protect the health, welfare, and safety of students, staff, and visitors, the Board authorizes the use of smart sensor electronic monitoring equipment on school property, including in school buildings and on school vehicles. Smart sensor monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct; as such, it may be used as evidence in disciplinary actions and may be provided to law enforcement in appropriate circumstances.

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means that the Corporation employs to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The Superintendent is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the Corporation. The determination of where and when to use smart sensor equipment ~~will~~ shall be made in a nondiscriminatory manner. Smart sensor monitoring equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, gymnasiums, libraries, locker rooms, entryways, the front office, and other areas where students, employees, and visitors are permitted to freely come and go). The Superintendent ~~will~~ shall post notices in areas where smart sensor monitoring equipment is in use. **(x)** The Superintendent ~~will~~ shall also provide written communication to parents and staff when smart sensor monitoring equipment is installed. **[END OF OPTION]**

Any person who takes action to block, move, or alter the location of a smart sensor device shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the Corporation's schools and facilities and for law enforcement purposes and not for any other purposes. As such, information obtained through the use of smart sensor monitoring equipment may be used as evidence in any disciplinary proceedings or administrative proceedings, or provided to local law enforcement, subject to Board policy and administrative guidelines.

Smart sensor monitoring technology is to be implemented in accordance with this policy and the related guidelines. The Board will not accept or tolerate the improper use of smart sensor monitoring equipment and will take appropriate action in any cases of wrongful use of this policy or such technology.

[END OF SMART SENSOR MONITORING OPTION]

[x] Monitoring and recording equipment ~~will~~ shall not be used for the purpose of routine staff appraisal/evaluation. However, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation, ~~subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.~~

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform job responsibilities through means of a live-stream that includes both video and audio, provided the employee is afforded advanced notice of the observation, ~~subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.~~

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation, ~~subject to discussion with the exclusive representative of the Corporation's teachers prior to adoption of this policy.~~ **[END OF OPTION]**

Recordings containing personally identifiable information about a student shall not be released except as required or authorized by the Family Educational Rights and Privacy Act ("FERPA"). A parent or guardian of a ~~student,~~ student and a student who is eighteen (18) years of age or older shall have access to relevant portions of any video or audio recording related to disciplinary charges against the student. Upon written request to the building principal, if the requested access does not violate State and/or Federal law (i.e., the privacy rights of any other student whose images appear on the recording), a recording may be exhibited to a parent/guardian and an eligible student. However, the parent/guardian and student will not be given a copy of the recording.

School personnel with responsibility for the program of a student may have access to relevant portions of a recording related to the services they delivered to the student and any disciplinary charge against the depicted student.

The Board shall maintain monitoring recordings for a limited period. Any request to view a recording under this policy must be made within _____ (_7_) **[seven (7) to thirty (30)]** days of the event/incident. Unless an investigation is being conducted, or the Corporation legal counsel advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after _____ (_30_) **[seven (7) to thirty (30)]** days. If, however, action is taken by the Board/administration based upon recorded events, the recordings shall be kept for a minimum of two (2) years from the date of the action taken. **(x)** Recordings ~~may~~ also may be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time. **[END OF OPTION]**

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Corporation.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

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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: Sarah Castaneda, Assistant Superintendent
DATE: January 15, 2026
RE: Board Meeting of January 20, 2026

Personnel

REVISED

(Board action required)

We are recommending that the following be approved:

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

A. Appointment(s):

1. Rakim Ali (Portage), Temporary Science Teacher, Clark Middle School (effective January 6, 2026).
2. Karley Brown (Dyer), Temporary Special Education Teacher, Homan Elementary School (effective February 23, 2026).
3. Brandon Grubl (Crown Point), Temporary Math Teacher, Clark Middle School (effective January 23, 2026, *pending background check*).

B. Retirement(s):

1. Ellen O'Rourke, Grade 4 Teacher, Bibich Elementary School (effective May 29, 2026; *27 years of dedicated service*).
2. Lawrence Veracco, Superintendent, Lake Central School Corporation (effective June 30, 2026; *33 years of dedicated service*).

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

A. Appointment(s):

1. Kaitlyn Duffy (Cedar Lake), Paraprofessional, Bibich Elementary School (effective January 12, 2026).
2. Haleigh Jansen (Crown Point), Paraprofessional, Kahler Middle School (effective January 13, 2026).
3. Connor Price (St. John), Café Assistant, Grimmer Middle School (effective January 13, 2026).
4. Vanessa Jibowu (Hammond), Paraprofessional, Homan Elementary School (effective January 20, 2026).
5. Denise Tribble (Crown Point), Paraprofessional, Peifer Elementary School (effective January 20, 2026).

6. Patricia Siegler (Crown Point), Café Assistant, Protsman Elementary School (effective January 20, 2026).

B. Resignation(s):

1. Carol Durish, Paraprofessional 3 days per week at Kolling Elementary School (effective January 6, 2026).
2. Amber Noble, Paraprofessional, Kahler Middle School (effective January 19, 2026).
3. Penny Roper, Paraprofessional, Lake Central High School (effective January 22, 2026).

C. Retirement(s):

1. Peggy Wandachowicz, Bus Driver, Lake Central Transportation (effective January 16, 2026); *26.5 dedicated years of service.*

D. Change of Resignation Date:

1. Gerard Thomas, Paraprofessional, from resignation date February 27, 2026 to January 9, 2026.

E. Change of Status:

1. Megan Lucas from 5 days to 4 days per week as a Paraprofessional at Grimmer Middle School (effective January 21, 2026).
2. Abigail LaBelle, from 5 days to 3 days per week as a Paraprofessional at Kolling Elementary School (effective January 6, 2026).
3. Jackson Krueger, from 3 days to 5 days per week as a Paraprofessional at Kolling Elementary School (effective January 6, 2026).
4. Val Gallatin, from 2 days to 3 days per week as a Paraprofessional at Kolling Elementary School (effective January 29, 2026).
5. Nancy Jacobs from 4.25 hours per week at Protsman Elementary to 3.25 hours per week at Lake Central High School as a Café Assistant (effective January 15, 2026).

F. Transfer(s):

1. Mercedes Martinez, from Custodian at Watson Elementary to Café Assistant at Non-school specific (effective January 12, 2026).

III. Certified Extracurricular Appointment(s):

A. Appointment(s):

1. Louis Greanias, 8th Grade Girls B Team Basketball Coach, Grimmer Middle School (effective January 7, 2026).
2. Jack Bosold, 7th Grade Girls B Team Basketball Coach, Grimmer Middle School (effective January 14, 2026).
3. Laura Bloom-Johnson, Girls on the Move Co-Sponsor, Kahler Middle School (effective 25/26 school year).
4. Danelle Bulatovich, Girls on the Move Co-Sponsor, Kahler Middle School (effective 25/26 school year).
5. Anna Nasinska, Girls on the Move Co-Sponsor, Kahler Middle School (effective 25/26 school year).

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

1/20/2026

Substitutes - Hired

Employee Name	Hire Date	Job Description
Margaret Euwema	1/7/2026	Classified Sub
Vincent Malan	1/7/2026	Sub Teacher
Keturah Moss	1/7/2026	Sub Teacher
Christine Schuler	1/15/2026	Sub Nurse
LaTanya Hawkins	1/13/2026	Sub Transportation
Mia Born	1/20/2026	Sub Nurse

Substitutes - Resigned	
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[illegible]

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January 20, 2026

Conflict of Interest Disclosure Statement

To be in compliance with Indiana Code 35-44-1-3, it is necessary for an employee 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 to sign a uniform conflict of interest disclosure. 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 who is under the direct or indirect administrative control of the public servant; or receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the public servant. Further, to be in compliance with the Code, it is necessary that the Board acknowledge these forms at a public meeting.

Sarah Castaneda

Daniel Grunewald

Rob James

Pam Neth

Cynthia Sues

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Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Assistant Superintendent
DATE: January 15, 2026
RE: **Board Meeting of January 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Dennis Jashenski
POSITION	Schererville SRO
SCHOOL	District
EVENT	School Safety Specialist Academy
DATES	2/01 - 2/03/2026
PLACE	Indianapolis, IN
DESCRIPTION	School safety training
SPONSORING ORGANIZATION	Indiana Department of Homeland Security
EXPENSES	Estimated Meal Cost - \$70 Estimated Hotel Cost - \$200 Estimated Required Fees - \$0 Estimated Travel Cost - Mileage & Parking
FUNDING	030-0-26600-58000-0001

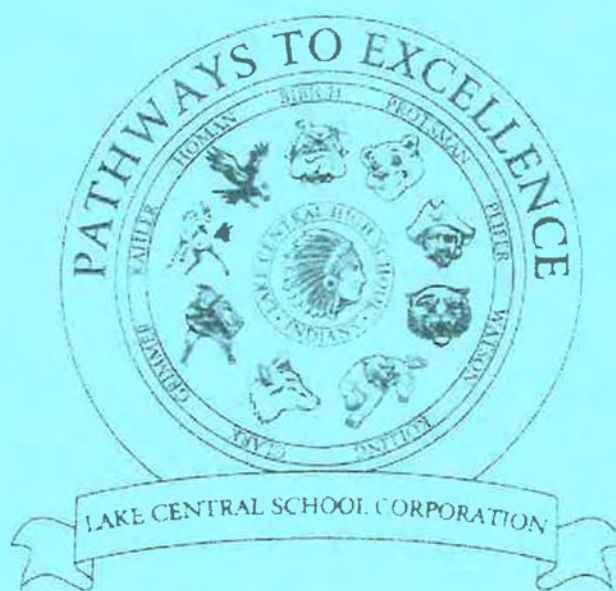
SC/vv

NAME	Michelle Kissinger
POSITION	Benefits Coordinator
SCHOOL	District
EVENT	Brown & Brown Symposium
DATES	2/20/2026
PLACE	Carmel, IN
DESCRIPTION	Annual healthcare symposium for schools
SPONSORING ORGANIZATION	Brown & Brown Insurance Consultants
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage
FUNDING	0300-25110-58000-0001

NAME	DeAnn Alleva
POSITION	Director of Food Service
SCHOOL	District
EVENT	GFS Food Show
DATES	2/25/2026
PLACE	Rosemont, IL
DESCRIPTION	Sample new products and meet with vendors
SPONSORING ORGANIZATION	Gordon Food Service
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Tolls
FUNDING	0800

NAME	Sarah Castaneda
POSITION	Assistant Superintendent
SCHOOL	District
EVENT	Budgeting for School Operations
DATES	2/27/2026
PLACE	Virtual
DESCRIPTION	Course will review the budgeting process for school operations
SPONSORING ORGANIZATION	IASBO
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$220 Estimated Travel Cost – \$0
FUNDING	0300-23290-3 200-000

HANDBOOK for **CLASSIFIED EMPLOYEES**



LAKE CENTRAL SCHOOL CORPORATION

2025-26

Updated January 20, 2026

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HARASSMENT

GENERAL POLICY STATEMENT

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

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

The following is also prohibited:

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

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

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

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

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

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

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

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

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

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

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

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

REPORTS AND COMPLAINTS OF HARASSING CONDUCT

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

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

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

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

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

DISCIPLINE

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

PRIVACY/CONFIDENTIALITY

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

DEFINITIONS

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

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

Workplace Confidentiality

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

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

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

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

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

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

Confidentiality of Student Information

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

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

I. NEW EMPLOYEES

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

II. WORKING CONDITIONS

RESPONSIBILITIES & DUTIES

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

TIME SHEET/PAYROLL PROCEDURES

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

OVERTIME

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

EMERGENCY SCHOOL CLOSING/DELAY

Classes Delayed System Wide

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

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

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

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

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

Classes Canceled System Wide

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

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

No pay shall be given for days not worked.

Short Term Individual School Closing

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

Bus Drivers and Bus Aides:

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

HOLIDAYS

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

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

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

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

REPORTING ABSENCE

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

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

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

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

RESIGNATION

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

REDUCTION IN FORCE

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

TRANSFERS

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

VACANCIES

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

EMPLOYEE EVALUATIONS

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

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

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

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

DISCIPLINARY ACTION

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

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

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

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

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

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

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

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

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

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

REPRIMANDS

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

III. LEAVES

PERSONAL BUSINESS

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

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

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

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

VACATION

All vacation days for 12 month employees must be used by the first day of the upcoming school year. Any vacation days remaining shall be deleted by the first day of school and only the current days will remain in the vacation balance. If an employee is taking more than a week of vacation at one time, they must get administrative approval first.

SICK LEAVE

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

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

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

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

Family and Medical Leave Act Overview

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

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

Examples of Lake Central benefits through FMLA

1. If an employee requested FMLA to care for a sick spouse, upon approval, the employee may choose to take those days unpaid or use up to ~~15~~ 20 days of their available balance of sick and personal business as paid days.
2. If after the birth of a child, the birth mother experienced additional health complications that made the employee unable to return to work, she would submit the appropriate documentation from the medical professional. Upon approval she would have the ability to go unpaid or use her available balance of sick days as paid days.
3. If an employee experiences a qualifying event under FMLA, once the documents are submitted and approved, if the qualifying event is for the covered employee, the individual could choose to go unpaid or use their available balance of sick days as paid days.

LAKE CENTRAL UNPROTECTED MEDICAL LEAVE

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

A. Maternity/Paternity/Adoptive

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

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

EXTENDED MEDICAL LEAVES

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

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

LONG-TERM DISABILITY (APPLIES TO 12 MONTH EMPLOYEES)

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

BEREAVEMENT

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

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

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

PROFESSIONAL

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

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

JURY DUTY/SUBPOENA

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

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

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

LEAVE WITHOUT PAY

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

IV. PERSONNEL INFORMATION

CHANGE OF NAME, ADDRESS & TELEPHONE NUMBER

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

PAYROLL DEDUCTIONS

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

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

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

Payroll deductions are available for the following:

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

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

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

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

EMPLOYEE INTRANET

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

PHYSICAL EXAMINATION

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

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

MILEAGE ALLOWANCE

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

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

PERSONNEL FILE

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

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

RETIREMENT

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

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

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

Age 65 with 10 years of service

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

SUPPLEMENTARY BENEFITS & CALCULATION

Supplementary benefits are available to the following classified personnel:

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

If both the following criteria are met:

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

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

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

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

V. INSURANCE

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

LIABILITY

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

WORKERS' COMPENSATION

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

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

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

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

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

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

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

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

VI. WORKPLACE CONCERNS

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

VII. EFFECT OF THE HANDBOOK

SEVERABILITY

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

Lake Central School Corporation

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website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Yolanda Bracey, Director of Primary Education
DATE: January 15, 2026
RE: **Board Meeting of January 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Rebeka Smith, Kristi Sikora-Blankenship, Danielle Hill / Rebecca Spanier
POSITION	Teachers
SCHOOL	Kolling / 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 (4) Estimated Hotel Cost - \$491.40 x (4) Estimated Required Fees - \$355 x (4) Estimated Travel Cost - Mileage & Parking x (4)
FUNDING	Corporation Title II

YB/vv

NAME	J. Lindholm, R. Ferguson, E. Kaminski, R. Smith, D. Hill
POSITION	Teachers
SCHOOL	Kolling
EVENT	Kindergarten Field Trip
DATES	2/24/26, 2/25/26, 2/26/26 (a couple of classes each day)
PLACE	Homewood, IL
DESCRIPTION	Field trip to learn about animals and their habitats at the Homewood Science Center
SPONSORING ORGANIZATION	Kolling Kindergarten Team
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Aly Juran, Becky Stevenson, Stephanie Quinn
POSITION	Teachers
SCHOOL	Homan Elementary
EVENT	Kindergarten Field Trip
DATES	3/06/2026
PLACE	University Park, IL
DESCRIPTION	Field trip to see a performance of “Click, Clack, Moo” at Governors State University
SPONSORING ORGANIZATION	Homan Kindergarten Team
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	J. Lindholm, R. Ferguson, E. Kaminski, R. Smith, D. Hill
POSITION	Teachers
SCHOOL	Kolling
EVENT	Kindergarten Field Trip
DATES	3/12/26, 3/13/26
PLACE	Chicago, IL
DESCRIPTION	Field trip to The Chicago Children's Museum
SPONSORING ORGANIZATION	Kolling Kindergarten Team
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

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Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees

FROM: Yolanda Bracey, Director of Elementary Education

DATE: January 15, 2026

RE: **Board Meeting of January 20, 2026**

FIELD TRIP REQUESTS

Rhonda Ferguson, Jenny Lindholm, Erin Kaminski, Rebeka Smith and Danielle Hill, teachers at Kolling Elementary, request to take approximately (100) Kindergarten students to Homewood, IL on February 24, February 25 and February 26, 2026 (a couple of classes will go each day). The students will visit the Homewood Science Center where they will learn about animals and their habitats. This is a self-funded field trip.

These same teachers request to take the same group of students to Chicago, IL on March 12 and March 13, 2026 (a couple of classes each day). The students will visit the Chicago Children's Museum. This is a self-funded field trip.

Aly Juran, Becky Stevenson and Stephanie Quinn, teachers at Homan Elementary, request to take approximately (64) Kindergarten students to University Park, IL on March 6, 2026. The students will see a theatrical performance of "Click, Clack, Moo!" at Governors State University. This is a self-funded field trip.

YB/vv

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Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Misty Scheuneman, Director of Secondary Education
DATE: January 15, 2026
RE: **Board Meeting of January 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Nathan Fowler
POSITION	Head Coach
SCHOOL	LCHS
EVENT	Girls Wrestling State Finals
DATES	1/15 - 1/16/2026
PLACE	Indianapolis, IN
DESCRIPTION	Girls Wrestling State Finals
SPONSORING ORGANIZATION	IHSAA
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

MS/vv

NAME	Kristina Collard, Carrie Wadycki-Cruz
POSITION	Teachers
SCHOOL	LCHS
EVENT	Indiana High School Press Association Journalism Convention
DATES	1/30/2026
PLACE	Franklin, IN
DESCRIPTION	Speaking at the convention
SPONSORING ORGANIZATION	Indiana High School Press Association
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage x (2)
FUNDING	6846-11300-58000-0002

NAME	Pete Koulianos, Mike Bork, Darios Lang, Dylan Paul, Dominic Piunti
POSITION	Coaches
SCHOOL	LCHS
EVENT	Glazier Football Clinic
DATES	1/30 - 2/01/2026
PLACE	Indianapolis, IN
DESCRIPTION	Football clinic for coaches
SPONSORING ORGANIZATION	Glazier Clinics
EXPENSES	Estimated Meal Cost - \$70 x (5) Estimated Hotel Cost – \$980 x (2) Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Parking x (5)
FUNDING	Athletics

Board Meeting of January 20, 2026

NAME	Leta Sena-Lopez
POSITION	Band Director
SCHOOL	Kahler Middle School
EVENT	Jazz Band Trip
DATES	2/12/2026
PLACE	Chicago Heights, IL
DESCRIPTION	Performing at a Jazz Festival
SPONSORING ORGANIZATION	Prairie State College
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

NAME	Kevin Lewis
POSITION	Band Director
SCHOOL	Grimmer Middle School
EVENT	Jazz Band Trip
DATES	2/13/2026
PLACE	Chicago Heights, IL
DESCRIPTION	Performing at a Jazz Festival
SPONSORING ORGANIZATION	Prairie State College
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 20, 2026

NAME	Jeremy McGoldrick
POSITION	Teacher
SCHOOL	Grimmer
EVENT	STEM Professional Development at Purdue
DATES	2/20/2026
PLACE	West Lafayette, IN
DESCRIPTION	STEM sessions with Purdue technology education faculty
SPONSORING ORGANIZATION	Purdue Engineering
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Parking
FUNDING	6845-1 200-58000-0003

NAME	Leta Sena-Lopez, Courtney Palasz
POSITION	Teachers
SCHOOL	Kahler Middle School
EVENT	KMS Band & Choir Field Trip
DATES	5/08/2026
PLACE	Chicago, IL
DESCRIPTION	End of year, student reward field trip to Navy Pier
SPONSORING ORGANIZATION	Kahler Music Department
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Board Meeting of January 20, 2026

NAME	Laura Bloom-Johnson, Corrie Erdelles, Matt Welsh, Denise Kelly
POSITION	Teachers
SCHOOL	Kahler Middle School
EVENT	8th Gr PBIS Field Trip
DATES	5/11/2026
PLACE	Chicago, IL
DESCRIPTION	End of year PBIS reward trip to Lincoln Park Zoo
SPONSORING ORGANIZATION	Kahler 8th Grade Team
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self Funded

NAME	Courtney Palasz
POSITION	Teacher
SCHOOL	Kahler Middle School
EVENT	Choir Field Trip
DATES	3/04 - 3/07/2027
PLACE	New York City, NY
DESCRIPTION	Choir trip to Carnegie Hall
SPONSORING ORGANIZATION	Kahler Choir
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

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Sarah Castaneda
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Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees

FROM: Misty Scheuneman, Director of Secondary Education

DATE: January 15, 2026

RE: **Board Meeting of January 20, 2026**

FIELD TRIP REQUESTS

Nathan Fowler, Girls Wrestling Head Coach at LCHS, requests to take (2) students to Indianapolis, IN on January 15 - January 16, 2026. The students will compete in the State Finals Wrestling Tournament at the Corteva Coliseum. All fees will be covered by athletics.

Leta-Sena Lopez, Band Director at Kahler Middle School, requests to take approximately (54) members of the Kahler Jazz Band to Chicago Heights, IL on February 12, 2026. The band will perform at a jazz festival at Prairie State College. This is a self-funded trip.

Kevin Lewis, Band Director at Grimmer Middle School, requests to take approximately (45) members of the Gimmer Jazz Band to Chicago Heights, IL on February 13, 2026. The band will perform at a jazz festival at Prairie State College. This is a self-funded trip.

Leta Sena-Lopez, Band Director at Kahler Middle School and Courtney Palasz, Choir Director at Kahler Middle School, request to take approximately (250) 6th - 8th grade band and choir students to Chicago, IL on May 8th, 2026. The students will visit Navy Pier as an end of year, reward trip. This is a self-funded trip.

Laura Bloom-Johnson, Corrie Erdelles, Matt Welsh and Denise Kelly, teachers at Kahler Middle School, request to take approximately (175) 8th grade students to Chicago, IL on May 11, 2026. The students will visit Lincoln Park Zoo as part of a PBIS reward trip. This is a self-funded trip.

MS/vv

Courtney Palasz, Choir Director at Kahler Middle School, requests to take approximately (35) 8th grade choir students to New York City, New York on March 4 - 7, 2027. The students will perform at Carnegie Hall as part of the Festival at Carnegie Hall: Multi-Generational Choir with Jeffery Redding. This will be a self-funded trip.

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Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Rebecca Gromala, Director of Student Services
DATE: January 15, 2026
RE: **Board Meeting of January 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Dana Rund / Lisa Moldenhauer
POSITION	Occupational Therapists
SCHOOL	Protsman Elementary School
EVENT	Reducing problematic & challenging behaviors to increase student success
DATES	2/04/2026
PLACE	Virtual
DESCRIPTION	Proven techniques, evidence based strategies, tools and resources to better understand problematic behavior
SPONSORING ORGANIZATION	Bureau of Education and Research
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$295 x (2) Estimated Travel Cost – \$0
FUNDING	646-0-21620-31200-0009

RG/vv

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Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

To: Board of School Trustees

From: Mr. Rob James, Director of Business Services

Date: January 15, 2026

RE: Board Meeting January 20, 2026

Quarterly Financial Report

Now that we have finished the latest quarter (and end of our calendar year), I will be giving the School Board an update on the financial position of our Education Fund and other Operating Funds as of December 31, 2025.

Professional Leave Requests (Action Required)

I am requesting professional leave for Rick Moreno, Director of Technology, to attend the IASBO Cybersecurity Workshop on February 13th. Mr. Moreno will participate virtually, so the only cost is the workshop registration fee.

Donations (Action Required)

Received

The Lake Central High School Art Gallery received a donation of \$60 from Matthew Ash.

Bibich Elementary School received a donation of \$630.50 from the American Cancer Society...the school's share of a fundraiser conducted through the ACS.

Given

The Kahler Student Council held a 'Cheese Ball Challenge' and would like to donate the \$1,050 raised to the American Heart Association.

The Administration recommends approving the donations as indicated above.

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Superintendent

Rob James
Director of Business Services

TO: Board of School Trustees
FROM: Rob James, Director of Business Services
DATE: January 15, 2026
RE: **Board Meeting Of January 20, 2026**

PROFESSIONAL LEAVE

NAME	Rick Moreno
POSITION	Director of Technology
SCHOOL	LCSC
EVENT	IASBO Cybersecurity Workshop
DATES	February 13, 20026
PLACE	Virtual
DESCRIPTION	Cybersecurity Workshop
SPONSORING ORGANIZATION	Indiana Association of School Business Officials
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$110 Estimated Travel Cost – \$0
FUNDING	0300-25810-312-0001