

LAKE CENTRAL SCHOOL CORPORATION
Lake Central High School
LGI ROOM – ENTER DOOR G
8260 Wicker Avenue, St. John, IN 46373

Board Members Present

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

Board Members Not Present

Administration Present

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

Administration Not Present

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 MINUES
Monday, April 20, 2026 - 7:00pm

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

- II. Agenda: Approval, Deletions, Additions – *Dr. Veracco* – **Action Required**
 - The Agenda was amended to include revised Personnel Recommendations under Sarah Castaneda’s section, and Professional Leave Requests under Misty Scheuneman’s section. move the LCHS Cheer Team recognition to our next meeting on Monday, April 20, 2026.
 - Nicole Kelly moved to approve.
 - Howard Marshall seconded the motion.
 - Motion carried.

- III. Correspondence – *Nicole Kelly*

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

- H. Dollars for Scholars: Cindy Sues
- I. Dyer Redevelopment Commission: Louise Tallent
- J. Wellness Committee: Louise Tallent

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

- A. Approval of Minutes
 - Executive Session: Tuesday, April 7, 2026
 - Regular Board Meeting: Tuesday, April 7, 2026
- B. Approval of Claims, Payroll and Extracurricular Expenditures
 - Louise Tallent moved to approve the Consent Agenda.
 - Cindy Sues seconded the motion.
 - Motion carried.

VI. Public Comments Regarding Action Items

- There were no public comments regarding action items.

VII. Official School Board Business Topics: Regular Agenda

A. Superintendent – *Dr. Veracco*

- 1. Recognitions:
 - a. Lake Central High School Cheer
 - b. Clark Middle School Dance Team
 - c. Lake Central Centralettes
- 2. Lake Central Education Foundation Seed Grant 2026
- 3. School Board Policies for Approval - **Action Required**
 - a. Policy 5610
 - b. Policy 6320
 - c. Policy 7455
 - Janice Malchow moved to approve the school board policies.
 - Cindy Sues seconded the motion.
 - Motion carried.

B. Assistant Superintendent – *Sarah Castaneda*

- 1. Personnel Recommendations – **Action Required - Revised**
 - Nicole Kelly moved to approve the Personnel Recommendations.
 - Janice Malchow seconded the motion.
 - Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

- 1. Professional Leave Requests - **Action Required**
 - Janice Malchow moved to approve.
 - Howard Marshall seconded the motion.
 - Motion carried.
- 2. Field Trip Requests - **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
- 3. Literacy Achievement Award - Protsman Elementary School
- 4. LETRS Graduation

- D. Director of Secondary Education – *Misty Scheuneman*
 - 1. Professional Leave Requests - **Action Required - Revised**
 - Janice Malchow moved to approve.
 - Louise Tallent seconded the motion.
 - Motion carried.
 - 2. Field Trip Requests - **Action Required**
 - Nicole Kelly moved to approve.
 - Cindy Sues seconded the motion.
 - Motion carried.
- E. Director of Student Services - *Becky Gromala*
 - 1. Professional Leave Requests - **Action Required**
 - Howard Marshall moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
 - 2. Applied Skills Classes
- F. Director of Facilities – *Bill Ledyard*
- G. Director of Business Services – *Rob James*
 - 1. Donations - **Action Required**
 - Janice Malchow moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
 - 2. Quarterly Financial Report

VIII. Public Comments – *Cindy Sues*

- See attached letter written to the School Board by parent Eric Melnyczenko.

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

Howard Marshall: It was nice to see a crowd this evening for some well deserved recognition to all individuals involved.

Louise Tallent: How can you follow that? I really don't have any reports. We'll move forward. Congratulations, and it's countdown. So, everyone be safe and continue to enjoy the rest of this school year.

Janice Malchow: Well, and to follow Ms. Tallent and Mr. Marshall, very good verbage. I appreciate your comments and I support them. I'm wondering for future agenda items if you could give us an update, Mrs. Gromala, on the ENL ESL, the percentages that we have. Um, then I was wondering, Dr. Bracey, I think I emailed you this, but to follow up on some of the high ability students. So, we have them in elementary school, and do they stay in high ability and do well as they progress through high school? Curious about that. Thank you for attending tonight, principals. Nice to see you, you're a good looking bunch.

- X. Board Calendar of Future Activities – *Dr. Veracco*
 - Next School Board Meeting: Monday, May 4, 2026

- XI. Adjournment – *Cindy Sues* – **Action Required**
 - Nicole Kelly moved to adjourn the meeting at 8:15 pm.
 - Cindy Sues seconded the motion.
 - Motion carried.

Minutes of the April 20, 2026 School Board Meeting were approved and adopted by the Board of School Trustees at the May 4, 2026 School Board Meeting.

Cindy Sues, President

ATTEST:

Nicole Kelly, Secretary

SUPPORTING
DOCUMENTS
FOR MINUTES

BOARD RECOGNITION OF OUTSTANDING PERFORMANCE

For a student/teacher to be eligible for Board Recognition, the following criteria must be met before his/her name is submitted:

- A. Honors or awards received while participating in school corporation-sponsored activities.
1. State and national honors and awards
2. Athletic honors and awards beyond the conference and sectional level (i.e. regional, state, national)
3. Awards and honors that are rare and bring credit to the Lake Central School Corporation.
B. Honors and awards from activities NOT directly sponsored by the lake Central School Corporation which are rare and bring credit to the school corporation.
• For group or team recognition, a certificate will be made out to the Team/Group (more than 12 members) and will be accepted by the captain or designee. Individual team members will receive their certificates at a later date to be determined by the coach or mentor. If the team has fewer than 12 members, certificates are issued to individual team members at the Board meetings.
• The office will mail letters to the students and their parents, inviting them to attend a particular Board Meeting to receive their certificates (usually one week prior to the Board Meeting). Copies of the letters will be sent to the principal and sponsor/coach.
• It is the responsibility of the school principal, coach, or mentor to submit, to the corporation office, the correct names and addresses of the students to be recognized.
• Please take pictures during meets/events so the entire team is present. Pictures should be sent to Jeanne Nowacki and Matt Toczek.

BUILDING PRINCIPAL'S AUTHORIZATION: _____ DATE: _____

All Recognition Requests must be approved by Dr. Veracco before being presented to the School Board _____

Please complete this form in its entirety and send to Central Office, ATTN: Susie Glasgow/Lori Olson

SCHOOL LCHS CONTACT PERSON Chris Enyeart

NAME OF EVENT: Indiana Cheer Championship LOCATION OF EVENT: Indianapolis, IN DATE OF EVENT: 11/8/25

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

(To be read by Dr. Veracco during Board Meeting – attach sheet or use reverse side for additional information)

Three horizontal lines for writing criteria and general information regarding achievement.

CERTIFICATE OF ACHIEVEMENT

(Please indicate exact writing that should be on the certificate)

Indiana Cheer Championship State Runner-Up

A/B Plus Timeout Division (all athletes and coaches)

Please indicate the following information on separate sheet of paper or on back of this form: _____ Individual _____ Group/Team

Name of Student, Address, Zip, Grade and any additional information. Name of Sponsor, Coach or Mentor

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

BOARD RECOGNITION OF OUTSTANDING PERFORMANCE

For a student/teacher to be eligible for Board Recognition, the following criteria must be met before his/her name is submitted:

- A. Honors or awards received while participating in school corporation-sponsored activities.
1. State and national honors and awards
2. Athletic honors and awards beyond the conference and sectional level (i.e. regional, state, national)
3. Awards and honors that are rare and bring credit to the Lake Central School Corporation.
B. Honors and awards from activities NOT directly sponsored by the lake Central School Corporation which are rare and bring credit to the school corporation.
• For group or team recognition, a certificate will be made out to the Team/Group (more than 12 members) and will be accepted by the captain or designee. Individual team members will receive their certificates at a later date to be determined by the coach or mentor. If the team has fewer than 12 members, certificates are issued to individual team members at the Board meetings.
• The office will mail letters to the students and their parents, inviting them to attend a particular Board Meeting to receive their certificates (usually one week prior to the Board Meeting). Copies of the letters will be sent to the principal and sponsor/coach.
• It is the responsibility of the school principal, coach, or mentor to submit, to the corporation office, the correct names and addresses of the students to be recognized.
• Please take pictures during meets/events so the entire team is present. Pictures should be sent to Jeanne Nowacki and Matt Toczek.

BUILDING PRINCIPAL'S AUTHORIZATION: [Signature] DATE: 4/1/24
All Recognition Requests must be approved by Dr. Veracco before being presented to the School Board

Please complete this form in its entirety and send to Central Office, ATTN: Lori Olson

SCHOOL CLARK MIDDLE SCHOOL CONTACT PERSON SCOTT GRABER

NAME OF EVENT: IHSOTA DANCE INVITATIONAL LOCATION OF EVENT: INDIANAPOLIS, IN DATE OF EVENT: 3/7/2026

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

(To be read by Dr. Veracco during Board Meeting - attach sheet or use reverse side for additional information)

SEE ATTACHED

CERTIFICATE OF ACHIEVEMENT

(Please indicate exact writing that should be on the certificate)

2025-2026 IHSOTA STATE CHAMPIONS

Nadia.Biedemann@gmail.com

Please indicate the following information on separate sheet of paper or on back of this form: Individual Group/Team
Name of Student, Address, Zip, Grade and any additional information. Name of Sponsor, Coach or Mentor Crown Point IA 46327
Name NADIA HENSLEY Biedeman Title COACH
Name BROOK BOGGS Title COACH

April 24, 2024

BOARD RECOGNITION OF OUTSTANDING PERFORMANCE

For a student/teacher to be eligible for Board Recognition, the following criteria must be met before his/her name is submitted:

- A. Honors or awards received while participating in school corporation-sponsored activities.
 - 1. State and national honors and awards
 - 2. Athletic honors and awards beyond the conference and sectional level (i.e. regional, state, national)
 - 3. Awards and honors that are rare and bring credit to the Lake Central School Corporation.
- B. Honors and awards from activities NOT directly sponsored by the lake Central School Corporation which are rare and bring credit to the school corporation.
 - For group or team recognition, a certificate will be made out to the Team/Group (more than 12 members) and will be accepted by the captain or designee. Individual team members will receive their certificates at a later date to be determined by the coach or mentor. If the team has fewer than 12 members, certificates are issued to individual team members at the Board meetings.
 - The office will mail letters to the students and their parents, inviting them to attend a particular Board Meeting to receive their certificates (usually one week prior to the Board Meeting). Copies of the letters will be sent to the principal and sponsor/coach.
 - It is the responsibility of the school principal, coach, or mentor to submit, to the corporation office, the correct names and addresses of the students to be recognized.
 - Please take pictures during meets/events so the entire team is present. Pictures should be sent to Jeanne Nowacki and Matt Toczek.

BUILDING PRINCIPAL'S AUTHORIZATION: _____ **DATE:** _____

All Recognition Requests must be approved by Dr. Veracco before being presented to the School Board _____

Please complete this form in its entirety and send to Central Office, ATTN: Susie Glasgow/Lori Olson

SCHOOL LCHS **CONTACT PERSON** Chris Enyeart

NAME OF EVENT: IHSDTA State Championship **LOCATION OF EVENT:** Indianapolis, IN **DATE OF EVENT:** 3/14/26

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

(To be read by Dr. Veracco during Board Meeting – attach sheet or use reverse side for additional information)

CERTIFICATE OF ACHIEVEMENT

(Please indicate exact writing that should be on the certificate)

IHSDTA State Championship (All Athletes and coaches)

Hip-Hop, Poms & Jazz

NDA National Champion - Poms

Please indicate the following information on separate sheet of paper or on back of this form: _____ Individual _____ Group/Team

Name of Student, Address, Zip, Grade and any additional information. Name of Sponsor, Coach or Mentor

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

April 7, 2026 Dr. Veracco Poms & Jazz April 2026

Lake Central Education Foundation Seed Grant 2026

Number of Seed Grants Funded: 2
Grant Round Amount: \$3,938.53
Impacting Approximately 390 Students

Cumulative Grants Funded: 703
Cumulative Amount: \$391,672.41

Grant #	Person Awarded	School	Project Title	Amount Awarded 4-20-26
1	Sara Sjoquist	High School	Buddy High School Art Exchange with Elementary School	\$1,408.53
2	Mary Joan Martin	High School	Exploring Nuclear Chemistry with Hands on Activities	\$2,514.00
Grand Total				\$3,938.53

1. Sara Sjoquist

4th grade students will draw, color and give written descriptions of their unique creatures to their appointed high school buddy who will then build it and bring it to life in 3D. This exchange will allow teenage art students the opportunity to work with a “tiny client’s needs.” This also will garner memories and incite a love for art in the younger generations. High school students return will receive 4th grader's letters and drawings, they will begin planning and building in clay or in soft sculpture by sewing a stuffed animal. We will videotape some of the progress to share and send the 4th graders their completed creatures with a note from their high school buddy. Overall, the completion of a successful buddy art exchange will leave lasting memories for years to come!

2. Mary Joan Martin

Teaching nuclear chemistry to high school students with minimal understanding of the atom and its stability is extremely difficult. By using specialty equipment my hope is to expose students to the importance of understanding and consider a career in nuclear chemistry!

Special thanks to our top Partners in Education for their support of the Lake Central Education

Champion Partners: Powers Health, Purdue University Northwest, Summers Plumbing, Heating & Cooling, Town of Dyer, Tri Kappa-Zeta Psi

Hero Partners: Town of Schererville, Core Construction, The Czarnik Family, Friends of Lake Central Schools, Indiana University Northwest School of Education, Caleb S. Johnson Law, LLC, Olthof Homes, Peoples Bank, Puntillo & Crane Orthodontics, P.C., St. John Smoothie King, Strack & Van Til

Inspiration Partners: Berkot's Super Foods, Maki Insurance Group, Mi-Box Moving & Storage, Susan & Bill Popa, The Seljan Family, Ryan Spangler State Farm, Stifel-Minas Sabau Porterfield Group

Book	Policy Manual
Section	Volume 37, No. 1 - November 2024
Title	Revised Policy - Volume 37, No. 1 - November 2024 - SUSPENSION AND EXPULSION OF STUDENTS
Code	po5610
Status	
Legal	I.C. 20-8-33-33 I.C. 20-18-2-6.5 I.C. 20-33-2 I.C. 20-33-2-25 I.C. 20-33-8-3 I.C. 20-33-8-7 I.C. 20-33-8-13.5 I.C. 20-33-8-14 I.C. 20-33-8-15 I.C. 20-33-8-16 I.C. 20-33-8-17 I.C. 20-33-8-18 I.C. 20-33-8-19 I.C. 20-33-8-20 I.C. 20-33-8-21 I.C. 20-33-8-22 I.C. 20-33-8-23 I.C. 20-33-8-24 I.C. 20-33-8-25 I.C. 20-33-8-26 I.C. 20-33-8-28 I.C. 20-33-8-31 I.C. 20-33-8-34 I.C. 20-34-3-9 I.C. 20-34-4-5 I.C. 35-31.5-2-86 I.C. 35-47-1-5 I.C. 35-47.5-2-4 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA) 20 U.S.C. 7151 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973) (Section 504)

Cross References	po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
	po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES
	po8310 - PUBLIC RECORDS
	po8315 - INFORMATION MANAGEMENT
	po8330 - STUDENT RECORDS
Adopted	December 5, 2011
Last Revised	February 20, 2023

Revised Policy - Volume 37, No. 1 - November 2024

5610 - SUSPENSION AND EXPULSION OF STUDENTS

The School Board recognizes that removal from the educational programs of the School Corporation, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student in this Corporation and one that cannot be imposed without due process since removal deprives a child of the right to an education.

No student is to be suspended and/or expelled from an activity, program, or a school unless the student's behavior represents misconduct or substantial disobedience while the student is on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; or traveling to or from school or a school activity, function, or event. This includes but is not limited to bringing to or possessing at school a firearm, deadly weapon, or destructive device.

In addition to the grounds specified above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity reasonably may be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property, including any unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

Furthermore, a student may be suspended or expelled for bullying, regardless of the physical location in which the bullying occurred, whenever:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
- B. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

A student also may be expelled when the student's legal settlement is not within the Corporation's attendance area.

A Student Code of Conduct, approved by the Board, shall specify the procedures to be followed by school officials when administering this policy. In addition to the procedural safeguards and definitions set out in this policy and the student/parent handbook, the procedures set forth in Board Policy 5605 - Suspension and Expulsion of Students with Disabilities shall apply to students identified as having a disability under the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. 1400 et seq., or Section 504 of the Rehabilitation Act of 1973 ("Section 504"), 29 U.S.C. 794.

For purposes of this policy and the Superintendent's administrative guidelines, the following definitions shall apply:

- A. 'Suspension' means any disciplinary action that does not constitute an expulsion whereby a student is separated from school attendance for a period not to exceed ten (10) school days. A student may be suspended for a longer period of time in accordance with the provisions of I.C. 20-33-8-23 pending expulsion.

If a student is suspended, the student is required to complete all assignments and schoolwork assigned during the period of the student's suspension. The principal or the principal's designee shall ensure that the student receives notice of any assignments or schoolwork due and teacher contact information in the event that the student has

questions regarding the assignments or schoolwork. The student will receive credit, in the same manner as a student who is not suspended would receive, for any assignments or schoolwork assigned during the period of the student's suspension that the student completes. The student (**x**) shall () shall not **[END OF OPTION]** be allowed to make up missed tests or quizzes when the student returns to school.

B. 'Expulsion' means a disciplinary or other action whereby a student is:

1. separated from school attendance for a period exceeding ten (10) school days;
2. separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit for courses taken in the current semester or current year; or
3. separated from school attendance for at least one (1) calendar year pursuant to I.C. 20-33-8-16 for possession of firearms, deadly weapons, or destructive devices, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

The term does not include situations when a student is disciplined under I.C. 20-33-8-25, removed from school pursuant to I.C. 20-34-3-9, or removed from school for failure to comply with the immunization requirements of I.C. 20-34-4-5.

Any student who brings a firearm, as defined in I.C. 35-47-1-5, or a destructive device, as defined in I.C. 35-47.5-2-4, to school or onto school property or at a school-related activity, or is in possession of a firearm, shall be expelled for at least one (1) calendar year unless the Superintendent reduces the punishment for reasons justified by the particular circumstances of the incident.

If the student brings a deadly weapon as defined in I.C. 35-31.5-2-86 onto Corporation property or is found to possess a deadly weapon on Corporation property or at a school-related activity, the student () shall be expelled for a period of not more than one (1) calendar year (**x**) may be expelled for a period of not more than one (1) calendar year unless the Superintendent reduces the punishment for reason justified by the particular circumstances of the incident **[END OF OPTIONS]**. The Superintendent shall notify the law enforcement agency designated by the Prosecuting Attorney immediately when a student possesses a firearm, destructive device, or deadly weapon on school property or at a school-related activity.

The Superintendent shall ensure that a copy of this policy is sent to the State Department of Education as well as a description of the circumstances surrounding any expulsions for the above-stated firearms or weapons offense together with the name of the school, the number of students so expelled, and the types of firearms or weapons that were brought on Corporation property.

The Corporation shall prepare annually a list of

1. alternative education programs in the same county in which the Corporation is located or a county immediately adjacent to the county in which the Corporation is located and
2. virtual charter schools

in which a student may enroll if the student is expelled. The list must contain contact information for the entities described above and must provide the student and the student's parent notice that the student may be required to comply with I.C. 20-33-2 or any statute relating to compulsory school attendance in accordance with I.C. 20-33-8-31. A copy of the list shall be provided to the student or the student's parent at the expulsion meeting. If the student or the student's parent fails to attend an expulsion meeting, a copy of the list shall be mailed to the student's residence.

If a student is expelled from school or from any educational function, the student's absence from school because of the expulsion is a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance if the student may enroll in

1. an alternative education program in the county where or in a county immediately adjacent to the county where the Corporation from which the student was expelled is located or
2. a virtual charter school

and the student does not enroll in an alternative education program or a virtual charter school during the student's expulsion. In the event an alternative education program or virtual charter school is not available for a student to attend under this subsection, the student's expulsion is not a violation of I.C. 20-33-2 or any other statute relating to compulsory school attendance.

[SELECT ONE (1) OF THE FOLLOWING OPTIONS]

The Board has voted to hear all expulsions. Appeals from the decision of the Board must be filed with the County Circuit or Superior Court..

The Board has voted not to hear any expulsion appeals. Instead, appeals of expulsion must be filed with the County Circuit or Superior Court.

[END OF OPTIONS]

The Superintendent shall develop administrative guidelines ~~which~~ that provide appropriate procedures for implementing this policy and comply with applicable statutes.

[OPTIONAL LANGUAGE]

The Board authorizes the Superintendent to develop administrative guidelines to provide for a program whereby a student performs community service in lieu of a suspension or an expulsion.

The Board authorizes the Superintendent to develop administrative guidelines to provide for the referral of a student to the juvenile court.

[END OF OPTIONAL LANGUAGE]

The Principal shall report all expulsions and second suspensions to the Bureau of Motor Vehicles in accordance with law and the Bureau's guidelines.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with imposing discipline under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Board Policy 8315 - Information Management) created and received as part of an investigation of student misconduct and disciplinary action taken including, but not limited to, reports, admissions, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, emails related to the allegations, investigation and disciplinary action, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Board Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Board Policy 8315 - Information Management) created or received as part of an investigation of student misconduct or disciplinary action taken shall be retained in accordance with Board Policy 8310 - Public Records, Board Policy 8315 - Information Management, ~~Policy 8320,~~ and Board Policy 8330 - Student Records and the Corporation's records retention schedule.

I.C. 20-8-33-33

I.C. 20-18-2-6.5

~~I.C. 20-20-8-8(a)(17)~~

I.C. 20-33-2

I.C. 20-33-2-25

I.C. 20-33-8-3

I.C. 20-33-8-7

I.C. 20-33-8-13.5

I.C. 20-33-8-14

I.C. 20-33-8-15

I.C. 20-33-8-16

I.C. 20-33-8-17

I.C. 20-33-8-18

I.C. 20-33-8-19

I.C. 20-33-8-20

I.C. 20-33-8-21

I.C. 20-33-8-22

I.C. 20-33-8-23
I.C. 20-33-8-24
I.C. 20-33-8-25
I.C. 20-33-8-26
I.C. 20-33-8-28
I.C. 20-33-8-31
I.C. 20-33-8-34
I.C. 20-34-3-9
I.C. 20-34-4-5
I.C. 35-31.5-2-86
I.C. 35-47-1-5
I.C. 35-47.5-2-4
20 U.S.C. 1400 et seq., Individuals with Disabilities Education Act (IDEA)
20 U.S.C. 7151
29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973) (Section 504)

Cross Reference

po5111 - DETERMINATION OF LEGAL SETTLEMENT AND ELIGIBILITY FOR ENROLLMENT OF STUDENTS WITHOUT LEGAL SETTLEMENT IN THE CORPORATION; PROOF OF INDIANA RESIDENCY
po5605 - SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES
po8310 - PUBLIC RECORDS
po8315 - INFORMATION MANAGEMENT
po8330 - STUDENT RECORDS

© Neola-~~2022~~ 2024

Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - PURCHASING
Code	po6320
Status	
Legal	<p>I.C. 5-22-2-21</p> <p>I.C. 5-22-2-30</p> <p>I.C. 5-22-2-38</p> <p>I.C. 5-22-3-3</p> <p>I.C. 5-22-6-1 and 5-22-6-2</p> <p>I.C. 5-22-7-1 et seq.</p> <p>I.C. 5-22-7.5 - Online Reverse Auctions</p> <p>I.C. 5-22-8-2, 5-22-8-3</p> <p>I.C. 5-22-10-1 et seq.</p> <p>I.C. 5-22-16-1, 5-22-16-2</p> <p>I.C. 20-26-4-6, 20-26-4-8</p> <p>I.C. 20-26-5-4</p> <p>I.C. 36-1-12-2</p> <p>Education Department General Administrative Regulations (EDGAR)</p> <p>2 C.F.R. 200.317 - .326</p> <p>I.C. 36-1-12-3</p> <p>I.C. 36-1-12-4</p> <p>I.C. 36-1-12-4.7</p> <p>I.C. 36-1-12-4.7I.C. 36-1-12-49</p>
Cross References	<p>po6325 - PROCUREMENT - FEDERAL GRANTS/FUNDS</p> <p>po6330 - APPROVAL OF CONTRACTS</p> <p>po6440 - COOPERATIVE PURCHASING</p> <p>po6450 - LOCAL PURCHASING</p> <p>po6460 - CONFLICTS OF INTEREST AND VENDOR RELATIONS</p>
Adopted	December 5, 2011
Last Revised	July 15, 2024

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

6320 - PURCHASING

[DRAFTING NOTE: The intent of the purchasing policy is to establish several levels at which purchasing can occur and to determine at what level School Board involvement is required, when it is necessary to get a simple "quote" and when the "competitive bid" procedure is required.]

It is the policy of the School Board that the Director of Business Services _____ **[Superintendent, Business Manager, or Treasurer]** shall act as the purchasing agent for the Board. This policy applies only to purchases that are not paid from Federal funds or School Corporation matching funds. All purchases that are paid from Federal funds or School Corporation matching funds shall be made pursuant to Policy 6325 - Procurements - Federal Grants/Funds.

Purchase or Lease of Materials and Performance of Public Works

The Board may purchase or lease materials in the manner provided in I.C. 5-22 and perform any public work, by means of its own workforce, without awarding a contract whenever the cost of that public work project is estimated to be less than \$375,000, adjusted annually by the percentage change in the Consumer Price Index for all Urban Consumers as published by the United States Bureau of Labor Statistics. The department of local government finance shall annually publish the adjusted cost estimate threshold for the current year, determined in the manner required by this subsection, on the department's website. Before the Board may perform any work under this section by means of its own workforce, the Corporation must have a group of employees on its staff who are capable of performing the construction, maintenance, and repair applicable to that work. For purposes of this section, the cost of a public work project includes:

- A. the actual cost of materials, labor, equipment, and rental;
- B. a reasonable rate for use of trucks and heavy equipment owned; and
- C. all other expenses incidental to the performance of the project.

Purchases of Supplies

For purposes of this policy "supplies" means any personal property. The term includes equipment, goods, and materials. The term does not include an interest in real property. For purposes of this policy "purchase" means buy, procure, rent, lease, or otherwise acquire.

The purchasing agent may make open market purchases of supplies totaling no more than \$50,000 _____ **[\$50,000 maximum]** for a single item or a group of similar items.

The purchasing agent shall seek at least three (3) price quotations on purchases of supplies that are more than \$50,000 _____ **[\$50,000]** but less than \$150,000 _____ **[\$150,000]** except in cases of emergency or where materials are of such nature that price quotations would not result in a savings to the Corporation.

The purchasing agent shall mail an invitation to quote at least seven (7) days before the time fixed for receiving quotes.

If the purchasing agent receives a satisfactory quote, they shall award a contract to the lowest responsible and responsive quoter for each line or class of supplies required. The purchasing agent may reject all quotes.

If the purchasing agent does not receive a quote from a responsible and responsive quoter, they may purchase the items by following the procedure for items costing under \$50,000.

When the purchase of, and contract for, single items of supplies, () amounts to \$150,000 or more, () is equal to or exceeds the amount stipulated by statute, **[END OF OPTION]** the purchasing agent _____ shall obtain competitive bids.

Competitive Bidding - Supplies

The purchasing agent shall follow the procedure described below in awarding a contract for supplies that equals or exceeds \$150,000.

- A. The purchasing agent shall issue an invitation for bids.
- B. An invitation for bids shall include the following:
 1. A purchase description.
 2. All contractual terms and conditions that apply to the purchase.

3. A statement of the evaluation criteria that shall be used, including any of the following:

- a. Inspection.
- b. Testing.
- c. Quality.
- d. Workmanship.
- e. Delivery.
- f. Suitability for a particular purpose.
- g. The requirement imposed in I.C. 5-22-3-5 for offers submitted by trusts.

4. The time and place for opening the bids.

5. A statement concerning whether the bid shall be accompanied by a certified check or other evidence of financial responsibility that may be imposed in accordance with rules or policies of the Board.

6. A statement concerning the conditions under which a bid may be canceled or rejected in whole or in part as specified in I.C. 5-22-18-2.

Evaluation criteria that will:

- A. affect the bid price; and
- B. be considered in the evaluation for an award;

shall be objectively measurable.

Only criteria specified in the invitation for bids shall be used in bid evaluation.

The purchasing agent shall give notice of the invitation for bids in the manner required by I.C. 5-3-1. The purchasing agent also may provide electronic access to the notice through:

- A. the computer gateway administered by the Office of Technology; or
- B. any other electronic means available to the Corporation.

The purchasing agent ~~() or the committee appointed by the Board [end of option]~~ shall open bids publicly in the presence of one (1) or more witnesses at the time and place designated in the invitation for bids.

Bids shall be:

- A. unconditionally accepted without alteration or correction, except as permitted below; and
- B. evaluated based on the requirements provided in the invitation for bids.

A contract shall be awarded with reasonable promptness by written notice to the lowest responsible and responsive bidder.

For a bidder to be considered responsive, the proposal shall:

- A. respond to all bid specifications in all material respects;
- B. contain no irregularities or deviations from the bid specifications that would affect the amount of the bid or otherwise provide a competitive advantage; and
- C. comply specifically with the solicitation and instructions to bidders.

The purchasing agent also may consider whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning its:

- A. (x) experience (type of product or service being purchased, etc.);
- B. (x) financial condition;
- C. (x) conduct and performance on previous contracts (with the Corporation or other agencies);
- D. (x) facilities;
- E. (x) management skills; and
- F. (x) ability to execute the contract properly.

The purchasing agent may consider the following factors in determining whether a bidder is responsible:

- A. the ability and character of the bidder to provide the supplies;
- B. the integrity, character and reputation of the bidder; and
- C. the competency and experience of the bidder.

The purchasing agent shall maintain the following information:

- A. The name of each bidder.
- B. The amount of each bid.
- C. Other information required I.C. 5-22 and its rules.

The information described above is subject to public inspection after each contract award.

[] OPTIONAL PROVISIONS [DRAFTING NOTE: the Board may select one, both or neither of the options listed below]

The Board allows:

- A. () Correction or withdrawal of inadvertently erroneous bids, provided notification to the purchasing agent is given () before the opening of the bids. () no later than _____ (____) business days following opening of the bids. **[end of option]**
- B. () Cancellation of awards or contracts based on inadvertently erroneous bids.

[END OF OPTIONS]

[] [DRAFTING NOTE: The Board must select this option if the Board has elected to allow correction or withdrawal of inadvertently erroneous bids or the cancellation of awards or contracts based on inadvertently erroneous bids.]

The purchasing agent shall make a written decision to:

- A. permit the correction or withdrawal of a bid; or
- B. cancel awards or contracts based on bid mistakes.

The purchasing agent shall not permit changes in:

- A. bid prices; or
- B. other provisions of bids prejudicial to the interest of the Board or fair competition;
- C. after bid opening.

If a bidder inserts contract terms or bids on items not specified in the invitation for bids, the purchasing agent shall treat the additional material as a proposal for addition to the contract and may do any of the following:

- A. Declare the bidder nonresponsive.
- B. Permit the bidder to withdraw the proposed additions to the contract in order to meet the requirements and criteria provided in the invitation for bids.
- C. Accept any of the proposed additions to the contract, subject to the following limitations.

The purchasing agent shall not accept proposed additions to the contract that are prejudicial to the interest of the Board or fair competition.

A decision of the purchasing agent to permit a change to the requirements of the invitation for bids shall be supported by a written determination by the purchasing agent which provides the justification for that change.

The Board reserves the right to reject any and all bids.

The Board shall be informed of the terms and conditions of all competitive bids. All bids shall be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.

[END OF OPTIONS]

Purchases of Services

For purposes of this policy "services" means the furnishing of labor, time, or effort by a person not involving the delivery of specific supplies other than printed documents or other items that are merely incidental to the required performance.

The purchasing agent may purchase as follows:

- A. For purchases of services anticipated to exceed \$50,000_____ in a single school year:
 1. If the purchasing agent has purchased services previously from a vendor, the purchasing agent may continue to purchase services from that vendor as long as the Board is satisfied with the services delivered by the vendor.
 2. If a new vendor is sought to provide services, the purchasing agent shall issue a request for proposal asking that interested vendors submit proposals to serve as vendors for those specific services. Notice of the request for proposal may be sent directly to potential vendors and/or posted on the Corporation's website. The purchasing agent shall interview those vendors who respond to the request for proposal that the purchasing agent believes are able to provide the services sought and shall select the vendor from those interviewed. The purchasing agent may seek input from other administrators or Board members in making the selection.
- B. For all other purchases of services, the purchasing agent may select the vendor they believe is the most appropriate vendor who provides the services sought.

[] The Board shall be advised, for prior approval, of all purchases of services when the purchase () was not contemplated during the budgeting process () exceeds the () line item () function **[end of option]** by \$_____ or ____ percent (___%).

[-x] The purchasing agent is authorized to make emergency purchases, without prior approval, of those services needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

Public Works Projects - Less than \$300,000

Whenever the cost of a public works project will be at least \$50,000 but less than \$300,000, the following procedure applies:

- A. The Board shall invite quotes from at least three (3) persons known to deal in the class of work proposed to be done by mailing them a notice stating that plans and specifications are on file in a specified office. The notice shall be

mailed not less than seven (7) days before the time fixed for receiving quotes.

- B. The Board shall not require a person to submit a quote before the meeting at which quotes are to be received. The meeting for receiving quotes shall be open to the public. All quotes received shall be opened publicly and read aloud at the time and place designated and not before.
- C. The Board shall award the contract for the public work to the lowest responsible and responsive quoter.
- D. The Board may reject all quotes submitted.

Public Works Projects - At Least \$300,000 (Competitive Bidding)

Whenever the cost of a public works project will be at least \$300,000, the following procedure applies:

- A. The Board shall prepare general plans and specifications describing the kind of public works project required, but shall avoid specifications which might unduly limit competition. If the project involves the resurfacing (as defined by I.C. 8-14-2-1) of a road, street, or bridge, the specifications shall show how the weight or volume of the materials will be accurately measured and verified.
- B. The Board shall file the plans and specifications in a place reasonably accessible to the public, which shall be specified in the notice required by section 3 below.
- C. Upon the filing of the plans and specifications, the Board shall publish notice in accordance with I.C. 5-3-1 calling for sealed proposals for the public works project. If the Board receives electronic bids, the Board also shall provide electronic access to the notice of the bid solicitation through the computer gateway administered under I.C. 4-13.1-2-2(a)(6) by the Office of Technology.
- D. The notice shall specify the place where the plans and specifications are on file and the date fixed for receiving bids.
- E. The period of time between the date of the first publication and the date of receiving bids shall be governed by the size of the contemplated project in the discretion of the Board. The period of time between the date of the first publication and receiving bids may not be more than:
 - 1. six (6) weeks if the estimated cost of the public works project is less than twenty-five million dollars (\$25,000,000); and
 - 2. ten (10) weeks if the estimated cost of the public works project is at least twenty-five million dollars (\$25,000,000).
- F. The Board shall require the bidder to submit a financial statement, a statement of experience, a proposed plan or plans for performing the public works project, and the equipment that the bidder has available for the performance of the public works project. The statement shall be submitted on forms prescribed by the State Board of Accounts.
- G. The Board shall not require a bidder to submit a bid before the meeting at which bids are to be received. The meeting for receiving bids shall be open to the public. All bids received shall be opened publicly and read aloud at the time and place designated and not before. Notwithstanding any other law, bids may be opened after the time designated if both of the following apply:
 - 1. The Board makes a written determination that it is in the best interest of the Board to delay the opening.
 - 2. The day, time, and place of the rescheduled opening are announced at the day, time, and place of the originally scheduled opening.
- H. The Board shall:
 - 1. award the contract for public works project or improvements to the lowest responsible and responsive bidder; or
 - 2. reject all bids submitted.
- I. If the Board awards the contract to a bidder other than the lowest bidder, the Board shall state in the minutes or memoranda, at the time the award is made, the factors used to determine which bidder is the lowest responsible and responsive bidder and to justify the award. The Board shall keep a copy of the minutes or memoranda available

for public inspection.

J. In determining whether a bidder is responsive, the Board may consider the following factors:

1. Whether the bidder has submitted a bid or quote that conforms in all material respects to the specifications.
2. Whether the bidder has submitted a bid that complies specifically with the invitation to bid and the instructions to bidders.
3. Whether the bidder has complied with all applicable statutes, ordinances, resolutions, or rules pertaining to the award of a public contract.

K. In determining whether a bidder is a responsible bidder, the Board may consider the following factors:

1. The ability and capacity of the bidder to perform the work.
2. The integrity, character, and reputation of the bidder.
3. The competence and experience of the bidder.

L. The Board shall require the bidder to submit an affidavit that the bidder has not entered into a combination or agreement:

1. relative to the price to be bid by a person;
2. to prevent a person from bidding; or
3. to induce a person to refrain from bidding; and
4. that the bidder's bid is made without reference to any other bid.

Purchasing Using Online Reverse Auctions

The Board authorizes the purchasing agent to conduct a reverse auction for the purchase of supplies by using an Internet purchasing site for issuing an invitation for bids and receiving bids.

The purchasing agent shall establish procedures for:

- A. transmitting notices, solicitations, and specifications;
- B. receiving offers;
- C. making payments;
- D. protecting the identity of the bidder or offeror;
- E. providing for the display of the amount of each offer previously submitted for public viewing;
- F. establishing the deadline by which offers shall be received and shall be considered to be open and available for public inspection;
- G. establishing procedures for the opening of offers; and
- H. maintaining adequate documentation regarding reverse auctions so that the transactions may be audited according to law.

The purchasing agent may charge a bidder in a reverse auction a fee set in the written procedures adopted above.

An internet purchasing site used for a reverse auction shall do the following:

- A. provide information that the purchasing entity considers necessary or beneficial to potential bidders.

- B. display the amount of all bids previously submitted regarding the reverse auction for public viewing.
- C. conceal information that identifies a bidder.
- D. comply with I.C. 5-22.

Procurement

The Board shall be informed of the terms and conditions of all competitive bids. All bids must be entered upon the records of the Board at its next meeting following the bid opening. The Board shall accept or reject bids in a Board meeting open to the public and award contracts as a consequence of such bids.

The president and secretary of the Board are entitled, on behalf of the Board, to sign any contract. These contracts may include, but are not limited to, employment contracts and contracts for goods and services. However, each contract must be approved by a majority of the full Board. In the absence of the president or secretary, the vice president may sign the contract with the officer who is present.

Exceptions to the foregoing requirements may be permitted when purchasing from vendors who have been awarded State contracts or when purchasing from authorized State institutions.

All specifically identified purchases that are within a program a function a line item **[end of options]** and were originally contemplated in the budgeting process **[end of option]** may be made upon authorization of the purchasing agent_____.

The Board may designate a committee of at least two (2) of the Board members or a committee of not less than two (2) Corporation employees to open and tabulate bids:

- A. in connection with the purchase of supplies, materials, or equipment;
- B. for the construction or alteration of a building or facility; or
- C. for any similar purpose.

Those bids:

- A. may be opened by the committee at the time and place fixed by the advertisement for bids;
- B. shall be read aloud and tabulated publicly, to the extent required by law for governing bodies; and
- C. shall be available for inspection.

Those bids shall be reported to and the tabulation entered upon the records of the Board at its next meeting following the bid opening.

A bid may not be accepted or rejected by the committee but shall be accepted or rejected solely by the Board in a Board meeting open to the public.

The Board shall be advised, for prior approval, of all purchases of supplies when the purchase was not contemplated during the budgeting process exceeds the line item function **[END OF OPTION]** by _____ or ____ percent (___%).

The purchasing agent is authorized to make emergency purchases, without prior approval, of supplies needed to keep the Corporation's schools in operation.

Such purchases shall be brought to the Board for approval at the next regular meeting.

In order to promote efficiency and economy in the operation of the Corporation, the Board requires that the purchasing agent_____ periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped, but with staggered delivery dates, shall be made a part of the bid specifications.

Before the requestor_____ places a purchase order, they shall **(x)** have the Director of Business Services_____ **[END OF OPTION]** check whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the Corporation. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. an opportunity be provided to as many responsible suppliers as possible to do business with the Corporation;
- B. a prompt and courteous reception, as conditions permit, be given to all who call on legitimate business matters;
- C. where the requisitioner has recommended a supplier, the purchasing agent_____ may make alternate suggestions to the requisitioner if, in their judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- D. upon the placement of a purchase order, the Director of Business Services_____ shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations;
- E. unless otherwise permitted by the purchasing agent, no purchase of supplies shall be allowed without a properly-signed purchase order. Employees shall be held personally responsible for anything purchased without a properly signed purchase order.

The Board may acquire by lease, by installment payments, by lease-purchase agreements, or by lease with an option to purchase provided the contract setting forth the terms of such a purchase shall not extend for a period of more than five_____ (_5_) years.

During the current year provisions may be made in these agreements for renewal for the succeeding year, subject to appropriations being available.

Contracts can be awarded by the Director of Business Services_____ without Board approval for any single item or group of identical items costing less than \$50,000_____. All other contracts require Board approval prior to purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the United States Department of Education (USDOE) requirements (2 C.F.R. 200.317 - .326) for the administration and management of Federal grants and Federally-funded programs. The Corporation shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320A) and comply with 34 C.F.R. 80.36. Please refer to Policy 6325 - Procurements - Federal Grants/Funds.

[END OF OPTION]

I.C. 5-22-2-21
 I.C. 5-22-2-30
 I.C. 5-22-2-38
 I.C. 5-22-3-3
 I.C. 5-22-6-1 and 5-22-6-2
 I.C. 5-22-7-1 et seq.
 I.C. 5-22-7.5 - Online Reverse Auctions
 I.C. 5-22-8-2, 5-22-8-3
 I.C. 5-22-10-1 et seq.
 I.C. 5-22-16-1, 5-22-16-2
 I.C. 20-26-4-6, 20-26-4-8
 I.C. 20-26-5-4
 I.C. 36-1-12-2
 I.C. 36-1-12-3
 I.C. 36-1-12-4
 I.C. 36-1-12-4.7
 I.C. 36-1-12-49
 Education Department General Administrative Regulations (EDGAR)
 2 C.F.R. 200.317 - .326

Book	Policy Manual
Section	Volume 38, No. 1 - September 2025
Title	Revised Policy - Volume 38, No. 1 - September 2025 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS
Code	po7455
Status	
Legal	2 C.F.R. 200.1 2 C.F.R. 200.436 2 C.F.R. 200.439 2 C.F.R. 200.465 I.C. 20-40-18-6 I.C. 20-40-18-7 I.C. 29-1-15-14 U.S. Department of Education's FAWs on Uniform Guidance (July 2024) GASB Implementation Guide No. 2021-1, Implementation Guidance Update - 2021 State of Indiana Capital Asset Management Policy (July 1, 2009)
Adopted	December 5, 2011
Last Revised	April 8, 2013

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

7455 - ACCOUNTING SYSTEM FOR CAPITAL ASSETS

The School Board shall maintain a capital asset accounting system. The capital asset system shall maintain sufficient information to permit the following:

- A. the preparation of year-end financial statements in accordance with Generally Accepted Accounting Principles (GAAP)
- B. adequate insurance coverage
- C. control and accountability

Capital assets are defined as those tangible assets of the School Corporation:

- A. with a useful life in excess of one (1) year;
- B. with an initial cost equal to or exceeding the amount determined periodically in the Corporation's administrative guidelines;
- C. which are capitalized in accordance with GAAP; and
- D. which the Corporation intends to hold or continue in use for an extended period of time.

Further, some items may be identified as "controlled" assets that, although they do not meet all capital asset criteria, are to be recorded on the capital asset system to maintain control.

Capital assets shall be classified as follows:

- A. land, buildings (facilities), equipment, and intellectual property (including software), whether acquired by purchase, construction, manufacture, exchange, or through a lease accounted for as a financed purchase under Government Accounting Standards Board (GASB) standards or a finance lease under Financial Accounting Standards Board (FASB) standards; and
- B. additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance).

Leased capital assets and assets that are jointly-owned shall be identified and recorded on the capital asset system.

Capital assets shall be recorded at actual, or if not determinable, estimated purchase price or fair market value at the time of acquisition. The method(s) to be used to estimate such price or market value shall be established by the Director of Business Services_____, pursuant to the State Board of Accounts, Department of Local Government Finance, I.C. 29-1-15-14 and 2 C.F.R. 200.439.

Normally, the cost recorded is the purchase price or construction costs of the asset. Also included are any other reasonable and necessary costs incurred to place the asset in its intended use that can be directly related to the asset. Such costs may include the following:

- A. Legal and title fees, closing costs
- B. Appraisal and negotiation fees, surveying fees
- C. Damage payments
- D. Land preparation costs, demolition costs
- E. Architect and accounting fees
- F. Design and consulting fees
- G. Transportation charges

Donated or contributed assets should be recorded at their fair market value on the date donated or acquired.

[DRAFTING NOTE: The Federal regulation (2 C.F.R. 200.439) allows for a \$10,000 threshold. Capital expenditures with a unit cost of \$10,000 or more require prior written approval of the Federal awarding agency or pass-through entity. The threshold established herein shall be consistent with Policy 7310 - Disposition of Surplus Property and Policy 7450 - Property Inventory.]

The Corporation will capitalize items with an individual value equal to or greater than \$10,000_____. Improvements or renovations to existing machinery and equipment will be capitalized only if the change causes the total cost to exceed \$10,000_____, extends its useful life two (2) or more years, and if the total costs will be greater than the current book value and less than fair market value. The Corporation should capitalize items whose individual acquisition costs are less than the threshold if those assets in the aggregate are significant, i.e., exceed the threshold. **[DRAFTING NOTE: For example, if the Corporation has a \$5,000 threshold and purchases five (5) computers that cost \$1,500 each, the total cost when aggregated is \$7,500, which is significant because it exceeds the threshold. Accordingly, those computers should be capitalized.]**

The Superintendent shall develop administrative guidelines to ensure proper purchase, transfer, and disposal of capital assets.

Depreciation shall be recorded for funded capital assets using the method(s) agreed upon by the Superintendent and the Director of Business Services_____, pursuant to the capital asset depreciation guidelines established by the State of Indiana.

The following information shall be maintained for all capital assets:

- A. description
- B. asset classification (land, building, equipment, etc.)

- C. location
- D. purchase price
- E. vendor
- F. date purchased
- G. voucher number
- H. estimated useful life
- I. estimated salvage value
- J. replacement cost
- K. accumulated depreciation
- L. method of acquisition (purchase, trade-in, lease, donated, etc.)
- M. appropriation
- N. manner of asset disposal

© Neola 2025

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Assistant Superintendent
DATE: April 16, 2026
RE: Board Meeting of April 20, 2026

REVISION

Personnel

(Board action required)

We are recommending that the following be approved:

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

A. Appointment(s):

1. Mia Patikas (Merrillville), Temporary Science Teacher, Clark Middle School (effective April 15, 2026).
2. Abigail LaBelle (Schererville), Temporary Early Childhood/Applied Skills Teacher, Kolling Elementary School (effective May 4, 2026).

B. Resignation(s):

1. Erick Decker, Social Studies Teacher, Kahler Middle School (effective May 29, 2026).
2. Samantha Wagner, Temporary TAP Teacher, Lake Central High School (effective April 17, 2026).
3. Alison Petralia, Principal, Bibich Elementary School (effective April 20, 2026).

II. Classified Appointment(s), Retirement(s) & Resignation(s):

A. Appointment(s):

1. Angela Desiderio (Rehire), Paraprofessional Bibich Elementary School (effective April 8, 2026).
2. Sarah Goodwin (Hobart), Paraprofessional, Clark Middle School (effective April 13, 2026).

B. Retirement(s):

1. Joe Skvarek, Paraprofessional, Clark Middle School (effective May 28, 2026); *13 years of dedicated service.*
2. Paula Shepherd, Paraprofessional, Kahler Middle School (effective May 28, 2026); *12 years of dedicated service.*

C. Resignation(s):

1. Clara Ruiz, Paraprofessional, Lake Central High School (effective April 17, 2026).
2. Vesna Romic, Paraprofessional, Bibich Elementary School (effective April 9, 2026).
3. Emma Bicknell, Paraprofessional, Kolling Elementary School (effective May 28, 2026).

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

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website:lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Elementary 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: April 16, 2026
RE: **Board Meeting of April 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Melissa Ballenger, Sarah Stamper
POSITION	Teachers
SCHOOL	Protsman Elementary
EVENT	Get Your Teach On Conference
DATES	4/18/2026
PLACE	Chicago, IL
DESCRIPTION	Tier I Instructional Practices to Accelerate Student Learning
SPONSORING ORGANIZATION	Get Your Teach On
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$219 x (2) Estimated Travel Cost – Mileage & Parking x (1)
FUNDING	District Title II

YB/vv

NAME	Jennifer Fieleke
POSITION	Teacher
SCHOOL	Bibich Elementary
EVENT	IXL Live: Classic Edition
DATES	4/21/2026
PLACE	Oakbrook, IL
DESCRIPTION	Training on IXL Assessment Suite, Curriculum and Analytics
SPONSORING ORGANIZATION	IXL Learning
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$129 Estimated Travel Cost – Mileage & Parking
FUNDING	Corporation Title II

NAME	Jen Frazier
POSITION	Teacher
SCHOOL	Bibich Elementary
EVENT	2nd Grade Field Trip
DATES	5/07/2026
PLACE	Chicago, IL
DESCRIPTION	Field Trip to Southwest Airlines
SPONSORING ORGANIZATION	Protsman 2nd Grade Team
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self Funded

NAME	Meghan Alsop
POSITION	School Counselor
SCHOOL	Protsman Elementary
EVENT	ASCA Conference 2026: Amplify Success
DATES	7/11 - 7/14/2026
PLACE	Virtual
DESCRIPTION	Annual conference for school counselors
SPONSORING ORGANIZATION	American School Counselors Association
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$239 Estimated Travel Cost – \$0
FUNDING	6846-11100-31200-0009

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Elementary 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: April 16, 2026

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

FIELD TRIP REQUESTS

Jen Frazier, teacher at Bibich Elementary, requests to take approximately (105) 2nd grade students to Chicago, IL on May 7, 2026. The students will visit Southwest Airlines at Midway Airport to learn about airport operations. This is a self-funded field trip.

YB/vv

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lcsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Primary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Misty Scheuneman, Director of Secondary Education
DATE: April 16, 2026
RE: **Board Meeting of April 20, 2026**

PROFESSIONAL LEAVE REQUESTS

REVISED

NAME	Elizabeth Martinez De Vries
POSITION	Teacher/ELL Coordinator
SCHOOL	LCHS
EVENT	Meeting at Hammond Baptist School
DATES	4/21/2026
PLACE	Schererville, IN
DESCRIPTION	Meeting at Hammond Baptist School
SPONSORING ORGANIZATION	Hammond Baptist School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - Mileage
FUNDING	684-6-1 300-58000-0002

MS/vv

NAME	Erin Novak
POSITION	Principal
SCHOOL	LCHS
EVENT	Indiana Academic All Stars
DATES	4/23/2026
PLACE	Indianapolis, IN
DESCRIPTION	Attending a luncheon honoring a student as an academic all star
SPONSORING ORGANIZATION	Indiana Association of School Principals
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage & Parking
FUNDING	684-6-1 300-58000-0002

NAME	Misty Scheuneman/Janette Snelson/Val Gardner/Jolene Bogacki/Beth Hamacher
POSITION	Director of Secondary Education/Teacher/Teacher/Instructional Coach/Instructional Coach
SCHOOL	District/LCHS/LCHS/Middle Schools/Elementary Schools
EVENT	AI Ecosystems Project In-Person Convening
DATES	4/27 - 4/28/2026
PLACE	Indianapolis, IN
DESCRIPTION	AI Literacy: Exploration, Hands-On group build activity, ground work in school mission, vision and priorities
SPONSORING ORGANIZATION	Playlab
EXPENSES	Estimated Meal Cost - \$35 x (2) Estimated Hotel Cost – \$150 x (2) Estimated Required Fees – \$0 Estimated Travel Cost – Mileage x (5)
FUNDING	District Title II

Board Meeting of April 20, 2026

NAME	Tyler Copak
POSITION	Head Boys Golf Coach
SCHOOL	LCHS
EVENT	Golf Tournament
DATES	5/08 - 5/09/2026
PLACE	Carmel, IN
DESCRIPTION	Practice round & gold tournament
SPONSORING ORGANIZATION	Prairie View Golf Club
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

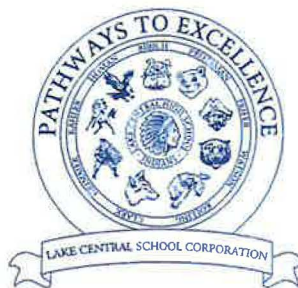
NAME	Kevin Lewis, Kristen Marsh
POSITION	Band Director, Choir Director
SCHOOL	Grimmer Middle School
EVENT	Band and Choir Field Trip
DATES	5/09/2026
PLACE	Gurnee, IL
DESCRIPTION	End of year field trip to Great America
SPONSORING ORGANIZATION	Grimmer Music Department
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Self-Funded

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lsc.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Elementary 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: April 16, 2026

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

FIELD TRIP REQUESTS

Tyler Copak, Head Boys Golf Coach at LCHS, requests to take approximately (5) members of the Boys Varsity Golf Team to Carmel, IN on May 8 - May 9, 2026. The team will compete in a golf tournament at the Prairie View Golf Club. All fees will be covered by athletics.

Kevin Lewis, Band Director and Kristen Marsh, Choir Director at Grimmer Middle School request to take approximately (170) band and choir students to Gurnee, IL on May 9, 2026. The students will visit Six Flags Great America and enjoy an end of year celebration. This is a self-funded trip.

MS/vv

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lscs.us



Lawrence Veracco, Ph.D.
Superintendent

Sarah Castaneda
Assistant Superintendent

Yolanda Bracey, Ed. D.
Director of Elementary Education

Misty Scheuneman
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Rebecca Gromala, Director of Student Services
DATE: April 16, 2026
RE: **Board Meeting of April 20, 2026**

PROFESSIONAL LEAVE REQUESTS

NAME	Megan Alsop / Alison Mazurkiewicz / Melanie Venturelli
POSITION	School Counselor / Assistant Principal / Teacher
SCHOOL	Protsman Elementary
EVENT	Introduction to Pathological Demand Avoidance
DATES	4/21/2026 (Webinar available through 6/14/2026)
PLACE	Virtual
DESCRIPTION	Learning effective interventions for students with Autism and Pathological Demand Avoidance
SPONSORING ORGANIZATION	AEP Connections
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees -- \$159 x (3) Estimated Travel Cost -- \$0
FUNDING	646-0-12220-31200-0009

RG/vv

NAME	Elizabeth Vossos / Sarah Wiltermood / Tina Ostrom
POSITION	ELL Teachers
SCHOOL	Watson, Bibich / Protsman / Peifer, Homan
EVENT	Writing with Multilingual Learners in the Elementary Grades
DATES	4/30 - 5/01/2026
PLACE	Chicago, IL
DESCRIPTION	ELL Writing Workshop
SPONSORING ORGANIZATION	WIDA
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$600 x (3) Estimated Travel Cost – Mileage & Parking
FUNDING	Title II / Title III / Title III

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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

website: lcsc.us



Lawrence Veracco, Ph. D.
Superintendent

Rob James
Director of Business Services

To: Board of School Trustees

From: Mr. Rob James, Director of Business Services

Date: April 16, 2026

RE: Board Meeting April 20, 2026

Donations (Action Required)

Received

Clark Middle School received two \$100 donations from Cybergrants, LLC on behalf of Charities Aid Foundation of America on behalf of Constellation. A Clark parent made the donations through his employer (Constellation).

The Kahler Middle School Best Buddies program received a donation of \$200 from an anonymous donor.

Given

The Lake Central High School Latin Heritage Club sold T-Shirts for Autism Awareness and would like to donate the \$960 profit to the LCHS Best Buddies Club.

Grimmer Middle School recently held their annual fundraiser for Riley Children's Hospital. They would like to donate the \$1,062 raised to Riley's.

Bibich Elementary School recently held their annual fundraiser for Riley Children's Hospital. They would like to donate the \$281.55 raised to Riley's.

Bibich would also like to donate \$125 to the American Heart Association, proceeds from the Kids Heart Challenge.

Bibich would also like to donate \$1,076.27 to the American Cancer Society, proceeds from Relay for Life.

Homan Elementary conducted various fundraisers throughout the year and would like to make the following donations:

Best Buddies of Indiana - \$200

Logan's Love - \$489

Down Syndrome Association of Northwest Indiana - \$489

The Clark Middle School Theatre would like to donate \$200 to the Lake Central High School Theatre Department in appreciation for their help with the spring musical at Clark.

Quarterly Financial Report

Now that we have finished the 3rd quarter of our fiscal year, I will be giving the School Board an update on the financial position of our Education Fund and other Operating Funds as of March 31, 2026.

PUBLIC COMMENT

From: **Eric Melnyczenko** <emelnyczenko@gmail.com>

Date: Fri, Apr 10, 2026, 12:49 PM

Subject: Electronic Submission of Public Comment

To: <csues@lcscmail.com>, <hmarshal@lcscmail.com>, <nkelly@lcscmail.com>, Janice Malchow <jmalchow@lcscmail.com>, ltallent@lcscmail.com <ltallent@lcscmail.com>

Good morning, LC Board of Education!

Please accept my electronic public comment for the April 20, 2026, Board of Education Meeting.

As a parent of a 6th grader in the Applied Skills program at Kahler, I want to ensure that I bring awareness and concern with the current number of vacancies for the Applied Skills program for the 2026-27 school year and the relative volatility of the Corporation in retaining teachers in the program.

As of today, April 10, 2026, there are currently five (5) vacancies posted for Applied Skills positions throughout the Corporation with three of them being at the middle school level. I am aware that there have been recent retirements that are the cause of some of the vacancies; however, this is not the only case. My child has been in the Applied Skills program since kindergarten and experienced two magnificent and stable teachers at Protsman Elementary. Since then, the experience in the middle school program has taken a severe decline.

At Kahler Middle School, from what we understand, there have been six different teachers in the two Applied Skills classroom positions since 2023. That means that this program alone is experiencing a 67% turnover rate. For our most vulnerable learners who thrive on consistency and routine, this is highly concerning. Most recently, we lost a teacher after the first semester this year and a temporary teacher was hired in January that worked approximately a total of three weeks and has since not returned to the classroom. The classroom has been without a teacher since early February. This means that a seventh new teacher in 3-plus years will be in place for next year. And, that is if a permanent replacement is in fact hired.

While I understand that the administration and Board will have deeper insight into the causes for the turnover and why there are these vacancies, I also want to challenge everyone into digging deeper into this program to determine root causes of why the program cannot retain teachers in these positions. I am particularly concerned about whether staffing supports, workload expectations, and program design are contributing to this instability. I completely understand that it takes a special type of individual to work with our most vulnerable learners, but what is being done to support our educators in these roles? I would also question the programming of our continuum of services. Is it time to revisit the continuum of services to ensure that our kids receive the free and appropriate public education they deserve? As an educator and administrator myself, I understand staffing and teacher shortages are real and plague everyone.

PUBLIC COMMENT

As a parent, seeing the number of available Applied Skills positions is a gut punch that frightens me for my child. I would like to impress upon the Board and administration that filling these positions with the right people for the success of our children must take a high priority on the long list of things to do for the 2026-27 school year, especially given the transition in leadership.

I respectfully request that the Board direct the administration to review the Applied Skills program, including staffing, supports, and program structure, and provide a report with recommendations for improvement.

Thank you for your time, and I am open to further dialog or collaboration with the Corporation!

Sincerely,

Eric Melnyczenko