

LAKE CENTRAL SCHOOL CORPORATION

Lake Central High School

LGI ROOM – Enter Door E

8260 Wicker Avenue, St. John, IN 46373

Tuesday, November 2, 2021 at 7:00 p.m.

A meeting of the Board of School Trustees of the Lake Central School Corporation was held in the Lake Central High School LGI Room, 8260 Wicker Avenue, St. John, IN on November 2, 2021. The meeting began at 7:00 p.m.

Board Members Present

Nicole Kelly, Board Member

Howard Marshall, Secretary

Jennifer Medlen, Board Member

Cindy Sues, President

Board Members Not Present

Janice Malchow, Vice-President

Administration Present

Dr. Lawrence Veracco, Superintendent

Terry Mucha, Director of Human Resources

Sarah Castaneda, Director of Secondary Education

Rebecca Gromala, Director of Student Services

Yolanda Bracey, Director of Primary Education

Rob James, Director of Business Services

Administration Not Present

Rick Moreno, Director of Technology

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*

SCHOOL BOARD MEETING MINUTES

Tuesday, November 2, 2021 - 7:00 PM

All motions passed with 4-0
unless otherwise noted.

- I. Call to Order and Pledge of Allegiance to the American Flag – *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**
 - There were no changes to the Agenda.
 - Nicole Kelly moved to approve.
 - Howard Marshall seconded the motion.
 - Motion carried.
- III. Correspondence – *Howard Marshall*
 - There was no correspondence.

- IV. Liaison Committee Updates – *Cindy Sues*
- A. Personnel Interview Committee: Howard Marshall
 - B. Schererville Redevelopment Committee: Nicole Kelly
 - C. Wellness Committee: Jennifer Medlen / Janice Malchow
 - D. Lake Central Education Foundation: Janice Malchow
 - E. Legislative Committee: Janice Malchow
 - F. St. John Redevelopment Committee: Cindy Sues
 - G. Dollars for Scholars: Cindy Sues
 - H. Dyer Redevelopment Committee: Jennifer Medlen
- V. Official School Board Business Topics: Consent Agenda – *Dr. Veracco* – **Action Required**
- A. Approval of Minutes
 - Regular Board Meeting: October 18, 2021
 - B. Approval of Claims, Payroll and Extracurricular Expenditures
 - Nicole Kelly moved to approve.
 - Jennifer Medlen 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. National Merit Scholarship Semifinalists 2022
Document Attached
 - b. 2021 Indiana Bandmasters Association All-District Honor Band
Document Attached
 - 2. Professional Leave Request - **Action Required**
Document Attached
 - Howard Marshall moved to approve.
 - Nicole Kelly seconded the motion.
 - Motion carried.
 - 3. Mask/Face Covering Update
 - B. Director of Human Resources/Personnel – *Terry Mucha*
 - 1. Personnel Recommendations – **Action Required**
Document Attached
 - Nicole Kelly moved to approve.
 - Jennifer Medlen seconded the motion.
 - Motion carried.
 - 2. Administrative Handbook - **Action Required**
Document Attached
 - Howard Marshall moved to approve.
 - Jennifer Medlen seconded the motion.
 - Motion carried.

C. Director of Primary Education – *Yolanda Bracey*

D. Director of Secondary Education – *Sarah Castaneda*

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

Document Attached

- Nicole Kelly moved to approve.
- Jennifer Medlen seconded the motion.
- Motion carried.

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

Document Attached

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

E. Director of Student Services - *Becky Gromala*

Document Attached

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

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

F. Director of Facilities – *Bill Ledyard*

G. Director of Technology – *Rick Moreno*

H. Director of Business Services – *Rob James*

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

Document Attached

- Nicole Kelly moved to approve.
- Jennifer Medlen seconded the motion.
- Motion carried.

2. Donations - **Action Required**

Document Attached

- Jennifer Medlen moved to approve.
- Nicole Kelly seconded the motion.
- Motion carried.

VIII. Public Comments – *Cindy Sues*

- Jenna Ogrizovich - Dyer
- Laura Dubish - St. John

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

- Nicole Kelly: I want to convey my condolences to Mr. Keith Hauber's family.
- Jennifer Medlen: One thing I want to say is that the Superintendent's salary is in line with what the superintendent's salaries are in this area. What we are doing for Dr. Veracco is what superintendents are paid. So, the numbers are the numbers, that's what this area pays for superintendents. It's a huge job and I think the pay is commensurate for the job that he does for the district.

Also, as a board member, I should be able to say things that I want to say too. And, in the email correspondence that we had, you were attacking my views saying that I was bringing politics into the schools. So, my response was that my moral compass is intact. I did not say I was morally superior. I made no comments of the sort. I made a comment with respect to me and who I am. My moral compass is intact. So, I have not, at any point, made any derogatory comments toward you or anyone else in the community. I just wanted to put that on the record that those were the words that I used. I have nothing else to say. Thank you.

- Cindy Sues: I wanted to say to Dr. Veracco, that the trees at Kolling - they look good, and I can't wait to see them grow. Shout out to Corporal Kissinger who went to Washington DC and was chosen along with three students to place wreaths at the tomb of the unknown soldier. Students were Ryan Jackson, Genevieve Cosgrove and Zainab Mohiuddin. What a great honor that was, and thanks for representing LC. We appreciate you.

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

- Next Meeting will be on November 15th.

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

- Howard Marshall moved to adjourn the meeting at 7:41pm.
- Nicole Kelly seconded the motion.
- Motion carried, meeting adjourned.

Minutes of the November 2, 2021 School Board Meeting were approved and adopted by the Board of School Trustees at the November 15, 2021 School Board Meeting.

Cindy Sues, President

ATTEST:

Howard Marshall, Board Secretary

VERACCO

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.

BUILDING PRINCIPAL'S AUTHORIZATION: _____

DATE: 10-12-21

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: Joni Cash/Lori Olson

SCHOOL LGHS

CONTACT PERSON Ashley Kline

NAME OF EVENT: National Merit

LOCATION OF EVENT: _____

DATE OF EVENT: _____

CRITERIA/GENERAL INFORMATION REGARDING ACHIEVEMENT

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

National Merit Scholarship Semifinalist for 2022.

CERTIFICATE OF ACHIEVEMENT

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

National Merit Scholarship Semifinalist

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 Brittany Geer _____ Title 12th grade

Name Karsten Palm _____ Title 12th grade

Name Ethan Schassburger _____ Title 12th grade

cc: Ashley Kline
Erin Novak

Nov. 2

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: 10-11-21

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

Elliot Smith - Director of Bands

NAME OF EVENT: _____

LOCATION OF EVENT: _____

DATE OF EVENT: _____

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)

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 ELLIOT SMITH

Title

DIRECTOR OF BANDS

cc: Erin Nowacki

Nov 1

To be read by Dr. Veracco:

We would like to congratulate the following Lake Central High School students who were selected for the 2021 Indiana Bandmasters Association All-District Honor Band:

Yara Hijaz, Flute
Nadine Batista, Alto Saxophone
Tyler Sharkey, Tenor Saxophone
Julian Santiago, French Horn
Jack Bulfer, Trombone
Landon LaRue, Trombone
Dominic Piunti, Trombone
Matthew Borowski, Percussion
Alex McGaha, Percussion
Gracie Cockrell, Percussion
Harrison Pawelko, Percussion

These students were selected from hundreds of applicants. The dedication to excellence in the performing arts is nothing short of extraordinary. Their concert will take place on Sunday, November 21, 2021 at Kankakee Valley High School.

We are LC!

For the certificate:

2021 Indiana Bandmasters Association All-District Honor Band

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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



Lawrence Veracco, Ph.D.
Superintendent

Terry Mucha
Director of Human Resources

Yolanda Bracey
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Dr. Larry Veracco, Superintendent
DATE: October 27, 2021
RE: **Board Meeting of November 2, 2021**

PROFESSIONAL LEAVE REQUESTS

NAME	Dr. Larry Veracco
POSITION	Superintendent
SCHOOL	Lake Central School Corporation
EVENT	AASA National Conference on Education
DATES	2/17 – 2/19/2022
PLACE	Nashville, TN
DESCRIPTION	National conference on education
SPONSORING ORGANIZATION	American Association of School Administrators
EXPENSES	Estimated Meal Cost - \$35 x (3) Estimated Hotel Cost - \$250.00 + fees Estimated Required Fees – \$705 Estimated Travel Cost – Mileage
FUNDING	030-0-23210-59000-0001

LV/vv

MUCHA

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

Terry Mucha
Director of Human Resources

Yolanda Bracey, Ph.D.
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Terry Mucha, Director of Human Resources
DATE: October 28, 2021
RE: Board Meeting of November 2, 2021

Personnel

(Board action required)

We are recommending that the following be approved:

I. Certified Appointment & Retirement:

A. Appointment:

1. Marcie Ruzas, Temporary Elementary Teacher (back to back maternity leaves), Homan Elementary School, (effective January 3, 2022).

B. Retirement:

1. Elizabeth Gonzalez, School Psychologist, Peifer, Kolling, and Bibich Elementary Schools, (effective at the end of the 2021-22 school year; *22 years of dedicated service to LC/36 years total*).

II. Classified Appointments & Resignation:

A. Appointments:

1. Katherine Maddy (Schererville), Paraprofessional, TAP, (effective November 2, 2021).
2. Imelda Carrizalez (Schererville), Paraprofessional, Peifer Elementary School, (effective October 20, 2021).
3. Claudia Ramirez (St John), Bus Driver, Transportation, (effective October 20, 2021).
4. John Murphy (St John), Bus Driver, Transportation, (effective October 20, 2021).
5. Destiny Santana (Dyer), Paraprofessional, Bibich Elementary School, (effective November 2, 2021).

B. Resignation:

1. Greg Calderwood, Product Specialist, Lake Central High School, (effective October 28, 2021).

III. Certified Extracurricular Appointment & Resignations:

A. Appointment:

1. James Simmons, Head Boys Track Coach, Clark Middle School, (effective March 2022).

B. Resignations:

1. Amanda Pritt, Girls Track Co-Assistant, Lake Central High School, (October 27, 2021).

2. Morgan Kleinaman, Girls Track Co-Assistant-Temporary for 2021-22, Lake Central High School, (October 27, 2021).

IV. Classified Extracurricular Appointment & Resignation:

A. Appointment:

1. John Moore, Boys 7th Grade “B” Basketball Coach, Kahler Middle School, (effective October 21, 2021).

B. Resignation:

1. Laura Schoonmaker, Assistant Girls Track Coach, Lake Central High School, (effective October 27, 2021).

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

11/2/2021

Substitutes - Hired

Employee Name	Hire Date	Job Description
Denise Windle	10/25/2021	Café Sub
Michael Boucher	10/6/2021	Transportation Sub
Jessie Lauayan	10/18/2021	Custodial Sub
Dulce Rodriguez	10/25/2021	Custodial Sub
Greg Calderwood	11/2/2021	Café Sub
William Maddy	11/1/2021	Teacher Sub
Colin Studer	11/1/2021	Teacher Sub

Substitutes - Resigned

Employee Name	Resignation Date	Job Description
Alayna Prisby	10/15/2021	Permanent Sub Teacher
Stephanie Bohney	10/16/2021	Classified Sub
Jacob Boshears	10/16/2021	Classified Sub
Georgia Chamberlain	10/16/2021	Classified Sub
Jacob Evans	10/16/2021	Classified Sub
Lisa Kiger	10/17/2021	Nurse Sub
Nicholas Kritikos	10/17/2021	Sub Teacher
Doug Loden	10/17/2021	Summer Custodial
Jarrett Lopez	10/17/2021	Summer Custodial
Sandy Lozano Balasz	10/17/2021	Classified Sub
Eva Lucido	10/17/2021	Classified Sub
Kelly McCarthy	10/17/2021	Nurse Sub
Paula Mordi	10/17/2021	Classified Sub
Zahra Moreno	10/17/2021	Classified Sub
Alice Mueller	10/17/2021	Classified Sub
Emma Ritchie	10/18/2021	Sub Teacher
Jessica Swatosh	10/18/2021	Classified Sub
Margaret Townsend	10/18/2021	Classified Sub
Patricia Turner	10/18/2021	Classified Sub

[illegible]

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

Terry Mucha
Director of Human Resources

Yolanda Bracey, Ph.D.
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

November 2, 2021

Certified FMLA Leaves

Amanda Coffman – Teacher – Kahler

Kelly Hempenius – Teacher – Clark

Lake Central School Corporation

Administrative Handbook

July 1, 2021 – June 30, 2022

Table of Contents

I. Administrative Salary	3
Administrative Calendar	3
II. Payroll Deductions	3
III. Tax Sheltered Annuity	3
<u>IV. Fringe Benefits</u>	
A. Health Insurance	4
B. Term Life Insurance	4
C. Disability Insurance	4
D. Liability Insurance	4
E. Section 125	4
F. Teachers Retirement Fund	5
G. Public Employees Retirement Fund	5
H. Annuity	5
I. Early Retirement Incentive Supplement	5
J. Early Retirement Insurance	6
K. Voluntary Employer Benefit Account (VEBA)	7
L. Workers' Compensation Insurance	7
M. Professional Dues	7
N. Participation in Community Service Organizations	7
<u>V. Leave Days</u>	
A. Personal Illness Days	7
B. Family Illness Days	8
C. Personal Business Days	8
D. Bereavement Days	8
E. Vacation Days	8
F. Professional Leave Days	8
G. Requests for/Notice of Use of Leave Days	8
H. Prorated Contract	9
<u>VI. Long Term Leaves</u>	
A. General Leave Provisions	9
B. Personal Illness	9
C. Graduate Studies	9
D. Military Leave	9
VII. Attendance Procedures for Administrators	10
VIII. Work Day for Administrators and Secretaries	10
IX. Allocation of School Funds	11
X. Ethics in Business	11
XI. Harassment	11
XII. Workplace Confidentiality	14

Please Note:

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

I. Administrative Salaries, Contracts and Calendar

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

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

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

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

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

II. Payroll Deductions

Payroll deductions for administrators are limited to the following:

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

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

III. Tax Sheltered Annuity

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

Ameriprise Financial
AXA Equitable
Horace Mann
Met Life/FASCORP
Security Benefit
Valic

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

IV. Fringe Benefits

A. Health Insurance Plan

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

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

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

B. Term Life Insurance

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

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

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

C. Disability Insurance

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

D. Liability Insurance

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

E. Section 125 of the Internal Revenue Code

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

F. Teachers Retirement Fund

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

G. Public Employees Retirement Fund

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

H. Annuity

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

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

Early Retirement Incentive Supplement

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

Plan 1:

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

- 35% of the value of accumulated personal illness days

Plan 2:

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

- 40% of the value of accumulated personal illness days

Plan 3:

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

- 45% of the value of accumulated personal illness days

Plan 4:

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

- 50% of the value of accumulated personal illness days

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

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

Procedures

1. The administrator shall notify the Board of School Trustees in writing of his intent to retire from the Lake Central School Corporation on or before March 15th of the last year of employment, except in case of serious illness or disability.
2. In order to seek waiver of the notice requirements in the event of serious illness or disability, the administrator shall present to the Board a doctor's statement of disability or serious illness. The Board reserves the right to request a medical examination by Board appointed doctors.
3. In the event of the death of an administrator who has not yet retired and is fifty (50) years of age or over, with (20) years of experience ten (10) of which are at the Lake Central School Corporation, the designated beneficiary on the Indiana State Teachers' Retirement Fund shall have a survivor's rights. This provision only applies to the Early Retirement Incentive Supplement in this Section I. Should an administrator desire to designate a beneficiary other than the Indiana State Teachers' Retirement Fund beneficiary for this benefit, the administrator must provide written notification to the Superintendent by filling out the beneficiary form available in the Superintendent's office. In the event of an administrator's death, a copy of the death certificate is required prior to distribution of this benefit to the beneficiary.

Method of Payment

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

K. Early Retirement Insurance

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

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

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

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

L. Voluntary Employer Benefit Account

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

M. Workers' Compensation Insurance

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

N. Professional Dues

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

O. Participation in Community Service Organizations

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

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

V. Leave Days

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

A. Personal Illness Days

Annual personal illness days are granted to administrators as follows:

11 personal illness days

For new administrators, Lake Central may transfer up to fifty (50) personal illness days from their previous school district(s) in each contract year they are employed as Lake Central administrators.

B. Family Illness Days

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

C. Personal Business Days

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

D. Bereavement Days

In case of death in the immediate family, an administrator shall be entitled to be absent from work without loss of compensation for a period extending up to five (5) workdays related to the death/funeral services. Immediate family members shall be interpreted as husband, wife, child, sister, brother, mother, father, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchild, grandparent, step-parent, step-child, or any other member of the family living in the same household no matter what degree of relationship. The Administrator shall complete the Administrative/Instructional Coach Benefit form indicating the specific funeral/memorial arrangements. Administrators may request to use family illness, personal business, or accumulated personal illness days as bereavement days for other persons not considered immediate family.

E. Vacation Days

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

Labor Day, Fall Break Friday (or Monday), Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, and July 4.



Vacation days must be used prior to June 30th each year. **Administrators unable to use all of their vacation days within the year may request to carry over those vacation days to October 31st of that year only. If days are not used by that date, they will be eliminated.**

F. Professional Leave Days

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

G. Requests for/Notice of Use of Leave Days

Requests for approval of use of applicable benefit days and notice of use of personal illness, family illness and bereavement days must be given to the Administrator's immediate supervisor and Director of Human Resources and in the case of the Superintendent, to the Board President in advance. For all other benefit

days, requests for approval in advance of use must be submitted to the Director of Human Resources with sufficient lead time for consideration, scheduling and approval. In addition, administrators shall notify their secretary or applicable support personnel on or prior to the day of any absence, and the payroll department within the applicable payroll period of the use of all benefit days.

H. Prorated Contract

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

VI. Long-Term Leaves

A. General Leave Provisions

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

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

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

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

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

B. Personal Illness

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

C. Graduate Studies

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

D. Military Leave

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

Employment and Reemployment Act (USERA) to notify the Board of his/her intention to return to the system (see applicable Board Policy).

VII. ATTENDANCE PROCEDURES FOR ADMINISTRATORS

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

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

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

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

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

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

Vacation days must be arranged in advance (2 weeks) if seeking approval for days when school is in session. A request should be submitted to the Superintendent for approval.

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

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

The Board of School Trustees shall act as final arbiter in cases of disagreements and misunderstandings.

VIII. WORK DAY FOR ADMINISTRATORS

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

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

IX. ALLOCATION OF SCHOOL FUNDS

The corporation will allocate up to \$15.00 per each employee so that each principal can provide luncheon(s) for their building throughout the school year.

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

Should you have any questions regarding allocation or expenditures of school funds, please contact central office for guidance.

X. ETHICS IN BUSINESS

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

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

XI. HARASSMENT

GENERAL POLICY STATEMENT

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

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

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 Director of Human Resources at 365-8705. **If you directly observe or receive information regarding unlawful harassment of a student, you must report such observations to the Director of Human Resources immediately.**

Complaints/report made to supervisors and administrators other than the Director of Human Resources will be immediately reported to the Director of Human Resources, except that in the event the complaint/report involves the Director of Human Resources, 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 Director of Human Resources or designee shall conduct a prompt and timely investigation. The investigation may include interviews of the complainant, the individual accused of engaging in harassing behavior, and other witness who may reasonably be expected to have information relevant to the situation. All interviewed parties and witnesses will be provided an opportunity to present any evidence that they reasonably believe to be relevant to the situation.

DISCIPLINE

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

PRIVACY/CONFIDENTIALITY

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

DEFINITIONS

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

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

XII. Workplace Confidentiality

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

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

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

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

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

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

Confidentiality of Student Information

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

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

BRACEY

**No Items
On Agenda**

CASTANEDA

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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



Lawrence Veracco, Ph.D.
Superintendent

Terry Mucha
Director of Human Resources

Yolanda Bracey
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Sarah Castaneda, Director of Secondary Education
DATE: October 27, 2021
RE: **Board Meeting of November 2, 2021**

PROFESSIONAL LEAVE REQUESTS

NAME	Joan Loden
POSITION	Teacher / Head Cheer Coach
SCHOOL	Lake Central High School
EVENT	Cheer Competition
DATES	12/05/2021
PLACE	Orland Park, IL
DESCRIPTION	JV Cheerleading Competition
SPONSORING ORGANIZATION	Carl Sandburg High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

SC/vv

NAME	Joan Loden
POSITION	Teacher / Head Cheer Coach
SCHOOL	Lake Central High School
EVENT	Cheer Competition
DATES	12/12/2021
PLACE	Bradley, IL
DESCRIPTION	JV Cheerleading Competition
SPONSORING ORGANIZATION	Bradley Bourbonnais High School
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$0 Estimated Travel Cost - \$0
FUNDING	Athletics

NAME	Kelsey Becich
POSITION	Teacher
SCHOOL	Lake Central High School
EVENT	National Literacy Summit
DATES	11/09/21
PLACE	Virtual
DESCRIPTION	Summit including topics such as the future of literacy, coping and adjusting in transformative times, and creating powerful school cultures
SPONSORING ORGANIZATION	Successful Practices Network & Achieve 3000
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees - \$99 Estimated Travel Cost - \$0
FUNDING	684-2-11300-58000-0002

NAME	Richard Moore, Mary Rebey, Ashley Kline
POSITION	Associate Principal, AP, Guidance Dept Head
SCHOOL	Lake Central High School
EVENT	SAT Implementation Workshop
DATES	11/15/21
PLACE	Merrillville, IN
DESCRIPTION	Workshop on preparing to administer the digital SAT school day
SPONSORING ORGANIZATION	College Board
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – Mileage x (3)
FUNDING	684-2-11300-58000-0002

NAME	Joan Loden / John Powers, Haley Loden
POSITION	Teacher, Head Cheer Coach / Assistant Coaches
SCHOOL	Lake Central High School
EVENT	UCA Nationals Cheer Competition
DATES	2/10 – 2/14/2022
PLACE	Orlando, FL
DESCRIPTION	National varsity cheerleading competition
SPONSORING ORGANIZATION	Universal Cheerleader Association
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$0 Estimated Travel Cost – \$0
FUNDING	Athletics

NAME	Laura Bloom-Johnson, Ruth Bonacci-Klaeser
POSITION	Teachers
SCHOOL	Kahler Middle School
EVENT	Building Engaged Readers and Writers with Kelly Gallagher
DATES	2/10/2022
PLACE	Valparaiso, IN
DESCRIPTION	English Lit Workshop
SPONSORING ORGANIZATION	Valparaiso University
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost – \$0 Estimated Required Fees – \$125 x (2) Estimated Travel Cost – \$0
FUNDING	684-2-11200-31200-0004

NAME	Kristina Collard
POSITION	Teacher
SCHOOL	LCHS
EVENT	Holocaust Tour
DATES	6/12 – 6/24/2022
PLACE	Germany, Poland, Austria
DESCRIPTION	Overseas Holocaust Tour
SPONSORING ORGANIZATION	Educational Tours
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



Lawrence Veracco, Ph.D.
Superintendent

Terry Mucha
Director of Human Resources

Yolanda Bracey
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees

FROM: Sarah Castaneda, Director of Secondary Education

DATE: October 27, 2021

RE: **Board Meeting of November 2, 2021**

FIELD TRIP REQUESTS

Joan Loden, teacher and head cheer coach for LCHS, requests to take approximately (22) members of the JV cheer team to Orland Park, IL on December 5, 2021. The team will compete in a cheer competition at Carl Sandburg High School. Any fees will be covered by the cheer fund and/or athletics.

She also requests to take the same team to Bradley, IL on December 12, 2021. They will compete in a cheer competition at Bradley Bourbonnais High School. Any fees will be covered by the cheer fund and/or athletics.

Joan Loden, along with John Powers and Haley Loden, assistant cheer coaches for LCHS, request to take approximately (22) members of the varsity cheer team to Orlando, FL on February 10 – February 14, 2022. They will compete in the UCA National Cheerleading Competition. All expenses will be covered by the cheer fund and/or athletics.

Kristina Collard, teacher at LCHS, requests to take approximately (13) LCHS 9-12 grade students on a Holocaust tour in Germany, Poland and Austria on June 12 – June 24, 2022. The students will have the opportunity to recall the suffering, honor the victims and celebrate the liberation. The trip will be organized through Educational Tours and funded by students and their parents.

SC/vv

GROMALA

Lake Central School Corporation

8260 Wicker Avenue
Tel: (219) 365-8507

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



Lawrence Veracco, Ph.D.
Superintendent

Terry Mucha
Director of Human Resources

Yolanda Bracey
Director of Primary Education

Sarah Castaneda
Director of Secondary Education

Rebecca Gromala
Director of Student Services

TO: Board of School Trustees
FROM: Rebecca Gromala, Director of Student Services
DATE: October 27, 2021
RE: **Board Meeting of November 2, 2021**

PROFESSIONAL LEAVE REQUESTS

NAME	Guadalupe Alvarado / Sarah Wiltermood
POSITION	ELL Specialists
SCHOOL	Grimmer, Kahler / Protsman
EVENT	Into to SIOP – Virtual Series
DATES	11/09, 11/16, 11/23
PLACE	Virtual
DESCRIPTION	(3) one hour sessions to introduce SIOP strategies to use in the classroom
SPONSORING ORGANIZATION	Wabash Valley Education Center
EXPENSES	Estimated Meal Cost - \$0 Estimated Hotel Cost - \$0 Estimated Required Fees – \$250 x (2) Estimated Travel Cost – \$0
FUNDING	684-0-11100-31200-0001

RG/vv

LED YARD

**No Items
On Agenda**

MORENO

**No Items
On Agenda**

JAMES

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

Rob James
*Director of Business
Services*

To: Board of School Trustees

From: Mr. Rob James, Director of Business Services

Date: October 27, 2021

RE: Board Meeting November 2, 2021

Professional Leave Requests (Action Required)

I am requesting professional leave for myself and Dr. Veracco to attend the IASBO Annual Meeting in Fort Wayne, November 17-19. In these fiscal times and with ongoing changes to public education laws, the IASBO Annual Meeting will provide two and a half days of valuable professional development activities in the areas of school finance and school operations.

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

Donations (Action Required) **Given**

The Homan Elementary School Student Council hosted a Riley Wacky Wardrobe Week to raise money for Riley Hospital. Students and staff raised \$1,874.67. Their wacky wardrobe included sports day, mix & match day, red day, tie-dye day and pajama day. The school would like to donate the \$1,874.67 raised to Riley Children's Hospital.

The Administration recommends approving the donations as indicated above.

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

Rob James
*Director of Business
Services*

TO: Board of School Trustees
FROM: Rob James, Director of Business Services
DATE: October 27, 2021
RE: **Board Meeting Of November 2, 2021**

PROFESSIONAL LEAVE

NAME	Rob James, Larry Veracco
POSITION	Director of Business Services; Superintendent
SCHOOL	Lake Central School Corporation
EVENT	IASBO Annual Meeting
DATES	November 17-20, 2021
PLACE	Fort Wayne, IN
DESCRIPTION	IASBO Annual Meeting
SPONSORING ORGANIZATION	Indiana Association of School Business Officials
EXPENSES	Estimated Meal Cost - \$35 each Estimated Hotel Cost - \$475 each Estimated Required Fees - \$400 each Estimated Travel Cost - Mileage
FUNDING	030-0-25110-580-0001



2021 IASBO 75th Annual Meeting

November 17th - 19th, 2021

Professional Development

AGENDA

as of 10/21/21 - Subject to change

Wednesday, November 17th

8:00 a.m. - 5:00 p.m. **REGISTRATION** *Convention Hall Pre-function*

8:00 a.m. - 8:30 a.m. **PRE-CONFERENCE WORKSHOP REFRESHMENT BREAK** *Harrison Prefunction*

8:30 a.m. - 11:30 a.m. **PRE-CONFERENCE WORKSHOPS**

**•Planning for Tomorrow by Asking the Right Questions Today:
Investing in Education**

Jefferson B-C

Barry Gardner, *Chief Financial Officer, MSD of Wayne Township*

Belvia Gray, *Principal, CIPMA, Baker & Tilly*

Stephanie Pittman, *Treasurer, Bremen Public Schools*

Brian Simkins, *Chief Human Resource Officer, MSD of Warren Township*

Marvin Ward, *Owner, MTW Consulting, Inc.*

Join us for an engaging discussion and interactive session to get school officials to think about making key connections regarding essential strategic planning and investment to foster the future of public education. Representatives from three IASBO Research Committees will address many of the recent school funding and teacher compensation requirements and recommendations in order to better invest in the people who make public education possible.

11:30 a.m. - 1:00 p.m. **LUNCH FOR PRE-CONFERENCE WORKSHOP PARTICIPANTS** *Calhoun Ballroom*

1:30 p.m. - 4:30 p.m. **PRE-CONFERENCE WORKSHOP & CLINIC SESSION**

•Super Session with: DLGF, SBOA, and IDOE School Finance

Anthony Wayne Ballroom A-B

Wesley Bennett, *Commissioner, IN Department of Local Government Finance*

Chase Lenon, *Director of Audit Services, IN State Board of Accounts*

Jonathan Wineinger, *Director of Audit Services, IN State Board of Accounts*

Melissa Ambre, *Director of School Finance, Indiana Dept. of Education*

Amy Pattison, *Assistant Director of School Finance, Indiana Dept. of Education*

These sessions will cover the latest news & updates from each expert, along with time for Q & A.

Wednesday, November 17th Continued 1:30 p.m. - 4:30 p.m.

•How to Talk Your Way to Better Results

Jefferson B-C

Jones Loflin, *Speaker, Trainer, Coach, and Author: Juggling Elephants, Always Growing, Getting to It, Getting the Blue Ribbon. When not working with some amazing individuals and organizations seeking better results, Jones resides in Denton, North Carolina with his wonderful wife Lisa and their two daughters.*

How often do you find yourself thinking, "I shouldn't have said that!" With our fast-paced work environments, it's so easy to forget the human element that is the key to building cohesive teams and getting results. In this training session, you'll learn a number of strategies to express your own thoughts with greater clarity, confidence, and competence to those around you.

5:30 - 7:00 p.m.

Opening Mixer

Calhoun Ballroom



Thursday, November 18th

6:30 a.m. - 7:45 a.m.

BREAKFAST

Convention Hall A

7:00 a.m. - 8:15 a.m.

REGISTRATION

Convention Hall Prefunction

8:00 a.m. - 9:30 a.m.

OPENING SESSION

Anthony Wayne Ballroom A-B

9:45 a.m. - Noon

EXHIBIT HALL OPEN

Convention Hall B-C

10:00 a.m. - 11:10 a.m.

TREASURER / DEPUTY TREASURER ROUNDTABLES

(Choose two 30-minute sessions)

•New to Schools 101

Harrison A

The session will focus on the 5 W's: Who, What, Why, When & Where for new school business employees.

-Stephanie Pittman, Treasurer, Bremen Public Schools

-Becky Smith, Chief Financial Officer, MSD of Washington Township

•IDOE Link Initiative Update

Harrison B

Join Debbie Dailey, Director of Strategic Projects, IN Department of Education, for updates on the IDOE Link Initiative

•Prepaid Lunch Accounting

Harrison C

Managing the 8400/Prepaid Lunch account is a complex process that requires the business office and food service team working together. This session will provide an overview of the process, including best practices whether your team is just getting started or have been managing for a long time.

-Lindsey Hill, RD, SNS, Director of Nutrition Services, South Madison Community Schools

•SBOA - Monthly and Annual Gateway Uploads

Jefferson B-C

This session will provide an overview of SBOA Gateway reporting requirements set by State Examiner Directive 2018-1 (Amended 2020). Information will be presented about the directive, required uploads, how this information is used in audits, frequently asked questions, and Gateway tips/tricks.

-Chase Lenon, Director of Audit Services, IN State Board of Accounts

-Jonathan Wineinger, Director of Audit Services, IN State Board of Accounts

•W-4 Updates / New Forms

Harrison D

The roundtable will focus on the 2021 W-4 updates and possible issues for employees and employers regarding federal tax withholdings. The presenter will outline comparative examples to illustrate the difference between prior and post 2020 withholdings and discuss ways to minimize surprised employees during tax season.

-Chris Street, Chief Financial Officer, New Albany-Floyd County Schools

•Indiana Public Retirement System (INPRS) Update

Jefferson A

INPRS will provide an update on important aspects of the plan for members along with an administrative update for employers.

-Lisa Anderson, Field Manager, Retirement and Financial Education, INPRS

-Maretha Barnes, Advocate Technical Expert, INPRS

-Erica Nibbs, Supervisor, Employer Advocate Team, INPRS

•Medicaid Reimbursements (Mechanics of how to post)

Harrison E

How to: Calculate Medicaid Federal & State Reimbursements, include Federal Medicaid on SEFA, and transfer Medicaid withholding from Basic Grant to Education Fund.

-Kandi Tinkey, Business Manager, Plymouth Community Schools

-Erica Purvis, Controller, Elkhart Community Schools

Noon - 1:00 p.m.

LUNCH

Convention Hall A

1:00 p.m. - 3:00 p.m.

EXHIBIT HALL OPEN

Convention Hall B-C

3:15 p.m. - 4:15 p.m.

CLINIC SESSIONS

•Cash Management, Balance Monitoring, and Investment Strategies

Harrison A

This session will cover strategies for monitoring and managing cash balances. It will include processes done monthly, semi-annually, and annually. We will discuss the timing of revenue and expenditures and the effect on cash balances as well as information regarding investment strategies.

-Jerry Hawkins, Executive Director of Business Services, Penn-Harris-Madison Schools

-Victoria Roush, Accounting Coordinator/Deputy Treasurer, Penn-Harris-Madison Schools

•ESSER 101

Jefferson B-C

The panel will provide a brief overview of the three ESSER grants, time periods, and some of the accountability pieces, such as the data collection the USDE expects annually. General requirements, such as time and effort for stipends/salaries and following procurement guidelines, deadlines, and how the three grants might work together. A local school official will facilitate a discussion to share how funds have been used and some of the struggles, and celebrations, had in working the ESSER funds.

-Frank Chiki, Director of Title Grants and Support, IN Department of Education

-Steve Snider, Chief Financial Officer, DeKalb County Central USD

•Construction Delivery Methods: Which Method Should We Use?

Harrison B

A review of delivery methods available to public school corporations in Indiana. Followed by a panel to share why delivery methods were chosen for their respective districts.

- Dr. Joe Montalone, Director of Operations, Westfield Washington Schools
- Steve Tobias, Director of Buildings & Grounds, Tippecanoe School Corporation
- Jim Coplen, Owner's Representative, MSD of Southwest Allen County
- Jim Funk, Architect, CSO Architects

•Autonomous Floor Scrubbing Equipment

Harrison C

We will address labor challenges, drive efficiencies, and maintaining a high standard for cleaning hard floors with autonomous floor scrubbing equipment. This latest advancement in cleaning is a robotic solution designed to work safely and efficiently alongside employees. See a demonstration of this innovative technology during the session.

- Darin Miller, Indiana District Sales Manager, Hillyard
- Steve Jewel, Assistant Director of Facilities, MSD of Warren Township
- Raminder Badh, AMR Robotics Specialist, Tennant
- Andy Stump, Distribution Manager Indiana, Tennant

•Benefits Master Class: Cracking the Code on Health Claims

Harrison D

Are high-cost medical and pharmacy claims driving up the cost of healthcare premiums in your district? Discover how to leverage your own data to uncover paths that could save you thousands of dollars instantly. Join industry experts as they share case studies and tricks of the trade to help you be proactive with high-cost claimants and drive down premiums at your schools.

- John F. Gause, President & CEO, Apex Benefits Group
- Sarah Michaels, RN, Director of Kinetiq Health, Apex Benefits Group
- Erin Albert, Pharmacy Benefits Practice Leader, Apex Benefits Group

•Legal & Management Perspectives on Managing Absences in a Challenging Environment

Jefferson A

This session will cover medical & non-medical employee absences.

- Jonathan Mayes, Partner, Bose McKinney & Evans LLP
- Dr. Thomas Oestreich, Assistant Superintendent, Carmel Clay Schools

•Indiana State Board of Accounts *(Repeat from Wednesday)*

Harrison E

Updates from Chase Lenon, Director of Audit Services, IN State Board of Accounts and Jonathan Wineinger, Director of Audit Services, IN State Board of Accounts

4:30 p.m. - 5:30 p.m. *CLINIC SESSIONS*

•Grant Management

Jefferson B-C

We'll examine best practices for state and federal grants in both larger and small school settings. Included will be suggestions for developing, organizing, and maintaining grant files, as well as key information needed to effectively monitor grant funds.

- Phyllis Ritenour, Accounting Manager, MSD of Washington Township
- Lora Prange, Assistant Accounting Manager, MSD of Washington Township
- Linda Jones, Director of Business, Elwood Community School Corp.

•Leveraging Medicaid Dollars & Indirect Rates

Harrison A

Join us for a discussion of Medicaid dollars and indirect rates.

- Katy Dowling, Chief Financial Officer, Hamilton Southeastern Schools

Thursday, November 18th Continued 4:30 pm to 5:30 pm

•TRECS Program

Harrison B

How to use the Association of Indiana Counties TRECs (Tax Refund Exchange and Compliance System) as an efficient and cost-savings debt collection option. In this course, you can learn more about the program, implementation steps, and best practices.

-Jacque Clements, Director of Finance, Association of Indiana Counties

-Amy Eaton, Director of Finance, MSD of Wayne Township

•The Solar Impact: Past, Present, and Future Solar for Indiana K12 Schools

Harrison C

Schools across the Midwest are turning to solar power to dramatically reduce utility costs for a sustainable future. And that's not all! Join our National Solar Developer as he shares the past performance of solar, the impact of now, and how solar is impacting the future for K-12 schools. This session will also highlight what to know about net metering for help your school district better understand the true viability of going solar now.

-Ryan Stout, National Solar Developer, Performance Services

-Mark Titus, General Manager, Performance Services

-Abby Vaal, Performance Assurance, Performance Services

•DOE License Update

Harrison D

Update on changes in licensing impacting local schools, particularly in the area of special education. Presentation will provide current status on the promulgation of necessary rules by the state board to implement long-term solutions and the administration of a tuition assistance program using ESSER dollars for teachers seeking special education licensure.

-Risa A. Regnier, Director, Educator Licensing, IN Department of Education

•Leaders! 5 Things Your People Need From You in Stressful Times

Jefferson A

In the stressful times in which we are living, leaders need to help people stay engaged and productive. Indeed, employees need help from leaders when things are going well, but what they need from leaders when things are not going well can make or break the organization. This session will explore five things employees need during difficult times, what leaders need to do to meet those needs, and help you determine how well you currently do them.

-Megan Garton, Account Development Executive, American Fidelity

Joel McKenzie, American Fidelity Leadership Development, American Fidelity

6:30 p.m. - 8:30 p.m. AWARDS BANQUET

Convention Hall A

8:45 p.m. AWARDS BANQUET AFTER PARTY

Anthony Wayne Ballroom A-B



Friday, November 19th

6:30 a.m. - 8:00 a.m. BREAKFAST

Convention Hall A

7:00 a.m. - 8:00 a.m. RESEARCH COMMITTEE MEETINGS

Convention Hall A

Friday, November 19th Continued

8:00 a.m. - Noon

REGISTRATION

Harrison Prefunction

8:15 a.m. - 9:15 a.m.

CLINIC SESSIONS

•ESSER 101 (repeat)

Harrison A

The panel will provide a brief overview of the three ESSER grants, time periods, and some of the accountability pieces, such as the data collection the USDE expects annually. General requirements, such as time and effort for stipends/salaries and following procurement guidelines, deadlines, and how the three grants might work together. A local school official will facilitate a discussion to share how funds have been used and some of the struggles, and celebrations, had in working the ESSER funds.

-Frank Chiki, Director of Title Grants and Support, IN Department of Education

-Becky Smith, Chief Financial Officer, MSD of Washington Township

•Indiana School Boards Association Update

Jefferson A

Latest updates from Lisa Tanselle, General Counsel, Indiana School Boards Association.

•School Finance 101

Harrison B

This session will present how business officials approach basic school finance issues. Included will be a to-do list of school finance topics that are seen throughout the year. Topics include budgeting, financial reporting, cash flow, purchasing, audits, and negotiations.

-Bill Mallers, Business Manager, Northwest Allen County Schools

-Brad Yates, Superintendent, MSD of Bluffton Harrison

•CMc Experiences from an Owner's Perspective

Harrison C

Are you preparing to do a renovation/addition to one of your buildings, or maybe even building a brand new building and not sure what delivery method to use? Would you like to learn more about Construction Manager at Risk (CMc) but want to learn from someone who been through it from start to finish to see if it would work for your project? Come experience a project at Union Township School Corporation, using the CMc project delivery method, as it played out through the eyes of the Owner, Architectural Firm, and Construction Manager. Learn what worked well and how this experience compared to other delivery methods that have been used in the past.

-Dana Wannemacher, President, Barton-Coe-Vilamaa Architects & Engineers

-John Hunter, Superintendent, Union Township School Corporation

-Chris Moore, Director of Project Management, The Hagerman Group

•Curricular Materials Rental 101

Harrison D

Curricular materials information regarding textbook rental vs consumable materials, technology as curricular materials, and calculation and reimbursement of textbook rental fines.

-Leslie Rittenhouse, Chief Financial and Business Officer, Oak Hill United School Corporation

•Best Practices for Employee Use of Electronic Communication

Jefferson B-C

In the evolving world of technology and social media, school employees face the balancing act of respecting employee privacy, but also making sure boundaries are clear for employee conduct and discipline. Hear from administrators and a school attorney on best practices and legal standards.

-Andrew Manna, Partner, Church Church Hittle + Antrim

-Arthur Equihua, Chief Human Resource Officer, Crown Point Community School Corp.

-Brooke Allen, Communications Director, Crown Point Community School Corp.

Friday, November 19th Continued 8:15 am to 9:15 am

•Indiana Department of Education Update (repeat from Wednesday session)

Harrison E

This session covers Tuition Support, Membership, Teacher Salary Requirements, and other School Finance activities

-Melissa Ambre, Director of School Finance, IN Department of Education-School Finance

-Amy Pattison, Asst. Director of School Finance, IN Department of Education-School Finance

9:30 a.m. - 10:30 a.m.

•Form 9 Updates / Transparency Portal

Jefferson B-C

This session provides Form 9 Quick Tips and an overview of the Department's review process. Staff will provide an overview of the Financial Transparency Portal requirements.

-Melissa Ambre, Director of School Finance, IN Department of Education

-Amy Pattison, Asst. Director of School Finance, IN Department of Education

•Cyber Security - Prevention and Response

Harrison A

Hear from KeyBank on the top cyber security threats and prevention that can be done to help protect your district. Also, hear from Westfield Washington Schools and their experience with a ransomware attack in late 2020. Learn from their experience before, during, and after the incident with best practices learned during an incident.

-Brian Tomamichel, Chief Financial Officer, Westfield Washington Schools

-Dan Brita, Director of Technology, Westfield Washington Schools

-Tammy Gedetsis, Senior Manager, Information Security, KeyBank

•Referenda: What changed and What Stayed the Same

Harrison B

This session will provide an overview of the operating and capital referendum laws highlighting the major changes as well as those areas of the process that remain the same going into 2022.

-Jeff Qualkinbush, Partner, Barnes & Thornburg, LLP

-Jane Herndon, Partner, Ice Miller LLP

-Barry Gardner, Chief Financial Officer, MSD of Wayne Township

•COVID - Reactions and Rethinking

Harrison C

For the past two years, our world has been reacting to the impact of COVID-19. But how can we use these lessons to design a more resilient and vibrant future? Join Fanning Howey's thought leaders as they discuss current best practices for responding to COVID-19 in school buildings, as well as future strategies like improved health & wellness, integrating concurrent learning and developing flexible space to accommodate any challenge.

-Brian Butler, PE, Electrical Engineering Discipline Director, Fanning Howey

-Mark Hopf, PE, Mechanical Engineering Director, Fanning Howey

-Steve Herr, AIA, Director of Design, Fanning Howey

•Inspire, Empower, and Engage - Helping Employees Take Control of Their Benefits

Harrison D

The times, they are a-changin'. Three generations spanning over fifty years make up the nation's workforce: Baby Boomers, Generation X, Millennials, Gen Z. This group is diverse, and a one-size-fits-all approach no longer works. This presentation helps educate audiences on each of these generations, including personality traits, communication preferences, and spending habits, including insurance buying trends.

-Megan Garton, Territory Development Executive, American Fidelity

Friday, November 19th *Continued 9:30 am to 10:30 am*

•Designing a Facility for the Equity & Equality as well as Physical & Mental Well-Being

Harrison E

Why and how Lawrence Township designed their two high schools in a major metropolitan area to meet the needs of all students to be equitable in programming, amenities, and design. How the educational space program was developed with the goal of creating a space mindful of the students, faculty, and administration's physical and mental well-being and how this is being implemented in the renovations of the two high schools.

- Dr. Shawn Smith, Superintendent, MSD of Lawrence Township
- Rodger Smith, Chief of Operations, MSD of Lawrence Township
- Anna Marie Burrell, Principal-in-Charge/Architect, Schmidt Associates

•Indiana School Boards Association (*Repeat from 8:15 session*)

Jefferson A

Latest updates from Lisa Tanselle, General Counsel, Indiana School Boards Association.

10:30 a.m. - 11:00 a.m. *BREAK / HOTEL CHECK-OUT TIME*

Harrison Prefunction

11:00 a.m. - 12:15 p.m. *THINK TANK ROUND TABLES*

•Chief Financial Officers / Superintendents - *Small Corporations 2,000 or less*

Harrison A

•Chief Financial Officers / Superintendents - *Medium Corporations 2,001 - 8,000*

Harrison B

•Chief Financial Officers / Superintendents - *Large Corporations 8,001 + ADM*

Harrison C

•Treasurers / Business Office Specialists

Jefferson B-C

•Human Resources

Jefferson A

•School Operations: Facility, Technology & Transportation

Harrison D

12:30 p.m. - 1:30 p.m. *CLOSING LUNCH*

Convention Hall A

