

Personnel Report –June 12, 2018

Certified Staff

Retirement:

- **Joseph Rushton**, Principal, THS, *effective June 30, 2018*

Resignation:

- **Jacob Drlich**, 7th Grade Social Studies Teacher, TMS, *effective May 24, 2018*
- **Jessica Sterling**, Art Teacher, TMS, *effective May 24, 2018*
- **Tami Tebbe**, Special Education Teacher, THS, *effective May 24, 2018*

Transfer:

- **Jason Bales**, from 6th Grade Special Education Teacher to 7th Grade Social Studies Teacher, *effective Aug. 9, 2018*
- **Angie Lovegrove**, from TMS Special Education Teacher to THS Special Education Teacher, *effective Aug. 9, 2018*
- **Richard Stillson**, from THS Assistant Principal to Principal, *effective July 1, 2018*

Employment:

- **Lela Crawford**, 2nd Grade Teacher, TES, *effective Aug. 9, 2018, Pay rate: \$32,000/yr*
- **Diane Degenkolb**, 2nd Grade Teacher, TES, *effective Aug. 9, 2018, Pay rate: \$38,500/yr*
- **Philip “Kyle” Degler**, 7th Grade Literature Teacher, TMS, *effective Aug. 9, 2018, Pay rate: \$40,000/yr*
- **Crystal Jordan**, Temporary 5th Grade Teacher (1 year contract), *effective Aug. 9, 2018, Pay rate: \$36,000/yr*
- **Marlee Light**, Art Teacher, TMS, *effective Aug. 9, 2018, Pay rate \$ \$32,000/yr*
- **Ethan Worthington**, Social Studies Teacher, THS, *effective Aug. 9, 2018, Pay rate: \$32,000/yr*

Classified Staff

Retirement:

- **Sara Clarkson**, Title 1 Assistant, TES, *effective May 24, 2018*

Termination:

- **Vickie Cripe**, Cafeteria Employee, *effective May 24, 2018*
- **Patsy Vawter**, Cafeteria Employee, *effective May 24, 2018*

Resignation:

- **Spencer Coleman**, Library Assistant, THS, *effective May 23, 2018*

Employment:

- **Jennifer Edwards**, Bus Driver St Joseph Summer School Route, *June 11-21, 2018, Pay rate: \$79.50/day plus \$11.80/hr*
- **Dakota Hickman**, 3rd Shift Custodian, TMS, *effective May 17, 2018, Pay rate: \$11.00/hr*
- **Diane Miller**, Cafeteria Employee, TMS, *effective June 13, 2018, Pay rate: \$8.25/hr*

ECA Staff

Resignation:

- **Andrea Campbell**, Cross Country Coach, TMS
- **Jason Hare**, 6th Grade Boys' Basketball Coach, TMS
- **Taylor Smith**, JV Volleyball Coach, THS

Employment:

- **Missy Henry, Jr.** Class Sponsor, THS, *effective Aug. 9, 2018*
- **Missy Henry**, Special Education Department Head, THS, *effective Aug. 9, 2018*

Joseph W. Rushton
3021 South 500 West
Tipton, IN 46072 (765)437-8791

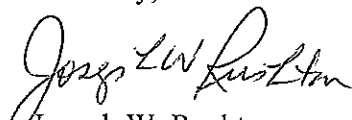
May 9, 2018

Mr. Kevin Emsweller
Superintendent
Tipton Community School Corporation

After 36 years in education, I have decided that it is time for me to retire. I will fulfill any and all obligations of my current contract which ends the last day of June 2018. It has been a pleasure and joy to serve the students, faculty and staff of THS throughout my career. I wish you continued success in the future.

Please feel free to contact me if you have questions concerning my pending retirement.

Sincerely,


Joseph W. Rushton

Mr. Clark,

Please accept this letter of resignation for my position as 7th grade Social Studies teacher at Tipton Community School Corporation. I will not be returning to this position for the 2018-2019 school year.

It is my understanding that I will be paid for the remainder of 2017-2018 contract year.

Thank you for the opportunity to work at TCSC for the last 15 years. It has been a great experience! I wish you much luck in the hiring process.

Sincerely,

Jacob Drlich

Jessica Sterling

3319 Redbud Ct.
Westfield, IN 46074
(317)691-5697
jmsterling15@gmail.com

May 22nd, 2018

Shayne Clark

Principal, Tipton Middle School
817 S. Main Street
Tipton, IN 46072

Dear Mr. Clark,

I am writing you to formally resign from the Middle School Art Teacher position at Tipton Middle School. I have accepted and signed a letter of intent for the 2018-2019 school year at Zionsville High School.

Thank you for the opportunity to teacher the students of Tipton Middle School for the past 3 years. I am grateful for the experience, in that it has taught me to be a better teacher.

Sincerely,

Jessica Sterling

Tami Tebbe



945 E. 300 S. • Tipton, IN 46072 • Phone: 765-432-4063
E-Mail: tamitebbe@yahoo.com

Date: May 7, 2018

Dear Mr. Rushton:

I would like to submit my resignation as a Special Education Teacher at Tipton high school, effective May 24, 2018. I have accepted a position as Special Education Coordinator with The Excel Center for Adult Education in Muncie, IN

I have enjoyed my time as a teacher at Tipton High School, and although I will miss the many friendships I have developed with my colleagues I am looking forward to this career change.

Sincerely,

Tami Tebbe

Tipton Middle School Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees
From: Shayne Clark
Date: Friday, June 8, 2018

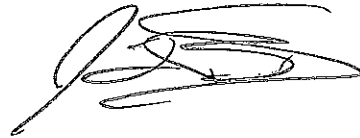
I would like to recommend that Jason Bales be transferred from the 6th grade special education position to the 7th grade social studies position at the middle school.

June 4, 2018

To Whom It May Concern:

With the recent opening of the 7th grade Social Studies Position at Tipton Middle School, I would like to request a transfer from my current position as 6th Grade Special Education Teacher to 7th Grade Social Studies Teacher for the 2018-19 school year. If there are any questions, please do not hesitate to contact me by phone or e-mail. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Bales', with a stylized flourish at the end.

Jason L. Bales
6th Grade Sp. Ed. Teacher



TIPTON HIGH SCHOOL

619 S. Main Street ~ Tipton, Indiana 46072 ~ Phone: 765-675-7431 ~ Fax: 765-675-9519

To: Mr. Emsweller

From: Joe Rushton

Date: 5/21/18

A handwritten signature in dark ink, appearing to be "JR" or "Joe Rushton", is written next to the "From" line.

Re: Special Education

I would like to recommend Angie Lovegrove for the Special Education position at Tipton High School. She has spoken with the administrators at the middle school and made them aware of her intentions to transfer. After speaking with her, we are pleased to honor her request to transfer to the high school. We feel she will be an excellent addition to the staff. This would be effective for the 2018-2019 school year.

Mr. Joseph Rushton
619 S. Main Street
Tipton, Indiana 46072

Dear Mr. Rushton,

It has recently come to my attention that Tami Tebbe will be vacating her current position at the end of this school year. While it is sad to see her go, I am interested in filling this teaching position. I have been working for Tipton Community Schools in the Special Education department for fourteen years now, and I feel that I would be a perfect fit to move into this job, given my current responsibilities and requirements. Even though I know the high school level will have different challenges, I feel like my background will prove to be tremendously helpful in overcoming those challenges. I have enjoyed my time at the middle school, but I am ready and willing to take on a new opportunity in my educational career.

I am excited about the thought of having a new teaching assignment, teaching a new curriculum, and being part of a new program. I work well with colleagues and will do great job collaborating our efforts in order to better our students. I am excited to be able to work again with some of the students that I taught when they were in seventh grade. I would be able to help them to continue to achieve the goals they have set, at this new level of education.

When the time comes to choose the candidate for this position, please keep me in mind. There is nothing I would love more than to join your staff and continue to grow in my teaching career.

Thankfully,

A handwritten signature in cursive script that reads "Angie Lovegrove". The signature is written in dark ink and is positioned above the printed name.

Angie Lovegrove

TIPTON COMMUNITY SCHOOL CORPORATION
MEMORANDUM

TO: Board of School Trustees
FROM: Kevin Emsweller, Superintendent
DATE: 06/05/2018
RE: Recommendation of Employment

For the position of Tipton High School Principal, two internal candidates were reviewed. The two individuals were interviewed by a committee of two high school teachers, two parents, and three board members (Personnel Committee).

As a result, I am recommending Mr. Richard Stillson for the position of Tipton High School Principal. Mr. Stillson is a Tipton County resident and is currently the Assistant Principal of Tipton High School.

Mr. Stillson was appointed Assistant High School Principal five years ago. He has been successful in serving in that position handling many of the attendance and discipline issues. He has a background in special education that helps in meeting the needs of special needs students and state requirements. He has been active in many of the activities of the school, as well as in the community. I am confident that Mr. Stillson has the leadership skills to bring about positive changes for the benefit of the students and the Tipton High School community.

Mr. Stillson will officially begin his duties on July 1, 2018, with a 224 –day contract and a salary of \$79,000 per year plus a \$900 stipend for cell phone use.

May 21, 2018

Mr. Emsweller,

I am writing to inform you of my interest in the opening for Tipton High School Principal. I have been serving as the Tipton High School Assistant Principal for the past 5 years. Feel I have done a good job in this role and that it has prepared me to move into the principal's role. I have worked closely with Joe Rushton during this time and have learned a tremendous amount about the duties of the principal from him. I have also worked and lived in this community for close to 25 years and understand the community expectations of the school and the principal position.

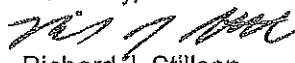
My leadership philosophy is that of a servant leader. I believe my role is to encourage our students and staff to be their best every day. I am here to support them in following the educational mission of the school and the corporation. I want to create the best environment for students to succeed and provide the staff with all of the guidance and resources they need to provide quality instruction to their students.

My vision and plan for Tipton High School moving forward is to create a welcoming environment that students are excited to attend. I want to celebrate their success with the community and promote the positive aspects of our curriculum. I want to encourage the parents, students, and community members to become active members in our school community. I will push our staff to continue to develop professionally and improve our use of our unique Block 4 scheduling. My goal is to make Tipton High School a perennial "A" school.

My specific areas to spur improvement would be the use of a data wall or chart for each classroom. Eventually that would expand to departments and then whole school specifically geared our school improvement plan goals. I would like to develop an attendance policy to encourage students to attend regularly and encourage parents to understand the importance of regular school attendance. I would like to hold monthly meetings with parents and community members to allow them to provide input and to update them on things that are going on in the school. I would like to create a student group of a varied cross-section of students to meet monthly to get student input on school issues. The goal would be to create a feeling of collaboration among all stakeholders. I would like to provide ongoing professional development for the staff by using the professional development days and staff meetings to address effective use of class time in Block 4 and School Safety.

Over the course of my time as a school administrator I have appreciated the need for flexibility and clear communication. I will work to immediately implement my vision for Tipton High School but I also know that there will always be changes in education and it will be important to be ready for those challenges. I feel that I am prepared to tackle those challenges and lead Tipton High School into the 21st Century.

Sincerely,



Richard J. Stillson

Tipton High School
Assistant Principal

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Kathy Heaston
Date: 5-9-18
Person Recommended: Miss Lela Crawford
Address: 2345 S 900W Tipton, IN 46072
Phone Number(s) 755-480-7599
Position Recommended: 2nd Grade Teacher
Start Date: 8-9-18

Certified

Has Position Been Posted Yes

Letter of Recommendation Attached

Resume Attached

Completed Application Attached

Background Check To be Completed ✓

Checked References Yes

Job Description On file

Letter of Interest Attached

License Must Apply ✓

Transcript Needs to get

Years Exp. 0

Degree BS

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

\$ 32,000
AB

To: Kevin Emsweller and School Board Members
From: Kathy Heaston
Date: 5-9-18
Re: Teacher Recommendation

When making our final recommendation, we followed the following process. Miss Heaston looked on Applitrack for applicants from the posting of two second grade teaching positions. I looked over a pool of 30 to 40 candidates listed. I printed off around 20 applications for Mrs. Tragesser, Mrs. Mauck, and I to review. These two ladies were valuable in helping narrow the candidate list and developing the questions to be used during interviews.

We chose seven applicants to interview. We chose around twelve questions to ask each candidate. After interviews we narrowed this group down to three candidates to do final interviews.

During the second interview, we chose new questions from a pool of 21 questions, we asked 11 new questions that were thought provoking and helped us to give us greater insight about the candidates knowledge of teaching skills, communication, technology, core values, student discipline, classroom management, etc.

It is our recommendation to hire Miss Lela Crawford for one of the second grade positions. We feel that Miss Crawford will do a great job for Tipton Elementary. Miss Crawford is not a new face to our elementary. Miss Crawford was highly involved in high school with sports, tutoring middle school students, and being a peer to several of our elementary teachers. She did her student teaching at Sheridan Elementary School and has since taken a maternity leave position for kindergarten students at Sheridan.

We feel that Miss Crawford will be a great asset to our second grade team. We look forward to welcoming her at Tipton Elementary School.



TCS

TIPTON COMMUNITY SCHOOL CORPORATION

Kevin R. Emsweller, Superintendent
John K. Junco, Assistant Superintendent

Reneé L. Anderson, Treasurer
Brian D. Witherow, Director of Technology

May 11, 2018

Miss Lela Crawford
2345 S 900 W
Tipton, IN 46072

Dear Lela,

This letter serves as a notice that based on our conversation on May 11, 2018, Tipton Community School Corporation intends to employ you as a 2nd Grade Teacher, Tipton Elementary School.

At the May 8, 2018, meeting of the Board of School Trustees, I was given the authority to hire employees between the Board's regular meetings. You have been interviewed and recommended for employment by the building principal. It will be my recommendation that the Board of School Trustees confirm your employment for the 2018-2019 school year with a salary of \$32,000. The board will take official action at its June 12 meeting.

Congratulations on your graduation and now, your first teaching assignment. Welcome to the teaching profession. It was good to see you again and we welcome you back. I'm looking forward to seeing the great things that you will do.

Sincerely,

Kevin Emsweller
Superintendent

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Kathy Heaston
Date: 5-9-18
Person Recommended: Mrs. Diane Degenkolb
Address: 1650 Hogan Dr. Kokomo, IN 46902
Phone Number(s) 765-438-3291
Position Recommended: 2nd Grade Teacher
Start Date: 8-9-18

Certified

Has Position Been Posted Yes
Letter of Recommendation Attached
Resume Attached
Completed Application Attached
Background Check To be completed
Checked References Yes
Job Description On File
Letter of Interest Attached
License Attached
Transcript Some Attached
Years Exp. 10
Degree BS

Classified/Coaching

Has Position Been Posted _____
Letter of Recommendation _____
Resume _____
Completed Application _____
Background Check _____
Checked References _____
Job Description _____

\$38,500
5/10/18

To: Kevin Emsweller and School Board Members
From: Kathy Heaston
Date: 5-9-18
Re: Teacher Recommendation

When making our final recommendation, we followed the following process. Miss Heaston looked on Applitrack for applicants from the posting of two second grade teaching positions. I looked over a pool of 30 to 40 candidates listed. I printed off around 20 applications for Mrs. Tragesser, Mrs. Mauck, and I to review. These two ladies were valuable in helping narrow the candidate list and developing the questions to be used during interviews.

We chose seven applicants to interview. We chose around twelve questions to ask each candidate. After interviews we narrowed this group down to three candidates to do final interviews.

During the second interview, we chose new questions from a pool of 21 questions, we asked 11 new questions that were thought provoking and helped us to give us greater insight about the candidates knowledge of teaching skills, communication, technology, core values, student discipline, classroom management, etc.

It is our recommendation to hire Mrs. Diane Degenkolb for one of the second grade positions. We feel that Mrs. Degenkolb will do a great job for Tipton Elementary. Mrs. Degenkolb is not a new face to our elementary. She has previously taught at our school system for ten years. She left to work in the business world at Package Right. Diane stated, "my reason for leaving that position is the desire to return to teaching." She has worked as a kindergarten assistant for one year, 2 years in 3rd grade teaching, and 7 years teaching in 2nd grade. We feel that she would again be a great asset to our 2nd grade team and will would provide a team effort.



TIPTON COMMUNITY SCHOOL CORPORATION

Kevin R. Emsweller, Superintendent
John K. Junco, Assistant Superintendent

Reneé L. Anderson, Treasurer
Brian D. Witherow, Director of Technology

May 10, 2018

Mrs. Diane Degenkolb
1650 Hogan Dr.
Kokomo, IN 46902

Dear Diane,

This letter serves as a notice that based on our conversation on May 9, 2018, Tipton Community School Corporation intends to employ you as a 2nd Grade Teacher, Tipton Elementary School.

At the May 8, 2018, meeting of the Board of School Trustees, I was given the authority to hire employees between the Board's regular meetings. You have been interviewed and recommended for employment by the building principal. It will be my recommendation that the Board of School Trustees confirm your employment for the 2018-2019 school year with a salary of \$38,500. The board will take official action at its June 12 meeting.

It was good to see you again and we welcome you back and look forward to working with you in the upcoming school year.

Sincerely,

Kevin Emsweller
Superintendent

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Sage Choi

Date: 5/29/18

Person Recommended: Kyle Decker (Philip K Decker)

Address: _____

Phone Number(s) _____

Position Recommended: 7th Intermediate

Start Date: 8/9/18

Certified

Has Position Been Posted ✓

Letter of Recommendation _____

Resume ✓

Completed Application ✓

Background Check _____

Checked References ✓ *Principal & Assistant*

Job Description ✓

Letter of Interest _____

License ✓

Transcript ✓

Years Exp. 8

Degree BA

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

\$40,000
8/30/18

Tipton Middle School Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees

From: Shayne Clark and Interview Committee

Date: May 29, 2018

We had eight candidates apply. Six of the eight were licensed for language arts. We set up interviews with four candidates with one not showing for the interview.

We would like to recommend Kyle Degler for our 7th grade literature position. Kyle is a graduate of Tri-Central High School. He received his Bachelors Degree from IU Kokomo in 2010. He is currently employed at South Decatur High School in Greensburg, Indiana, and has coached football, baseball, and basketball. He currently has eight years experience.

Employee Recommendation Check List

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 5-10-18

Person Recommended: Crystal Jordan

Address 1933 Gladstone Kokomo, IN 46901

Phone Number(s) 253-230-8884

Position Recommended: 5th grade Mrs. Woelfert's Maternity leave

Starting Date: 9-9-18

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check ✓ *BB*

Checked References ✓

Job Description _____

Letter of Interest ✓

License ✓

Years Exp. 5

Degree BA

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

\$36,000 *BB*

May 9, 2018

Dear Mr. Emsweller and School Board Members,

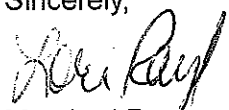
I would like to recommend Mrs. Crystal Jordan to fill Mrs. Woelfert's maternity leave position until the end of the 2018-2019 school year. Mrs. Jordan has experience teaching a mixture of Second, Fourth, and Fourth/Fifth split classrooms. She has prepared lessons based on both district curriculum and statewide standardized assessment requirements. Mrs. Jordan has recently relocated to a nearby area from Washington.

Mrs. Jordan believes that the skills and attributes to be an outstanding teacher include flexibility (flexibility throughout the day with students, with curriculum and with scheduling); a caring and positive attitude (for not only students but their parents and her colleagues); willingness to always learn and demonstrate being a lifelong learner; cooperation, communication, and collaboration (with parents and colleagues.)

Mrs. Woelfert and Mrs. Rayl reviewed 17 applications and interviewed 7 potential candidates.

Thank you for your consideration to place her in this role.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Rayl", written in a cursive style.

Mrs. Lori Rayl
Intermediate Principal



TIPTON COMMUNITY SCHOOL CORPORATION

Kevin R. Emsweller, Superintendent
John K. Junco, Assistant Superintendent

Reneé L. Anderson, Treasurer
Brian D. Witherow, Director of Technology

May 18, 2018

Mrs. Crystal Jordan
1933 Gladstone
Kokomo, IN 46901

Dear Crystal,

This letter serves as a notice that based on our conversation on May 17, 2018, Tipton Community School Corporation intends to employ you on a temporary contract as a 5th Grade Teacher, Tipton Elementary School.

At the May 8, 2018, meeting of the Board of School Trustees, I was given the authority to hire employees between the Board's regular meetings. You have been interviewed and recommended for employment by the building principal. It will be my recommendation that the Board of School Trustees confirm your employment on a temporary contract for the 2018-2019 school year with a salary of \$36,000. The board will take official action at its June 12 meeting.

It was a pleasure to meet and talk with you. We welcome and look forward to working with you in the upcoming school year.

Sincerely,

Kevin Emsweller
Superintendent

Tipton Middle School

Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees
From: Shayne Clark, Scott Wessel, and Lynn Calloway
Date: Friday, June 8, 2018

We would like to recommend Marlee Light for the middle school art position. Marlee is a graduate of Hamilton Heights High School. She received her Bachelors Degree from Ball State University and completed her Transition to Teaching at Indiana Wesleyan University. She completed her student teaching at Noblesville High School. Four applicants were reviewed with two being interviewed due to years of experience. We selected Marlee because of her energetic and positive nature, her ideas of a variety of art exposure for the students, her willingness to due extra outside the classroom, her love of students, and her references.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Debra Clark
Date: 6/8/18
Person Recommended: Marlee Light
Address: _____
Phone Number(s) _____
Position Recommended: Art Teacher
Start Date: 8/9/18

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check _____

Checked References ✓

Job Description ✓

Letter of Interest ✓

License Applied

Transcript _____

Years Exp. 0

Degree BA

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

\$32,000
6/8/18

Employee Recommendation Check List
(Attach to recommendation)

Recommending Administrator: JOE RUSHTON

Date: 5/4/18

Person Recommended: ETHAN WORTHINGTON

Address 182 NORTH GLEN DR. WESTFIELD IN 46074

Phone Number(s) (317) 590-8242

Position Recommended: HIGH SCHOOL SOCIAL STUDIES

Starting Date: AUG 2018

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check TBC ✓

Checked References ✓

Job Description ✓

Letter of Interest ✓

License ✓

Years Exp. 0

Degree BS

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

32,000

AP
5/16/18

AP



TIPTON HIGH SCHOOL

619 S. Main Street ~ Tipton, Indiana 46072 ~ Phone: 765-675-7431 ~ Fax: 765-675-9519

To: Mr. Emsweller

From: Joe Rushton

A handwritten signature in dark ink, appearing to be "JR" or "Joe Rushton", written in a cursive style.

Date: May 4, 2018

Re: Social Studies

I would like to recommend Ethan Worthington for the Social Studies position at Tipton High School. He is a strong candidate and impressed the interview committee, consisting of Mr. Morgan, Mr. Stillson and myself. We had 6 applications for the Econ/SS position and set up interviews for 4 of those candidates. The Econ endorsement requirement limited the number of people applied but we had three really good candidates. Ethan has the most potential in our opinion. His passion for young people, his willingness to help us coach or sponsor a club, he is also willing to attend classes so he can teach AP Micro and his advanced preparation about how to teach classes on a block schedule gave him the upperhand throughout the selection process. Please give him your utmost consideration.



TIPTON COMMUNITY SCHOOL CORPORATION

Kevin R. Emsweller, Superintendent
John K. Junco, Assistant Superintendent

Reneé L. Anderson, Treasurer
Brian D. Witherow, Director of Technology

May 10, 2018

Mr. Ethan Worthington
182 North Glen Dr,
Westfield, IN 46074

Dear Ethan,

This letter serves as a notice that based on our conversation on May 10, 2018, Tipton Community School Corporation intends to employ you as a Social Studies Teacher, Tipton High School.

At the May 8, 2018, meeting of the Board of School Trustees, I was given the authority to hire employees between the Board's regular meetings. You have been interviewed and recommended for employment by the building principal. It will be my recommendation that the Board of School Trustees confirm your employment for the 2018-2019 school year with a salary of \$32,000. The board will take official action at its June 12 meeting.

It was a pleasure to meet you and we welcome you back and look forward to working with you in the upcoming school year.

Sincerely,



Kevin Emsweller
Superintendent

May 14, 2018

Tipton Community School Corporation
1099 South Main
Tipton, IN 46072

To whom it may concern,

As I have learned that my part time Title I position is being eliminated, I will therefore have to retire the end of the school year 2017—2018. I appreciate the two years I was able to be in the part time position after my breast cancer treatments. I have loved working in this corporation for the past twenty some years.

Thank-you,

A handwritten signature in cursive script that reads "Sara Clarkson".

Sara Clarkson
106 Plumlee Dr.
Tipton, IN 46072

March 29, 2018

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

Our food service department will not be requesting Vickie Cripe back for her services as a food service staff for the upcoming school year. She has had repeated issues throughout the school year and it has been requested by management that we move forward without her in the 18-19 School Year, based on her words/actions, and I agree. Vickie has been notified she will not be asked to return for another season with us.

Adam Proulx

Food Service Director

Tipton Community Schools

March 29, 2018

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

Our food service department will not be requesting Patsy Vawter back for her services as a food service staff for the upcoming school year. She has had repeated issues throughout the school year and it has been requested by management that we move forward without her in the 18-19 School Year, based on her words/actions, and I agree. Pat has been notified she will not be asked to return for another season with us.

Adam Proulx

Food Service Director

Tipton Community Schools

To: Joe Rushton


Date: 5/17/18

This email is to inform you that I will be leaving at the end of this year, effective on May 23rd, 2018.

Thank you for employing me,

Spencer Coleman

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 

DATE: May 14, 2018


RE: St. Joseph Bus Driver

It is my recommendation that Jennifer Edwards be hired to drive a bus and complete the St. Joseph's summer school route from June 11 to June 21. Class starts at 8:30 am to 11:30 am, Monday through Friday, except for the last day which goes till 2:30 pm. Jennifer would be paid \$79.50 plus the \$11.80 an hour.

Tipton has two students attending June 4 to June 21. The first week will be completed by Pat Shuck because we are still taking a student to Deaf School, but that ends June 8

Thank you for your time and consideration of this matter.

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 

DATE: May 17, 2018

RE: Custodian Hire

We would recommend Dakota Hickman fill the TMS third shift position that is open. Dakota has some experience in the fast food industry. He is looking for a position that will allow him to attend school during the day.

We would like an effective start date of Thursday, May 17, 2018 at the starting pay of \$11.00 an hour. Thank you for your time with this matter.

June 6th 2018

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Diane Miller into the regular time food service staff employee list. She would be filling one of our open positions and her hours would be 7AM-2PM. We would be happy to have her join the full-time team.

Sincerely,

Adam Proulx

ARAMARK Food Service Director



Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Fwd: Cross country resignation

Scott Wessel <swessel@tcsc.k12.in.us>
To: dbenefiel@tcsc.k12.in.us

Mon, Jun 4, 2018 at 9:46 AM

Sent from my iPhone

Begin forwarded message:

From: Andrea Campbell <campbellajh@gmail.com>
Date: June 4, 2018 at 9:16:53 AM EDT
To: Scott Wessel <swessel@tcsc.k12.in.us>
Subject: Cross country resignation

As of today, June 4, 2018, I resign my responsibilities as Middle School Cross Country Coach. Thank you for allowing me to coach these past 5 years. I really enjoyed coaching the kids and hope to be involved in some way in the future.

Thank you
Andrea Campbell

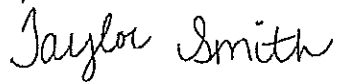
April 24, 2018

To Whom It May Concern:

This letter is to inform you that I must resign from my position as JV Volleyball coach at Tipton High School for the 2018-2019 season. Unfortunately, my current job does not allow me to continue to coach due to time and schedule conflicts. I truly enjoyed the experience I had in coaching these girls and working with both Missy and Keta. Thank you for allowing me this opportunity.

Sincerely,

Taylor Smith

A handwritten signature in cursive script that reads "Taylor Smith". The signature is written in black ink and is positioned below the printed name "Taylor Smith".



Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Fwd: Resignation

1 message

Linda Whitesell <lwhitesell@tcsc.k12.in.us>
To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>
Cc: Scott Wessel <swessel@tcsc.k12.in.us>

Fri, Jun 8, 2018 at 10:49 AM

Here is our 6th grade boys basketball coaches' resignation.

Thank you




Linda Whitesell
Athletic Secretary
Tipton Middle School
(765) 675~7521 ext. 231
(765) 675~9027 fax

----- Forwarded message -----
From: **Hare, Jason A** <Jason.Hare@edwardjones.com>
Date: Fri, Jun 8, 2018 at 10:18 AM
Subject: RE: Resignation
To: Linda Whitesell <lwhitesell@tcsc.k12.in.us>

I would like to thank Tipton Middle School for allowing me to coach the 6th grade boys basketball team for the 2017-2018 season. Regretfully I must resign my position for the 2018-2019 school year. Thank you for having me as a part of the athletic program.

Jason Hare

Jason A. Hare | Financial Advisor | Edward Jones

 jason.hare@edwardjones.com
 **425 E. Jefferson St. Tipton, IN 46072**
((765) 675-8896 or (800) 556-1746
 (888) 886-3602

For Administrative matters, please contact:

Rachel M. McCain or Tracy L. Wilkerson ^Branch Office Assistants

rachel.mccain@edwardjones.com, tracy.wilkerson@edwardjones.com

To: Joe Rushton

From: Missy Henry

Date: 5/17/17

OK, I am 100% interested in being the 3rd Junior Class Sponsor next year. Please let me know if there is anything else I need to do. Thank you!

To: Mr. Emsweller:

From: Joe Rushton

Date: 5/17/18

I would like to recommend Missy Henry for the 3rd Junior Class Sponsor position at THS. She would be joining Jenny Shuck and Jenny Haynes as the other sponsors for the 2018-2019 school year.



Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Fwd: Department Head

Kevin Emsweller <kemsweller@tcsc.k12.in.us>
To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Mon, Jun 4, 2018 at 3:26 PM

----- Forwarded message -----

From: **Joe Rushton** <jrushton@tcsc.k12.in.us>
Date: Mon, Jun 4, 2018 at 3:24 PM
Subject: Fwd: Department Head
To: Kevin Emsweller <kemsweller@tcsc.k12.in.us>

I would like to recommend Missy Henry as the Department Head for the Special Education Department. She is a great staff person and would do a good job leading the department. Thanks for your consideration in this matter.

sincerely, Joe Rushton

----- Forwarded message -----

From: **Missy Henry** <mhenry@tcsc.k12.in.us>
Date: Wed, May 30, 2018 at 9:38 AM
Subject: Department Head
To: jrushton@tcsc.k12.in.us

Dear Mr. Rushton,

I am writing you to let you know that I am very interested in being the Department Head for the High School Special Education Department. Thank you in advance for your consideration.

Missy

Sent from my iPhone

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Working Together for Student Success

Kevin R. Emsweller, Superintendent
Tipton Community School Corporation
1051 S. Main St.
Tipton, IN 46072
Ph: (765) 675-2147
Fx: (765) 675-3857

