

Personnel Report –July 3, 2018

Certified Staff

Resignation:

- **John Junco**, Assistant Superintendent, *effective July 6, 2018*
- **Randall Dell**, Health/P.E. Teacher, TMS, *effective June 13, 2018*
- **Jessica McCullough**, 3rd Grade Teacher, TES, *effective June 21, 2018*

Employment:

- **Adam Armstrong**, Physical Education/Health Teacher, TMS, *effective August 9, 2018, Pay rate: \$32,000/yr*
- **Spencer Heron**, Physical Education Teacher, TES, *effective August 9, 2018, Pay rate: \$34,000/yr*
- **Tamra Smelser**, 6th Grade Special Education Teacher, TMS, *effective August 9, 2018, Pay rate: \$45,500/yr*
- **Trent Welbaum**, 7th Grade Special Education Teacher, TMS, *effective August 9, 2018, Pay rate: \$32,000/yr*

Classified Staff

Retirement:

- **Amy Baird**, Special Education Assistant, TES, *effective June 15, 2018*

Transfer:

- **Dakota Hickman**, transfer from TMS 3rd Shift Custodian to TES Technology Assistant, *effective August 2, 2018, Pay rate change to \$10.50/hr*
- **Barbara Wood**, transfer from TMS 2nd Shift Custodian to TES 1st Shift Custodian, *effective July 30, 2018*

Employment:

- **Sarah Adamiec**, Temporary Summer Custodian from June 18, 2018-August 9, 2018, *Pay rate \$10.00/hr*
- **Jovany Fuentes**, Temporary Summer Custodian from June 21, 2018-August 3, 2018, *Pay rate \$9.00/hr*
- **Christopher Stewart**, 3rd Shift Custodian, TMS, *effective July 2, 2018, Pay rate: \$11.00/hr/*

ECA Staff

Resignation:

- **Jessica McCullough**, 8th Grade Volleyball Coach, TMS
- **Kirk Runyan**, Assistant Football Coach, TMS
- **Don Wolfe**, 6th Grade Girls Basketball Coach, TMS

Employment:

- **Amanda Parton**, Cross Country Coach, TMS

To: Mr. Emsweller
From: John Junco
Date: June 20, 2018
Re: Resignation

Please accept this letter as my notice of resigning from the Assistant Superintendent position for Tipton Community School Corporation. Although there is never a good time to leave any place I believe I am providing ample time for the corporation to be able to hire for the position in time for the next school year.

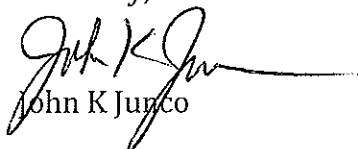
I would propose the following timeline if you and the board are in agreement. I will work through July 6, 2018, to finish up items and prepare for next school year. I would then like to take July 9 to 13 as paid vacation days. This will allow me to make the transition in physically moving to my new area.

Once you have people in place I am willing to return a day, whether that be through the week or a Saturday, to walk through and answer any questions I can for the new person. (I would do this without compensation if allowed the week paid vacation July 9 to 13) As I have stated my new boss would like me their Monday July 16, 2018.

I want to personally thank you for the opportunity you provided me back seven years ago in hiring me for this position. In addition, I appreciate all your leadership and teaching you have provided me over the past seven years. I wish you the best.

I also want to thank the Tipton Community School Board members for hiring me and their support over the past seven years. I will miss Tipton and the friendships I have made, but believe this change will be best for my future.

Sincerely,


John K Junco

Randall Dell
3340 Redbud Ct.
Westfield, Indiana 46074
June 13th, 2018

Mr. Shayne Clark
Principal
Tipton Middle School
817 S. Main St.
Tipton, Indiana 46072

Dear Mr. Shayne Clark:

Through this letter, I would like to inform you of my resignation from my position as a Tipton Middle School Physical Education/Health teacher effective at the conclusion of the current teaching contract. I will also be resigning from my position as the 8th Grade Boys' Basketball Coach. I want to thank the school board and administrators, in particular, Mr. Clark and Mr. Wessel for giving me the opportunity to grow as a teacher and coach at Tipton Middle School. I also want to thank the community of Tipton for allowing me to teach their children. I feel as if I have learned as much from them as they have from me. I can only hope that I served them well as a teacher, mentor, and role model for the last eleven years. While it saddens me to leave this community, I know that my experience here will allow me to continue to grow as an educator, and person. I hope to continue this growth at my next teaching position in Westfield, Indiana.

Sincerely,

Randall Dell
Health and Physical Education Teacher
8th Grade Boys Basketball Coach

June 21, 2018

Mrs. Lori Rayl
Principal
Tipton Elementary School
1099 S. Main St.
Tipton, IN 46072

Dear Mrs. Rayl,

Please accept this letter as my resignation from the third grade teaching position at Tipton Elementary School. I will not be returning next school year.

I will be making some life changes and moving to Evansville, Indiana. While I would love to be able to keep my job here, the commute is just not possible.

It has been a joy and a blessing to teach at Tipton in these past three years. The third grade team is second to none. With support and guidance from you all, I have grown so much as a teacher and as a person. I know great things will continue at Tipton Elementary as long as you all are present.

Thank you for the wonderful opportunity to teach at Tipton. I wish you all the very best and look forward to keeping in touch.

Sincerely,
Jessica McCullough

Employee Recommendation Checklist

(Attach to recommendation)

6/26/18
3pm

Recommending Administrator: Steve Clark
Date: 6/25/18
Person Recommended: Adam Armstrong
Address: _____
Phone Number(s) _____
Position Recommended: P.E. / Health Middle School
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. 0.5
Degree BA

Classified/Coaching

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

34000

Tipton Middle School Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees
From: Shayne Clark, Scott Wessel, and Gena Schultz
Date: Monday, June 25, 2018

Of the sixteen applicants, we interviewed five. Of the five we interviewed, we would like to recommend Adam Armstrong for the middle school physical education/health position. Adam was the best spoken and knowledgeable of the beginning level teachers we interviewed. Adam is a graduate of Brownsburg High School. He received his Bachelors Degree from Marian University and went on to meet his teaching requirement in mathematics, and physical education/health. He will take the Praxis for health at the end of June.



TIPTON COMMUNITY SCHOOL CORPORATION

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

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

June 26, 2018

Mr. Adam Armstrong
118 Briarwood Ct
Brownsburg, IN 46112

Dear Adam,

This letter serves as a notice that based on our conversation on June 26, 2018, Tipton Community School Corporation intends to employ you as a Physical Education/Health Teacher, Tipton Middle 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 July 18 meeting (or earlier).

We welcome you back and look forward to working with you in the upcoming school year.

Sincerely,

Kevin Emsweller
Superintendent

Employee Recommendation Check List
(Attach to recommendation)

Recommending Administrator: Lori Rayl and Kathy Heaston

Date: 6-25-18

Person Recommended: Spencer Heron - SPN 15104583

Address 330 W. Adams St. Tipton, IN 46072

Phone Number(s) 765 860 5854

Position Recommended: Physical Education teacher

Starting Date: 8-9-18

Certified

Has Position Been Posted ✓

Letter of Recommendation

Resume ✓

Completed Application ✓

Background Check coach in HS

Checked References ✓

Job Description ✓

Letter of Interest ✓

License 10166843

Years Exp. 2

Degree Bachelor

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

\$34,000

June 25, 2018

Dear Mr. Emsweller and School Board Members,

I would like to recommend Mr. Spencer Heron for the Elementary Physical Education teacher. Mr. Heron has experience in teaching PE at Saint Matthew Catholic Middle School. He was in the same building with the elementary PE teacher and has experience working with the elementary students. Mr. Heron has been coaching at Tipton High School as the Boys Assistant Varsity Soccer Coach since June 2015.

Mr. Heron stated that he has taught students of all different socioeconomic status and ethnicities and has helped guide them to discover ways to enjoy being physically active and to start learning to take control of their own health.

Mr. Heron has ideas to promote wellness behind the gym walls and to involve the staff and community.

Miss Heaston and Mrs. Rayl reviewed approximately 10 applications and interviewed 3 potential candidates. Miss Heaston spoke with Mr. Clark about the candidates that he had interviewed for their PE/Health position in the MS.

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

Sincerely,

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

June 25, 2018

Mr. Spencer Heron
330 W Adams St
Tipton, IN 46072

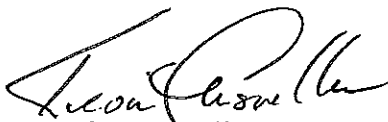
Dear Spencer,

This letter serves as a notice that based on our conversation on June 25, 2018, Tipton Community School Corporation intends to employ you as a Physical Education 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 \$34,000. The board will take official action at its July 18 meeting (or earlier).

We welcome you back and look forward to working with you in the upcoming school year.

Sincerely,



Kevin Emsweller
Superintendent

6/18 GMM

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: [Signature]
Date: 6/15/18
Person Recommended: Tama Smelser
Address: _____
Phone Number(s) _____
Position Recommended: 6th Special Education
Start Date: 8/9/18

Certified

Has Position Been Posted ✓
Letter of Recommendation ✓
Resume ✓
Completed Application ✓
Background Check ✓ [Signature]
Checked References ✓
Job Description ✓
Letter of Interest ✓
License ✓
Transcript ✓
Years Exp. 15 12 10
Degree MA

Classified/Coaching

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

345,500
[Signature]

Tipton Middle School Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees
From: Shayne Clark, Scott Wessell, and Lynn Calloway
Date: Friday, June 15, 2018

We would like to recommend Tamra Smelser for the 6th grade special education position. Tamra was one of twelve applicants and one of five that we interviewed. We felt that Tamra was very knowledgeable and experienced. It was our opinion that we needed a strong experience person in one of our special education positions. Tamra was a graduate of Pontiac Northern High School in Pontiac, Michigan. She received her Bachelors Degree from Northern Kentucky University, Her Masters Degree in Educational Guidance from Xavier University, and her Special Education Certification from Indiana Wesleyan University.



TIPTON COMMUNITY SCHOOL CORPORATION

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

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

June 25, 2018

Mrs. Tamra Smelser
29530 N Horton Rd
Atlanta, IN 46031


Dear Tamra,

This letter serves as a notice that based on our conversation on June 18, 2018, Tipton Community School Corporation intends to employ you as a Special Education Teacher, Tipton Middle 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 \$45,500. The board will take official action at its July 18 meeting (or earlier).

We welcome you back and look forward to working with you in the upcoming school year.

Sincerely,


Kevin Emsweller
Superintendent

6/18/18 AM

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Sage Clark
Date: 6/15/18
Person Recommended: Trent Melbaum
Address: _____
Phone Number(s) _____
Position Recommended: 7th Special Education
Start Date: 8/1/18

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 _____

4,321,000
B

Tipton Middle School Inter-office Memorandum

To: Mr. Emsweller and the Board of School Trustees
From: Shayne Clark, Scott Wessell, and Lynn Calloway
Date: Friday, June 15, 2018

We would like to recommend Trent Welbaum for the 7th grade special education position. Trent was one of twelve applicants and one of five that we interviewed. We felt that Trent was the most knowledgeable of the beginning teachers we interviewed. Trent was a graduate of Union Bible Academy in Westfield. He received his Bachelors Degree from Indiana University, Kokomo.



TIPTON COMMUNITY SCHOOL CORPORATION

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

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

June 25, 2018

Mr. Trent Welbaum
1083 Christian Ave, Apt# A
Noblesville, IN 46060

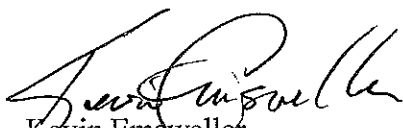
Dear Trent,

This letter serves as a notice that based on our conversation on June 18, 2018, Tipton Community School Corporation intends to employ you as a Special Education Teacher, Tipton Middle 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 July 18 meeting (or earlier).

We welcome you back and look forward to working with you in the upcoming school year.

Sincerely,


Kevin Emsweller
Superintendent



Lori Rayl <lrail@tcsc.k12.in.us>

re: my position

1 message

Amy Baird <abaird@tcsc.k12.in.us>

Fri, Jun 15, 2018 at 7:33 AM

To: Lori Rayl <lrail@tcsc.k12.in.us>

Good morning. I want you to know that I have decided to take advantage of my early retirement. I have accepted a position at the adult education center in Tipton. It is just getting up and started, and I am excited to help teach those going back to school to attain the HSE and receive training for careers. When I walked in for my interview, I saw a picture and diploma of one of my past special ed students on the wall. He is there finishing his education, and how profoundly important that is! I was offered the job at the interview and accepted. So, even though I will not be at TES, I will still be in the community assisting with education.

I want to thank you for all that you have done to support me and the special education department through the years. You are a fantastic administrator, and I will miss so many aspects of teaching at TES.

Please let me know what I formally need to do so that I properly take care of details. I have not been online to apply for my retirement, but I plan to do that very soon. I know that it takes a while to get things rolling with that.

Thank you and blessings,

Amy Baird

To: Mr. Emsweller and School Board

From: Brian Witherow

Date: June 25, 2018

RE: Elementary Technology Aide

We would like to recommend that Dakota Hickman be hired for the position of Technology Aide at Tipton Elementary School. This position would be 194 days beginning 5 days before each school year and concluding 5 days after the last day.

Thank you for your consideration.

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 


DATE: June 18, 2018

RE: Custodian Transfer

We would recommend Barbara Wood transfer from the TMS second shift position to the TES first shift position effective July 30, 2018. Barbara came on board in January and has done a very nice job learning and working to get things back into the standard expected. She requested the transfer when the position was posted and we wanted a little more time evaluate.

Thank you for your time with this matter.

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 

DATE: June 14, 2018


RE: Summer Temporary Help

We would like to recommend Sarah Adamiec for temporary summer help from June 18, 2018 to August 9, 2018. Sarah is a college student looking for summer work and we are still short one person from the normal full-time staff members.

Sarah would be paid at the substitute custodian rate of \$10.00 an hour for forty hours a week.

Thank you for your time with this matter, do you have any questions?

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 

DATE: June 18, 2018


RE: Summer Temporary Help

We would like to recommend that Jovany Fuentes be hired for temporary summer help from June 21, 2018 to August 3, 2018, to help with summer cleaning projects. Jovany is a student at Tipton High School and would like a summer job.

Jovany would be paid at \$9.00 an hour for forty hours a week.

Thank you for your time with this matter.

TO: Mr. Kevin Emsweller and School Board

FROM: John Junco 

DATE: June 26, 2018

RE: Custodian Hire

We would recommend Christopher Stewart fill the TMS third shift position that is open. Christopher recently returned to Indiana from Florida where he has experience from work at both Walmart and Lowes.

We would like an effective start date of Monday July 2, 2018 at the starting pay of \$11.00 an hour. Thank you for your time with this matter.

June 21, 2018

Mr. Scott Wessel
Athletic Director
Tipton Middle School
817 S. Main St.
Tipton, IN 46072

Dear Scott,

Please accept this letter as my resignation from the eighth grade volleyball coaching position at Tipton Middle School. I will not be returning next school year.

I will be making some life changes and moving to Evansville, Indiana. While I would love to be able to keep my job here, the commute is just not possible.

It has been a joy and a blessing to coach at Tipton in these past three years. The past three seasons have been an amazing experience with very successful teams and players. I know great things will continue at Tipton.

Thank you for the wonderful opportunity to coach at Tipton. I wish you all the very best and look forward to keeping in touch.

Sincerely,
Jessica McCullough



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

Fwd: MS football

1 message

Scott Wessel <swessel@tcsc.k12.in.us>

Thu, Jun 21, 2018 at 1:47 PM

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

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

From: **Kirk Runyan** <krunyan@tcsc.k12.in.us>

Date: Thu, Jun 21, 2018 at 1:29 PM

Subject: MS football

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

Just wanted to send this to say that I won't be returning to coach football this upcoming season. I am grateful and thankful for the opportunity!

Thanks again!

Kirk Runyan

--

Kirk Runyan

Special Ed Aide

Tipton High School

--

C. Scott Wessel Ed.S.

Working together for Student Success

Assistant Principal/athletic director

817 S. Main St.

Tipton, IN

46072

(317)675-7521 ext.202

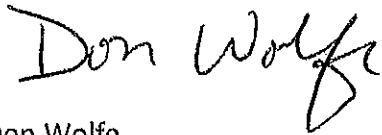
6-8-18

Tipton Middle School Athletic Staff,

I want this letter to serve as my official resignation as the Head Coach of the 6th Grade Lady Devils.

I want to thank you for the opportunity to coach the 6th Grade Girls for the 2017-18 Season. I feel the team did was able to improve their basketball and team skill. It will be fun to watch these girls grow up and see what they can do as students and players.

Thanks again,

A handwritten signature in black ink that reads "Don Wolfe". The signature is written in a cursive, flowing style.

Don Wolfe



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

Cross Country

1 message

Scott Wessel <swessel@tcsc.k12.in.us>

Thu, Jun 21, 2018 at 8:30 AM

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

Dear Mr. Emsweller and Tipton School Board:

I would like to recommend Mrs. Amanda Parton to be the middle school cross country coach for the 2018 season. Thank you for your consideration in this matter.

Sincerely,

C. Scott Wessel

--

C. Scott Wessel Ed.S.
Working together for Student Success
Assistant Principal/athletic director
817 S. Main St.
Tipton, IN
46072
(317)675-7521 ext.202