

Personnel Report February 11, 2020

Certified Staff

Medical Leave of Absence:

- **Phil Morgan** is requesting Medical Leave beginning March 16, 2020 with an expected return date of April 13, 2020.

Classified Staff

Resignation:

- **Barbara Wood**, Part-time Custodian, Tipton Elementary School, effective January 16, 2020
- **Terry Dautrich**, 2nd Shift Custodian, Tipton Middle School, effective January 24, 2020

Recommendation:

- **Martin Aspiazu**, Part-time Custodian, Tipton Elementary School, effective January 15, 2020, Pay rate: \$11.00/hr
- **Hannah Boswell**, Special Education Assistant, Tipton High School, effective January 15, 2020, Pay rate: \$10.50/hr
- **Ashley Cunningham**, 3rd Shift Custodian, Tipton High School, effective January 26, 2020, Pay rate: \$11.00/hr
- **Savannah Rodriguez**, Cafeteria Employee, Tipton Middle School, effective February 12, 2020, Pay rate: \$10.00/hr
- **Tammy Tebbe**, Cafeteria Employee, Tipton Middle School, effective February 12, 2020, Pay rate: \$10.00/hr

ECA Staff

Recommendation:

- **Bryan Wisenberg**, Assistant Wrestling Coach, Tipton Middle School
- **Amanda Book**, Kindergarten Round-Up, Tipton Elementary School
- **Jordan Bowen**, Kindergarten Round-Up, Tipton Elementary School
- **Jenna Smith**, Kindergarten Round-Up, Tipton Elementary School
- **Josh Ireland**, Kindergarten Round-Up, Tipton Elementary School
- **Jessica Higginbotham**, Kindergarten Round-Up, Tipton Elementary School

Volunteer:

- **Larry Murdock**, Volunteer Assistant 6th Grade Girls' Basketball Coach, Tipton Middle School



TCSC

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

Medical Leave

Phil Morgan <pmorgan@tcsc.k12.in.us>

Tue, Feb 4, 2020 at 2:47 PM

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

February 4, 2020

I am requesting an extended medical sick leave. I will be having hip replacement surgery. I am requesting Monday March 16, 2020 through Friday April 10, 2020. Bear in mind, Monday March 27 - Friday April 3 is Spring Break.

Thank You

Phil Morgan

--

Phil Morgan
Tipton High School
Social Studies Department Chairperson

Jan 10, 2020

To whom it may concern,

I'm writing this as my letter of resignation for my custodial position with Tipton Community School's. My last day will be Jan 16, 2020. Thank you for the opportunity to work for Tipton School, I will very much miss it.

Thank you

Barbara Wood

I
Terry Dawtrich
as of Feb Jan 24, 2012 Resign.
as Custodian T.M.S

Thank-you

Terry Dawtrich



TCSC

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

Terry Dautrich

1 message

Nita Everling <neverling@tcsc.k12.in.us>

Mon, Jan 27, 2020 at 6:31 AM

To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>, Eric Johnson <ejohnson@tcsc.k12.in.us>, Scott Wessel <swessel@tcsc.k12.in.us>, Tonja Carter <tcarter@tcsc.k12.in.us>

Terry called me last night to inform me that she is resigning from her position as the middle school second shift custodian. She brought her keys, shirts and her letter of resignation to the school last night. She dated it for this past Friday. I'm on midnights Sunday and Monday for training of the new high school custodian. I will make copies of the resignation ASAP and get them to you all. Have a good day!

To Mr.Emsweller and Tipton School Board:
From C. Scott Wessel, Director of Operations
Date: 1/15/2020
Re: Martin Aspiazu

Dear Mr. Emsweller and Tipton School Board:

I would like to recommend Mr. Martin Aspiazu to be hired at the elementary school as a part time custodian. His working hours will be 9 A.M. To 1:00 P.M. He will be paid \$11 an hour. Martin will begin on 1/15/2020.

Thanks for the consideration in this matter.

C.Scott Wessel
Director of Operations
Tipton Community School Corporation

TO WHO IT MAY CONCERN:

I AM INTERESTED IN THE 9-1 WORKIN THE
CAFETERIA.

Martin Aspin

Employee Recommendation Check List
(Attach to recommendation)

Recommending Administrator: Rik Stillson
Date: 1/13/2020
Person Recommended: Hannah Boswell
Address 1005 Main St. Elwood, IN 46036
Phone Number(s) 317-349-1170
Position Recommended: THS Special Education Assistant
Starting Date: 1/15/2020

Certified

Has Position Been Posted _____
Letter of Recommendation _____
Resume _____
Completed Application _____
Background Check _____
Checked References _____
Job Description _____
Letter of Interest _____
License _____
Years Exp. _____
Degree _____

Classified/Coaching

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

\$10.50/Hr


1/13/2020

TIPTON HIGH SCHOOL
MEMORANDUM

TO: Kevin Emsweller, Superintendent
Board of School Trustees

FROM: Richard Stillson, Principal

DATE: 01/13/2020

RE: Employment of Hannah Boswell as THS Special Education Assistant

It is recommended that Hannah Boswell be hired as a Tipton High School Special Education Assistant.

Ms. Boswell has previous experience as a Special Education Assistant in the Kokomo School Corporation. After interviewing Ms. Boswell I would recommend her hiring to work with our Special Education students.

To: Mr. Emsweller and Tipton School Board
From: C. Scott Wessel, Director of Operations
Date 1/15/2020
Re: Ashley Cunningham

Dear Mr. Emsweller and Tipton School Board:

I would like to recommend that Ashley Cunningham be recommended for the third shift custodian position at the high school. Her first day of work will be 1/26/2020. Her hours will be 10:00P.M. to 6:30 A.M. Her starting pay will be \$11 an hour.

Thanks for your consideration in this matter,

C. Scott Wessel
Director of Operations
Tipton Community School Corporation

1/28/2020

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Savannah Rodriguez into the regular time food service staff employee list as of February 11th 2020. She would be filling one of our open positions and her hours would be 9:30AM-2PM on the Middle School side with a wage of \$10.00/hr. We would be happy to have her join the full-time team.

Sincerely,

Adam Proulx

ARAMARK Food Service Director

1/15/2020

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Tammy Tebbe into the regular time food service staff employee list. She would be filling one of our open positions and her hours would be 9:30AM-2PM on the Middle School side. We would be happy to have her join the full-time team. Her starting pay would be the standard hire-in pay of \$10.00/hr and the time of hire would be upon completion of the board meeting on February 11th 2020.

Sincerely,

Adam Proulx

ARAMARK Food Service Director



Tipton Middle School

Melissa L. Kikta, Principal

Craig A. Leach, Assistant Principal

Tipton Community School Board Members,

I would like to recommend Bryan Wisenberg as assistant middle school wrestling coach for the 2020 season.

Sincerely,

A handwritten signature in cursive script, appearing to read "Craig Leach".

Craig Leach

Assistant Principal

Athletic Director





TCSC

Craig Leach <cleach@tcsc.k12.in.us>

Wrestling Assistant Inquiry

1 message

Bryan Wisenberg <bryan.wisenberg@gmail.com>
To: cleach@tcsc.k12.in.us

Mon, Jan 27, 2020 at 6:07 PM

Mr. Leach,

I am interested in taking the assistant wrestling coach position at the middle school. Coach Mahaney and I have been in touch for a while and I have been volunteering with the high school wrestling team and they think I could help with the development of the team, as well as the program.

Thank you,
Bryan Wisenberg

To: Mr. Emsweller and School Board

From: Mrs. Rayl

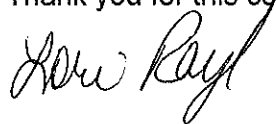
Date: January 13, 2020

Re: Recommendation for Kindergarten Round-Up

I would like to recommend Amanda Book as our Kindergarten Round-Up teacher.

As a Kindergarten teacher at Tipton Elementary School, she is highly qualified for this assignment.

Thank you for this consideration.

A handwritten signature in cursive script, appearing to read "Mrs. Rayl". The signature is written in dark ink and is positioned below the "Thank you" line.

November 18, 2019

Mrs. Lori Rayl
Principal
Tipton Elementary School
1099 South Main Street
Tipton, In 46072

Dear Mrs. Rayl:

This letter is to inform you of my interest in the open position for Kindergarten Roundup. As a Kindergarten Teacher at Tipton Elementary School, I am qualified and have served in various capacities of Kindergarten Roundup during my time as an educator at Tipton Elementary School.

I am excited to work together with the school to bring new students into our corporation as they begin their academic career.

Sincerely,

A handwritten signature in black ink that reads "Amanda Book". The script is cursive and fluid, with the first letter 'A' being particularly large and stylized.

Amanda Book
Kindergarten Teacher

To: Mr. Emsweller and School Board

From: Mrs. Rayl

Date: January 13, 2020

Re: Recommendation for Kindergarten Round-Up

I would like to recommend Jordan Bowen as our Kindergarten Round-Up teacher.

As a Kindergarten teacher at Tipton Elementary School, she is highly qualified for this assignment.

Thank you for this consideration.

A handwritten signature in cursive script, reading "Lori Rayl". The signature is written in black ink and is positioned below the "Thank you" line.

November 18, 2019

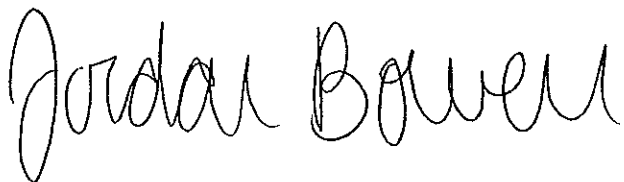
Mrs. Lori Rayl
Principal
Tipton Elementary School
1099 South Main Street
Tipton, In 46072

Dear Mrs. Rayl:

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Sincerely,

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

Jordan Bowen
Kindergarten Teacher

To: Mr. Emsweller and School Board

From: Mrs. Rayl

Date: January 13, 2020

Re: Recommendation for Kindergarten Round-Up

I would like to recommend Jenna Smith as our Kindergarten Round-Up teacher.

As a Kindergarten teacher at Tipton Elementary School, she is highly qualified for this assignment.

Thank you for this consideration.

A handwritten signature in cursive script, reading "Keri Rayl". The signature is written in dark ink and is positioned below the typed text of the letter.

November 18, 2019

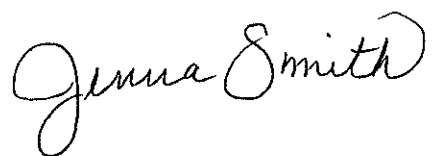
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Sincerely,

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

Jenna Smith
Kindergarten Teacher

To: Mr. Emsweller and School Board

From: Mrs. Rayl

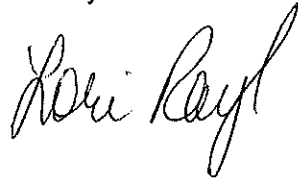
Date: January 13, 2020

Re: Recommendation for Kindergarten Round-Up

I would like to recommend Josh Ireland as our Kindergarten Round-Up teacher.

As a Kindergarten teacher at Tipton Elementary School, he is highly qualified for this assignment.

Thank you for this consideration.

A handwritten signature in cursive script, reading "Lori Rayl". The signature is written in black ink and is positioned below the text "Thank you for this consideration."

November 18, 2019

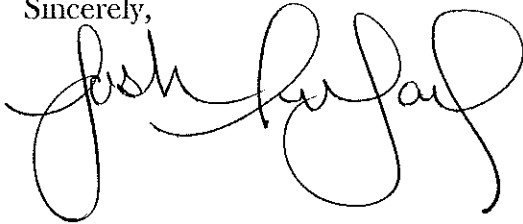
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Tipton, In 46072

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Sincerely,

A handwritten signature in black ink, appearing to read "Josh Ireland". The signature is fluid and cursive, with the first name "Josh" and last name "Ireland" clearly distinguishable.

Josh Ireland
Kindergarten Teacher

To: Mr. Emsweller and School Board

From: Mrs. Rayl

Date: January 13, 2020

Re: Recommendation for Kindergarten Round-Up

I would like to recommend Jessica Higginbotham as our Kindergarten Round-Up teacher.

As a Kindergarten teacher at Tipton Elementary School, she is highly qualified for this assignment.

Thank you for this consideration.

A handwritten signature in cursive script, appearing to read "Mrs. Rayl".

November 18, 2019

Mrs. Lori Rayl
Principal
Tipton Elementary School
1099 South Main Street
Tipton, In 46072

Dear Mrs. Rayl:

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Sincerely,

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

Jessica Higginbotham
Kindergarten Teacher



Tipton Middle School

Melissa L. Kikta, Principal

Craig A. Leach, Assistant Principal

Tipton Community School Board Members,

I would like to recommend Larry Murdock as a volunteer assistant coach for 6th grade girls basketball for the 2019-2020 basketball season.

Sincerely,

A handwritten signature in cursive script that reads "Craig Leach".

Craig Leach

Assistant Principal

Athletic Director



Mr. Leach,

I would like to volunteer to assist Mrs. Crawford with the 6th grade girls basketball team. I won't be able to attend every scheduled practice but should be available the majority of the time.

Larry Mundock