

Personnel Report July 14, 2020

Certified Staff

Retirement:

- **Jim Thomas**, 5th Grade Teacher, TES, *effective end of 2019/20 school year*

Recommendation:

- **Dora Lott**, Math Teacher, THS, effective August 6, 2020, Pay rate \$37,000/yr
- **Justin Palmer**, Business Teacher, THS, *effective August 6, 2020, Pay rate \$49,000/yr*

Classified Staff

Retirement:

- **Carol Christenberry**, Library Instructional Assistant, TES, *effective June 30, 2020*

Resignation:

- **Sarah Michael**, Special Education Instructional Assistant, TES, *effective June 9, 2020*

ECA Staff

None.

June 12, 2020

Kevin Emsweller / Lori Rayl
Tipton Community School Corp.

I regret to inform you that I will be retiring June 30th, the end of the 2019 - 2020 school year. I make this decision after much consideration & counseling. It was a very difficult decision, since I love my job working with children, enjoy my colleagues, and have deep respect for my Principal and Superintendent.

Over the many years teaching here, I have enjoyed the friendship and comradery of many professional teachers, wonderful classroom assistants, and several fine administrators. Since 1986, I have had the pleasure of working with many great Tipton students and their families. We even started a student newspaper for the elementary to submit pertinent articles. I have truly enjoyed working with all these groups over the years.

Since working with Pat Burden at Jefferson Elementary, I have assisted my principals and other administrators with our school's accreditation and paperwork. When we joined NCA / AdvancED (now Cognia), I began working with all our administrators by

chairing our Corporation Steering Committee. This aspect grew to also doing accreditation of other schools and school corporations. All the above responsibilities and relationships have made my years at Tipton Community School Corporation an extremely rewarding experience and career. Thank you!

After retirement, I would like to be considered for a position in Elementary Title 1, as a Special Education assistant, substitute for extended leaves, or some other relevant position.

Sincerely,
James B. Thomas, Jr.

Employee Recommendation Checklist
(Attach to recommendation)

June 15, 2020
12:30 pm

Recommending Administrator: Rik Stillson

Date: 6/11/2020

Person Recommended: Dora Lott *Leeper Mrs Leeper*

Address: 3271 Fall Ridge Ln Anderson, IN 46012

Phone Number(s) (765) 729-8029

Position Recommended: Math Teacher

Start Date: 8/6/2020

Certified

Has Position Been Posted X

Letter of Recommendation X

Resume X

Completed Application X

Background Check

Checked References X

Job Description X

Letter of Interest X

License In Progress

Transcript

Years Exp. 0

Degree BS

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

\$37,000 *[Signature]*

Tipton High School Math Teacher

6/11/2020

On Thursday, June 4, I asked 4 staff members if they would be interested in serving on the Science Teacher Interview Committee. All 4 agreed to be involved. The interviews were set up for Monday, June 8. There were 8 candidates that completed and submitted their applications for the position. 3 of the candidates were interested in an interview. After each interview the committee conferred with each other about the strengths and weaknesses of each candidate and how they would fit with our school culture. After all of the candidates had been interviewed I asked the members to select their best candidate. The response was unanimous in favor of one candidate. I then asked them to think over their decision through the evening and give me their recommendation on Tuesday. On Wednesday, June 10 I called our choice and offered the job. They accepted. I also called the other candidates that were not selected to inform them personally of the decision.



TIPTON HIGH SCHOOL

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

6/11/2020

Mr. Emsweller and Board of Trustees,

It is my recommendation that Dora Lott be hired for the position of Tipton High School Math Teacher. We had received 8 applications and interviewed 3 of the 8 candidates. The committee comprised of Amy Cole, Chris Nichols, Carrie Capshaw, Brett Sanders, and myself.

I feel Dora will bring an infectious enthusiasm, curriculum knowledge, and an ability to reach students that will help Tipton High School grow and thrive moving forward. She was highly thought of by her supervising teacher at Wes-Del High School. I think she will be a fair and strong disciplinarian and push the students forward in their academics. She is very excited to become involved in the culture of Tipton High School. I am very much looking forward to working with her, as are the staff members that were involved in the search.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard J. Stillson".

Richard J. Stillson

Principal

Tipton High School

Employee Recommendation Checklist
(Attach to recommendation)

June 8, 2020
2:30pm

Recommending Administrator: Rik Stillson
Date: 6/1/2020
Person Recommended: Justin Palmer
Address: 1315 Tedlee Dr Kokomo, IN 46901
Phone Number(s) 765-635-4183
Position Recommended: Business Teacher
Start Date: 8/6/2020

Certified

Has Position Been Posted ✓
Letter of Recommendation ✓
Resume ✓
Completed Application ✓
Background Check ✓
Checked References ✓
Job Description ✓
Letter of Interest ✓
License ✓
Transcript ✓
Years Exp. 14
Degree B.S.

Classified/Coaching

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

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TCS

TIPTON COMMUNITY SCHOOL CORPORATION

1051 S. Main Street • Tipton, Indiana 46072 • Office: 765-675-2147 • Fax: 765-675-3857

June 8, 2020

Mr. Justin Palmer
1315 Tedlee Dr.
Kokomo, IN 46901

Dear Mr. Palmer,

This letter serves as a notice that Tipton Community School Corporation intends to employ you as a Business Teacher for Tipton High School.

At the May 12, 2020, 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. It will be my recommendation that the Board of School Trustees confirm your employment for the 2020-2021 school year with a base salary of \$49,000. The board will take official action at its July meeting.

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

Sincerely,

Kevin Emsweller
Superintendent

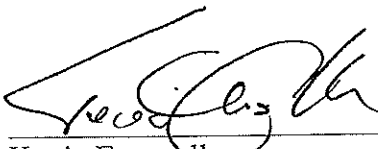
LETTER OF INTENT

DATE: June 8, 2020

EMPLOYEE: Mr. Justin Palmer

This letter serves as a notice that Tipton Community School Corporation has agreed to employ Justin Palmer as a Business Teacher for Tipton High School. The Board of School Trustees will confirm this employment on July 7, 2020.

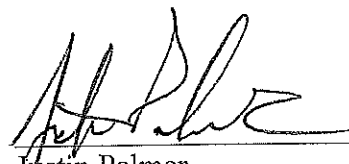
Mr. Palmer has agreed to this employment with a starting base salary of \$49,000.



Kevin Emsweller
Superintendent

6/8/2020

Date



Justin Palmer
Employee

6/8/20

Date

Please sign and return to"

Tipton Community School Corporation
1051 S Main St
Tipton, IN 46072



TIPTON HIGH SCHOOL

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

6/1/2020

Mr. Emsweller and Board of Trustees,

It is my recommendation that Justin Palmer be hired for the position of Tipton High School Business Teacher. We had received 5 applications and interviewed each of the 5 candidates. The committee comprised of Nicole Clifford, Chris Nichols, Carrie Capshaw, Brett Sanders, and myself.

I feel Justin will bring an infectious enthusiasm, curriculum knowledge, and an ability to reach students that will help Tipton High School grow and thrive moving forward. I think he will be a fair and strong disciplinarian and push the students forward in their academics. He is very excited to become involved in the culture of Tipton High School. His previous experience in the classroom will help him hit the ground running. I also think his standing as a former THS graduate will give him a unique perspective and school pride to be involved in all aspects of our school. I am very much looking forward to working with him, as are the staff members that were involved in the search.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard J. Stillson".

Richard J. Stillson
Principal
Tipton High School

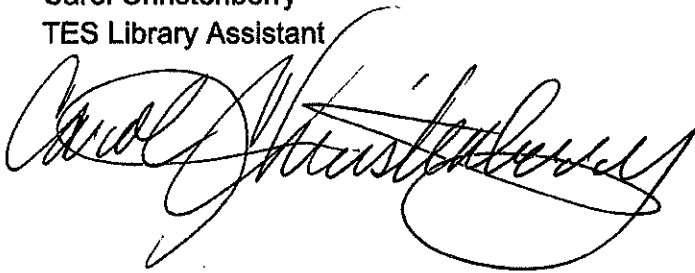
June 6, 2020

Dear Tipton Community School Corporation,

Please accept this letter as my intent to retire from Tipton Community School Corporation effective June 30, 2020. It has been my privilege to have had the opportunity to work at Tipton Elementary School since 1996-2020 (minus the 1999-2000) school year.

It has been my pleasure to work with talented teachers and charming students throughout my employment. My wish for this school corporation would be for unity, communication and leadership.

Sincerely,
Carol Christenberry
TES Library Assistant

A handwritten signature in black ink, appearing to read "Carol Christenberry", written in a cursive style with a large loop at the end.



TCSK

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

Fwd: School year

1 message

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

Tue, Jun 9, 2020 at 10:46 AM

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

Special education assistant is resigning.

Yours in education,
Mrs. Rayl

Lori Rayl
Tipton Elementary School
Principal

Working Together for Student Success

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

From: **Sarah Michael** <smichael@tcsc.k12.in.us>

Date: Tue, Jun 9, 2020 at 10:43 AM

Subject: School year

To: Lori Rayl <lrail@tcsc.k12.in.us>, Caylie Dicken <cdicken@tcsc.k12.in.us>

Hello,

Hope you are well, I have been doing a lot of thinking and with heavy heart I will not be returning back to the 2020 school year, some family issue with grandparent's I will be a caregiver throughout the week to help my mother while she is at work. I want to thank you for giving the opportunity to fulfill little smiles throughout this last year! It was a great opportunity to help kids everyday! Subbing may still be a possibility, which I will reach out at a later time. Thank you again!

Sarah Michael