

Personnel Report August 11, 2020

Certified Staff

Resignation:

- **Tori Geiger**, Special Education Teacher, TES
- **Jody Moore**, Special Education Teacher, THS

Transfer:

- **Josh Ireland**, Transfer from Kindergarten teacher to Virtual Teacher for 2020-21 school year
- **Courtney Jewell**, Transfer from 4th Grade Teacher to Virtual Teacher for 2020-21 school year
- **Lori Mauck**, Transfer from 2nd Grade Teacher to Virtual Teacher for 2020-21 school year
- **Danielle Voorhis**, Transfer from Technology Teacher to Virtual Teacher for 2020-21 school year

Recommendation:

- **Amanda Davidson**, Special Education Teacher, TES, *effective August 11, 2020, Pay rate: \$41,000/yr.*

Classified Staff

Medical Leave:

- **Jennifer Cox** is requesting Medical Leave beginning August 20, 2020. She is expected to return to work after approximately 2 weeks upon release from the doctor.

Transfer:

- **Kristin Campbell**, Transfer from High School Library Assistant to Elementary Library Assistant, *effective beginning 2020-21 school year*
- **Pam Porter**, Transfer from Part Time Instructional Assistant to Recess Assistant, *effective beginning 2020-21 school year*
- **Amber Yates**, Transfer from Recess Assistant to Instructional Assistant, *effective beginning 2020-21 school year*

Recommendation:

- **Bianca Stahl**, Assistant Technology Director, TCSC, *effective July 20, 2020, Pay rate: \$19.00/hr.*
- **Megan Bates**, Instructional Assistant, TES, *effective August 11, 2020, Pay rate: \$10.50/hr.*
- **Kaylee Walden**, Special Education Assistant, TES, *effective August 11, 2020, Pay rate: \$10.50/hr.*

Resignation:

- **Savannah Rodriguez**, Cafeteria Employee, *effective end of 2019-20 school year*
- **Bianca Stahl**, Assistant Technology Assistant, *effective date TBD*

ECA Staff

Recommendation:

- **Susie Ragan-Walsh**, Corporation COVID Coordinator, *effective 2020-21 school year*
- **David Maddox**, Boys Assistant Soccer Coach, THS



Fwd: Resignation

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

Mon, Jul 13, 2020 at 10:58 AM

To: Ryan Glaze <rglaze@tcsc.k12.in.us>, Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Lori Rayl

Begin forwarded message:

From: Tori Geiger <tgeiger@tcsc.k12.in.us>

Date: July 13, 2020 at 10:46:38 AM EDT

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

Subject: Resignation

Mrs. Rayl & Mrs. Dicken,

I respectfully submit my letter of resignation effective today. Unfortunately, the lengthy commute is not working with the current needs of my family. This was a very difficult decision to make...At this time, I am exploring options closer to home but have not accepted another position. However, I did not want to put you in the position of trying to find a replacement at the last minute.

I read in previous emails that the buildings are currently closed to staff until July 20th. When they open back up, I will come get my personal items, return my computer and do anything else that needs to be done.

Thank you kindly for all of your help, support and kindness during my time at TES. I'm sad to have to leave but have to do what's best for my family. Please don't hesitate to reach out if you need further information, etc.

Respectfully,
Tori Geiger

--

Mrs. Geiger
Special Education Teacher
Tipton Elementary School
(765)697-7397 ext. 483

"Every child is gifted. They just unwrap their packages at different times." - Berta Lippert



TCSC

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

Jody Moore

1 message

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

Fri, Jul 24, 2020 at 12:55 PM

On Tuesday, July 24 Jody Moore met with Mr. Sanders and myself and told us she was resigning from her position effective immediately. She is leaving to take a position closer to her current home.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-5-20

Person Recommended: Josh Ireland

Address: _____

Phone Number(s) _____

Position Recommended: _____

Start Date: 8-11-20

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 5, 2020

Re: Recommendation for TES Virtual teacher

I would like to recommend Mr. Josh Irelandl as TES Virtual teacher.

Mr. Ireland has been a teacher at TES for many years serving us as a kindergarten teacher.

Tipton Elementary School is excited to continue Mr. Irelands's dedication to students with this virtual opportunity. He is motivated to serve children; we look forward to him serving our children.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Ray I

Date: 8-3-20

Person Recommended: Courtney Jewell

Address: _____

Phone Number(s) _____

Position Recommended: _____

Start Date: 8-11-20

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application previous employee

Background Check transfer

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 3, 2020

Re: Recommendation for TES Virtual teacher

I would like to recommend Mrs. Courtney Jewell as TES Virtual teacher.

Mrs. Jewell has been a teacher at TES for many years serving us as a fourth grade teacher.

Tipton Elementary School is excited to continue Mrs. Jewell's dedication to students with this virtual opportunity. She is motivated to serve children; we look forward to her serving our children.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Lori Mauck

Address: _____

Phone Number(s) _____

Position Recommended: _____

Start Date: 8-11-20

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

*transfer
previous
employee*

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 3, 2020

Re: Recommendation for TES Virtual teacher

I would like to recommend Mrs. Lori Mauck as TES Virtual teacher.

Mrs. Mauck has been a teacher at TES for many years serving us as a Second, Third, and Kindergarten teacher. In the recent past, she has been with Second Grade.

Tipton Elementary School is excited to continue Mrs. Mauck's dedication to students with this virtual opportunity. She is motivated to serve children; we look forward to her serving our children.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Danielle Voorhis

Address: _____

Phone Number(s) _____

Position Recommended: _____

Start Date: 8-11-20

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

previous employee transfer

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: July 30, 2020

Re: Recommendation for TES Virtual teacher

I would like to recommend Mrs. Danielle Voorhis as TES Virtual teacher.

Mrs. Voorhis has been a teacher at TES for many years. She has been serving us as our Computer special area teacher.

Tipton Elementary School is excited to continue Mrs. Voorhis's dedication to students to our school with this virtual opportunity. She is motivated to serve children; we look forward to her serving our children.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 7-30-20

Person Recommended: Amanda Davidson

Address: 17918 Sanibel Circle Westfield, IN 46062

Phone Number(s) 7656 234597

Position Recommended: Special Education teacher

Start Date: 8-11-20

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

→ Background Check ✓

Checked References ✓

Job Description ✓

Letter of Interest ✓

License ✓

Transcript ✓

Years Exp. 5

Degree BS

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

~~67200~~
\$ 41,000

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: July 30, 2020

Re: Recommendation for TES Special Education teacher

I would like to recommend Mrs. Amanda Davidson as TES Special Education teacher.

Mrs. Davidson has been a maternity leave teacher at TES in the past serving us as our special education teacher.

Tipton Elementary School is excited to bring Mrs. Davidson's dedication to students at our school. She is motivated to serve children; we look forward to her serving our children.

The interview process consisted of Mrs. Rayl created an interview team of Mrs. Dicken, Miss Dunham, and a special education teacher to assist in the hiring process. Mrs. Rayl vetted the over 10 applications that were submitted. Mrs. Rayl arranged interviews; the team interviewed. There was verbal discussion prior to interviews and debriefing after the interviews.

From the above mentioned information, it is my recommendation that you consider Mrs. Davidson to become part of our TES team.

Thank you for this consideration.



TCSC

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

Fwd: Surgery

1 message

Tonja Carter <tcarter@tcsc.k12.in.us>

Tue, Jul 28, 2020 at 3:39 PM

To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>, Ryan Glaze <rglaze@tcsc.k12.in.us>

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

From: **Jennifer Cox** <jcox@tcsc.k12.in.us>

Date: Tue, Jul 28, 2020 at 2:36 PM

Subject: Surgery

To: Lori Rayl <lrayl@tcsc.k12.in.us>, Debbie Lamb <dlamb@tcsc.k12.in.us>

Cc: Tonja Carter <tcarter@tcsc.k12.in.us>

Good Afternoon,

I will be having surgery on August 20. I will need to be off work for 2 weeks after. I do plan to work up until surgery, so the 19th will be my last day until I'm don't with recovery. Please let me know if there is anything you need to me to do beforehand.

Thanks,

Jennifer Cox

Sent from my iPhone

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Tonja Carter
Deputy Treasurer
Tipton Community School Corporation
1051 S. Main St.
Tipton, IN 46072
(765) 675-2147 ext. 315 - office
(765) 675-3857 - fax

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Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Kristin Campbell

Address: 5722 S 900W Kempton

Phone Number(s) 1657766548

Position Recommended: TES Library Asst

Start Date: 8-11-20

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application ✓

Background Check previous employer

Checked References ✓

Job Description ✓

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 3, 2020

Re: Recommendation for TES Library Assistant

I would like to recommend Mrs. Kristin Campbell as TES Library Assistant.

Mrs. Campbell has been a library assistant in the HS for two years serving us.

Tipton Elementary School is excited to bring Mrs. Campbell's dedication to students at our school. She is motivated to serve children; we look forward to her serving our children.

From the above mentioned information, it is my recommendation that you consider Mrs. Campbell to become part of our TES team.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Pam Porter

Address: _____

Phone Number(s) 7654382811

Position Recommended: Recess Asst.

Start Date: 8-11-20

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application previous employee

Background Check ✓

Checked References ✓

Job Description ✓

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: July 30, 2020

Re: Recommendation for **TES Recess Assistant**

I would like to recommend Mrs. Porter as TES Recess Assistant.

Mrs. Porter has been a part time Title One assistant at TES during part of the 2019-2020 school year.

Tipton Elementary School is excited to bring Mrs. Porter's dedication to students at our school. She is motivated to serve children; we look forward to her serving our children.

From the above mentioned information, it is my recommendation that you consider Mrs. Porter to become part of our TES team.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Amber Yates

Address: 118 Columbia Ave Tipton, IN 46072

Phone Number(s) 317 385 7124

Position Recommended: TES First Grade Asst.

Start Date: 8-11-20

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application ✓

Background Check previous employee

Checked References ✓

Job Description ✓

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 3, 2020

Re: Recommendation for TES First Grade Assistant

I would like to recommend Mrs. Amber Yates as TES First Grade Assistant.

Mrs. Yates has been a recess assistant at TES for many years serving us.

Tipton Elementary School is excited to bring Mrs. Yate's dedication to students to our school. She is motivated to serve children; we look forward to her serving our children.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Dr. Glaze

Date: 7/23/2020

Person Recommended: Bianca Stahl

Address: _____

Phone Number(s) _____

Position Recommended: Asst. Tech. Director

Start Date: 7/20/2020

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation _____

Resume ✓

Completed Application ✓

Background Check _____

Checked References _____

Job Description ✓

[Handwritten Signature]
\$19.00 per hour



TCSC

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

Fwd: Bianca Stahl - Assistant Director of Technology Position

1 message

Tonja Carter <tcarter@tcsc.k12.in.us>

Thu, Jul 23, 2020 at 10:06 AM

To: Ryan Glaze <rglaze@tcsc.k12.in.us>, Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

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

From: **Steven Gingerich** <sgingerich@tcsc.k12.in.us>

Date: Thu, Jul 23, 2020 at 9:59 AM

Subject: Bianca Stahl - Assistant Director of Technology Position

To: Tonja Carter <tcarter@tcsc.k12.in.us>

Hey Tonja!

Per Dr. Glaze's instructions, this email is to serve as notification of my recommendation for Bianca Stahl as our chosen candidate for the Assistant Director of Technology position. Also per Dr. Glaze, her start date is/was Monday, July 20, 2020.

Please let me know if you have any questions or if there is anything I can do to assist.

Thank you!

Steven Gingerich
Director of Technology
Tipton Community School Corporation
765-675-7521 #119

--

Tonja Carter
Deputy Treasurer
Tipton Community School Corporation
1051 S. Main St.
Tipton, IN 46072
(765) 675-2147 ext. 315 - office
(765) 675-3857 - fax

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Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Megan Bates

Address: 903 Mill St. Tipton, IN 46072

Phone Number(s) 317 966 4756

Position Recommended: Title One Asst

Start Date: 8-11-20

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check need to do

Checked References ✓

Job Description ✓

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: July 30, 2020

Re: Recommendation for TES Title One Assistant

I would like to recommend Miss Bates as a TES Title One Assistant.

Miss Bates substitute taught with us in the 2019-2020 school year.

Tipton Elementary School is excited to bring Miss Bate's dedication to students to our school. She is motivated to serve children; we look forward to her serving our children.

The interview process consisted of Mrs. Rayl asked Mrs. Dicken to assist in the hiring process. Mrs. Rayl vetted the over 5 applications that were submitted. From the vetted applications, Mrs. Rayl sent applications to the interview team. Mrs. Rayl arranged the interview; the team interviewed. There was verbal discussion prior to interviews and debriefing after the interviews.

From the above mentioned information, it is my recommendation that you consider Miss Bates to become part of our TES team.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-3-20

Person Recommended: Kaylee Walden

Address: 204 Mill St. Tipton, IN 46072

Phone Number(s) 765 5134465

Position Recommended: Sped Asst

Start Date: 8-11-20

Certified

Has Position Been Posted _____

Letter of Recommendation _____

Resume _____

Completed Application _____

Background Check _____

Checked References _____

Job Description _____

Letter of Interest _____

License _____

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume _____

Completed Application ✓

Background Check need to do

Checked References ✓

Job Description ✓

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: July 30, 2020

Re: Recommendation for TES Special Education Assistant

I would like to recommend Miss Kaylee Walden as our TES 1st grade Assistant.

Tipton Elementary School is excited to bring Miss Walden's dedication to students to our school. She is motivated to serve children; we look forward to her serving our children.

The interview process consisted of Mrs. Rayl creating an interview team of Mrs. Dicken and 2 special education teachers to assist in the hiring process. Mrs. Rayl vetted the over 12 applications that were submitted. From the vetted applications, Mrs. Rayl sent 9 resumes and cover letters to the interview team. Mrs. Rayl arranged interviews. There was verbal discussion prior to interviews and debriefing after the interviews.

From the above mentioned information, it is my recommendation that you consider Miss Walden to become part of our TES team.

Thank you for this consideration.



TCSC

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

Fwd: Savannah Rodriguez

2 messages

Adam Proulx <aproulx@tcsc.k12.in.us>

Fri, Jul 24, 2020 at 4:08 PM

To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>, Tonja Carter <tcarter@tcsc.k12.in.us>

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

From: **savannah rodriguez** <savannahrodriguez995@yahoo.com>

Date: Mon, Jul 20, 2020, 5:50 PM

Subject: Savannah Rodriguez

To: <aproulx@tcsc.k12.in.us>

I mailed back the paper saying that I had the reasonable assurance for the next school year, 2020-2021. I mailed it paying saying that I decline the offer, on June 5th. Therefore I will not be working at the cafeteria this upcoming school year. Thank you.

Savannah Rodriguez.

Tonja Carter <tcarter@tcsc.k12.in.us>

Mon, Jul 27, 2020 at 9:47 AM

To: Adam Proulx <aproulx@tcsc.k12.in.us>

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

Thank you for bringing this to our attention.

[Quoted text hidden]

--

Tonja Carter

Deputy Treasurer

Tipton Community School Corporation

1051 S. Main St.

Tipton, IN 46072

(765) 675-2147 ext. 315 - office

(765) 675-3857 - fax

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8/4/2020
Bianca Stahl

Re: Resignation

To whom it may concern:

I am deeply thankful for the kindness and understanding that Tipton Schools staff have shown me. I have had the opportunity and pleasure to work with fantastic people over the course of the summer, and have been privileged to be a part of helping deploy new equipment for the elementary school.

It is with a heavy heart that I must resign my position as Assistant Director of Technology. Due to combined issues of ongoing severe insomnia and the length of time spent driving to/from Tipton, I feel I contribute to an unsafe environment outside the workplace.

Thank you so much for allowing me the opportunity to work with such an excellent staff. I can say with confidence that the team here at Tipton is among the absolute best. I have never experienced such a feeling when working anywhere--it is clear that employees here genuinely care about their fellow colleagues. It is such a fantastic work environment.

I would like to stay with Tipton Schools until a proper replacement is hired for the position so that I may assist in the transition, or until I accept new employment (with proper notice, of course).

I truly appreciate the many opportunities and gestures shown me in my time here, and I wish happiness and success for the corporation.

Wishing you health and comfort in these trying times--and thank you again for everything,

Bianca Stahl

Susan Ragan-Walsh BSN, RN
5595 N. 25 E.
Sharpsville IN 46068

Dear Dr. Glaze,

I am writing this letter of interest for the Tipton Community School Corporation's Covid Coordinator position.

Sincerely,

Susan Ragan-Walsh BSN, RN

TIPTON HIGH SCHOOL

MEMORANDUM

TO: Dr. Glaze, Superintendent
Board of School Trustees

FROM: Kory Fernung

DATE: 8/6/2020

RE: Recommendation for Boys Soccer Assistant position

I would like to recommend Dave Maddox for the boys soccer assistant position. If you have any questions please let me know.