

## Personnel Report September 8, 2020

### Certified Staff

- **None.**

### Classified Staff

#### **Medical Leave:**

- **Hollie Golden** is requesting Medical Leave beginning August 11, 2020. She is expected to return to work in approximately 6-8 weeks.

#### **Transfer:**

- **Jane Anderson**, Transfer from Instructional Assistant to Computer Assistant, *effective beginning 2020-21 school year*
- **Elizabeth DeFoe**, Transfer from Preschool Assistant to Title One Instructional Assistant, TES, *effective September 8, 2020*

#### **Recommendation:**

- **Korbin Nelson**, Special Education Assistant, TES, *effective August 11, 2020, Pay rate: \$10.50/hr.*
- **Emmy Winter**, Instructional Assistant, TES, *effective August 11, 2020, Pay rate: \$10.50/hr.*
- **Grace Clifford**, Library Assistant, THS, *effective August 11, 2020, Pay rate: \$10.50/hr.*
- **Randall Hudson**, Boys and Girls Club Bus Route, *effective August 12, 2020, Pay rate: \$73.45/day*
- **Cindy Gillam**, School Nurse (Temporary Full Time), TMS, *effective August 11, 2020, Pay rate: \$20.00/hr*

#### **Resignation:**

- **Sharon Pearson**, Instructional Assistant, TES, *effective end of 2019-20 school year*
- **David Addison**, 2nd Shift Custodian, TMS, *effective August 26, 2020*
- **Anita Auler**, Instructional Technology Assistant, TES, *effective August 28, 2020*
- **Corbin Nelson**, Instructional Assistant, TES, *effective August 31, 2020*
- **Hannah Boswell**, Instructional Assistant, THS, *effective September 1, 2020*

### ECA Staff

#### **Recommendation:**

- **Amanda Plake**, Junior Class Sponsor, *effective 2020-21 school year*

#### **Resignation:**

- **Trent Welbaum**, Assistant Football Coach, TMS
- **Kyle Deglar**, 7th Grade Girls Basketball Coach, TMS



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**Fwd: Hollie Golden - Medical Leave**

1 message

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

Mon, Aug 17, 2020 at 9:34 AM

----- Forwarded message -----  
From: **Lori Rayl** <lrail@tcsc.k12.in.us>  
Date: Mon, Aug 17, 2020 at 9:27 AM  
Subject: Fwd: Hollie Golden - Medical Leave  
To: Tonja Carter <tcarter@tcsc.k12.in.us>

Yours in education,  
Mrs. Rayl

Lori Rayl  
Tipton Elementary School  
Principal

***Working Together for Student Success***

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----- Forwarded message -----  
From: **Hollie Golden** <hgolden@tcsc.k12.in.us>  
Date: Mon, Aug 17, 2020 at 4:30 AM  
Subject: Re: Hollie Golden - Medical Leave  
To: Lori Rayl <lrail@tcsc.k12.in.us>

I had surgery on July 16 and need 6-8 weeks to recover. I would still like to come and work after my release. Thank you  
Hollie Golden

Sent from my iPhone

On Aug 11, 2020, at 1:14 PM, Lori Rayl <lrail@tcsc.k12.in.us> wrote:

I do not have a note. I sent her an email asking for it.

Lori Rayl

On Aug 11, 2020, at 1:12 PM, Lori Rayl <lrail@tcsc.k12.in.us> wrote:

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 13, 2020

Re: Recommendation for TES Computer Lab Assistant

I would like to recommend Mrs. Anderson as a TES Computer Lab Assistant.

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

It is my recommendation that you consider Mrs. Anderson being transferred to Computer Lab Assistant from the Second Grade Assistant.

Thank you for this consideration.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 28, 2020

Re: Recommendation for TES Title One Assistant

I would like to recommend Mrs. DeFoe as a TES Title One Assistant.

Mrs. DeFoe has been working with us as an assistant in our preschool program. We would like to transfer her to Title One.

Tipton Elementary School is excited to continue Mrs. DeFoe's dedication to students and to 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. DeFoe to transfer within our building to Title One.

Thank you for this consideration.

## Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-10-20

Person Recommended: Korbin i Nelson

Address: 445 N. Conde Tipton, IN 46072

Phone Number(s) 3173854685

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 complete

Checked References ✓

Job Description ✓

  
\$10.00

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 10, 2020

Re: Recommendation for TES Special Education Assistant

I would like to recommend Mr. Nelson as a TES Special Education Assistant.

Tipton Elementary School is excited to bring Mr. Nelson's dedication to students at our school. He is motivated to serve children; we look forward to him serving our children.

The interview process consisted of Mrs. Rayl asking 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 Mr. Nelson to become part of our TES team.

Thank you for this consideration.

## Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 8-10-20

Person Recommended: Emmy Winter

Address: 2830 S 25<sup>th</sup> Tipton, IN 46072

Phone Number(s) 3073314277

Position Recommended: 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 ✓

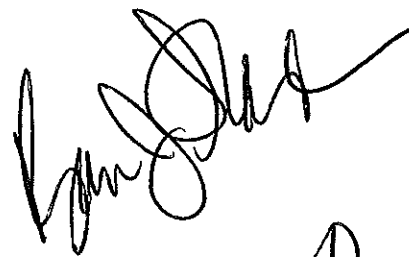
Resume \_\_\_\_\_

Completed Application ✓

Background Check need to complete

Checked References ✓

Job Description ✓

  
\$10.00

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 10, 2020

Re: Recommendation for TES 1st grade Assistant

I would like to recommend Miss Winter as a TES 1st grade Assistant.

Tipton Elementary School is excited to bring Miss Winter'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 asking 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 Winter to become part of our TES team.

Thank you for this consideration.



## Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Rik Stillson

Date: 8/12/2020

Person Recommended: Grace Clifford

Address: 325 N West St. Tipton, IN 46072

Phone Number(s) 765-274-7401

Position Recommended: THS Library Assistant

Start Date: 8/11/2020

### 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 ✓

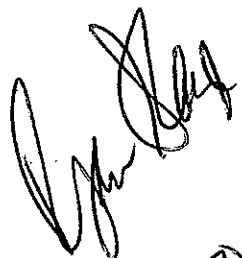
Resume     

Completed Application ✓

Background Check     

Checked References ✓

Job Description ✓

  
\$ 10.50



# TIPTON HIGH SCHOOL

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

8/12/2020

Dr. Glaze and Board of Trustees,

It is my recommendation that Grace Clifford be hired for the position of Tipton High School Library Assistant. I had received only 3 completed applications. The committee was composed of D'Lee Bammer and myself. We both agreed that Grace would be the best candidate after we conducted an interview with her. Grace will bring an infectious enthusiasm, a sense of compassion, and an ability to reach students that will help the Tipton High School Library book circulation grow and thrive moving forward. I think she will be a fair and strong disciplinarian and help all students at our school. I am very much looking forward to working with her.

Sincerely,

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

Richard J. Stillson  
Principal  
Tipton High School



TCSC

Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

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## Library Assistant

1 message

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**Richard Stillson** <[rstillson@tcsc.k12.in.us](mailto:rstillson@tcsc.k12.in.us)>

Mon, Aug 10, 2020 at 7:24 PM

To: Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

I am recommending Grace Clifford for the open THS Library Assistant position. She is enthusiastic and I think will work very well with kids. She has a passion for reading that will help grow our circulation numbers in the high school library.



TCSC

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

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**Fwd: Randall Hudson**

1 message

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

Thu, Aug 13, 2020 at 10:21 AM

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

From: **Scott Wessel** <swessel@tcsc.k12.in.us>  
Date: Thu, Aug 13, 2020 at 10:19 AM  
Subject: Randall Hudson  
To: Tonja Carter <tcarter@tcsc.k12.in.us>

To: Tonja Carter  
From: Scott Wessel, Director of Operation  
Date: 8/13/2020  
Re: Boys and Girls Club Route

We will be adding an extra bus route for the Boys and Girls club. This bus route will be paid based on the daily route pay of 73.45 per day. This would be considered a 1/2 day run which will pay at the rate of \$36.73 per day. Randall Hudson will be driving this route for Tipton Community School Corporation. His Start date was 8/12/2020.

Thanks for your help in this matter,

C. Scott Wessel Ed.S.  
Working together for Student Success  
Director of Operations  
1051 S. Main St.  
Tipton, IN  
46072

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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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September 3, 2020

To TCSC school board members,

I would like to recommend Cindy Gillam for the temporary full-time school nurse position. Cindy is an RN with 30+ years in Nursing. She has been a dependable substitute nurse for TCSC for 3 years.

Please do not hesitate to contact me if you should require further information.

Sincerely,

*Jessie Ragan-Walsh BSN, RN*

765-675-7431 ext. 136  
sragan@tcsc.k12.in.us

*Hire Date 8/11/2020  
\$20/hr per Dr. Glaze*



TCSC

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

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**Fwd: 2020- 2021 school year**

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

Wed, Aug 26, 2020 at 2:17 PM

This will go on the next meeting.

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

From: Sharon Pearson <spearson@tcsc.k12.in.us>  
Date: Wed, Jul 29, 2020 at 11:59 AM  
Subject: 2020- 2021 school year  
To: Lori Rayl <lrail@tcsc.k12.in.us>

Mrs. Rayl,

I will not be returning to TES this school year. I hope you find a fantastic instructional assistant for Mrs. Grubb and Mrs. Cloud. They are incredible teachers.

Sincerely,  
Sharon Pearson

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Dawn L. Benefiel  
Administrative/Executive Secretary  
Tipton Community School Corporation  
1051 S Main Street  
Tipton, IN 46072  
765-675-2147 Ext. 314

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Fwd: Dave Addison  
1 message

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

Thu, Aug 27, 2020 at 7:58 AM

----- Forwarded message -----  
From: Nita Everling <neverling@tcsc.k12.in.us>  
Date: Thu, Aug 27, 2020 at 7:16 AM  
Subject: Dave Addison  
To: Eric Johnson <ejohnson@tcsc.k12.in.us>

TFW LTE

5:54 AM



David >

that I use another personal day.

If you have it I guess not lol

David Addison

Last Day 8/26/2020 Yesterday 9:24 PM

Hi Nita it's Dave, a friend of mine called me earlier about a job, his boss said he would hire me If I can start tomorrow it pays \$15 and only 3 miles from my house. Sorry about quitting but I don't really want to sub, driving there cost about \$10 a day and it is wearing on my cars, I approved my time, and I left the keys in Tracy's desk in the top drawer in the back, I'm sorry but I had to go with the job offer!



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## Fwd: Letter of Resignation

1 message

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

Tue, Aug 18, 2020 at 5:46 PM

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

Will you please accept this resignation and help Anita get on the sub list. We need to post this position. Thank you

Yours in education,  
Mrs. Rayl

Lori Rayl  
Tipton Elementary School  
Principal

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

From: **Anita Auler** <anitaauler@yahoo.com>

Date: Tue, Aug 18, 2020 at 5:25 PM

Subject: Letter of Resignation

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

August 18, 2020

Anita Auler  
328 Park Rd  
Tipton, IN 46072

Mrs. Rayl and Mrs. Lamb  
Tipton Elementary Schools  
1099 S Main St  
Tipton, IN 46072

Mrs. Rayl & Mrs. Lamb

Please accept this letter as my formal notification that I am resigning from my position as Title 1 Assistant at Tipton Elementary School. My last day will be Friday, August 28, 2020.

I have been so thankful to work at this school and have learned so much during my time here. I have met so many new friends and have such a high respect for our staff.

I am starting a new adventure on my own that I am very excited about but would like to continue working at Tipton Schools as a substitute teacher if you will have me. If so, I would love information on how to proceed.

Again, thank you for all the opportunities you have given me.

Sincerely,

Anita Auler

Sent from Yahoo Mail on Android



September 4, 2020

Dear School Board,

On Monday, August 31, 2020, Korbin Nelson resigned his position as Special Education Assistant. He spoke to Mrs. Rayl and Dr. Glaze. He verbally resigned.

Mrs. Rayl asked him to submit the resignation in writing; however, as of today, September 4, 2020, Mrs. Rayl has not received anything from Mr. Nelson.

Please accept this letter as his formal resignation.

Thank you,

Mrs. Rayl



TCSC

Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

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## Fwd: 2 weeks notice

1 message

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**Richard Stillson** <[rstillson@tcsc.k12.in.us](mailto:rstillson@tcsc.k12.in.us)>  
To: Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

Tue, Aug 18, 2020 at 12:31 PM

We will need to post this. Doug may know someone that would be interested.

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

From: **Hannah Boswell** <[hboswell@tcsc.k12.in.us](mailto:hboswell@tcsc.k12.in.us)>  
Date: Tue, Aug 18, 2020 at 12:18 PM  
Subject: 2 weeks notice  
To: Richard Stillson <[rstillson@tcsc.k12.in.us](mailto:rstillson@tcsc.k12.in.us)>

Hello,

I am having to put in my two weeks notice. Due to my Finances work schedule changing, I am going to have to stay home with my daughter during the week. My last day will be September 1, 2020. It was great getting to work with everyone and I appreciate the opportunity.



TCSC

Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

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## Fwd: Junior Class Sponsor

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**Tonja Carter** <[tcarter@tcsc.k12.in.us](mailto:tcarter@tcsc.k12.in.us)>  
To: Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

Mon, Aug 24, 2020 at 1:58 PM

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

From: **Richard Stillson** <[rstillson@tcsc.k12.in.us](mailto:rstillson@tcsc.k12.in.us)>  
Date: Mon, Aug 24, 2020 at 1:39 PM  
Subject: Junior Class Sponsor  
To: Tonja Carter <[tcarter@tcsc.k12.in.us](mailto:tcarter@tcsc.k12.in.us)>

Amanda Plake will be the third Junior Class Sponsor.

-----  
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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## TMS Football Resignation Letter

To Whom It May Concern:

This year I have decided to not coach TMS football. Although it was enjoyable, it was time consuming. I have made the choice to resign from being the assistant coach.

Sincerely,

Trent Welbaum

Kyle Degler  
1903 S K St  
Elwood, IN 46036

Wednesday, September 2, 2020

To Whom It May Concern:

I am resigning from my extracurricular position of 7th Grade Girls Basketball Coach here at Tipton Middle School, effective immediately. Thank you.

Sincerely,

Kyle Degler