

## Personnel Report March 9, 2021

### Certified Staff

#### **Transfer:**

- **Michelle Dunham**, transfer from English Learners and Special Education Coordinator to Corporation English Learners Coordinator, *effective beginning of 2021-22 school year*
- **Brianna McDonough**, transfer from English Teacher to UDL Coordinator for Tipton Middle School, *effective beginning of 2021-22 school year*
- **Beth Woelfert**, transfer from 5th Grade Teacher to UDL Coordinator for Tipton Elementary School, *effective beginning of 2021-22 school year*
- **Paula McCord**, transfer from English Teacher to Tipton Achievement Academy Teacher for Tipton High School, *effective beginning of 2021-22 school year*

### Classified Staff

#### **Leave of Absence:**

- **James Voss** is requesting a Leave of Absence beginning February 2, 2021-end of 2020-21 school year.

#### **Recommendation:**

- **Elizabeth Smith-May**, Cafeteria Employee, Tipton Elementary School, *effective March 10, 2021, Pay rate: \$10.00/hr.*

### ECA Staff

#### **Recommendation:**

- **Deidre Money**, Assistant Track Coach, Tipton High School
- **Grant Yoder**, JV Baseball Coach, Tipton High School

#### **Volunteer:**

- **Scott Servies**, Volunteer Baseball Coach, Tipton High School
- **Nick Halberft**, Volunteer Baseball Coach, Tipton High School

# **Tipton Community Schools Inter-office Memorandum**

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: March 1, 2021

I would like to recommend Michelle Dunham for the corporation English learners coordinator position. Michelle has been on staff at Tipton Community Schools since the fall of 2009. She has held the positions of 6<sup>th</sup> grade special education teacher (2009-2013), High Ability Coordinator (2013-2015), and the combination of English Learners Coordinator and Special Education Coordinator (2013-present). I have worked with Michelle since her start in 2009 and have found her dedicated, hard-working, willing to grow professionally, and a positive advocate for her students.

**Michelle Dunham**

3304 S. SR 19 Apt. 8 Tipton, IN 46072

260.494.4340

michellemariedunham@yahoo.com

February 26, 2021

Shayne Clark  
Student Services Director  
Tipton Community Schools  
1051 S. Main Street  
Tipton, IN 46072

Dear Mr. Clark,

I would like to express my strong interest in the EL Title III/ TOR Lead Teacher Position. Eight years ago, I started into the EL journey and literally opened an empty EL file drawer with no EL knowledge. Since then, I've been committed to learning the federal and state law, working hard to gain and maintain compliance of program indicators, communicating with local teams, administration, WVEC and IDOE to grow knowledge of proficiency and English language development. I've attended countless professional development seminars and lead local professional development at the elementary, middle and high school level. But, most importantly, I've recognized a need to give a voice to a very under represented group, our English Learners. As I've faced opposition in the past, when being told that EL doesn't matter, I've continued to work to meet the needs of my students and support their language development, academic concerns and emotional needs. I've worked to develop communication, by the help of translators/ interpreters, to include parents in the process of education and teamwork. Every year, I've written and managed compliant LAU, Title III and NESP grants, managed a caseload of almost 30, directed an assistant and provided curriculum and software to meet the English language development requirements and to meet the diverse needs of our learners. Yearly, I write and manage meeting the Annual Parent Notification requirements, along with reports sent out in the Spring after testing has been completed. In the student management system, I've kept individual records up with correct WIDA Access test scores and tracked proficiency levels, followed LTELs, and Monitored Year 1 and Year 2 students.

I have passed a Purdue graduate class of Teaching English Language Learners, 3 credit hours (2014). I have overseen direct English language development with an educator rating of effective or higher in my role as EL Coordinator for the last eight years. I have attended many EL professional development activities, as submitted on my previous Pivot PD experiences. I am committed to meeting the EL TOR rubric guidelines to serve the English Learners at Tipton.

I am rooted and established in Tipton Community Schools and am committed to continuing to meet the needs of our diverse learners. Thank you for your consideration.

Sincerely,

Michelle Dunham

## **Michelle Dunham**

3304 S. SR 19 Apt. 8 Tipton, IN 46072

260.494.4340

michellemariedunham@yahoo.com

License No. 1572722, Mild Intervention, Elementary – Intermediate/ Primary

### **Purpose:**

I am a lifelong learner and licensed educator committed to create a safe environment to support children of all cognitive, behavioral and lingual capabilities and to honor the law to meet the diverse needs.

### **Education:**

Indiana Wesleyan University - Bachelor of Science – 2000-2005; Exceptional Needs Education

### **Experience:**

**Lead Teacher, Special Education and English Learners Coordinator, Tipton Schools PK-12 (2013-Present )**

#### **-Special Education Coordinator PK-12 (2013-Present)**

Duties: LEA Representative; Compliance manager of goals, iep, timelines, indicator 11, 12, 13; Lead professional development on writing compliant iep; Data Collection Management; Participation and Implementation of action plans as results from manifestations; RDA and LRE compliance, TOR for preschool and off site students; State reporting compliance manager for special education; Responsible for leading a team of 9 special ed teachers, 2 SLPs, with additional 7 itinerate from special education cooperative; Managing Proportionate Share Grant; De-escalate upset students and parents

#### **-English Learners Coordinator K-12 (2013-Present)**

Duties: Creation and Implementation of programming and compliance of LAU plan; Responsible for Initiation of EL services for Tipton; Responsible for managing services of assistant; Manage parent and community participation; Proctoring and managing WIDA Access K-12; Communication of Annual Parent Notification Letters; Track proficiency growth and goals; Manage caseload of 30; Track LTELs; Monitor Y 1/Year 2 Students;

#### **-High Ability Coordinator – K-12 (2013, 2014, 2015)**

Duties: Write and manage grant from initiation to expenditures; Train and implement CogAT testing Gd K, 2, 5, 8; Manage and review student portfolios; Lead HA Committee; Attended IDOE trainings; Managed HA state reporting and documenting in student management system; Notified families of HA status;

#### **6<sup>th</sup> Grade Special Education Teacher, Tipton Middle School (2009-2013)**

-Mild Interventions (ASD, OHI, OI, SLD, ED, MOID, MIID), Managed Caseload of 27, Pull out/ Inclusion

### **Special Skills:**

Skills: IEP and IIEP compliance; Writing and managing behavior plans; Coordination of services and Experience with excessive funding contract, service and invoice management, communication with outside state or private agencies (Damar, St. Joe's, Bona Vista, ISD, WVEC, First Steps, Pre-ETS, ProKids, Adult services including BDDS); Teacher Mentor (2020); Exceptional management skills; Student Management System (Harmony); Managing IILP; Grant Writing via IDOE INtelligent system; Managing ISPROUT; Knowledge of student English Language Proficiency Levels; Problem Solving; Managing Indicator 13 Transition Plans

**Certifications:** Crisis Prevention Intervention (2021); CPR; WIDA Access (2021); SIOP (in process)

### **Volunteer Experience:**

Administrator for Central Indiana Christian Singles (Manage group of 1500, Lead and Coordinate Events, Screen candidates, Behavior and post management); Participate in Tipton Co. THINK Meetings

# Memorandum

To: Dr. Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 3/9/21

Subject: UDL Coordinator Recommendation

Please accept this as my official recommendation for Brianna McDonough to be named Tipton Middle School's UDL Coordinator. Mrs. McDonough has years of experience in UDL based instruction. She also has experience in leading Professional Development committees and workshops.

Two candidates applied and were interviewed for this position. The interview committee included Mr. Craig Leach, Mr. Trent Welbaum , and myself.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: March 8, 2021

Re: Recommendation for TES UDL teacher

I would like to recommend Mrs. Beth Woelfert as the TES UDL teacher.

Mrs. Woelfert has been a teacher at TES for many years serving us as most currently as a fifth grade teacher, in the past as a first and third grade teacher.

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

Thank you for this consideration.

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**TIPTON HIGH SCHOOL**  
**MEMORANDUM**

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**TO:** Dr. Ryan Glaze, Superintendent  
Board of School Trustees

**FROM:** Richard Stillson, Principal

**DATE:** 03/05/2021

**RE:** **Recommendation of Paula McCord as Teacher for the Tipton Achievement Academy**

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With the creation of the Tipton Achievement Academy for next school year I am recommending Paula McCordf to take the open position for Tipton Achievement Academy Teacher.

Paula is a former THS student. She is currently employed as a THS English teacher. Paula has several years experience as an alternative school teacher. She also has her Administrator's License. Paula is very organized and has been consistently rated as a highly effective teacher. Those skills and experiences, as well as, a genuine care for at risk students and a passion for alternative education make her an ideal fit for this position.



# TIPTON HIGH SCHOOL

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

Tipton Achievement Academy Teacher

3/5/2021

On Monday, March 1 Mr. Sanders set up interviews with the two applicants for the teaching position for the Tipton Achievement Academy. On Wednesday, March 3 Mr. Sanders, Carrie Capshaw, Chris Nichols, and I interviewed both candidates. Paula McCord was clearly the best candidate. She expressed her enthusiasm and passion for the position. She also had previous experience in the role. On Friday, March 5 Mr. Sanders offered Mrs. McCord the position and she accepted.





# TIPTON HIGH SCHOOL

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

3/5/2021

Dr. Glaze and Board of Trustees,

It is my recommendation that Paula McCord be hired for the position of Tipton Achievement Academy Teacher. On Monday, March 1 Mr. Sanders set up interviews with the two applicants for the teaching position for the Tipton Achievement Academy. On Wednesday, March 3 Mr. Sanders, Carrie Capshaw, Chris Nichols, and I interviewed both candidates. Paula McCord was clearly the best candidate. She expressed her enthusiasm and passion for the position. She also had previous experience in the role. On Friday, March 5 Mr. Sanders offered Mrs. McCord the position and she accepted. Paula will bring an infectious enthusiasm, a sense of compassion, and an ability to reach students that will help the Tipton Achievement Academy grow and thrive moving forward. I think she will be a fair and strong disciplinarian and help those students who are in need.. I am very much looking forward to working with her in her new role.

Sincerely,

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

Richard J. Stillson  
Principal  
Tipton High School

February 17, 2021

James Voss  
328 S. Main St.  
Tipton, IN 46072

Request for Leave of Absence

Request you approve a leave of absence for myself for back surgery and time to recover. Starting February 2 and expected to last 4-6 months. I am having a fusion done on my lower back to fix a disc problem that I have dealt with for two years now. Per my doctor this procedure will fix the problem and should not bother me again. I really enjoy my job with Tipton Community School Corporation and wish to continue after this absence. Thank you for your favorable consideration.

Very Respectfully,  
James Voss  
[Jamesvoss.02@icloud.com](mailto:Jamesvoss.02@icloud.com)  
765-624-8598

1/25/2021

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Elizabeth Smith-May into the regular time food service staff employee list as of the closing of the board meeting for February 2021. She would be filling one of our open positions and her hours would be 10:00AM-2PM on the Elementary 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

MEMO

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**TIPTON HIGH SCHOOL**

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**MEMORANDUM**

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**TO:** Dr Ryan Glaze, Superintendent

**FROM:** Athletic Director

**DATE:** 3/2/21

**RE:** Assistant Track and JV Baseball coach recommendation

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I would like to recommend the following:

Deidre Money for Assistant track coach position

Grant Yoder for jv baseball position

Scott Servies for volunteer baseball coach

Nick Halberft for volunteer baseball coach