

## Personnel Report April 13, 2021

### Certified Staff

#### Medical Leave Request:

- **Briana McDonough** is requesting to extend her leave of absence through the end of the 2020-2021 school year

### Classified Staff

#### Recommendation:

- **Christa Moore**, Special Education Bus Assistant, *effective March 22, 2021, pay rate: \$11.30/hr.*

### ECA Staff

#### Recommendation:

- **Grace Phillips**, Assistant Girls' Track Coach, Tipton Middle School



# ***Tipton Middle School***

*Melissa L. Kikta, Principal*

*Craig A. Leach, Assistant Principal*

April 5, 2021

Dear TCSC School Board Members,

I write to recommend Gracie Phillips as assistant track coach for the 2021 season. Gracie participated in track and field in high school and middle school, where she won awards. Her experience and enthusiasm will be an asset to our students.

Thank you for your time and consideration.

Sincerely,

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

Craig Leach  
Athletic Director  
Tipton Middle School





TCSC

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

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## Briana McDonough - Leave of Absence

1 message

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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)>  
Cc: Ryan Glaze <[rglaze@tcsc.k12.in.us](mailto:rglaze@tcsc.k12.in.us)>

Wed, Apr 7, 2021 at 10:48 AM

Dawn,

Briana McDonough did not return from her leave of absence as planned on March 22. Just this morning, she informed Mrs. Kikta that she needs to extend her leave of absence through the remainder of this school year. I wasn't sure if you needed this information for the School Board or not.

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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

### ***Working Together For Student Success***

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To: Dr. Glaze and Tipton School Board  
From: C. Scott Wessel  
Re: Christa Moore  
Date: 3/19/2021

Dear Dr. Glaze and Tipton School Board:

I would like to recommend Christa Moore be an aide on bus number 30, Monday Tuesday and Wednesday of every week. She knows sign language and will be very helpful in this position. Her starting date was March 22 and will be making \$11.30 an hour.

Thank you for your consideration in this matter.

C. Scott Wessel  
Director of Operations