

## Personnel Report July 20, 2021

### Certified Staff

#### Medical Leave of Absence:

- **MaryAnne Standeford** is requesting a Medical Leave of Absence for the first semester of the 2021-22 school year.

#### Resignation:

- **Logan Weins**, Science Teacher, Tipton Middle School, *effective end of 2020-21 school yr*

#### Recommendation:

- **Josh Ireland**, Kindergarten Kickstart Summer Program Teacher, Tipton Elementary School
- **Jenna Smith**, Kindergarten Kickstart Summer Program Teacher, Tipton Elementary School
- **Daniel Cousineau**, Health Teacher, Tipton Middle School, *effective August 5, 2021, Pay Rate: \$41,000/yr*
- **Mara Isenhower**, Kindergarten Teacher, Tipton Elementary School, *effective August 5, 2021, Pay Rate: \$38,000/yr.*
- **Diane Mast**, Science Teacher, Tipton Middle School, *effective August 5, 2021, Pay Rate: \$46,000/yr.*
- **Ciera McCann**, 8th Grade Literature Teacher, Tipton Middle School, *effective August 5, 2021, Pay Rate: \$37,000/yr.*

### Classified Staff

#### Resignation:

- **Carla Bontrager**, Instructional Assistant, Tipton Elementary School, *effective end of 2020-21 school year*
- **Tarah Hoover**, Special Education Bus Driver, *effective June 5, 2021*
- **Kevin Walker**, 2nd Shift Custodian, Tipton Middle School, *effective June 25, 2021*

#### Transfer:

- **Jane Anderson**, Transfer from Computer Assistant to Title I Assistant, Tipton Elementary School, *effective beginning of 2021-22 school year*
- **Megan Bates**, Transfer from Title I Assistant to Preschool Assistant, Tipton Elementary School, *effective beginning of 2021-22 school year*
- **Elizabeth DeFoe**, Transfer from Title I Assistant to Preschool Assistant, Tipton Elementary School, *effective beginning of 2021-22 school year*
- **Gracie Phillips**, Transfer from Temporary Desk Washer to 3rd Shift Custodian, Tipton High School, *effective July 19, 2021*

#### Recommendation:

- **Lorie Carter**, 1st Shift Custodian, Tipton Middle School, *effective July 1, 2021, Pay Rate: \$11.00/hr.*
- **Kelly Collis**, Kindergarten Kickstart Bus Driver July 19-23, 2021

### ECA Staff

#### Resignation:

- **Amanda Parton**, Cross Country Head Coach, Tipton Middle School
- **Kevin McDonough**, Boys' Tennis Head Coach, Tipton High School

Dear TCSC School Board, Dr. Glaze, and Mrs Rayl,

July 1, 2021

I am requesting a medical leave for semester 1 of the 2021/2022 school year. I will be having surgery on September 15, 2021 to remove a meningioma tumor in my head. I will be in the hospital for about a week and then have a minimum 6-week recovery time. Currently, the symptoms which will affect my job performance are arm weakness, numbing, and fine motor coordination of my right hand/arm. Therefore, it is difficult for me to write and it is not very neat. I am also finding myself very tired at times and a short rest is helpful.

I feel it is in the best interest of the students and myself to take the first semester off and then determine if I need to extend this time into the second semester.

I would like to use my personal and sick day bank during this time.

Thank you for your understanding and support.

Sincerely,  
MaryAnne Standeford

Logan Weins  
200 Cross Bow Street  
Sheridan, IN 46069

June 13<sup>th</sup>, 2021

Tipton Middle School  
817 S Main St.,  
Tipton, IN 46072

To whom it may concern:

Please accept this letter as my formal resignation from my middle school Science teaching position at Tipton Middle School. I am resigning from my current position to accept a Business position at Clinton Central High School.

I want to thank you for the opportunity to teach at Tipton Middle School and for giving me the chance to grow not only as a person but also as a teacher. Thank you for the guidance and support over the last several months.

Please let me know if you need anything else from me during this transition period. I look forward to taking the knowledge and experience I have gotten from Tipton Middle School and continuing to implement it at Clinton Central High School.

Thanks again for everything,

Logan Weins

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 10, 2021

Re: Recommendation for TES Kdg Kickstart Teacher

I would like to recommend Mr. Ireland as a TES Kindergarten Kickstart Teacher.

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

It is my recommendation that you consider Mr. Ireland to be our Kindergarten Kickstart Teacher for 2021 Summer.

Thank you for this consideration.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 14, 2021

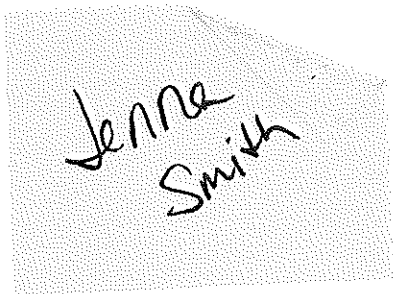
Re: Recommendation for TES Kdg Kickstart

I would like to recommend Mrs. Smith to work with our TES Kindergarten Kickstart program.

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

It is my recommendation that you consider Mrs. Smith to work with our Kindergarten Kickstart program for the 2021 Summer Program.

Thank you for this consideration.

A piece of white paper with a perforated edge, featuring a handwritten signature in black ink that reads "Jenna Smith".

# Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 6/9/2021

Subject: Recommendation for Hire

I would like to formally request to hire Daniel Cousineau for our open Health position. Mr. Cousineau was selected from a committee including Samantha Crouch, John Ayars, and Melissa Kikta. The committee reviewed the five applications that were submitted and interviewed three applicants.

Mr. Cousineau comes highly recommended from Clay Middle School. He has a passion for teaching student the importance of full body health.

Attachments:

Employee Recommendation Checklist

Application packet

Interview notes



TCSC

# Tipton Community School Corporation

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

Daniel Cousineau  
13232 Lamana Place  
Carmel, IN 46074

June 9, 2021

Mr. Cousineau:

This letter is to inform you of our intention to hire for our Tipton Middle School health teacher. We are excited to have you on Team Tipton! Your name will be submitted for consideration at our Tipton Community School Corporation board of trustees meeting on Tuesday, July 20, at 6:30 PM. You are encouraged to attend the meeting if possible, but it is certainly not required. Congratulations and we are looking forward to many great years working together!

Dr. Ryan Glaze, Superintendent

Beginning Teacher Pay Rate	\$41,000 (based on 2019-2021 collective bargaining agreement)
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Total Compensation	<b>\$41,000</b>
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By signing this letter I acknowledge receipt of this letter of intent to hire Daniel Cousineau as Tipton Middle School health teacher.

Daniel Cousineau  
Teacher Name

6/11/21  
Date

Ryan Glaze  
Superintendent

6/9/21  
Date

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 22, 2021

Re: Recommendation for TES Kdg Teacher

I would like to recommend Mrs. Isenhower to work as our TES Kindergarten Teacher.

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

During the interview process, Mrs. Rayl, Mrs. Dicken, and Mr. Ireland interviewed eight candidates. Mrs. Isenhower was able to express her skill set and passion for students in a way that led us to ask her to join our team at TES. Mrs. Isenhower has a dual license of general education and special education, as well.

It is my recommendation that you consider Mrs. Isenhower to be our Kindergarten teacher.

Thank you for this consideration.



# Tipton Community School Corporation

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



Mara Isenhower  
102 Division Dr.  
Tipton, IN 46072

June 25, 2021

Ms. Isenhower:

This letter is to inform you of our intention to hire for our Tipton Elementary School Kindergarten Teacher. We are excited to have you on Team Tipton! Your name will be submitted for consideration at our Tipton Community School Corporation board of trustees meeting on Tuesday, July 20, at 6:30 PM. You are encouraged to attend the meeting if possible, but it is certainly not required. Congratulations and we are looking forward to many great years working together!

Dr. Robert Schultz, Interim Superintendent

Beginning Teacher Pay Rate	\$38,000 (based on 2019-2021 collective bargaining agreement)
Total Compensation	<b>\$38,000</b>

By signing this letter I acknowledge receipt of this letter of intent to hire Mara Isenhower as Tipton Elementary School Kindergarten Teacher.

Mara Isenhower  
Teacher Name

6/25/21  
Date

Robert W. Schultz  
Superintendent

6-25-21  
Date

*Working Together for Student Success*  
[www.tcsc.k12.in.us](http://www.tcsc.k12.in.us)

# Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 6/9/2021

Subject: Recommendation for Hire

I would like to formally request to hire Diane Mast for our open Middle School Science position. Mrs. Mast was selected from a committee including Trent Welbaum, John Ayars, and Melissa Kikta. The committee reviewed the seven applications that were submitted and interviewed six applicants.

Mrs. Mast has a strong background in math instruction. She is dedicated to her students and frequently works late to help students understand her content. I think she will be a great addition to our team.

Attachments:

Employee Recommendation Checklist

Application packet

Interview notes



TCS

# Tipton Community School Corporation

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

Diane Mast  
2305 W 300 S  
Tipton, IN 46072

June 9, 2021

Ms. Mast:

This letter is to inform you of our intention to hire for our Tipton Middle School science teacher. We are excited to have you on Team Tipton! Your name will be submitted for consideration at our Tipton Community School Corporation board of trustees meeting on Tuesday, July 20, at 6:30 PM. You are encouraged to attend the meeting if possible, but it is certainly not required. Congratulations and we are looking forward to many great years working together!

Dr. Robert Schultz, Interim Superintendent

Beginning Teacher Pay Rate	\$46,000 (based on 2019-2021 collective bargaining agreement)
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Total Compensation	<b>\$46,000</b>
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By signing this letter I acknowledge receipt of this letter of intent to hire Diane Mast as Tipton Middle School science teacher.

Diane Mast  
Teacher Name

6/21/21  
Date

Robert W. Schultz  
Superintendent  
*Interim*

6-21-21  
Date

# Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 6/24/2021

Subject: Recommendation for Hire

I would like to formally request to hire Ciera McCann for our open English position. Mrs. McCann was selected from a committee including Samantha Crouch and John Ayars. The committee reviewed the seven applications that were submitted and interviewed all of the applicants.

Mrs. McCann comes highly recommended from IN - University of Southern University as a recent graduate.

Attachments:

Employee Recommendation Checklist

Application packet/Interview notes

# Tipton Community School Corporation

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



Ciera McCann  
5827 W Deerview Bend  
McCordsville, IN 46055

June 25, 2021

Ms. McCann:

This letter is to inform you of our intention to hire for our Tipton Middle School english teacher. We are excited to have you on Team Tipton! Your name will be submitted for consideration at our Tipton Community School Corporation board of trustees meeting on Tuesday, July 20, at 6:30 PM. You are encouraged to attend the meeting if possible, but it is certainly not required. Congratulations and we are looking forward to many great years working together!

Dr. Robert Schultz, Interim Superintendent

Beginning Teacher Pay Rate	\$37,000 (based on 2019-2021 collective bargaining agreement)
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Total Compensation	<b>\$37,000</b>
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By signing this letter I acknowledge receipt of this letter of intent to hire Ciera McCann as Tipton Middle School English Teacher.

Ciera McCann  
Teacher Name

7-6-21  
Date

Robert W. Schultz  
Superintendent  
*Interim*

6-25-21  
Date

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[www.tcsc.k12.in.us](http://www.tcsc.k12.in.us)



TCSC

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

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**Fwd:**

1 message

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

Wed, Jun 30, 2021 at 11:24 AM

To: Dawn Benefiel <dbenefiel@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: **Carla Bontrager** <cbontrager@tcsc.k12.in.us>

Date: Wed, Jun 30, 2021 at 10:43 AM

Subject:

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

Hi Lori, I hope you are having a good summer. I wanted to let you know that with careful consideration I have decided that it is time for me to leave my position at school. We are going through many transitions here at home. I have so very much appreciated the opportunity TCSC has given me. I love children, and it was a joy to work with them. Thank you again for the opportunity and please let me know if you have any questions or if there is anything additional I need to complete for my resignation. Carla



TCSC

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

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## Resignation

1 message

Tarah Hoover <thoover@tcsc.k12.in.us>

Thu, Jun 10, 2021 at 5:59 AM

To: Ryan Glaze <rglaze@tcsc.k12.in.us>

Cc: Linda Whitesell <lwhitesell@tcsc.k12.in.us>, Dawn Benefiel <dbenefiel@tcsc.k12.in.us>

Tarah Hoover

4633 W 400 S

Tipton, IN 46072

thoover@tcsc.k12.in.us

6/5/21

I would like to inform you that I am resigning from my position as Taylor PVE bus driver, effective June 5th.

Thank you very much for the opportunity that you have given me. I would love to stay on as a sub driver even tho at this time I can't make a full time position work. I have enjoyed working for the school and look forward in helping in the future.

If I can be of any help during this transition, please let me know.

Sincerely,

Tarah Hoover

Sent from my iPhone

I wanted to do 2 weeks

But with my husband's health  
issues my last day will have  
to be June 25th 2021

Kevin Walker

Kevin Walker



To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 10, 2021

Re: Recommendation for TES Title One Assistant

I would like to recommend Mrs. Anderson as a TES Title One 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 to be transferred to Title One Assistant from the Computer Lab Assistant.

Thank you for this consideration.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 10, 2021

Re: Recommendation for TES Preschool Assistant

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

Tipton Elementary School is excited to continue Miss Bates'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 Miss Bates being transferred to Preschool Assistant from the Title One Assistant.

Thank you for this consideration.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 10, 2021

Re: Recommendation for TES Preschool Assistant

I would like to recommend Mrs. Defoe as a TES Preschool Assistant.

Tipton Elementary School is excited to continue Mrs. Defoe'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. Defoe being transferred to Preschool Assistant from the Title One Assistant.

Thank you for this consideration.

To Dr. Ryan Glaze and Tipton Community School Board

From Eric Johnson, Director of Facilities

Date 7/08/2021

Re Gracie Phillips

Dear Dr. Glaze and Tipton Community School Board Members.

I would like to consider Gracie Phillips for the 3<sup>rd</sup> shift custodial position at the high school with a start date in her new position July 19<sup>th</sup> and rate of will be \$11.00

Thank you for your consideration in this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

To Dr. Ryan Glaze and Tipton Community School Board

From : Eric Johnson , Custodial Supervisor

Date 6/26/2021

Re Lorie Carter

Dear Dr. Glaze and Tipton Community School Board

I would like to consider Lorie Carter for the 1<sup>st</sup> shift custodian position at the Middle School, with a start date of July 1<sup>st</sup> and rate of pay \$ 11.00.

Thank you for your consideration in this matter.

Eric Johnson

Custodial supervisor

Tipton Community School Corporation

A handwritten signature in black ink that reads "Eric Johnson". The signature is written in a cursive, flowing style with a large initial "E".

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: June 6, 2021

Re: Recommendation for TES Kindergarten Kickstart Bus Driver

I would like to recommend Mrs. Collis as a TES Kindergarten Kickstart Bus Driver.

Please consider allowing Mrs. Collis to drive the bus for our upcoming Kindergarten students to attend Kindergarten Kickstart. We plan to have Kindergarten Kickstart July 19-23, 2021.

Thank you for this consideration.



TCSchool Corporation

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

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## Fwd: CC next school year

1 message

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Linda Whitesell <lwhitesell@tcsc.k12.in.us>

Thu, Jun 17, 2021 at 12:07 PM

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

Here is Amanda Parton's letter of resignation for TMS CC Head Coach.

Thanks Dawn

Linda Whitesell  
Tipton Community School Corporation  
Secretary of Transportation  
(765) 675-2147 ext. 324  
Secretary of TMS Athletics  
(765) 675-7521 ext. 231

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

From: **Amanda Parton** <partona@leb.k12.in.us>

Date: Thu, Jun 10, 2021 at 4:58 PM

Subject: CC next school year

To: Linda Whitesell <lwhitesell@tcsc.k12.in.us>, cleach@tcsc.k12.in.us <cleach@tcsc.k12.in.us>

Good afternoon!

I just wanted to let you know that I will not be able to continue with coaching cross country. Ethan Worthington and I had discussed the possibility of him being the head coach of the high school and middle school teams and then I could possibly have been the assistant coach for both. A lot has happened in the last couple of months. My husband is going through multiple surgeries this summer and into the fall or later. My son has been ill and has been referred to Cincinnati Children's Hospital for further testing. Since we don't know exactly when all the appointments and surgeries will be occurring, I do not want to commit to coaching and then have to back out at the last minute and leave you in a difficult position. I have already let Ethan know what is going on. Let me know if there is anything further that I need to do.

Thank you!

Have a good evening,

Amanda

Amanda Parton, PT  
School Physical Therapist  
Clinton Central School Corporation  
Clinton Prairie School Corporation  
Lewis Cass Schools  
Rossville Consolidated Schools

June 28, 2021

Kory,

Please accept my resignation of the Tipton High School Boys Tennis Head Coach position. I want to thank you for allowing me to serve in this capacity for the past 4 years. It has been a privilege to work with these young men.

Sincerely,  
Kevin McDonough