

Personnel Report September 14, 2021

Certified Staff

Resignation:

- **Ciera McCann**, 8th Grade Literature Teacher, Tipton Middle School, *effective September 20, 2021*

Recommendation:

- **Rachel Carter**, Social Worker, Tipton Elementary School, *effective September 27, 2021, Pay rate: \$46,932/yr*
- **Logan Tina**, $\frac{3}{4}$ Art Teacher, Tipton High School, *effective September 13, 2021, Pay rate: \$28,500/Yr (will continue working as computer tech during non-teacher contracted times)*

Transfer:

- **Scott Wessel**, transfer from THS Art Teacher to TMS Literature Teacher, *effective September 13, 2021*

Classified Staff

Medical Leave of Absence

- **Sara Allison** is requesting Medical Leave of Absence beginning August 18, 2021 returning to work approximately September 27, 2021

Resignation:

- **Kristin Campbell**, Library Assistant, Tipton Elementary School, *effective September 10, 2021*
- **Trina Mahaney**, 3rd Shift Custodian, Tipton Elementary School, *effective September 15, 2021*
- **Debbie Maxson**, Corporation Bus Driver, Tipton Community School Corporation, *effective August 6, 2021*
- **Christa Moore**, Special Needs Bus Aide, *effective September 8, 2021*
- **Susan Plake**, Cafeteria Employee, *effective August 20, 2021*
- **Talan Stuber**, Athletic Custodian, Tipton High School, *effective August 26, 2021*

Transfer:

- **Danielle Adams**, transfer from TMS Instructional Assistant to TES Instructional Assistant, *effective August 23, 2021*
- **Laurie Crawford**, transfer from TMS Head Secretary to PowerSchool Coordinator, *effective October 4, 2021*
- **Linda Whitesell**, transfer from Transportation Secretary to TMS Head Secretary, *effective October 4, 2021*

Recommendation:

- **Jeneka Easterly**, Cafeteria Employee, Tipton Middle School, *effective August 30, 2021, Pay rate: \$ 10.00/hr*
- **Diana Hernandez**, Cafeteria Employee, Tipton Middle School, *effective September 8, 2021, Pay rate: \$10.00/hr*
- **Beth Kraner**, ISS Supervisor, Tipton High School, *effective August 30, 2021, Pay rate: \$10.50/hr*
- **Michael Newton**, 3rd Shift Custodian, Tipton Elementary School, *effective August 15, 2021, Pay rate: \$11.00/hr*
- **Robin Parr**, Special Needs Bus Driver, *effective September 15, 2021, Pay rate: \$155.55 per day*
- **Danielle Schuyler**, Cafeteria Employee, Tipton Middle School, *effective August 16, 2021, Pay rate: \$10.00/hr*
- **Susan Voss**, Special Needs Bus Aide, *effective September 15, 2021, Pay rate: \$11.30/hr.*
- **Scott Wessel**, Corporation Bus Driver, *effective August 16, 2021, Pay rate: \$84.08/day*

ECA Staff

Recommendation:

- **Jason Bales**, Technology Integration Specialist, Tipton Middle School
- **Glen Castor**, Pioneer Team Lead, Tipton Middle School
- **Samantha Crouch**, Technology Integration Specialist, Tipton Middle School
- **Samantha Crouch**, 8th Grade Team Lead, Tipton Middle School
- **Morgan Dolezel**, Boys Varsity Tennis Coach, Tipton High School
- **Joshua Fullerton**, Auxiliary Sponsor, Tipton High School
- **Lynn Gagel**, JV Volleyball Coach, Tipton High School
- **Abigail Speck**, 6th Grade Team Lead, Tipton Middle School

September 7, 2021

To: Melissa Kikta, Principal, Tipton Middle School
Ryan Glaze, Superintendent
817 South Main Street
Tipton, IN 46072

RE: Letter of Resignation

Dear Ms. Kikta:

Please accept this letter as my notice of resignation as a teacher at Tipton Middle School. This resignation will take full effect on September, 20, 2021.

I wish to thank you and the Tipton School System. I consider it a privilege to have been able to bond with many of my students. To teach and be a mentor to young people is my passion, and I am truly thankful for the trust and confidence placed in me at Tipton in this regard.

Unfortunately, it has become clear to me that the current situation is not sustainable. Our conversation on September 3, 2021 highlighted the issues concerning my continued employment at Tipton Middle School. I do not see these issues resolving themselves in what might be called the foreseeable future.

In particular, I am most concerned for my physical safety. As you know, I have received multiple threats on Facebook and other social media platforms. Several of these threats are of a deeply disturbing and personal nature, advocating both physical and sexual harm to my person. These threats have caused extreme anxiety to me and deep concern on the part of my family and those closest to me.

After consulting with my family and after much contemplation, I believe it is in my best interest and the best interest of Tipton Middle School that I step down. I make this decision in the hope that I can avoid physical harm, but also in the belief that my students will be best served in their education by avoiding any controversy surrounding my continued employment.

Pursuant to my contract, I still have seven (7) sick days and two (2) personal days to my credit. This will make my final, official day as an employee at Tipton the 20th day of September. My intent, however, is that my last day of teaching has already taken place, and I will not be available to resume classroom duties when the students return on September 8, 2021.

This has not been an easy decision. And the experience has been most unsettling. However, I do believe that it is the right decision for all concerned.

I wish Tipton Middle School all the best and ever success going forward as it strives to further the education of its students.

Sincerely and Respectfully,

Ciera McCann

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: August 20, 2021

Re: Recommendation for TES Social Worker

I would like to recommend Ms. Carter as a TES Social Worker. Ms. Carter has previously worked with DCS and as a school Social Worker in another elementary school. We are so excited to have Ms. Carter join our team. She comes with a positive attitude and skill set that will assist us in meeting the needs of the students at TES.

She is motivated to serve children; we look forward to her serving our children.

It is my recommendation that you consider Ms. Carter to work as a social worker at TES.

Thank you for this consideration.



TCSC

Tipton Community School Corporation

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

Rachel Carter
211 Elliot Court
Kokomo, IN 46901

August 24, 2021

Ms. Carter:

This letter is to inform you of our intention to hire for our Tipton Elementary School social worker. 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, September 14, 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	\$44,500 (based on 2019-2021 collective bargaining agreement)
Extended Contract	\$2,432
Total Compensation	\$46,932

By signing this letter I acknowledge receipt of this letter of intent to hire Rachel Carter as Tipton Elementary School social worker.

Rachel Carter
Teacher Name

8/24/21
Date

[Signature]
Superintendent

8/24/21
Date

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Lori Rayl
Date: 8-20-21
Person Recommended: Rachele Carter
Address: 211 Elliott Court Kokomo, IN 46901
Phone Number(s) 765-480-9388
Position Recommended: Social Worker
Start Date: TBD

Certified

Has Position Been Posted ✓
Letter of Recommendation ✓
Resume ✓
Completed Application ✓
→ Background Check _____
Checked References ✓
Job Description verbal
Letter of Interest ✓
License asked her to renew

Transcript _____

Years Exp. _____

Degree _____

Classified/Coaching

Has Position Been Posted _____
Letter of Recommendation _____
Resume _____
Completed Application _____
Background Check _____
Checked References _____
Job Description _____

per
Dr. Gray
honorip salary of
Base pay 44,500 +
extended contract 2432 =
\$46,932



TIPTON HIGH SCHOOL

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

September 10, 2021

Re: Recommendation for Hire

Dear Tipton School Board Members,

I write to recommend Logan Tina as half time art teacher for the 2021-2022 school year. Mr. Tina has worked in the high school and is familiar with the day-to-day operations where he currently works in the technology department. His familiarity with Tipton High School students also make him a great candidate for the position.

Thank you for your time and consideration.

Sincerely,

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

Craig Leach
Assistant Principal
Tipton High School

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 9/10/21

Subject: Recommendation for Hire

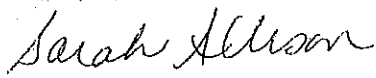
I would like to formally request to transfer Scott Wessel for our open 8th grade literature position. Mr. Wessel is licensed in 5-12 language arts content.

August 30, 2021

Mrs. Lori Rayl and Tipton County School Board,

This letter is to request a medical leave of absence. My leave started August 18th and my tentative return date is September 13th. ~~13th~~ 27th

Thank you

A handwritten signature in cursive script that reads "Sarah Allison".

Sarah Allison

Kristin Campbell
5722 S. 900 W. Kempton, IN
August 30, 2021

Mrs. Lori Rayl
Principal of Tipton Elementary School
1099 S. Main St. Tipton, IN
lrayl@tcsc.k12.in.us

Dear Mrs. Rayl,

I would like to notify you that I am resigning from my position as a Library Assistant at Tipton Elementary School effective on September 10, 2021 .

Please know that this was not an easy decision for me to make. I appreciate the opportunity and have genuinely enjoyed working with students here at Tipton Community Schools for the past 3 years. The support and personal development you've provided has helped me grow professionally.

If I can help answer any questions during the transition, please let me know.

Sincerely,

Kristin Campbell

To : Dr. Ryan Glaze and Tipton Community School Board Members

From : Eric Johnson, Director of Facilities

Date : 9/07/2021

Re : Trina Mahaney

Dear Dr. Glaze and Tipton and Tipton Community School Board Members,

Trina Mahaney has turned in her letter of resignation for her 3rd shift Tipton elementary full time custodial position. Her last day of employment will be 9/15/2021.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

LETTER OF RESIGNATION

Debbie A. Maxson
4877 Barnett Ave
Sharpsville, IN 46068

August 9, 2021

Tipton School Corporation

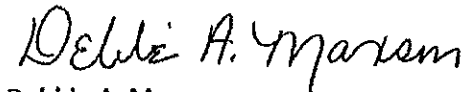
Mr. Shayne Clark

Please accept this letter as my formal resignation from my position as a School Bus Driver with Tipton School Corporation, effective two weeks from today's date, August 6, 2021.

I truly appreciate the opportunity you provided to during my tenure. Thank you for your guidance and support.

Please let me know how I can be of assistance during the transition period. I wish you and the Tipton community the best going forward.

Sincerely,

A handwritten signature in cursive script that reads "Debbie A. Maxson".

Debbie A. Maxson



TCSC

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

Bus route

1 message

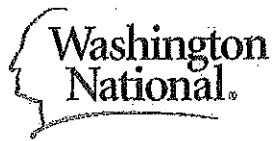
Debbie Maxson <dmaxson@tcsc.k12.in.us>

Tue, Aug 10, 2021 at 10:21 AM

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

I turned in my letter of resignation on 8/9. I was planning for 8/19 to be my last day. That has changed due to health issues from Long Covid I will not be returning.

Thank You



This is my two week
notice. My final day
will be Sept 8th

Thank you
Christa Moore
8-30-21

9-2-21

To whom it may concern,

I am writing to notify
you I will be resigning
my position as Custodian
effective Sept. 15, 2021

(as the last day I work)
due to accepting a job
with better pay & benefits

Mina Mahan,

To : Dr. Ryan Glaze and Tipton Community School Board

From: Eric Johnson, Director of Facilities

Date 8/30/2021

Re: Talan Stuber

Dear Dr. Glaze and Tipton Community School Board Members,

Talan Stuber has officially resigned his Tipton High School athletic custodian position effective 8/27/2021. The last day of his employment was 8/26/2021.

Eric Johnson

Facility Director

Tipton Community School Corporation

First of all I want to thank Adam, Kris, &
Mary. It's been a joy working for you
three. I appreciate always the
kindness you have always shown me.

I really hate this but due to
some health issues I need to
resign, but do want you to know
that I do appreciate all you did.

Thank you

Susan Blake

Aug 20, 2021

* Always With Bless -

Dawn,

I kept a copy of
this letter.

-Tonya

To: Dr. Glaze and School Board
From: Mrs. Rayl
Date: August 23, 2021
Re: Recommendation for TES Kdg Assistant

I would like to recommend Mrs. Adams to work as a TES Kindergarten Assistant.

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

It is my recommendation that you consider Mrs. Adams to transfer from TMS to TES to work as a Kindergarten Assistant.

Thank you for this consideration.

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Tuesday, August 31, 2021

I would like to recommend Laurie Crawford for a transfer from middle school secretary to the new PowerSchool coordinator position. She will maintain her current hourly rate of pay with an eight (8) hour day and will work 240 days.

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 9/10/21

Subject: Recommendation for Hire

I would like to formally request to transfer Linda Whitesell for our open Secretary position. Mrs. Whitesell was selected from a committee including Mrs. Kikta and Mr. Ayars. The committee reviewed the four applications that were submitted and interviewed two applicants.

Mrs. Whitesell brings a level of understanding and background knowledge to the position that will assist in a smooth transition in the office. Her knowledge and experience in our data systems will reduce the amount of on the job training she will require to be successful in her new role.

Attachments:

Interview notes

8/27/2021

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Jeneka Easterly into the regular time food service staff employee list. She would be filling one of our open positions and her hours would be 10AM-2:15PM. We would be happy to have her join the full-time team. We hope for her start date to be Monday 8/30/2021

Sincerely,

Adam Proulx

ARAMARK Food Service Director

8/26/2021

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Diana Hernandez into the regular time food service staff employee list. She would be filling one of our open MS positions starting on Sep 8th 2021, and her hours would be 10:30AM – 2pm. We would be happy to have her join the full-time team.

Sincerely,

Adam Proulx

ARAMARK Food Service Director

\$10.00/hour

TIPTON HIGH SCHOOL
MEMORANDUM

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

FROM: Richard Stillson, Principal

DATE: 08/25/2021

RE: Recommendation of Beth Kraner as THS ISS Supervisor

It is recommended that Beth Kraner be hired as Tipton High School ISS Supervisor.

Mrs. Kraner has had 4 sons graduate from Tipton High School. She has shown a great deal of interest and enthusiasm for working with our students.



TIPTON HIGH SCHOOL

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

8/25/2021

Dr. Glaze and Board of Trustees,

It is my recommendation that Beth Kraner be hired for the position of Tipton High School ISS Supervisor. The position has been open since the beginning of the 2021-22 school year. There were 3 applications submitted for the position. I called all three of the candidates to schedule an interview. 2 of the candidates accepted. Mr. Leach and I interviewed the 2 candidates on August 13. We felt that one candidate stood out. Beth will bring a sense of compassion, and an ability to reach students that will help the students assigned to Tipton High School ISS. I think he 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 dark ink, appearing to read "Richard J. Stillson".

Richard J. Stillson
Principal
Tipton High School

To Dr. Ryan Glaze and Tipton Community School Board

From Eric Johnson, Director of Facilities

Date 8/9/2021

Re Michael Newton

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to consider Michael Newton for the 3rd shift elementary custodial position, with a start date of August 15th, 2021 with work hours being 9:00 pm to 5:30 am and start of pay being \$11:00

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Tuesday, September 7, 2021

I would like to recommend Robin Parr for the special needs driver that transports students to the Damar School in Indianapolis.

I would like to recommend Susan Voss as the special needs aide for the special needs route that transports students to the Damar School in Indianapolis. The aide hours are from 7:00 – 9:45 and from 1:45 – 4:30. Susan will continue to drive two of the John Hines routes from 10:15 – 11:15 and from 12:15 – 1:15.

7/26/2021

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

I am formally requesting permission to hire Danielle Schuyler into the regular time food service staff employee list. She would be filling one of our open positions and her hours would be 10AM-2PM. We would be happy to have her join the full-time team. We hope for her start date to be Monday 8/16/2021

Sincerely,

Adam Proulx

ARAMARK Food Service Director

Tipton Community School Corporation Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Tuesday, August 17, 2021

I would like to recommend Scott Wessel as a corporation bus driver for Tipton Community Schools.

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/11/21

Subject: Recommendation for Hire

I would like to formally request to hire Jason Bales and Samantha Crouch for our 2 open Technology Integration Specialists positions. They were selected from a committee including Mr. Ayars and Mrs. Kikta. The committee reviewed the two applications that were submitted and interviewed two applicants.

Mr. Bales and Mrs. Crouch are innovative in their technology use. They frequently try new technology or instructional methods. They have shown a great ability to work with colleges and build collaborative teams.

Attachments:

Letter of Interests

August 4, 2021

Mrs. Melissa Kikta
Tipton Middle School
817 S. Main St.
Tipton, IN 46072

Dear Mrs. Kikta,

I am writing to express my interest in the position of Technology Integration Specialist at Tipton Middle School.

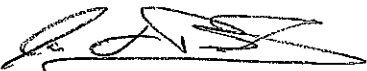
The educational world has certainly changed greatly in my 13 years in education and is very fluid moving forward. Certainly, the past 18 months have expanded the use of technology in our everyday world even further.

This position is one that meets my educational philosophies fully, as it involves giving our students the best possible outcome as they reach their future endeavors. As we know, technology and its growth are always going to be a key element of those endeavors. As an educator, I would embrace the challenge of helping our teachers enhance their use of technology and garner a better understanding in classroom use. Additionally, I see this as a great opportunity to for further personal growth in this growing element of education and of our society as a whole.

I offer 13 years of teaching experience, the last nine years here at Tipton Middle School. My experiences have met both populations of general and special education. Within my classroom, I have constantly researched and used mediums that allow students to learn effectively and in a variety of ways. Additionally, I have embraced the role of leader in providing teachers and students ideas and means to enhance their educational experiences.

I look forward to the opportunity and appreciate your consideration of my interest in the position.

Thank you,

A handwritten signature in black ink, appearing to read 'J. Bales', with a horizontal line underneath.

Jason L. Bales
7842 W. Division Rd.
Tipton, IN. 46072

Mrs. Kikta

I would like to be considered for the Technology Integration Specialist position. I have been in many classrooms and know what does and does not work. I have also spent the summer researching some of the new applications that can be used using iPads to aid in instruction and student organization. What I don't know, I am not afraid to find a solution for.

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/16

Subject: Recommendation for Hire

I would like to formally request to hire Glen Castor for our open Pioneer Team Lead position. Mr. Castor was selected from a committee including Mrs. Kikta and Mr. Ayars. The committee reviewed the one application that was submitted and interviewed one applicant.

Mr. Castor is a good leader and possesses many qualities that will assist the school in our strategic goals.

Attachments:

Letter of Interest

Dear Mrs. Kikta,

I am interested in filling the position of Pioneer Team Leader. I have spoken with several of the group members to make sure they would approve and seem to be okay with this idea. I am aware that we have a common lunch time, but we cannot ask/force anyone to meet then. However, several have expressed the desire to meet so that they can continue to see everyone without missing after or before school meetings. I believe that I get along well with everyone and will do my best to communicate the administrative decisions that are made.

Thanks for the consideration,
Mr. Castor

Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: August 4, 2021

Subject: Recommendation for Hire

This is a formal request to hire Samantha Crouch for our 8th grade Team Lead position. Mrs. Crouch was interviewed by Mrs. Kikta.

Mrs. Crouch has proven to be capable of handling the organizational requirements of the position. She understands the direction of the PLC transition and is dedicated to assisting the teachers to move forward with this.

Attachments:

Employee Recommendation Checklist

Application packet

Interview notes

Mrs. Kikta,

I am interested in the team lead position for the eighth grade team. I would appreciate the opportunity to be considered for this position.

MEMO

TIPTON HIGH SCHOOL

MEMORANDUM

TO: Dr. Ryan Glaze Superintendent
Board of School Trustees

FROM: Kory Fernung, Athletic Director

DATE: 09/01/2021

RE: VB and Tennis Recommend

I would like to recommend Morgan Dolezel for boys varsity tennis coaching position.

I would like to recommend Lynn Gagel for JV Volleyball Position

Any questions please let me know



TIPTON HIGH SCHOOL

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

8/13/2021

Dr. Glaze and Board of Trustees,

It is my recommendation that Joshua Fullerton be hired for the position of Tipton High School Auxiliary Sponsor. The position has been open since the Spring with no new applications submitted. Mr. Skiba and I both agree that Joshua would be the best candidate through his volunteer work with the Auxiliary thus far. Joshua has brought an infectious enthusiasm, a sense of compassion, and an ability to reach students that will help the Tipton High School Auxiliary grow and thrive moving forward. I think he will be a fair and strong disciplinarian and help all students at our school. I am very much looking forward to working with him

Sincerely,

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

Richard J. Stillson
Principal
Tipton High School



TIPTON HIGH SCHOOL

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

Tipton High School Auxiliary Sponsor

8/13/2021

The THS Auxiliary Sponsor position has been open since the Spring of 2021. Mr. Skiba brought in several candidates to work with the guard members at that time. Based on their performance during that tryout Mr. Skiba expressed his interest to me in having Joshua Fullerton hired for the job. Joshua has worked with the Auxiliary this summer during band camp and done a very good job. Due to Mr. Skiba's confidence in Joshua's past work with the Auxiliary and the current performance of the Auxiliary we have offered him the position.

Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: August 9, 2021

Subject: Recommendation for Hire

This is a formal request to hire Abby Speck for our 6th grade Team Lead position. Mrs. Speck was interviewed by Mrs. Kikta.

Mrs. Speck is a respected member of the 6th grade team. She possesses a strong instructional model and a willingness to lead our school in achievement through UDL and PLC adoption.

Attachments:

Letter of Interest

Mrs. Kikta,

I would like to make a request to fill the position of 6th grade team leader. Thank you for your consideration.

Sincerely,
Mrs. Abby Speck