

Personnel Report October 12, 2021

Certified Staff

None.

Classified Staff

Medical Leave of Absence

- **Sara Allison** is requesting medical leave extension with a tentative return to work date of November 15, 2021

Retirement:

- **Dee Ann Kleyla**, Cafeteria Employee, Tipton Middle School, *effective September 15, 2021 (32 Years of Service)*

Resignation:

- **Charlotte Baird**, Corporation Bus Driver, *effective October 1, 2021*
- **Angela Gonzalez**, 3rd Shift Custodian, Tipton Elementary School, *effective October 20, 2021*

Recommendation:

- **Valerie Boyd**, Instructional Assistant, Tipton Elementary School, *effective October 4, 2021, Pay rate: \$10.50/hr*
- **Heather Hutslar**, Cafeteria Employee, Tipton High School, *effective September 15, 2021, Pay rate \$10/hr*
- **Makenzie Coar**, Study Tables Teacher, Tipton Elementary School, *effective September 27, 2021, pay rate: \$25/day*
- **Mark Hendricks**, 3rd Shift Custodian, Tipton Elementary School, *effective October 6, 2021, Pay rate: \$11/hr*
- **Wesley Leeper**, Technology Support, Tipton High School, *effective October 13, 2021, Pay rate: \$16/hr*
- **Matt Gall**, Study Table Bus Driver, *effective September 23, 2021, Pay rate: \$50/day*
- **Jane Harper**, Study Table Bus Driver, *effective September 23, 2021, Pay rate: \$50/day*
- **Beth Mitchell**, Study Table Bus Driver, *effective September 23, 2021, Pay rate: \$50/day*
- **Jim Voss**, Additional Drive John Hinds Bus Route, *effective September 27, 2021, Pay rate: \$42.50*

ECA Staff

Volunteer:

- **Justin Johnson**, FFA Livestock Coach
- **Jordan Michel**, FFA Crops Coach

September 21, 2021

Mrs. Lori Rayl and Tipton School Board Members

This letter is to let you know of my medical leave starting September 27th until tentatively November 15th. This surgery was scheduled for December but due to Covid numbers rising and possible hospital restrictions, the date was moved to September 27th. If you have any questions, please let me know.

Thank you

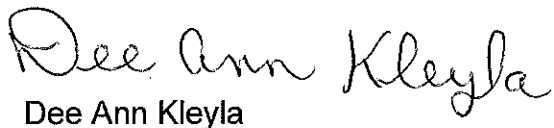

Sarah Allison

Dear Whom it May Concern,

09/15/2021

Please accept this letter as notice of my retirement from my position at Tipton Middle School Cafeteria. I have enjoyed my 32 years with the school immensely and have had great satisfaction in working for so many years. However, due to my ongoing health issues, I have decided to retire effective immediately. I have been off work since September 6, 2021 due to my health. Thank you.

Sincerely,


Dee Ann Kleyla



TCSC

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

Fwd: 2 week notice

1 message

Shayne Clark <sclark@tcsc.k12.in.us>

Thu, Sep 16, 2021 at 8:57 AM

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

Here is Charlotte Baird's resignation.

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

From: **Linda Whitesell** <lwhitesell@tcsc.k12.in.us>

Date: Thu, Sep 16, 2021 at 8:51 AM

Subject: Fwd: 2 week notice

To: Shayne Clark <sclark@tcsc.k12.in.us>

Here is Charlotte's resignation. As of right now, I don't have any drivers who are wanting to move to her route.

Thank you

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: **Charlotte Baird** <cbaird@tcsc.k12.in.us>

Date: Wed, Sep 15, 2021 at 3:07 PM

Subject: 2 week notice

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

To Whom It May Concern,

Consider this email the official notice of my resignation from TCSC. My final day will be October 1, 2021 to give two weeks and two days notice.

Charlotte Baird

--

Shayne Clark

Student Services Director

Tipton Community Schools

1051 S. Main St., Tipton, IN 46072

Ph. 765-675-2147 x 312

Fax 765-675-3857

email sclark@tcsc.k12.in.us

Working Together For Student Success

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TCSC

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

Fwd: amendment for 2 week notice

1 message

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

Fri, Sep 17, 2021 at 12:39 PM

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: **Charlotte Baird** <cbaird@tcsc.k12.in.us>
Date: Fri, Sep 17, 2021 at 10:10 AM
Subject: amendment for 2 week notice
To: Linda Whitesell <lwhitesell@tcsc.k12.in.us>

To Whom It May Concern,

I recently have given my two week and 2 day notice on Wednesday September 14, 2021. At that time I was unaware of the option to stay in the system for new routes, Subbing, ECA'S and Athletics. Please accept this amendment requesting to stay in TCSC system to be able to drive.

Thank you,
Charlotte Baird

Logan Tina
1200 Peace Pipe Dr
Kokomo, IN 46902

To: Tipton Community School Corporation
1051 S Main St.
Tipton, IN 46072

To whom it may concern

I am writing to officially resign my position as Technology Coordinator at Tipton High School as I have accepted the position of Art Teacher at the High School.

I have thoroughly enjoyed working with the Tech team at TCSC and greatly appreciate the experience I have gained in the last few years at this position. The Tech team here is fantastic and I expect great things in the future for them! I am grateful for the opportunity I have been given and look forward to working with TCSC in my new capacity.

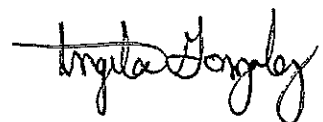
Feel free to contact me with any questions at ltina@tcsc.k12.in.us

Best Regards,

Logan Tina

10/6/21

I, Angela Gonzalez am putting in my two weeks notice on this date of October 6th 2021. My last official day will be October 20, 2021. Thank you for the last 4 years of employment. Hopefully once my personal situation has changed I will be given the chance to be employed at TCSC once again.


Angela Gonzalez

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Lori Rayl

Date: 9-16-2021

Person Recommended: Valerie Boyd

Address: 411 Southwood Dr. Tipton, IN 46072

Phone Number(s) 765-432-0587

Position Recommended: Kdy Assistant

Start Date: 10-4-21 or sooner if current daycare has less kids

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 _____

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: September 16, 2021

Re: Recommendation for TES Kdg Assistant

I would like to recommend Miss Valerie Boyd to work as a TES Kindergarten Assistant.

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

Miss Boyd has a vast amount of experience with our students, young and old. She has worked at St. John the Baptist Daycare and Emanuel Lutheran Childcare since 1999. We are pleased to have her join our team.

It is my recommendation that you consider Miss Boyd to work without Kindergarten students and teachers.

Thank you for this consideration.

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 Heather Hutslar into the regular time food service staff employee list. She would be filling one of our open HS positions starting on Sep 15 2021, and her hours would be 10:15AM-1:45PM. We would be happy to have her join the full-time team. She is currently working daily as a WillSub employee and her start date would be the day following board approval.

Sincerely,

Adam Proulx

ARAMARK Food Service Director

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: September 27, 2021

Re: Recommendation for Study Table Teacher

I would like to recommend Miss Makenzie Coar to work as a TES Study Table Teacher. Miss Coar is currently working as a student teacher in 3rd grade with Mrs. Rich.

I am recommending Miss Coar to work 2 days a week, Tuesday and Thursday, after school until 4:10pm. We are recommending to pay her \$25.00 per day of service.

Tipton Elementary School is excited to have Miss Coar's dedication to students at our school. She is motivated to serve children; we look forward to her serving our Study Table children.

Thank you for this consideration.

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

From: Eric Johnson, Director of Facilities

Date: 10/04/2021

Re: Mark Hendricks

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to consider Mark Hendricks for the 3rd shift Elementary custodial position. Start date will be 10/06/2021 with a starting pay of \$ 11.00. Pending back ground check.

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community Schools

I would like to recommend Wesley Leeper for the Tipton High School Technology Support Technician position for a contract of 240 days, at a compensation of \$16 an hour, effective October 13, 2021.

Your consideration is appreciated, as I believe Wesley will prove himself to be an asset for the Tipton IT department.

Thank you!

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Thursday, September 16, 2021

I would like to recommend the following bus drivers for after school study table routes:

Beth Mitchell

Jane Harper

Matt Gall

Each driver will be paid \$50. These routes will take place two days per week (Tuesdays and Thursdays) and will start Thursday, September 23.

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Friday, September 24, 2021

I would like to recommend James Voss for two of the John Hinds routes:

- Morning: Pick up @ Tipton 8:00 – Drop off @ Elwood 8:20.
- Afternoon: Pick up @ Elwood 2:30 – Drop off @ Tipton 3:00.

This will pay \$42.50 and will start Monday, September 27, 2021.

Susan Voss will continue with the other two John Hinds routes:

- Morning: Pick up @ Elwood 10:45 – Drop off @ Tipton 11:15.
- Afternoon: Pick up @ Tipton 12:15 – Drop off @ Elwood 12:35.

These routes are in between her time as a bus aide to Damar.

Justin Johnson

Coaching Bio

Hometown: Bloomington, IN

Education: Associates degree Lake Land College, Bachelor of Science Purdue University

Career: Territory account manager for Redline Equipment.

Livestock: Raise and show cattle at all levels across the US.

I was on a local livestock judging team through high school, I then went to Lake land college in Mattoon, IL to continue my livestock judging career. I have judged county fairs over the summers and my family is still involved in show cattle.

Jordan Michel
Crops Judging Bio

Hometown: North Manchester, IN

Education: Manchester High School, Purdue University- B.S. in Agriculture Sales and Marketing and B.S. in Agronomy

Employment: Sales Development Associate for LG Seeds

Experience: I started participating in crops judging 10 years ago with Manchester FFA, winning invitationals and state. Since then, I have continued to utilize and expand upon that knowledge through internships and my day-to-day career.