

## Personnel Report December 14, 2021

### Certified Staff

#### Medical Leave:

- **MaryAnne Standeford** is requesting an extension for approved Medical Leave. Mrs. Standeford is requesting an extension through the end of 2021-2022 school year.

#### Retirement:

- **Nick Strait**, Technology Education Teacher, Tipton High School, *effective end of 2021-2022 school year*

#### Recommendation:

- **Tammy Heady**, Temporary 2nd Grade Teacher extension to end of 2021-2022 school year.

#### Back Pay Adjustment:

- **Diane Degenkolb**, It is recommended that back pay per the attached memo be approved with the December Personnel Report. This is a result of a miscalculation of salary that has been corrected.

### Classified Staff

#### Transfer:

- **Susan Voss**, transfer from Bus Aid to Instructional Assistant at Tipton Elementary School, *effective November 29, 2021*

#### Resignation:

- **Beth Smith**, Part Time Custodian, Tipton Elementary School, *effective November 19, 2021*

#### Recommendation:

- **Martin Aspiazu**, Part Time Custodian, Tipton Elementary School, *effective November 22, 2021, Pay rate: \$11.00/hour*
- **Sam Phillips**, Corporation Athletic Secretary, *effective November 29, 2021, Pay rate: \$14.00/hour*
- **Pam Hulin**, Corporation Bus Assistant, *effective November 29, 2021, Pay rate: \$11.30/hour*

#### Pay Adjustment:

- **Amy Phillips** pay adjustment to bring in line with area Corporation Treasurers. It is recommended that the salary adjustment per attached memo be approved with the December Personnel Report.

### ECA Staff

#### Resignation:

- **Adam Armstrong**, 8th Grade Girls Basketball Coach
- **Matt Quigley**, 8th Grade Boys Basketball Coach, Tipton Middle School
- **Erin Shockley**, JV Softball Coach, Tipton High School
- **Trent Welbaum**, 7th Grade Boys Basketball Coach, Tipton Middle School

#### Recommendation:

- **Jason Bales**, 8th Grade Boys Basketball Coach, Tipton Middle School
- **Alec Weddell**, 7th Grade Boys Basketball Coach, Tipton Middle School



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**Fwd: Medical Leave**

2 messages

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

Mon, Nov 22, 2021 at 1:19 PM

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

From: **MaryAnne Standeford** <mstandeford@tcsc.k12.in.us>  
Date: Mon, Nov 22, 2021 at 12:39 PM  
Subject: Medical Leave  
To: Ryan Glaze <rglaze@tcsc.k12.in.us>, Lori Rayl <lrayl@tcsc.k12.in.us>, Tonja Carter <tcarter@tcsc.k12.in.us>

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

I am requesting to continue my medical leave for semester 2 of the 2021/2022 school year. As a result of my September 15 surgery, some nerves were affected and will require more time to hopefully return to normal. Affects include difficulty in speech pronunciation and motor coordination of my right arm. I also currently have a feeding tube and its removal is undetermined at this time. I will continue with speech and occupational therapy through December 2021 and possibly longer.

I feel it is in the best interest of the students and myself to take the second semester off, as I am not in shape to return to being an effective teacher and will take the time to focus on my continued recovery.

Thank you for your continued understanding and support.

Sincerely,  
MaryAnne Standeford

--  
MaryAnne Standeford  
6th Grade Math Teacher  
6th Grade Team Leader  
Tipton Middle School

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

Mon, Nov 22, 2021 at 1:48 PM

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

From: **Lori Rayl** <lrayl@tcsc.k12.in.us>  
Date: Mon, Nov 22, 2021 at 1:47 PM  
Subject: Re: Medical Leave  
To:  
Cc: Ryan Glaze <rglaze@tcsc.k12.in.us>, Tonja Carter <tcarter@tcsc.k12.in.us>

I have spoken with Mrs. Heady about continuing the second semester. She has told me all throughout that she would.

Today, after this email, she confirmed that she would love to stay working for us at Tipton. Do I need to write another letter of recommendation?

Yours in education,  
Mrs. Rayl

Lori Rayl  
Tipton Elementary School

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On Mon, Nov 22, 2021 at 12:39 PM MaryAnne Standeford <mstandeford@tcsc.k12.in.us> wrote:

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

I am requesting to continue my medical leave for semester 2 of the 2021/2022 school year. As a result of my September 15 surgery, some nerves were affected and will require more time to hopefully return to normal. Affects include difficulty in speech pronunciation and motor coordination of my right arm. I also currently have a feeding tube and its removal is undetermined at this time. I will continue with speech and occupational therapy through December 2021 and possibly longer.

I feel it is in the best interest of the students and myself to take the second semester off, as I am not in shape to return to being an effective teacher and will take the time to focus on my continued recovery.

Thank you for your continued understanding and support.

Sincerely,  
MaryAnne Standeford

--  
MaryAnne Standeford  
6th Grade Math Teacher  
6th Grade Team Leader  
Tipton Middle School

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[Quoted text hidden]

Letter of Resignation(retirement)  
November 22, 2021  
Nick Strait

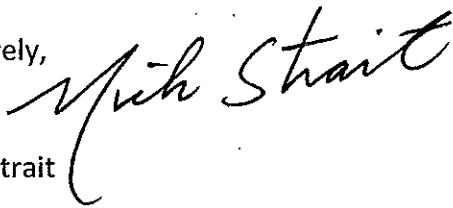
To Whom It May Concern:

Please accept this letter as notification that I will retire after this school year (2021-2022). This is my 30<sup>th</sup> year as a teacher. I appreciate the opportunity I was given to work with Tipton Community Schools. I believe Tipton Community Schools is one of the best school systems in the state of Indiana. I won't forget the great friends, staff and students I have met here over the years. I also appreciate my time working with the surrounding community.

If I can be of any assistance in hiring a new person for this position, please let me know.

Sincerely,

Nick Strait

A handwritten signature in black ink that reads "Nick Strait". The signature is written in a cursive style with a large, sweeping "N" and a long, horizontal stroke at the end.

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: November 29, 2021

Re: Recommendation for TES Medical Leave 2nd grade teacher

I would like to recommend to continue Mrs. Heady as our 2nd grade teacher. She has been supporting our second grade classroom since August for Mrs. Standeford. We are extremely pleased with her teaching skills and professionalism.

It is my recommendation that you consider Mrs. Heady to continue as a second grade teacher at TES for 2021-2022 school year.

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: Friday, November 12, 2021

I would like to recommend Pam Hulin for the Damar bus aide position. Pam is a graduate of Tipton High School and a retired elementary teacher with experience in Florida and Texas.

She will start on November 29 at \$11.30 per hour.

Susan Voss will remain as the Damar bus aide along with being a classroom aide through November 29 at \$11.30 per hour.

Nov. 9, 2021

Dear Nita & TES as well,

I will be accepting a new job opportunity, so this is my 2 week notice. My final day will be Nov. 19<sup>th</sup> unless something else is better for you.

I want to express my appreciation for the opportunity to work for & with you, & what a BLESSING it has been for me.

Gratefully,  
Beth Smith

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

From: Eric Johnson, Director of Facilities

Date 11/29/2021

Re: Martin Aspiaso

Dear Dr. Glaze and Tipton Community School Board Members,

I would to consider Martin Aspiaso for the 1<sup>st</sup> shift part time Elementary school custodial position. He will start on November 22<sup>nd</sup> with a starting pay of \$ 11.00 per hour.

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation



To Whom It May Concern,

I am writing this letter to recommend that Samuel Phillips be the Corporation Athletic Secretary for Tipton High School and Tipton Middle School. Kory Fernung also recommends Mr. Phillips to this position.

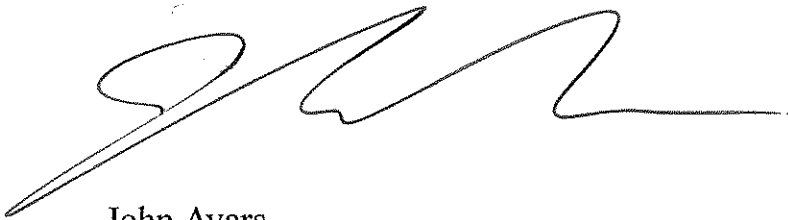
Below is my contact information as Athletic Director of Tipton Middle School:

John Ayars

Email: [jayars@tcsc.k12.in.us](mailto:jayars@tcsc.k12.in.us)

Phone: (765) 675-7521 ext. 202

Sincerely,

A handwritten signature in black ink, appearing to be 'John Ayars', written in a cursive style.

John Ayars

Assistant Principal

Athletic Director

\$14.00/hr.

# Samuel D Phillips

714 Berryman Pike

Tipton, IN 46072

phillipssamuel1999@gmail.com - (317) 3853699

## Contents:

1. Online Application
2. Attachment: Resume

Prepared for: John Ayars  
Wabash Valley Online Application Consortium  
Nov 10, 2021 7:31 AM

# Samuel D Phillips

714 Berryman Pike, Tipton, IN 46072

Phone: 317.385.5691 E-Mail: phillipssamuel1999@gmail.com

## Objective

To obtain a part-time job while I further my education at Indiana University Kokomo.

## Experience

Beck's Hybrids, Atlanta, IN

Summer 2015 & 2016

- Assist with pollinating Beck's summer corn breeding nursery.

## Education

Indiana University Kokomo

Current

Currently enrolled with a major in Business Management.

Tipton High School

August 2013 – May 2017

Graduated with Academic Honors.

## Skills

- Hardworking
- Dependable
- Flexibility
- Decision Making
- Adaptability
- Strong Computer Skills
- Excellent Math Skills
- Positive Attitude
- Good Listener

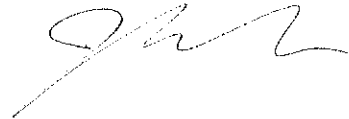
Mr. John Ayars  
Assistant Principal and Athletic Director  
Tipton Middle School  
Phone: 765.675.7521 ext 202  
Email: [jayars@tcsc.k12.in.us](mailto:jayars@tcsc.k12.in.us)

To Whom it May Concern:

This letter is being sent to inform you that Matt Quigley is no longer coaching 8th grade Boys Basketball for this academic year. This change is effective immediately.

They will be replaced by Jason Bales. If you have any questions or concerns, you may reach me at the number listed above, and you may reach that new coach at [jbales@tcsc.k12.in.us](mailto:jbales@tcsc.k12.in.us) or 765.438.0899.

Thank you, and have a good day. Go Blue Devils!

A handwritten signature in black ink, appearing to read 'John Ayars', with a stylized, cursive script.

John Ayars

December 9, 2021

Coach Armstrong,

It is with regret to inform you that I have decided to not coach for the 2022 season of the Tipton High School Softball Program. This is due to work related conflicts and knowing I would not be able to give 100% to the program like I would want. It was a very hard decision to make as I have enjoyed my time with the program. I learned a lot in these last two years and I will cherish the opportunity of coaching such a great group of young ladies.

It has been a pleasure coaching the last two years and I wish you and all the young ladies of the program many successes in the game and life in general. I would love to be able to still help out when I am able so please keep in contact with me regarding the schedule.

Thank you again for the opportunity to assist you and please reach out if there is anything I can ever do to help!

Take care,

Erin Shockley

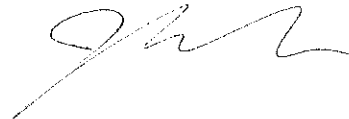
Mr. John Ayars  
Assistant Principal and Athletic Director  
Tipton Middle School  
Phone: 765.675.7521 ext 202  
Email: [jayars@tcsc.k12.in.us](mailto:jayars@tcsc.k12.in.us)

To Whom it May Concern:

This letter is being sent to inform you that Trent Welbaum is no longer coaching 7th grade Boys Basketball for this academic year. This change is effective immediately.

They will be replaced by Alec Weddell. If you have any questions or concerns, you may reach me at the number listed above, and you may reach that new coach at [alecweddell@gmail.com](mailto:alecweddell@gmail.com) or 317.385.5167.

Thank you, and have a good day. Go Blue Devils!

A handwritten signature in black ink, appearing to read 'John Ayars', with a stylized, cursive script.

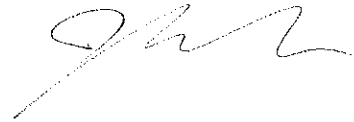
John Ayars

Mr. John Ayars  
Assistant Principal and Athletic Director  
Tipton Middle School  
Phone: 765.675.7521 ext 202  
Email: [jayars@tcsc.k12.in.us](mailto:jayars@tcsc.k12.in.us)

To Whom it May Concern:

This letter is being sent to inform you that Adam Armstrong is no longer coaching 8th grade Girls Basketball for this academic year. This change is effective immediately. Once their replacement has been decided, you will receive further communication.

Thank you, and have a good day. Go Blue Devils!

A handwritten signature in black ink, appearing to read 'John Ayars', with a stylized, cursive script.

John Ayars