

Personnel Report March 8, 2022

Certified Staff

Retirement:

- **Cheri Conaway**, 3rd Grade Teacher (36 years of service), Tipton Elementary School, *effective end of 2021/22 school year.*

Reassignment of Duties:

- **Lori Rayl**, from Elementary Principal, Tipton Elementary School, to Reading Intervention, Tipton High School, *effective June 30, 2022*

Recommendation:

- **Jessica Nelson**, 1st Grade Teacher, Tipton Elementary School, *effective February 10, 2022, Pay rate: \$39,500/yr*

Classified Staff

Resignation:

- **Sam Phillips**, Corporation Athletic Secretary, *effective February 19, 2022*
- **Heather Maluck**, Recess Assistant, *Tipton Elementary School, effective February 25, 2022*

Recommendation:

- **Randall Carlisle**, Bus Driver Trainer, *effective February 14, 2022, Pay Rate: \$19.00/hr.*
- **Scott Wessel**, Study Tables Bus Driver, *effective February 15, 2022, Pay rate: \$50/day*
- **Scott Bennington**, Corporation Athletic Secretary, *effective February 21, 2022, Pay rate: \$14.00/hr.*
- **Julie Wesner**, Library Assistant, Tipton High School, *effective February 21, 2022, Pay rate: \$12.50/hr.*
- **Tristan Comer**, Corporation Permanent Substitute, *effective March 1, 2022, Pay rate: \$110/day*

ECA Staff

Resignation:

- **Nicole Clifford**, Middle School Head Cheerleading Coach, TMS
- **Sam Phillips**, Assistant Track Coach, THS
- **Erin Shockley**, Girls' JV Softball Coach, THS
- **Grant Yoder**, Boys' JV Baseball Coach, THS

Recommendation:

- **Morgan Dolezal**, Girls' Varsity Tennis Coach, Tipton High School
- **Megan Zabst**, Girls' JV Softball Coach, Tipton High School
- **Andy Hussong**, Boys' JV Baseball Coach, Tipton High School
- **Steve Cherry**, Volunteer Baseball Coach, Tipton High School

Dr. Ryan Glaze
Tipton Community School Corporation
1051 S. Main Street
Tipton, IN 46072

Cheri Conaway
Third Grade Teacher

March 1, 2022

Dear Dr. Ryan Glaze,

Please accept this letter as an official notification of my retirement. I will be retiring at the end of this school year. May 23, 2022 will be my official last working day.

I have thoroughly enjoyed serving as a third grade teacher with Tipton Community Schools. Over the past 36 years, I have been honored to have the chance to touch the lives of so many children. It has been a pleasure to learn from them as it has been to teach them. I am grateful for the relationships I've formed here with the school administration, my colleagues, and especially my third grade team. Those relationships will not be soon forgotten.

Please let me know what steps I need to take to formally begin the retirement process. I appreciate your guidance in handling the paperwork.

I would also like to take this opportunity to thank all of you for your generous support throughout my time spent here. I wish you and the school the very best.

Sincerely,
Cheri Conaway

February 9, 2022


Dear Dr. Glaze and TCSC School Board,

Please accept this letter as a formal request to resign from my position as Tipton Elementary School Principal. My last day of employment as principal will be June 30, 2022. I have been very blessed to have been able to serve as principal for 18 years.

I would like to accept the offer of going to the High School to serve in this capacity:

The position would be ELA Remediation at THS and also shepherding the new program for IUK's Tomorrow's Teachers program. The program is an opportunity for high school students to do cadet teaching and also get dual credit through IUK. The class would meet one block of the 8 and then 5 sections of remediation.

Thank you,


Mrs. Lori Rayl

To: Dr. Glaze and School Board

From: Mrs. Rayl

Date: February 9, 2022

Re: Recommendation for TES First Grade Teacher

I would like to recommend Ms. Nelson as a TES first grade teacher. 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. Nelson to work as our first grade teacher at TES.

Thank you for this consideration.

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Lori Rayl
Date: 2-9-22
Person Recommended: Jessica Nelson
Address: 3314 W 50S Kokomo, IN 46902
Phone Number(s): 7655138516
Position Recommended: 1st grade teacher
Start Date: 2-10-22

Certified

Has Position Been Posted ✓

Letter of Recommendation

Resume ✓

Completed Application ✓

Background Check

Checked References ✓

Job Description

Letter of Interest ✓

License checked online

Transcript

Years Exp. 0

Degree BA

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

\$29,570


February 7, 2022

Dear Mr. Fernung and Mr. Ayars,

This is a letter of my resignation from Tipton Community School Corporation. I recently was offered a job that I cannot afford to pass up. I would like my final day to be either Friday February 18th or February 19th.

Thank you for the opportunity to learn and grow in this field and for giving me more professional knowledge that I can use in the future. If there is anything I need to do in these last two weeks just let me know and I will be happy to do them!

Thank you,

Sam Phillips

Mrs. Lori Rayl
Tipton Elementary School
1099 S Main Street
Tipton, Indiana 46072

Dear Mrs. Lori Rayl

Please accept this letter of resignation from the position of Recess Teacher, effective two weeks from this Friday. My last day at Tipton Elementary School will be Friday February 25th 2022.

This was a difficult decision to make. The past three years working at the school have been both rewarding and fulfilling. I truly appreciate the opportunities that you have provided me at the Elementary School and I am happy to facilitate the transition process in any way.

Again, this was a hard decision to make and it has been a pleasure working as a part of your team at the school.

Sincerely,

A handwritten signature in black ink, appearing to read "H Maluck". The signature is fluid and cursive, with a large initial "H" and a stylized "M".

Heather L. Maluck

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Friday, February 11, 2022

I would like to recommend Randall Carlisle as the Bus Driver Trainer for Tipton Community Schools. Randall is currently one of our corporation drivers. He has had over 15 years of experience in driving both in Indiana and Alabama. He has had experience in training firemen in driving equipment in Alabama. He will start investigating and putting the program together on Monday, February 14.

\$19/hr.

Tipton Community School Corporation

Inter-office Memorandum

To: Dr. Glaze and the Board of School Trustees

From: Shayne Clark

Date: Wednesday, February 16, 2022

I would like to recommend Scott Wessel for a study tables bus driver. He will start Tuesday, February 15 at \$50.

To Whom It May Concern,

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

I ask that Mr. Bennington's start date be February 21st. He will be paid hourly at a rate of \$14/hour, with a 37.5-hour week.

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

John Ayars

Email: jayars@tcsc.k12.in.us

Phone: (765) 675-7521 ext. 202

Sincerely,

John Ayars

Assistant Principal

Athletic Director

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Rik Stillson

Date: 2/18/22

Person Recommended: Julie Wesner

Address: 626 W Madison St.

Phone Number(s) 765-438-6883

Position Recommended: IHS Library Assistant

Start Date: As soon as possible 2/21/2022

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 ☒

\$12.50/hr per M. Glaze
(packet given 2/21/22
OBS)



TIPTON HIGH SCHOOL

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



Tipton High School Library Assistant

2/18/2022

On Friday, February 18 I interviewed 1 candidate for the THS Library Assistant position. The interview was conducted by D'Lee Bammer and myself. The candidate was very well spoken and did a good job in the interview. After the interview Ms. Bammer and myself discussed the candidate and were in agreement that they should be offered the job. We then offered Julie Wesner the position. She accepted. I informed her we were anxious for her to start as soon as possible. She let us know she was ready to start right away as well.



TIPTON HIGH SCHOOL

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



2/18/2022

Dr. Glaze and Board of Trustees,

It is my recommendation that Julie Wesner be hired for the position of Tipton High School Library Assistant. I had received only 1 completed application. The committee was composed of D'Lee Bammer and myself. We both agreed that Julie would be the best candidate after we conducted an interview with her. Julie will bring an infectious enthusiasm, a sense of compassion, and an ability to reach students that will help the Tipton High School Library book circulation grow and thrive moving forward. I think she 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 black ink, appearing to read "Richard J. Stillson".

Richard J. Stillson
Principal
Tipton High School

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Ryan Glaze

Date: 3/2/22

Person Recommended: Tristin Homer

Address: _____

Phone Number(s) _____

Position Recommended: Permanent Sub

Start Date: 3/1/22

Certified

Has Position Been Posted Yes

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 Yes

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check ✓

Checked References ✓

Job Description ✓

Ryan Glaze

\$110.00 per day



TCSC

Tipton Community School Corporation

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

To: Board of Trustees

From: Dr. Ryan Glaze, Superintendent

Date: February 15, 2022

Re: Full Time Substitute Teacher

I am recommending Tristin Comer for the position for full time substitute at Tipton Community School Corporation. Mr. Comer will begin Tuesday, March 1, 2022. Ms. Comer will primarily substitute in the secondary buildings, but will also be available for elementary. She will fill all long term substitute positions and will assist when we are unable to fill positions from WillSub. Ms. Comer is a certified teacher. Ms. Comer will work 7 hours per day at a rate of \$110.00 per day.

Ryan Glaze

February 11, 2022

Mr. John Ayars
Tipton Middle School
817 S. Main Street
Tipton, IN 46072

Dear Mr. Ayars,

Please accept this as the formal notification of my resignation as Middle Head Cheerleading Coach effective as of the end of the winter sports season.

I appreciate the many skills I learned and the co-workers I've met over my 12 years of coaching.

Please let me know if there is anything I can do to aid in this transition, and thank you for this opportunity.

Warm regards,


Nicole Clifford

Dear Kory,

Due to taking another job I will not be able to continue coaching track.

Thank you,
Sam Phillips

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

Grant Yoder
1489 Evenstar Blvd. Indianapolis, Indiana
August 6, 2021

Tipton Community Schools
1051 S Main St.
Tipton, Indiana 46072

To Whom it May Concern,

I am writing to notify you that I will not be coming back for the 2021-2022 baseball season as Head Junior Varsity baseball coach.

I grew as a professional and coach throughout this time and would like to thank Rob Jordan for the opportunity. This opportunity has helped me as a young teaching professional. I am excited to see where this program is headed.

Sincerely,

Grant Yoder

TIPTON HIGH SCHOOL

MEMORANDUM

TO: Dr. Ryan Glaze Superintendent
Board of School Trustees

FROM: Kory Fernung, Athletic Director

DATE: 2/18/22

RE: Baseball, softball, girls tennis recommendations:

Girls Varsity Tennis: Morgan Dolezal

Girls JV Softball Coach Recommendation: Megan Zabst

Baseball JV Coach: Andy Hussong

Volunteer Baseball Coaches: Steve Cherry