

Personnel Report May 10, 2022

Certified Staff

Recommendation:

- **Kameron Finch**, Auto Shop/Metals Teacher, Tipton High School, *effective August 9, 2022, Pay rate: \$45,500/yr*
- **Tammy Heady**, Permanent Elementary Teacher, Tipton Elementary School, *effective August 9, 2022*
- **DO NOT READ aloud...pending MOU approval.**
Emily Kilmer, College and Careers/Ag Educator, Tipton Middle School, *effective August 9, 2022, Pay rate: \$47,144.80 (20 day extended contract)*

Classified Staff

Recommendation:

- **Jennie Ellis**, Part Time Custodian, Tipton Elementary School, *effective April 18, 2022, Pay rate: \$11/hr.*
- **Andrea Wesner**, Head Secretary, Tipton Middle School, *effective May 6, 2022, Pay rate: \$13.15/hr.*

Resignation:

- **Martin Aspiazu**, Part Time Custodian, Tipton Elementary School, *effective April 15, 2022*
- **Linda Whitesell**, Head Secretary, Tipton Middle School, *effective April 26, 2022*
- **Amanda Plake**, Instructional Assistant, Tipton High School, *effective April 29, 2022*
- **Jennie Ellis**, Part Time Custodian, Tipton Elementary School, *effective April 25, 2022*
- **Larry Murdock**, Instructional Assistant, Tipton Middle School, *effective May 23, 2022*

ECA Staff

Resignation:

- **Kim Warner**, National Honor Society Sponsor, Tipton High School

Recommendation:

- **Jessica McKinney**, Assistant Cheer Coach, Tipton Middle School

Employee Recommendation Check List
(Attach to recommendation)

May 4, 2022
@ 9 AM

Recommending Administrator: Rich Stillson

Date: 4/20/22

Person Recommended: Kameron Finch

Address 1624 S 25 W Tipton IN 46072

Phone Number(s) 765-507-0682

Position Recommended: Auto Technology Teacher

Starting Date: 8/8/22

Certified

Has Position Been Posted ✓

Letter of Recommendation ✓

Resume ✓

Completed Application ✓

Background Check ✓

Checked References ✓

Job Description ✓

Letter of Interest ✓

License ✓

Years Exp. 0

Degree Associates

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

\$ Base \$45,500
Auto Shop 3,250
48,750.00



TIPTON HIGH SCHOOL

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

Tipton High School Auto Teacher

4/20/2022

On Thursday, April 14 I set up interviews with the two applicants who had completed and submitted their applications for the THS Auto teaching position. On Monday, April 18 Mr. Leach, Carrie Capshaw, Chris Nichols, Nick Strait, and I interviewed the two candidates. Kameron Finch was the best candidate. He expressed his enthusiasm and passion for automotive technology. He also has an associates degree in auto tech and is a Tipton graduate. On Wednesday, April 20 I offered Kameron Finch the position and he accepted.



TIPTON HIGH SCHOOL

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

4/20/2022

Dr. Glaze and Board of Trustees,

It is my recommendation that Kameron Finch be hired for the position of Tipton High School Auto Teacher. On Thursday, April 14 I set up interviews with the two applicants who had completed and submitted their applications for the THS Auto teaching position. On Monday, April 18 Mr. Leach, Carrie Capshaw, Chris Nichols, Nick Strait, and I interviewed the two candidates. Kameron Finch was the best candidate. He expressed his enthusiasm and passion for automobile technology. Hee also has an associate's degree and is a Tipton graduate. On Wednesday, April 20 I offered Kameron Finch the position and he accepted. Kameron will bring an infectious enthusiasm, a sense of compassion, and an ability to reach students that will help the Tipton High School Auto Technology Department grow and thrive moving forward. I think he will be a fair and strong disciplinarian and help those students who are in need. I am very much looking forward to working with him in his new role.

Sincerely,

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

Richard J. Stillson
Principal
Tipton High School

Emily Kilmer

Memorandum

To: Dr. Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 4/7/2022

Subject: Recommendation for Hire

I would like to formally request to hire Emily Kilmer for our new College and Careers/Ag Education position. Ms. Kilmer was selected from a committee including Jessica Mars, Stacey Hartley, Glen Castor, John Ayars, and Melissa Kikta. The committee reviewed the two applications that were submitted and interviewed two applicants.

Ms. Kilmer has a strong background in FFA activities, Agriculture Education, and 4-H. Her references said that she has a strong willingness to improve and took feedback well. She has proven to take initiative in her growth as a teacher and her ability to work collaboratively with her co-workers. I think she will be a great addition to our team.

Attachments:

Employee Recommendation Checklist
Application packet
Interview notes

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Melissa Kikta

Date: 4/7/2022

Person Recommended: Emily Kilmer

Address: 6437 W 800 S Brookston, IN 47923

Phone Number(s) 219-869-4908

Position Recommended: College and Careers/Ag

Start Date: August 2022

Certified

Has Position Been Posted X

Letter of Recommendation X

Resume X

Completed Application X

Background Check

Checked References X

Job Description X

Letter of Interest X

License X

Transcript X

Years Exp. 0

Degree BS

Classified/Coaching

Has Position Been Posted

Letter of Recommendation

Resume

Completed Application

Background Check

Checked References

Job Description

[Handwritten signature]
\$ 47,144.80
20 day trial contract

To: Dr. Glaze and School Board

From: Mrs.Dicken

Date: May 6, 2022

Re: Recommendation for TES Permanent Elementary Teaching Position

I would like to recommend Mrs. Tammy Heady to work as a Permanent Elementary Teacher.

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

Mrs. Heady has filled in during the 2021-2022 in second grade. She has displayed dedication to student achievement, professional development, and engaging instruction. Mrs. Heady has a strong focus on reading instruction.

It is my recommendation that you consider Mrs. Heady to be a Permanent Elementary Teacher.

Thank you for this consideration.

To Dr. Ryan Glaze and Tipton Community School Board Members

From: Eric Johnson, Director of Facilities

Date 4/13/2022

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to consider Jennie Ellis for the part time Elementary position, with a start date of Monday April 18th and rate of pay would be \$11.00. She will be working less than 20 hours per week Monday thru Friday.

Thank you for your consideration in this matter.

Eric Johnson

Facility Director

Tipton Community School Corporation

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 5/2/22

Subject: Recommendation for Hire

I would like to formally request to hire Andrea Wesner for our open Secretary position. Mrs. Wesner was selected from a committee including Mrs. Kikta, Mr. Ayars, and Mrs. Calloway. The committee reviewed the four applications that were submitted and interviewed three applicants.

Mrs. Wesner possesses a strong background in office management. She has basic knowledge of PowerSchool and comprehensive knowledge in computer skills. Her experience in the school system as a substitute teacher will assist her in her transition to the new role.

Attachments:

Interview notes

Reference Check Notes

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Melissa Kikta

Date: 5/2/22

Person Recommended: Andrea Wesner

Address: 2634 W State Road 28 Tipton IN 46072

Phone Number(s) 765-860-0700

Position Recommended: TMS Secretary

Start Date: 5/6/22

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 X

Letter of Recommendation X

Resume X

Completed Application X

Background Check X

Checked References X

Job Description X

*\$13.15/hr
per Dr. Glaze*

I MARTIN ASPIAZU AM.
RESIGNING MY POSITION AS
CUSTODIAN AT T.E.S. 9:30 - 1:00
SHIFT.

Martin Aspiazu

effective
4/15/2022

April 12, 2022

I am writing to formally notify you that I am resigning from my position as Secretary at Tipton Middle School. As of today, I have taken another position at a school corporation closer to home. My last day of employment will be April 26, 2022.

I appreciate the many opportunities for growth and development that I have been given throughout the last nine years at Tipton Community School Corporation and want to thank you for your guidance and support.

Respectfully Yours,

Linda Whitesell

LETTER OF RESIGNATION

April 19 2022

Amanda Plake
328 S. West St., Tipton, Indiana, 46072
(317) 385-0502
aplake@tcsc.k12.in.us

Dear Tipton Community School Corporation,

I am writing you today to officially announce my resignation from Tipton Community School Corporation with my last day being April 29 2022. I am making this request due to accepting another position.

I'm leaving a grateful and appreciative person for the opportunity that was given to me and wish for your continued support. If there is anything I can do to help in preparing for my departure I will be available over the next 1 week and 3 days.

Sincerely,



Amanda Plake

To whom it may concern, April 25, 2022

I, Jennie Ellis resign from my
part time Custodial employment.

Thank you,
Jennie Ellis



Re: Resignation Notification

1 message

Melissa Kikta <mkikta@tcsc.k12.in.us>

Fri, May 6, 2022 at 10:57 AM

To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>, Larry Murdock <lmurdock@tcsc.k12.in.us>

Thank for this. I appreciate all you have given us and our special students.

On Fri, May 6, 2022 at 10:37 Larry Murdock <lmurdock@tcsc.k12.in.us> wrote:

Just for clarification, my resignation date will be May 23, 2022.

On Fri, May 6, 2022 at 10:36 AM Larry Murdock <lmurdock@tcsc.k12.in.us> wrote:

Dawn Benefiel stated that I needed to submit a letter of resignation to you regarding my present position as Special Education Aide. Dawn said this was necessary to "clear" my current information in Willsub, so that I might be available to substitute teach in the various TCSK buildings this coming academic year.

If you require anything in addition to this email, please let me know. It has been a pleasure working with you and the staff at TMS over the last three years. I hope to continue to do so, albeit in a different capacity, for years to come.

Thank you for the opportunity!

--

Melissa Kikta
Principal
Tipton Middle School

Education is not the learning of facts, but the training of the mind to think. - Albert Einstein

To: Tipton Community School Board

From: Kim Warner

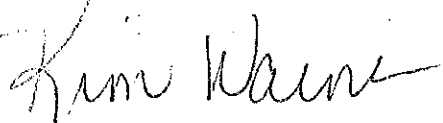
Date: April 20, 2022

RE: NHS Sponsor

I wish to resign my position as NHS Sponsor starting the 2022-23 school year.

I have enjoyed my years as sponsor but feel it is time to allow someone else to take this leadership role.

Sincerely,



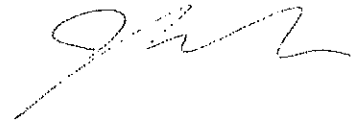
Kim Warner

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

To Whom it May Concern:

This letter is being sent to inform you that, following Beth Unger's advancement to head cheer coach, we would like to advance Jessica McKinney's application and hire her to the position of Assistant Cheer coach at TMS. She may be reached at mckinney.jessica0920@yahoo.com and 317.376.2406.

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

A handwritten signature in black ink, appearing to read 'J. Ayars', with a long horizontal stroke extending to the left.

John Ayars