

Personnel Report September 13, 2022

Certified Staff

Resignation:

- **Adam Armstrong**, PE Teacher, THS, *effective August 10, 2022*

Recommendation:

- **Aimee Marshall**, Health Teacher, TMS, *effective September 13, 2022; Pay rate: \$42,500*

Transfer:

- **Dan Cousineau**, from Health Teacher to PE Teacher, TMS, *effective September 6, 2022*

Classified Staff

Resignation:

- **Laurie Bannon**, Cafeteria, TES/TMS, *effective August 10, 2022*

Reassignment of Duties:

- **Tristan Comer**, from District Permanent Sub to Elementary Title 1/Middle School Math Interventionist, *effective August 22, 2022, Pay rate: \$41,500*
- **Danielle Adams**, from Elementary assistant to Middle School assistant, *effective August 9, 2022*

Transfer:

- **Dawn Benefiel**, from Corporation Treasurer to Office Manager/Accounts Payable Manager, *effective September 12, 2022, Pay rate: \$55,000*

Recommendation:

- **Talan Stuber**, Athletic Maintenance, Corporation, *effective August 29, 2022, Pay rate: \$15.00/hr*
- **John Fowler**, Recess Assistant, TES, *effective August 22, 2022, Pay rate: \$12.50/hr*
- **Ashley Sampson**, Kindergarten Assistant, TES, *effective August 22, 2022, Pay rate: \$12/50/hr*
- **Sandra Sorrell**, Bus Driver, Corporation, *effective August 30, 2022*
- **Ashley Tragesser**, Custodian, TES, *effective August 11, 2022, Pay rate: \$13.00/hr*
- **Mackenzie Barlow**, Special Ed Bus Assistant/Assistant – TES, *effective August 31, 2022, Pay rate: \$13.00/hr*
- **Rodger Hendricks**, Custodian, TES, *effective September 12, 2022, Pay rate: \$13.00/hr*
- **Brook Cleaver**, Corporation Treasurer, *effective September 12, 2022, Pay rate: \$79,000*

Termination:

- **Jeneka Easterly**, Cafeteria, TMS, *effective August 16, 2022*
- **Elizabeth Smith-May**, TMS, *effective August 11, 2022*
- **Faustino Rico**, Cafeteria, TMS, *effective August 26, 2022*

Medical Leave of Absence:

- **Julie Wesner**, Library Assistant, THS, *effective August 9 – September 19, 2022*

ECA Staff

Resignation:

- **Carrie Capshaw**, National Honor Society Sponsor, THS
- **Adam Armstrong**, Varsity Softball Head Coach, THS
- **Mark Barker**, Wrestling Head Coach, THS

Recommendation:

- **Kim Warner**, Senior Class Sponsor, THS



TCSC

Laura Fulton <lfulton@tcsc.k12.in.us>

Fwd: Resignation

1 message

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

Wed, Aug 10, 2022 at 3:21 PM

To: Laura Fulton <lfulton@tcsc.k12.in.us>, Ryan Glaze <rglaze@tcsc.k12.in.us>

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

From: **Adam Armstrong** <aarmstrong@tcsc.k12.in.us>

Date: Wed, Aug 10, 2022 at 15:19

Subject: Resignation

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

Mrs. Kikta,

I am writing this to let you know that I have accepted an offer at another school corporation. Because of this, I am no longer going to be able to teach at Tipton. Thank you so much for the last 4 years.

--

Thank you,

Adam Armstrong
Physical Education Teacher
Tipton Middle School
aarmstrong@tcsc.k12.in.us
765-675-7521
Classroom Ext. 255
Gym Ext. 240

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Melissa Kikta
Principal
Tipton Middle School

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

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/12/22

Subject: Recommendation for Hire

I would like to formally request to hire Aimee Marshall for our open Health position. Mrs. Marshall was selected from a committee including Mrs. McDonough, Mr. Ayers, and Mrs. Kikta. The committee reviewed the 2 applications that were submitted and interviewed 2 applicants.

Mrs. Marshall brings a decade of experience working with special needs and high-risk students. She has successfully worked in a PLC environment. She provided many examples of cross-curricular planning and implementation of activities that brought math and language arts skills into the health classroom.

Attachments:

Employee Recommendation Checklist

Application packet

Interview notes

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/12/22

Subject: Recommendation for Hire

I would like to formally request to hire Almee Marshall for our open Health position. Mrs. Marshall was selected from a committee including Mrs. McDonough, Mr. Ayars, and Mrs. Kikta. The committee reviewed the 2 applications that were submitted and interviewed 2 applicants.

Mrs. Marshall brings a decade of experience working with special needs and high-risk students. She has successfully worked in a PLC environment. She provided many examples of cross-curricular planning and implementation of activities that brought math and language arts skills into the health classroom.

Attachments:

Employee Recommendation Checklist
Application packet
Interview notes

Post
\$ 42,500

Release date

9/12/22

Start January 9/13/22

Memorandum

To: Ryan Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/11/2022

Subject: Recommendation for Transfer

I would like to formally request to transfer Dan Cousineau to our open Middle School PE position.

August 10, 2022

To Whom it may concern,

As of August 10th 2022, I am resigning
from my position as cook in the ES/MS.
I have taken a position closer to my home.
Thank you for the 11 years I spent at TMS.

Sincerely,

Lawrie Bannon

To: Dr. Glaze and School Board

From: Mr. Brian Johnson/Mrs. Melissa Kikta

Date: August 18, 2022

Re: Recommendation for Tristan Comer - Transfer from District Permanent Substitute Teacher to Elementary Title I/Middle School Math Interventionist

I would like to recommend Mrs. Tristan Comer to transfer from District Permanent Substitute Teacher to Elementary Title I/Middle School Math Interventionist starting Monday, August 22, 2022.. These are both areas of high need in the elementary school and middle school. She is in the process of getting her emergency teaching license.

Thank you for this consideration.

Memorandum

To: Dr. Glaze

From: Melissa Kikta - Tipton Middle School Principal

Date: 8/9/2022

Subject: Danielle Adams Transfer

Danielle Adams transferred to the Elementary as an instructional aide while the middle school was not using the locker rooms due to COVID. The middle school will have students change into PE clothes for the course this year. This will need a female staff to monitor the girls locker room. Mrs. Adams will also support in the supervision of our lunchroom, homeroom coverage, and monitoring a resource period.

Memorandum

To: TCSC Board of Education

From: Dr. Glaze, Superintendent of Schools

Date: September 7, 2022

Re: Recommendation

I am recommending the transfer of Dawn Benefiel from Corporation Treasurer to Office Manager/Accounts Payable Manager to the Board of School Trustees. Mrs. Benefiel will be hired as a classified employee for 260 Days at an annual salary of \$55,000 or (\$26.44 per hour). The transfer will take place on Monday, September 12, 2022.

To Dr. Ryan Glaze and Tipton Community School Board Members

From : Eric Johnson, Director of Facilities

Date 8/25/2022

Re Talan Stuber

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to consider Talan Stuber for the athletic maintenance position for Tipton Schools. His start date will be August 29th 2022, with a rate of pay of \$15.00 per hour.

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

Employee Recommendation Checklist

(Attach to recommendation)

Recommending Administrator: Brian Johnson

Date: 8/22/22

Person Recommended: John Fowler

Address: 2932 S 200 W, Tipton, IN 46072

Phone Number(s) 765-437-5739

Position Recommended: Recess Aide - TES

Start Date: 8/22/22

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 _____

Checked References X

Job Description X

*12.50/hr per Dr. Glaze

To: Dr. Glaze and School Board
From: Mr. Brian Johnson
Date: August 22, 2022
Re: Recommendation for John Fowler - Recess Aide

I would like to recommend Mr. John Fowler for Recess Aide at TES.

The interview committee consisted of Mr. Johnson, Mr. Larrison, and Mrs. Heady. Throughout the interview process, Mr. Fowler demonstrated his relationship-building skills, as strong work ethic, and ability to be a positive role model for our students at TES. With his easy-going personality and ability to develop relationships, Mr. Fowler will have a positive impact on students, staff, and the whole school culture at TES in this position.

From the above mentioned information, it is my recommendation that you consider Mr. John Fowler to become a Recess Aide at TES.

Thank you for this consideration.

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Brian Johnson
Date: 8/22/22
Person Recommended: Ashley Sampson
Address: 612 E. Jefferson St, Tipton, IN 46072
Phone Number(s) 765-480-9092
Position Recommended: Kindergarten Paraeducator
Start Date: 8/22/22

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 _____

Checked References X

Job Description X

\$12.50/hr

To: Dr. Glaze and School Board

From: Mr. Brian Johnson

Date: August 22, 2022

Re: Recommendation for Ashley Sampson - Kindergarten Paraeducator

I would like to recommend Mrs. Ashley Sampson for Kindergarten Paraeducator at TES.

The interview committee consisted of Mr. Johnson, Mr. Larrison, and Mrs. Heady. Throughout the interview process, Mrs. Sampson demonstrated her ability to work effectively with children through her previous experience working as a preschool teacher over the last four years. In that position, she was responsible for planning and implementing small and whole group instruction with approximately 15-20 preschool students. Mrs. Sampson's student-centered approach and experience working with children will have a positive impact on students, staff, and the whole school culture at TES in this position.

From the above mentioned information, it is my recommendation that you consider Mrs. Ashley Sampson to become a Kindergarten Paraeducator at TES.

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: Thursday, August 18, 2022

I would like to recommend Sandra Sorrell as the driver for bus route 48. Sandra was previously a bus driver at Mt. Zion Schools in Mt. Zion Illinois. She also drove for Three Pro Environmental in Tipton and Rock Transport in Indianapolis. She completed her class, observed, and drove under Kenny Day to complete her requirements for her Indiana yellow card. She will start driving as soon as we receive her yellow card from the state.

To Dr. Ryan Glaze and Tipton Community School Board Members

From: Eric Johnson, Director of Facilities

Date 8/9/2022

Re Ashley Tragesser

Dear dr. Glaze and Tipton Community School Board Members,

I would like to consider Ashley Tragesser for the 1st shift custodial position at the Elementary school, with a start date 8/11/20022 and rate of pay will be \$13.00

Thank you for your consideration in this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

Employee Recommendation Checklist
(Attach to recommendation)

Recommending Administrator: Brian Johnson
Date: 8/31/22
Person Recommended: MacKenzie Barlow
Address: 3404 Cobble Lane, Kokomo, IN 46902
Phone Number(s) 765-461-8355
Position Recommended: Bus Aide / TES Paraeducator
Start Date: 8/31/22

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 _____

Completed Application X

Background Check _____

Checked References X

Job Description X

\$13/hr

To: Dr. Glaze and School Board

From: Mr. Brian Johnson

Date: August 31, 2022

Re: Recommendation for Mackenzie Barlow - Bus Aide/TES Paraeducator

I would like to recommend Ms. Mackenzie Barlow for Bus Aide/TES Paraeducator.

The interview committee consisted of Mr. Johnson, Mr. Larrison, and Mr. Clark. Throughout the interview process, Ms. Barlow shared her experience working with children in the school setting, especially those with exceptional needs. She put an emphasis on always advocating for children and what's best for them. Ms. Barlow will have a positive impact on students, staff, and the whole school culture at TES in this position.

From the above mentioned information, it is my recommendation that you consider Ms. Mackenzie Barlow to become a Bus Aide/TES Paraeducator.

Thank you for this consideration.

To Dr. Ryan Glaze and Tipton Community School Board Members

From : Eric Johnson , Director of Facilities

Date 8/29/2022

Re Rodger Hendricks

Dear Dr. Glaze and Tipton Community School Board Members

I would like to consider Rodger Hendricks for the 2nd shift custodial position at the Elementary School. His start date will be 9/12/2022 and rate of pay will be \$13.00.

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

Memorandum

To: TCSC Board of Education

From: Dr. Glaze, Superintendent of Schools

Date: September 7, 2022

Re: Recommendation

I am recommending Brook Cleaver for the position of Corporation Treasurer to the Board of School Trustees. Ms. Cleaver comes to Tipton Community School Corporation with 15 years of experience as a Chief Financial Officer and School Corporation Treasurer. Ms. Cleaver will be hired on a Classified Contract (July 1-June 30) for 260 Days at an annual salary of \$79,000 and is eligible for the Administrative Benefits Package. Ms. Cleaver will begin work at TCSC on Monday, September 12, 2022.

August 16 2022

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

Our food service department will need to release Jeneka Easterly from her employment with us effective 8/16/2022, due to her abandoning her job via the voluntary resignation clause in the handbook relating to no-call/no-show. On Tuesday, Jeneka did not show up for her shift, and our attempts to contact her went unanswered. She has had repeated attendance issues all of last year and was slated for termination at the end-of-year review but pleaded that she would change if she had another chance (she had multiple hardships in her personal life). The management agreed, noting that the coming year would be no tolerance for attendance problems beyond what is allowed in the handbook, and she agreed. So far this year, Jeneka has been late twice and no show for 1 of her 4 shifts, making it clear she is not ready to comply with the second chance terms given. The managers received a cellphone text after the workday closed stating that she "was sorry and that she overslept for her 930AM shift and just woke up at 430pm". It is, with regret, my recommendation we take this inability to work the scheduled shift as job-abandonment (per the employee handbook) and move to terminate the employee. She has been notified and declined to come in to speak with us as "she cant afford the gas to come here if she's just going to be let go".

Adam Proulx

Food Service Director

Tipton Community Schools

August 16 2022

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

Our food service department will need to release Elizabeth Smith-May from her employment with us effective 8/11/2022, as she has found other work and decided to resign. We are having trouble getting a notice of resignation dropped off but will continue to work on it. Thank you.

Adam Proulx

Food Service Director

Tipton Community Schools

August 29 2022

Tipton Community Schools

817 S. Main St.

Tipton, IN 46072

To the Tipton Community School Board Members,

Our food service department will need to release Faustino Rico from his employment with us effective 8/26/2022, due to him abandoning his job via the voluntary resignation clause in the handbook relating to leaving mid-shift with no notice and refusing to answer calls or show up for work. It is, with regret, my recommendation we take this inability to work the scheduled shift as job-abandonment (per the employee handbook) and move to terminate the employee. He has been notified (via text, no other means of contact were successful) and declined to come in to speak with us. I spoke with Dr. Glaze in-depth on the circumstances surrounding this odd situation and he should be able to answer any additional questions. I am also available for a closed session to discuss the situation.

Adam Proulx

Food Service Director

Tipton Community Schools

**TCSC**

Laura Fulton <lfulton@tcsc.k12.in.us>

Fwd: Medical Leave of Absence

1 message

Tonja Carter <tcarter@tcsc.k12.in.us>

Wed, Aug 24, 2022 at 8:16 AM

To: Laura Fulton <lfulton@tcsc.k12.in.us>, Ryan Glaze <rglaze@tcsc.k12.in.us>, Craig Leach <cleach@tcsc.k12.in.us>

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

From: **Julie Wesner** <jwesner@tcsc.k12.in.us>

Date: Tue, Aug 23, 2022 at 9:05 PM

Subject: Medical Leave of Absence

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

Hello Tonja,

I would like to request a medical leave of absence beginning on 8-9-22 until 9-19-22. Upon my return on 9-19-22, I will be working 1/2 days for two weeks (per doctor's letter). I appreciate you working with me during my medical situation. Please let me know if you need anything else.

Thanks,

Julie Wesner

--

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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May 10, 2022

I would like to resign my position as sponsor for National Honor Society, effective for the 2022-2023 school year.

Thank you,

A handwritten signature in black ink, appearing to read "Carol Graham". The signature is written in a cursive style with a large, stylized initial 'C'.



TCSC

Laura Fulton <lfulton@tcsc.k12.in.us>

Fwd: softball

1 message

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

Thu, Sep 1, 2022 at 10:12 AM

To: Laura Fulton <lfulton@tcsc.k12.in.us>

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

From: **Kory Fernung** <kfernung@tcsc.k12.in.us>

Date: Thu, Sep 1, 2022 at 10:09 AM

Subject: softball

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

Coach Adam Armstrong has resigned from teaching this past month which includes resigning from varsity softball.

Thank you

--

*Dawn L. Benefiel
Corporation Treasurer
Tipton Community School Corporation
1051 S Main Street
Tipton, IN 46072
765-675-2147 Ext. 314*

Working Together For Student Success

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**TCSC**

Laura Fulton <lfulton@tcsc.k12.in.us>

Fwd: resignation

1 message

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

Thu, Sep 1, 2022 at 10:13 AM

To: Laura Fulton <lfulton@tcsc.k12.in.us>

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

From: **Kory Fernung** <kfernung@tcsc.k12.in.us>

Date: Thu, Sep 1, 2022 at 10:08 AM

Subject: Fwd: resignation

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

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

From: **Mark Barker** <Mark.Barker@hamiltoncounty.in.gov>

Date: Mon, Apr 25, 2022 at 2:19 PM

Subject: resignation

To: Kory Fernung <kfernung@tcsc.k12.in.us>, rstillson@tcsc.k12.in.us <rstillson@tcsc.k12.in.us>

Cc: rglaze@tcsc.k12.in.us <rglaze@tcsc.k12.in.us>

Whomever this may concern, After having served as a THS wrestling coach for 15 years, I now offer my resignation as I will soon be retiring from my full time career and will be moving to another part of the state. There is no greater sport in my mind and I will always appreciate my time coaching the young men and women at Tipton. I am grateful for the support given by the administration, other coaches/staff and parents while I served here. Thank you.

Mark Barker

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*Dawn L. Benefiel
Corporation Treasurer
Tipton Community School Corporation
1051 S Main Street
Tipton, IN 46072
765-675-2147 Ext. 314*

Working Together For Student Success

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TIPTON HIGH SCHOOL

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

August 11, 2022

Dear TCSC School Board Members,

I write to recommend Kim Warner for the position of Senior Class Sponsor for the 2022-2023 school year.

Thank you for your time and consideration.

Sincerely,

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

Craig Leach
Principal
Tipton High School