

**Tipton Community School Corporation  
Personnel Report  
May 13, 2025**

**Certified Staff**

**Leave Request:**

Jessica Nichols is requesting a Maternity Leave of Absence beginning approximately September 8, 2025. Mrs. Nichols plans to return to work January 5, 2026.

**Certified Resignation:**

None.

**Certified Recommendation:**

- **Jeff Walker**, 4th Grade Teacher, Tipton Elementary School, *effective August 7, 2025, Pay rate: \$61,000/yr*
- **Ashley Nightenhelser**, 1st Grade Teacher, Tipton Elementary School, *effective August 7, 2025, Pay rate: \$42,500/yr*
- **Tommy Newton**, Strength and Conditioning Teacher, Tipton High and Tipton Middle School, *effective August 7, 2025, Pay rate: \$49,500 with additional 10 extended contract days*
- **Braydon Lake**, Social Studies Teacher, Tipton High School, *effective August 7, 2025, Pay rate: \$44,500/yr*

**Classified Staff**

**Resignations:**

- **Emma Crawford**, Corporation Deputy Treasurer, Tipton Community School Corporation, *effective April 18, 2025*
- **Braydon Lake**, Permanent Substitute Teacher, Tipton Community School Corporation, *effective the end of 2024/2025 school year*

**Recommendations:**

- **Whitney Wilson**, 2nd Shift Custodian, Tipton Elementary School, *effective April 14, 2025, Pay rate: \$14.50/hr*
- **Ken Day**, Sub Bus Driver Route 34 to end of the 2024-2025 school year, *effective April 7, 2025, Pay rate: \$141.12*

**Pay Adjustment:**

- **Holly Brandon** increased duties and responsibility with data reporting, *with a pay increase of \$2.00/hour effective May 5, 2025*

**ECA Staff**

**Resignations:**

- **Emily Campbell**, 6th Grade Head Cheer Coach, Tipton Middle School

May 8, 2025

Subject: Maternity Leave Request

Dear TCSC School Board,

I am writing to inform you that I am pregnant and my due date is September 9th. I plan to take maternity leave starting September 8th and will return to my position on January 5th, subject to change in unforeseen circumstances.

I am committed to ensuring a smooth transition for my students and am currently working with the administration to identify a long-term substitute teacher. I will provide them with all necessary resources and materials to continue my instruction.

I will also be in contact with parents to keep them informed about my leave and the transition to the new teacher.

Thank you for your consideration and understanding in this matter.

Sincerely,

Jessica Nichols

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

765-891-9695

To: Dr. Glaze and School Board

From: Mr. Brian Johnson

Date: April 23, 2025

Re: Recommendation for Jeff Walker - Elementary Teacher (4th Grade)

I would like to recommend Mr. Jeff Walker as an Elementary Teacher (4th grade) at TES starting at the beginning of the 2025-2026 school year.

Mr. Walker has 18 years of teacher experience with 14 of those years at Van Buren Elementary in Clay Community Schools. While he is currently teaching 4th grade, Jeff has also taught 2nd and 3rd grades previously. He graduated from Indiana State University in December 2006 with a Bachelor of Science in Elementary Education with a minor in Special Education.

During the interview process, the committee was impressed with Mr. Walker's student-focused philosophy and his emphasis on building strong relationships, collaboration with students and staff, and his overall experience with students who have diverse academic and/or behavioral needs. He is well-versed in the PLC process and uses formal and informal data to drive and adjust his instruction, provide small group and individual learning experiences, and ensure students are reaching their full potential. When speaking with Mr. Walker's references, who included his current principal and two of his closest colleagues, they had nothing less than sparkling reviews of Jeff as both an educator and person. They all said they are extremely sad to see him leave their school and district and each of them said he is one of the best they have ever been around. With the skills and student-centered approach that Mr. Walker possesses, he will have a positive impact on students, staff, and the whole school culture at TES.

From the above mentioned information, it is my recommendation that you consider Mr. Jeff Walker to be an Elementary Teacher (4th grade) at TES.

Thank you for this consideration.

To: Dr. Glaze and School Board

From: Mr. Brian Johnson

Date: April 29, 2025

Re: Recommendation for Ashley Nighthenhelter - Elementary Teacher (1st Grade)

I would like to recommend Miss Ashley Nighthenhelter as an Elementary Teacher (1st Grade) at TES beginning at the start of the 2025-2026 school year. She will replace Brianna Lounsbury, who is moving to Kentucky this summer.

Miss Nighthenhelter will graduate from Indiana University Kokomo with a major in elementary education and a minor in psychology. Ashley did her student teaching as a 5th grade teacher at Northwestern Elementary School in Spring 2025 and is currently finishing out the year as a temporary teacher for her cooperating teacher who is on maternity leave. Ashley is a 2021 graduate of Tipton High School.

During the interview process, the committee was impressed with Miss Nighthenhelter's passion for education and teaching. It was very clear that Ashley possesses a growth mindset and is focused on building strong relationships with students, colleagues, and families. Ashley is eager to learn from experienced teachers while bringing her ideas and teaching strategies to her team. Growing up in Tipton, Ashley is very familiar with the children and families we serve. This will be very beneficial as she works with the students of TES. With the growth mindset and relationship-focused, student-centered approach that Miss Nighthenhelter possesses, she will have a positive impact on students, staff, and the whole school culture at TES.

From the above mentioned information, it is my recommendation that you consider Miss Ashley Nighthenhelter to be an Elementary Teacher (1st Grade) at TES.

Thank you for this consideration.

# Memorandum

To: TCSC Board of Education

From: Dr. Glaze, Superintendent of Schools

Date: May 9, 2025

Re: Tommy Newton

For the 2025-2026 school year, we will replace our currently open TMS Health Teacher position, with a Strength and Conditioning Instructor/Coach. The Strength and Conditioning Instructor/Coach will work in both the middle and high school, along with some after school and summer responsibilities. I am recommending Tommy Newton to fill this position at a base salary of \$49,500 with the strength and conditioning stipend of \$2,000, varsity basketball coach stipend of \$6,250, summer basketball stipend of \$1,200, and 10 extended contract days at \$2,814.20 for summer weights program, for a grand total of **\$61,764.20** **This position will not create an increase in FTE since we will not replace TMS health.**

For 2025-2026, 6th grade students will take a semester of health and a semester of PE (no change), in 7th and 8th grade students will take a semester of wellness, which will integrate PE and Health into a one semester class (in the past 7th grade had a semester of PE and a semester of health, while 8th grade had no PE or health offering). This change will add back PE/Health for 8th grade students. We will use existing staff to cover these classes.



# TIPTON HIGH SCHOOL

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619 S. Main Street Tipton, IN 46072 • Ph: 765-675-7431 • Fx: 765-675-9519

May 6th, 2025

Dear Tipton Community School Corporation School Board,

I am pleased to recommend Mr. Braydon Lake for the position of Social Studies teacher at Tipton High School. Since mid-January, Mr. Lake has been serving in a substitute capacity while completing his coursework at Indiana University Kokomo, and he has proven to be an outstanding addition to our team.

Mr. Lake has done an exemplary job this semester. His lessons are thoughtfully prepared, aligned with state standards, and delivered with clarity and purpose. Stepping into a classroom mid-year can be a difficult transition, yet Mr. Lake has not only met the challenge but has exceeded expectations in every regard.

The THS administration has been especially impressed with Mr. Lake's initiative in seeking feedback on classroom management, establishing clear expectations for students, and refining his instructional strategies. His passion for teaching is evident in his daily interactions with students and staff alike.

In addition to his work in the classroom, Mr. Lake has also become involved with our track team, demonstrating a desire to contribute beyond academics. His willingness to engage in the broader school community is a valuable trait we look for in young educators.

Mr. Lake has shown great promise, and we believe he would be an excellent long-term fit for our school.

Sincerely,

Craig Leach  
Principal  
Tipton High School

*Handwritten note:* \$44,500

April 07, 2025

Dr. Glaze, Mr. Jaworski, and School Board of Trustees,

Please accept this letter of resignation from my position as Deputy Treasurer/Payroll Specialist at Tipton Community School Corporation. My resignation will be effective on April 18, 2025. I am willing to help train the individual hired. I have accepted another position that aligns with my career growth and goals.

I have enjoyed my time working with everyone at the corporation and I am extremely grateful for the opportunity I had to be a part of the corporation.

Sincerely,

A handwritten signature in black ink that reads "Emma Crawford". The signature is written in a cursive, flowing style with a large initial 'E' and a long, sweeping underline.

Emma Crawford

To: Dr. Ryan Glaze and Tipton Community School Members

From: Eric Johnson, Director of Facilities

Date : 4/7/2025

Re: Whitney Wilson

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to recommend Whitney Wilson for the 2nd shift custodial position at the Tipton Elementary School. Her start date will be 4/14/2025 , rate of pay will be \$14.50 per hour and her scheduled work hours will be 2:00 pm to 10:30 pm and a 1/2 hour lunch break.

Thank you for your consideration with this matter.

Eric Johnson

Director of Facilities

Tipton Community School Corporation



# Tipton Community School Corporation

## Inter-Office Memorandum

To: Dr. Glaze and the Board of School Trustees  
From: Laura Crawford  
Date 04/11/25

I am recommending Kenneth Day to switch from the to Bus #34 route due to Dave Heath's illness. I will fill Boys & Girls club with a sub. According to Emma his pay will be \$141.12. This should be put in effect as of 4/7/25. This recommendation is for the remainder of the 2024/2025 school year.

Sincerely,

Laura Crawford

# Memorandum

To: TCSC Board of Education

From: Dr. Glaze, Superintendent of Schools

Date: May 9, 2025

Re: Holly Brandon

During the fall of 2025, Shayne Clark who has served as our state reporting agent in his retirement, plans to wind down his responsibilities assisting us with state reporting. State reports are the data source used to determine our funding as well as legal requirements and standards. During the summer and fall, Mr. Clark will train Ms. Brandon in our office how to pull data and work through errors when uploading to the state reporting portal. With this additional responsibility, I would recommend a \$2.00 per hour increase to Ms Brandon beginning May 5, 2025.

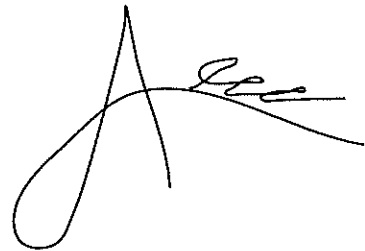
Mr. Alec Weddell  
Athletic Director  
Tipton Middle School  
Phone: 765.675.7521 ext 2231  
Email: aweddell@tcsc.k12.in.us

To Whom it May Concern:

This letter is being sent to inform you that **Emily Campbell** will be named **6<sup>th</sup> Grade Cheer Head Coach** for the 2025-2026 academic year. They will be replacing **Beth Unger and Jessica McKinney** in the position. This change is effective immediately.

If you have any questions or concerns, you may reach me at the number listed above, and you may reach that new coach at **emilywhaley04@gmail.com** or **765-2107367**.

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

A handwritten signature in black ink, appearing to read 'Alec Weddell', with a large loop on the left and a horizontal line extending to the right.

Alec Weddell