

**Tipton Community School Corporation  
Personnel Report  
July 8, 2025**

**Certified Staff**

**Maternity Leave:**

- **Erin Strayer** is requesting Maternity Leave beginning approximately November 2, 2025. She plans to return January 6, 2026 for the start of the 2nd Semester.
- **Taylor Sampson** is requesting Maternity Leave beginning sometime mid November 2025. She is planning to return February 25, 2026.

**Reassignment of Duties:**

- **Richard Stillson**, from Coordinator of Special Education to Special Education Teacher, Tipton Middle School, *effective August 6, 2025*

**Reduction in Force:**

- **Darin Pratt**, Special Education Teacher, Tipton Middle School, *effective end of 2024/2025 school year*

**Classified Staff**

**Termination:**

- **Marvin Moss**, Summer Bus Cleaning, *effective 6/11/2025*

**Recommendations:**

- **NaTasha Surface**, Summer Bus Cleaning, *effective 6/12/2025, Pay rate: \$14.50/hr*
- **Audrey Benefiel**, Summer Painting, *effective 6/9/2025, Pay rate: \$14.50/hr*
- **Jodi Hettinger**, Special Education Bus Aide for the 2025/2026 school year

**ECA Staff**

**Recommendation:**

- **Danielle Grubb**, TES Grade Level/Team Chair 5th Grade, *effective 2025/2026 school year*
- **Danalee Fernung**, 7th Grade Volleyball Head Coach, *effective 2025/2026 school year*
- **Thomas Lyday**, TCSC Safety Coordinator, *effective July 1, 2025*
- **Cliff Hackman**, Special Education Coordinator, *effective July 1, 2025*



TCSC

Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>

---

## Fwd: Maternity leave

1 message

---

**Brian Johnson** <[bjohnson@tcsc.k12.in.us](mailto:bjohnson@tcsc.k12.in.us)>

Sat, Jun 14, 2025 at 1:01 PM

To: Dawn Benefiel <[dbenefiel@tcsc.k12.in.us](mailto:dbenefiel@tcsc.k12.in.us)>, Nathan Gonzalez <[ngonzalez@tcsc.k12.in.us](mailto:ngonzalez@tcsc.k12.in.us)>

Cc: Ryan Glaze <[rglaze@tcsc.k12.in.us](mailto:rglaze@tcsc.k12.in.us)>

Maternity leave request from Erin Strayer. We won't post until late September or early October. We have a substitute who has a music background and may be interested.

Thanks,  
Brian

Begin forwarded message:

**From:** Erin Strayer <[estrayer@tcsc.k12.in.us](mailto:estrayer@tcsc.k12.in.us)>

**Date:** June 13, 2025 at 6:56:13 PM EDT

**To:** Ryan Glaze <[rglaze@tcsc.k12.in.us](mailto:rglaze@tcsc.k12.in.us)>, Brian Johnson <[tesprincipal@tcsc.k12.in.us](mailto:tesprincipal@tcsc.k12.in.us)>

**Subject:** Maternity leave

Hi there!

I am writing this email to request my maternity leave.

My due date is November 4th, I would like to request about 7 weeks. Approximately November 2nd until December 19th and then I would return after winter break.

Thank you!!!



---

## Fwd: Maternity Leave

1 message

---

**Brian Johnson** <bjohnson@tcsc.k12.in.us>

Mon, Jun 16, 2025 at 10:47 AM

To: Dawn Benefiel <dbenefiel@tcsc.k12.in.us>, Nathan Gonzalez <ngonzalez@tcsc.k12.in.us>, Sara Wiggington <swiggington@tcsc.k12.in.us>, Ryan Glaze <rglaze@tcsc.k12.in.us>, Scott Jaworski <sjaworski@tcsc.k12.in.us>

We will do the same on posting for her maternity leave as we are Erin Strayer's leave. Post it late September/early October.

Thanks,  
Brian

Begin forwarded message:

**From:** Tayler Sampson <tsampson@tcsc.k12.in.us>

**Date:** June 16, 2025 at 10:31:22 AM EDT

**To:** Brian Johnson <bjohnson@tcsc.k12.in.us>, Sara Wiggington <swiggington@tcsc.k12.in.us>, Ryan Glaze <rglaze@tcsc.k12.in.us>, Scott Jaworski <sjaworski@tcsc.k12.in.us>

**Subject:** Maternity Leave

Hello! I am writing to formally request maternity leave beginning sometime in mid-November and extending through late February. Based on my current due date and anticipated recovery period, I would like to begin my leave around November 19th and return to work around February 25th. I will confirm the exact dates as soon as they are more certain. Thank you so much and please let me know if there is anything else I need to do currently!

--

Tayler Sampson  
3rd grade Teacher

"Children learn more from who you are than what you teach."

# Memorandum

To: TCSC Board of Education  
From: Dr. Glaze, Superintendent of Schools  
Date: July 1, 2025  
Re: Personnel Items

## **Darin Pratt – Reduction in Force Notification**

On June 2, 2025, Darin Pratt was formally notified of a Reduction in Force (RIF) resulting in the elimination of his teaching position due to declining enrollment. This decision was made in compliance with Indiana Code and Board Policy 3131, with notice provided prior to July 1, 2025.

The determination was based on a combination of factors, including licensure and evaluation rankings. Mr. Pratt's evaluation rating of 2.91 was the lowest among current special education staff.

In accordance with applicable policy, Mr. Pratt retains recall rights for up to two years should a special education position or another position for which he holds appropriate licensure become available.

## **Richard Stillson – Reassignment of Duties**

To reduce administrative overhead within Tipton Community School Corporation, the position of Coordinator of Special Education and Title Grants has been eliminated. In accordance with Indiana Code and Board Policy 3131, Mr. Richard Stillson was offered a reassignment to serve as the Teacher of Students with Emotional Disabilities at Tipton Middle School. Mr. Stillson has accepted this reassignment.

## **Audrey Benefiel – Part-Time Summer Painting**

The Part-Time Summer Painting position was posted, and Audrey Benefiel was the sole applicant. She was hired on June 9, 2025, at an hourly rate of \$14.50.

**Tom Lyday – Corporation Safety Coordinator**

Following the June 2025 resignation of Dave Maddox, the Corporation Safety Coordinator position—required by Indiana Code—became vacant. This role must be held by an individual with a Certified School Safety Specialist credential. Tom Lyday meets this requirement and has been selected to serve in this capacity. He will receive an annual stipend of \$6,000.

**Dr. Clif Hackman – Special Education Coordination**

With the elimination of the Coordinator of Special Education and Title Grants position, a portion of the special education responsibilities will be reassigned to Tipton Middle School Assistant Principal, Dr. Clifton Hackman. For assuming these additional duties, Dr. Hackman will receive supplemental compensation of \$5,000.

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

From: Eric Johnson , Director of Facilities Tipton

Date: 6/11/2025

Re: Marvin Moss

Dear Dr. Glaze and Tipton Community School Board Members,

I have relieved Marvin Moss of his bus cleaning duties due to 3 days of no call or no show to work. I have given Mr. Moss ample opportunities to contact me to discuss his employment with no success of him contacting me.

Eric Johnson

Director of Facilities

Tipton Community School Corporation

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

From: Eric Johnson , Director of Facilities Tipton

Date: 6/11/2025

Re: Na Tasha Surface

Dear Dr. Glaze and Tipton Community School Board Members,

I would like to recommend Na Tasha Surface for the bus cleaning position at the bus garage. Her start date will be 6/12/2025 and her end date will be determined, rate of pay will be \$14.50 per hour with work shedule being 6:30 am to 3:00 pm Monday through Friday.

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 6/17/25

I am recommending Jodi Hettinger for the bus aide on bus 20 for the 25-26 school year.

Sincerely,

Laura Crawford



Laurie Crawford  
TCSC PowerSchool Coordinator  
TCSC Bussing Coordinator

Laurie,

I want to thank you for asking me to ride the SpEd bus. I love riding with those kids. They are all so different and they all want one on one attention. I love sitting with each of them and hearing how their day went or why they are sad. I have learned so much from riding and talking with them. I even had a little girl who told me she wished I were her mom. With all of that, I would like to throw my name out there to ride next year too. I really do enjoy it.

Thank you,

Jodi Hettinger

To: Dr. Glaze and School Board

From: Mr. Brian Johnson

Date: June 2, 2025

Re: Recommendation - TES Grade Level/Team Chairs for 2025-2026

I would like to recommend the following certified staff members to serve as Tipton Elementary School Grade Level/Team Chairs for the 2025-2026 school year:

- Mara Isenhower, Kindergarten
- Lexi Geiger, 1st Grade
- Emma Long, 2nd Grade
- Allison Ripberger, 3rd Grade
- Paula Stevens, 4th Grade
- Danielle Grubb, 5th Grade
- Cristina Sole, Special Education
- Dechia Potthast, Special Areas

Thank you for this consideration.

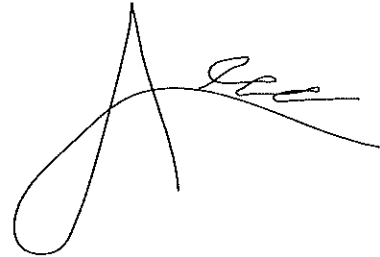
Mr. Alec Weddell  
Athletic Director  
Tipton Middle School  
Phone: 765.675.7521 ext 2231  
Email: aweddell@tcsc.k12.in.us

To Whom it May Concern:

This letter is being sent to inform you that **Danalee Fernung** will be named 7<sup>th</sup> **Grade Volleyball Head Coach** for the 2025-2026 academic year. They will be replacing **Kelsey Mitchell** in this role. 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 **dfernung@tccs.k12.in.us** or **765-438-7284**.

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

A handwritten signature in black ink, appearing to read 'Alec Weddell', with a large, stylized initial 'A'.

Alec Weddell

# TCSC School Board Meeting

Community Room, 817 South Main Street, Tipton, IN 46072

Tuesday, July 8, 2025

6:30pm - 7:30pm

## 1 Call to Order

Robert Cochrane, Board President

## 2 Pledge of Allegiance

## 3 Vision Statement

Robert Cochrane, Board President

## 4 Tell Me Something Good

Robert Cochrane, Board President

## 5 Blue Future Awards

Dr. Ryan Glaze, Superintendent

## 6 Comments from the Community

Robert Cochrane, Board President

## 7 Consent Agenda

Robert Cochrane, Board President

Approval of the Agenda

Approval of Minutes

- Regular Session June 120, 2025

Approval of Claims

- Payroll Claims, June 20, 2025
- Payroll Claims, June 30, 2025
- Payroll Claims, July 3, 2025
- Accounts Payable Claims, July 2025

Approval of Personnel Report

- Personnel Report, July 2025

Approval of Field Trips (Overnight and/or Out-of-State)

- THS Cheerleader Disney Trip, November 2025
- THS Boys Basketball Overnight Camp, July 11-13, 2025

Approval to Accept Donations

- Boys and Girls Club of Tipton County, \$6,000 for Iready Partnership

**Attachments:**

## 8 Superintendent's Report

Dr. Ryan Glaze, Superintendent

### 8.1 Spotlight on Schools

### 8.2 Department Reports

Associate Superintendent, Scott Jaworski  
 Director of Food Service, Adam Proulx  
 Director of Technology, Steven Gingerich

**Attachments:**

### 8.3 Financial Report

Brook Cleaver, Corporation Treasurer

### 8.4 Other

## 9 Old Business

Robert Cochrane, Board President

### 9.1 Second Reading and Adoption for Batch #6 of CCHA Board Policy, Administrative Guidelines, and Forms

Robert Cochrane, Board President

Batch #6

C225 Parental Access to Instructional Materials and Surveys

C225-R Grievance Procedure

C475 School-Sponsored Publications and Productions

C500 School Trips and Privately Sponsored Activities Involving School Corporation Employees and Students

C500-E Chaperone Code of Conduct Form

C575 Homework

D175 Board-Staff Communications

D350 Fitness for Duty Leaves and Examinations

D425 Employee Benefits

D525 No Distracted Driving

H250 School Library Material Removal Request .

H250-E School Library Material Removal Request Form

Retired Policies 2330, 2416, 3122, 4122, 5722, 2340, 8640, 1460, 1461, 3160, 3161, 4160, 4161, 3421, 4421

## 10 New Business

Robert Cochrane, Board President

### 10.1 First Reading for Special Legislative Update 2025 of CCHA Board Policy, Administrative Guidelines, and Forms

Robert Cochrane, Board President

#### **A100 Non-Discrimination & Anti-Harassment (update)**

- Language from SEA 289/I.C. 22-9.3 regarding 'personal characteristics' has been added.
- References to gender, separate from sex, have been removed based on changes in OCR enforcement.

#### **B100 Board Authority and Philosophy (update)**

- Add reference to collaboration and board policy D150

#### **B150 Board Organization (update)**

- Revises timing for organizational meeting under HEA 1002/ I.C. 20-26-4-1

#### **B200 Membership (update)**

- Revises minimum age for board members under HEA 1002/I.C. 20-26-4-9
- Revises methodology for replacing board vacancies under SEA 287/I.C. 20-23-4-30
- Comments on change in minimum board compensation under SEA 287/I.C. 20-26-4-7

#### **C175 Student Attendance, Academic Engagement, and Truancy Prevention Policy (update)**

- Adds the mandatory excused absence for FFA or 4-H under HEA 1660/I.C. 20-33-2-17.8
- Revises definition of "absent student" to extend through grade 12 under SEA 482/I.C. 20-33-2.5-1
- Revises the timing for the attendance conference to 10 days under SEA 482/I.C. 20-33-2.5-5

#### **C175-E/ E200-E Religious Instruction Attendance Form**

- Use in conjunction with Policy E200 Religious Release Time

#### **C200 Anti-Bullying (update)**

- Notes that the policy is no longer required under HEA 1002/ I.C. 20-26-5-32
- Adds the timeline for reporting to parents under SEA 255/ I.C. 20-33-8-13.5

#### **C425 Student Suicide Prevention and Awareness (update)**

- Notes that the corporation is no longer required to provide training under HEA 1002/I.C. 20-28-3-6, but CCH+A recommends it is continued as a best practice.

#### **D200 Standard of Care and Supervision of Students (update)**

- Includes language under HEA 1515 / I.C. 20-26-5-47 regarding notice to employee and parent of student if allegation against employee determined to be unsubstantiated or otherwise dismissed.

#### **D325 Personal Background Checks and Mandatory Reporting (update)**

- HEA 1002 repealed I.C. 20-26-5-10.5, which required the school to have a policy on contacting references. CCH+A recommends that this is continued as a best practice, but revised the language to eliminate the requirement.

#### **E200 Religious Release Time and Credit for Religious Education (and related form C175/E200-E Religious Instruction Attendance Form) (new)**

- Outlines the requirements for release time under I.C. 20-33-2-19
- Includes the revised language from SEA 255 on when the education qualifies for high school credit

#### **F125 Purchasing Procedures and Capital Assets (new)**

- Adds language based on recent Indiana State Board of Accounts guidance and federal procurement regulatory activity.
- Includes reference to use of recycled content as required on recent client audits.

#### **G350 Audio, Video and Digital Recording on School Property and of School Meetings (new)**

- Revises language on parent recording as required under HEA 1285 / I.C. 20-26-5-45

#### **G360 Data Breach and Protection (new)**

- Updates language to include reporting requirement to state and others based on recent experiences

#### **H100 School Visitors and Parent-Family Engagement (new)**

- Includes new language from SEA 143 / I.C. 31-42 regarding parental right to direct education and parental access to information

#### **Updated Notice of Executive Session Form**

- Revised based on changes in HEA 1134 / I.C. 5-14-1.5-6.1

## **10.2 Approval of KASEC Joint Services Agreement**

Robert Cochrane, Board President

In your packet is the Joint Services Agreement between Kokomo Area Special Education Cooperative (KASEC) and five other school districts that include Tipton Community School Corporation. Each school district must approve the joint services agreement annually.

#### **Attachments:**

## **10.3 Approval of Memorandum of Understanding with Darrough Chapel Early Learning Center**

Robert Cochrane, Board President

The purpose of this document is to outline the responsibilities of the identified agencies in the collaborative provision of services to preschool children, ages 3-5, who are eligible to participate in the Kokomo School Corporation Head Start Program. TCSC as well as other KASEC schools must approve this memorandum annually. The document has been through the approval process for Kokomo School Corporation's Board of Trustees.

**Attachments:**

**10.4 Approval for Administrative Contract Rollover**

Robert Cochrane, Board President

Annually the Board of School Trustees is asked to rollover administrative contracts for an additional year. All administrators listed have been rated effective or highly effective during the 2024-2025 school year. It is recommended that administrative contracts be extended an additional year – through 2026-2027. Administrator salaries will be adjusted after approval of the new collective bargaining agreement.

**Attachments:**

**10.5 Approval of Student and Athletic Handbooks**

Robert Cochrane, Board President

In your packet are updated student and athletic handbooks for the 2025-2026 school year. All handbooks have been updated to meet new legislative requirements from the Indiana General Assembly. One document in memo form as changes for this year and the second is the complete handbook. It is our recommendation to approve the handbooks as written.

**Attachments:**

**10.6 Approval of 2026 Budget Calendar**

Robert Cochrane, Board President

The DLGF requires annual approval of the Budget Calendar by the School Board. The 2026 Budget Calendar is in your packet and includes the dates for the Public Hearing on September 23 and final approval on October 14, 2025.

**Attachments:**

**10.7 Approval of Communication/Supplemental Materials Fee 2025/2026**

Robert Cochrane, Board President

Recently passed HEA 1002 allows school corporations to charge reasonable fees for non-curricular materials and supplements for instruction. HEA 1002 revises IC 20-26-12-1 to add new section (c): This section does not prohibit a governing body of a school corporation or an organizer of a charter school from assessing and collecting a reasonable fee for supplies and materials. In your packet is a detailed description of fee components that fit the criteria for HEA 1002 and our recommended fees of \$36.91 for K-2 students and \$46.97.

**Attachments:**

**11 Other Matters to Come Before the Board**

Robert Cochrane, Board President

**11.1 Advisory Committees**

Robert Cochrane, Board President



## 11.2 Schedule of Events

Robert Cochrane, Board President

August 6 - Staff Returns, Teacher Work Day

August 6 - Blue Devil Bash 4-7PM

August 7 - Staff Professional Development Day

August 8 - 1st Day for Students

August 12 - TCSC School Board Meeting 6:30 PM

## 12 Adjournment

Robert Cochrane, Board President