



Richmond Community Schools

300 Hub Etchison Parkway · Richmond, IN 47374
Phone: (765) 973-3300

July 1, 2018

Dear Employee:

The intent of this memo is to inform employees who work less than 12 months of the beginning date of your 2018-2019 contract. You should report to your respective buildings as follows:

July 1

240 Day Communication
Coord.-Hazelbaker
C.O. Secretary- Drew
240 Day Distribution & Receiving- Blevins
240 Day Kitchen Manager- Elliott

July 16

RHS Asst. Principal- Hensley; Brazil
RHS Ath. Sec – Pierce
RHS Registrar- Lady
RHS Voc. Sec. – Smith
RHS Sec. – Davis
Hibberd Principal- Etherington
Intermediate Principals- Mopps;
VanDervort

July 23

RHS Asst. Principal- Baker, Amyx
Intermediate Asst. Principals – Ross;
Laudermilk
Elementary Principals
CYS Principal – Wolfe
RHS Sec.- Bowling; Parks
Treasurer Secretary, Cody

July 26

School Secretaries/Treasurers
CK Sec.- Focht
CYS. Sec.– Jacot
Sp. Ed. Support Serv.– Ashbaugh

July 27

Building Clericals- Non Contractual

July 30

Adult Ed. – Burke
Civic Hall Sec. - Cate
Instructional Interpreters/EL-
Mello; Campbell; Hancock
Learning Specialist –Schamel;
Sullivan; Arnold

August 1

Superintendent – T. Terrill
Nurse Supv. - Stracener
Nurses –Bailey; Grubbs; Bullock;
Anderson
Behavioral Specialist- Sayne; Mattix
Attendance Liaison - V. Ferguson

August 2

Counselors
Psychologist –Parker
Adm. Asst. Career Pathways – Wedlow
Admin. Asst. for Student Behavior-
Carr; Smith
Attendance Officer – M.M.Fisher

August 3

Traveling Librarians/Media

August 6

Teachers
Therapist - Kaucher
Environmental Services III
Resource Officers - Thalls; Raver; Winburn;
Porfidio
Lead Preschool Instructor- C. Terrill
Instructional Interpreter Braille/D&HOH
CNA- Non Contractual

Building secretaries may want to print a complete set of individual calendars for their buildings. Directions for doing this are: Click on the RCS website, click on Admin, click on Departments, click on Human Resources, and click on Contractual Calendar lengths 2018-2019. Select file, print and it will print all of the individual calendars.

Sincerely,

Jennifer O'Brien
Chief Human Resources Officer

JO'B:vdf