



Richmond Community Schools

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

July 1, 2019

Dear Employee:

The intent of this memo is to inform employees who work less than 12 months of the beginning date of your 2019-2020 contract. You should report to your respective buildings as follows:

July 1

*240 Day Communication
Coord.-Hazelbaker
240 Day Distribution & Receiving- Blevins
240 Day Kitchen Manager- Elliott
240 Day Office Clerical
240 Day Technology Clerical*

July 15

*RHS Asst. Principal- Hensley; Brazil
RHS Ath. Sec – Pierce
RHS Registrar- Lady
RHS Voc. Sec. – Smith
RHS Sec. – Davis
Hibberd Principal- Btherington
Intermedilte Principals- Polk-Meek;
VanDervort*

July 22

*RHS Asst. Principal- Baker, Amyx
Intermedilte Asst. Principals – Ross;
Laudermilk
Elementary Principals
CYS Principal –Lynch
RHS Sec.- Bowling; Parks
Treasurer Secretary, Cody
Learning Specialist –Schamel; Sullivan;
Arnold*

July 25

*School Secretaries/Treasurers
CK Sec.- Focht
CYS. Sec.– Jacot
Sp. Ed. Support Serv.– Ashbaugh
Building Clericals- Non Contractual*

July 29

*Adult Ed. – Burke
Civic Hall Sec. - Cate
Instructional Interpreters/EL-
Mello; Campbell; Hancock*

July 31

*Nurse Supv. - Stracener
Nurses –Bailey; Ogden; Bullock;
Anderson
Attendance Liaison - V. Ferguson
Counselors-Burton; Engle; Johnson;
Hooper; Porter; Wysong
Psychologist –Parker
Adm. Asst. Career Pathways – Mattix*

August 1

*Superintendent – T. Terrill
Admin. Asst. for Student Behavior-
Carr; Smith
Attendance Officer – M.M.Fisher
Admin Asst. for Testing- Ansel
Speech Lang. Path Asst.-Pearson
Lead Preschool Instructor- C. Terrill*

August 2

*Traveling Librarians/Media
Therapist - Kaucher*

August 5

*Teachers
Environmental Services III
Resource Officers - Thalls; Raver; Winburn;
Porfidio
Instructional Interpreter Braille/D&HOH
CNA- Non Contractual
Behavioral Specialist - Sayne; French*

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 2019-2020. Select file, print and it will print all of the individual calendars.

Sincerely,

Stacy Mopps
Chief Human Resources Officer

SM:vdf

