

FYI



## Town of Richmond, Rhode Island

OFFICE OF THE SUPERINTENDENT  
OCT 03 2022

Richmond Town Hall  
5 Richmond Townhouse Rd  
Wyoming, RI 02898  
401-539-9000

September 26, 2022

Mr. Ned Draper  
Director of Administration and Finance  
Chariho Regional School District  
445A Switch Road  
Wood River Junction, RI 02894

Dear Ned:

This is in response to your correspondence dated September 14 concerning when Richmond intends to pay the balance due on Chariho's revised invoice dated August 12, 2022.

Richmond will send the District the balance due with the October payment. Please note, however, Richmond's concern about the expenditure of this additional money.

In light of the fact that the School Committee apparently does not intend to amend its budget to specify how the additional unanticipated state aid will be spent, Richmond expects the District to treat the entire unanticipated amount of state funding as a budget surplus and carry it over to the FY 2024 budget, so the District voters will have the opportunity to approve the manner in which this money is spent.

If you have any questions, please do not hesitate to call.

Respectfully,

Laura Kenyon  
Finance Director

cc: Richmond Town Council  
Chariho School Committee



**Chariho Regional School District**  
**Office of the Human Resources Administrator**

455A Switch Road  
Wood River Junction, Rhode Island 02896

*All Kids...All of the Time*



LINDA D. LYALL  
School Committee Chairperson

KRISTEN MERRITT  
Human Resources Administrator

GINA M. PICARD  
Superintendent of Schools

TO: Gina Picard  
FROM: Kristen Merritt  
DATE: September 23, 2022  
SUBJECT: Staff Update

Name	Position	Reason
Kimberly McIntosh	District Clerk – currently assigned to High School	Resignation effective 9/30/2022
Raymond Gomes	Project-Based Learning Lesson Study – CALA	Appointment effective 10/1/2022-9/30/2023
Danielle Bruneau	Project-Based Learning Lesson Study – CALA	Appointment effective 10/1/2022-9/30/2023
Joshua Blair	Project-Based Learning Lesson Study – CALA	Appointment effective 10/1/2022-9/30/2023
Kevin Hooper	Job Coach – CALA	Appointment effective 10/1/2022-9/30/2023
Shannon Collet	Drama Assistant Advisor – Middle School	Appointment effective 9/23/2022-6/30/2023
Pamela Miller	Unified Volleyball, Assistant Coach – High School	Appointment effective 9/23/2022-6/30/2023
Kim-Marie Rondeau	1:1 Teacher Assistant for High School Unified Volleyball team	Appointment effective 9/23-11/30/2022

## Kristen Merritt

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**From:** Kimberly McIntosh  
**Sent:** Monday, September 19, 2022 8:28 PM  
**To:** Andrea Spas; Heather Card  
**Cc:** Kristen Merritt  
**Subject:** Resignation

Dear Andrea and Heather,

I am sorry to say, that I will be leaving my position at Chariho as I was recently offered a position elsewhere. I do not take the decision lightly, but I have to do what is right for my family. I appreciate the opportunity to work at such a wonderful school and have the highest regard for my fellow co-workers. I am able to stay with Chariho until September 30th, if that is helpful.

It has been a pleasure working with you all!

Sincerely,

Kimberly McIntosh  
Chariho High School  
Attendance Clerk  
401-364-7778

## Kristen Merritt

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**From:** Gregory Zenion  
**Sent:** Wednesday, September 21, 2022 6:43 PM  
**To:** Kristen Merritt  
**Cc:** Mary Beth Florenz  
**Subject:** FW: Drama Club Assistant

Hi Kristen,  
I approve appointing Shannon Collet to the assistant advisor position for the drama club.  
Thanks,  
Greg

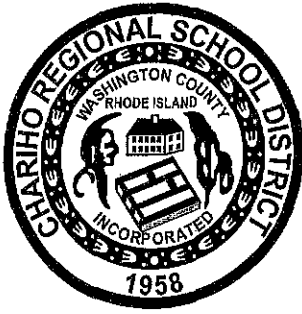
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**From:** Shannon Collet <[shannon.collet@chariho.k12.ri.us](mailto:shannon.collet@chariho.k12.ri.us)>  
**Date:** Wednesday, September 21, 2022 at 3:05 PM  
**To:** Kristen Merritt <[Kristen.Merritt@Chariho.k12.ri.us](mailto:Kristen.Merritt@Chariho.k12.ri.us)>, Gregory Zenion <[Gregory.Zenion@Chariho.K12.ri.us](mailto:Gregory.Zenion@Chariho.K12.ri.us)>  
**Subject:** Drama Club Assistant

Good Afternoon,

I am interested in being appointed to the Drama Club Assistant Advisor Position.

Thank you,  
Shannon Collet



**Chariho Regional School District**  
**Office of the Human Resources Administrator**

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LINDA D. LYALL  
School Committee Chairperson

KRISTEN MERRITT  
Human Resources Administrator

GINA M. PICARD  
Superintendent of Schools

TO: Gina Picard

FROM: Kristen Merritt

DATE: September 30, 2022

SUBJECT: Staff Update

Name	Position	Reason
Sabrina Lepore	District Clerk (part-time) – 4 hours per day, 5 days per week, 180 days currently assigned to Middle School	Appointment effective 10/17/2022
Melissa DeJoseph	District Behavior Management Assistant – currently assigned to CALA	Resignation effective 10/21/2022
Joel Watson	Afterschool Tutor – CALA	Appointment effective 10/3/2022-9/30/2023
Jessica Purcell	Intramural Coach – BOKS Exercise Program – Richmond (two sessions per week for six weeks)	Re-appointment effective 10/11-11/18/2022
Corey Downey	Boys Basketball, Head Coach – High School	Re-appointment effective 9/30/22-6/30/2023
Rebecca Farren	Gymnastics, Head Coach – High School	Re-appointment effective 9/30/22-6/30/2023

**Kristen Merritt**

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**From:** Gregory Zenion  
**Sent:** Monday, September 19, 2022 3:30 PM  
**To:** Kristen Merritt  
**Cc:** Mary Beth Florenz; Gina Picard  
**Subject:** Part time clerk

Dear Kristen,

The CMS hiring committee would like to move Sabrina Lepore forward in the hiring process for the part time clerk. Please let me know if you have any questions.

Thanks,

Greg

Dear CHARIHO School District,

I'm writing to you regarding your "Part-time Clerk" opening. I've been working in a Customer Service capacity for over 20 years. I have developed impeccable phone manners and an ability to deal with agitated or distressed customers. I'm accustomed to working on multiple projects simultaneously. I'm a quick learner and can use what I have learned to think quickly on my feet to address many different challenges. I've been able to achieve and surpass goals that have been set for me.

My experiences at Moments of Magic Travel, RI Children's Dentistry and UMR have helped me to become a patient and empathetic customer service representative. They helped to improve my leadership skills, allowed me to gain organizational skills and provided me with the tools I will need to be successful in your position.

I'm looking forward to discussing my qualifications with you in more detail soon. I am confident that I fulfill the requirements for your open "Part-time Clerk" position.  
Thank you for your time and consideration.

Sincerely,  
Sabrina Lepore



September 29, 2022

Dear Brian:

Please accept this letter as formal notification that I am resigning from my position as a Behavior Management Assistant with the Chariho Alternative Learning Academy with the Chariho School Department. My last day will be Friday, October 21, 2022.

Thank you for the opportunity to work in this position since September of 2020. I've greatly enjoyed and appreciated the experiences I've had, and I've learned a great deal while fulfilling this position. I will carry these lessons and experiences with me throughout my career.

During my remaining time at CALA, I will do everything possible to wrap up my duties and help with the transition for the staff and students. Please let me know if there is anything else I can do to aid in this process.

I wish you and the amazing team at CALA continued success. Thank you again for the honor and privilege of being a part of CALA.

All the best,

A handwritten signature in black ink, appearing to read 'Melissa DeJoseph', with a long horizontal flourish extending to the right.

Melissa DeJoseph

**Kristen Merritt**

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**From:** Brian Tetreault  
**Sent:** Friday, September 30, 2022 11:08 AM  
**To:** Kristen Merritt  
**Cc:** Katie Kirakosian  
**Subject:** CSIP Tutoring position

Hi Kristen,

Joel Watson has reconsidered and would like to post for the CSIP tutoring position.

Please appoint him to this position when you are able.

Thank you,

Brian L. Tetreault  
Chariho Regional School District  
Director of Alternative Learning Programs  
401-315-2880

## Kristen Merritt

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**From:** Sharon Martin  
**Sent:** Thursday, September 29, 2022 9:03 AM  
**To:** Kristen Merritt  
**Subject:** Re: BOKS Coach

Yes!!! I would love to have her coach again!

Sincerely,  
Sharon Martin  
Principal  
Richmond Elementary School  
Chariho Regional School District  
<https://richmond.chariho.k12.ri.us/>  
[@Sharonhoytmar](#)



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**From:** Kristen Merritt <[Kristen.Merritt@Chariho.k12.ri.us](mailto:Kristen.Merritt@Chariho.k12.ri.us)>  
**Date:** Wednesday, September 28, 2022 at 3:41 PM  
**To:** Sharon Martin <[Sharon.Martin@chariho.k12.ri.us](mailto:Sharon.Martin@chariho.k12.ri.us)>  
**Subject:** BOKS Coach

Hi Sharon,

I see Jessica Purcell just posted for the BOKS Intramural Coach position on Schoolspring. If you want to re-hire her for the fall session, go ahead and forward her name to me for appointment.

*Kristen Merritt*  
Human Resources Administrator  
Chariho Regional School District  
455A Switch Road  
Wood River Junction, RI 02894  
(401)364-3260, Ext. 2029

**Kristen Merritt**

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**To:** Downey, Corey  
**Subject:** RE: [\*EXTERNAL\*] URGENT WINTER COACHES!!

**From:** Downey, Corey  
**Sent:** Thursday, September 29, 2022 10:25 AM  
**To:** Justin Cahoone; Kristen Merritt  
**Subject:** Re: [\*EXTERNAL\*] URGENT WINTER COACHES!!

I would like to come back as the basketball coach this year.

## Kristen Merritt

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**From:** Rebecca Farren  
**Sent:** Thursday, September 29, 2022 10:28 AM  
**To:** Kristen Merritt  
**Cc:** Justin Cahoone  
**Subject:** Gymnastics Coach

Hi Kristen,

I would like to return as head gymnastics coach for the high school. Sorry for the miscommunication!

Thanks,  
Rebecca