

Richard City Special School District
Regular Board Meeting Minutes
January 20, 2026 @ 4:00 PM

Regular Meeting

In attendance: Jacque Howard, Cherie Helton, John Olton, Sharon Newcom, Jennifer Olton

Absent: Reggie Culpepper

Moment of Silence

- 1. Meeting called to order:** Chairman Jacque Howard @4:00 PM
- 2. Reading of the November 17, 2025 minutes. (Approval/Disapproval):**
Chairman Jacque Howard made the motion to approve the December 20, 2025 minutes, John Olton 2nd the motion. Motion carried.
- 3. Standard Business:**

Principals Report: Sharon Newcom

12/03/2025 - Santa Pics

12/04/2025 - Middle & High School Homecoming Ceremony

12/10/2025 - Christmas Program (during school)

12/11-13/2025 - BETA trip to Dollywood/Wilderness

12/17/2025 - Half Day

12/18-01/04/2025 - Christmas Break.

01/02/2026 - Teacher/Staff workday

01/05/2026 - Students return

01/13/2026 - End of 1st semester grading period

01/16/2026 - Report cards go home

01/16/2026 - 2nd 9-week attendance/honor roll awards celebration

Financial Report: Jennifer Olton

All financials are current and up to date. (A copy of financial are always given to the board members for review).

4. Old Business:

No old business being addressed in January

5. New Business:

- A. New Credit Card Discussion ...** Jennifer Olton explained the school has a 50-thousand-dollar credit card limit, but Regions will only allow a max of 20 thousand to be used. This has been causing problems with large purchases. Jennifer Olton will be contacting other financial institutions to open other accounts.
- B. PTO/PTA Discussion:** Sharon Newcom stated that there are some parents that would like to restart either a PTA or PTO again. We have not had one in about 10 years. Jennifer Olton will contact Jennifer White at TSBA for further assistance.
- C. SY27 Calendar (Approval/Disapproval) ...** Sharon Newcom presented a calendar for the next school year. Jacque Howard made a motion to approve, Cherie Helton 2nd the motion. Motion carried.
- D. Additional Check Signer(Approval/Disapproval) ...** Sharon Newcom and Jennifer Olton stated the school needs a third check signer in the event one of the two current signers is out. They recommended Reggie Culpepper, school principal. In the past the principal has been a signer. Jacque Howard made a motion to approve, John Olton 2nd the motion. Motion passed.

6. Trainings/Workshops/Field Trips/Fundraisers(Approval/Disapproval) ...

Trainings:

- Jessica Stiefel & Cameron Perry – DTC – Regional Testing Meeting in Cookeville
- Jessica Stiefel – TDASC Conference in Murfreesboro April 8-10
- Joey Rowell – CSH Institute – March 4-6 in Nashville

Field Trips

- Middle school – Huntsville Space Center (some of their units have been about space) they would like to go in February or March – date TBA

Fund Raisers:

- No fundraisers for February

Events:

- January 30, School Wide Talent Show
- February 2-13, American Heart Association
- February 27, Princess Ball
- February 28, Winter Formal for Middle School
- February 28, Chess Regional Tournament in Crossville
- March 4, NAEP testing, 8th grade only

Chairman, Jacque Howard made a motion to approve all Trainings/Fieldtrips/Fundraisers, John Olton 2nd the motion. Motion Carried.

7. Next Meeting will be held Tuesday February 17, 2026 @ 4:00 pm.

Meeting adjourned @ 4:18 PM

Public Comment: (Can only comment about items on Agenda and sign a request to comment).

A handwritten signature in blue ink, reading "Jacques Howard", written over a horizontal line.

Chairman, Jacques Howard

A handwritten signature in blue ink, reading "Sharon Newcom", written over a horizontal line.

Director, Sharon Newcom