

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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, 8<sup>th</sup> grade only

Chairman, Jacque Howard made a motion to approve all Trainings/Fieldtrips/Fundraisers, John Olton 2<sup>nd</sup> 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).**

Jacque Howard

Chairman, Jacque Howard

Sharon Newcom

Director, Sharon Newcom