



**FARRAGUT EDUCATION RELATIONS COMMITTEE
BOARD ROOM
TUESDAY, JULY 16, 2019
4:00 PM**

1. Call to order
2. Approval of Minutes
 - a. April 2, 2019
3. Review of Committee Goals for FY2020
4. Committee Charter Amendment
5. Election of Officers
 - a. Chairman
 - b. Vice-Chairman
 - c. Secretary
6. Youth Representative Appointment
7. “Kid Fest” Event – Nancy Wentz
8. Any Other Business
9. Adjournment



MINUTES

FARRAGUT EDUCATION RELATIONS COMMITTEE

APRIL 2, 2019

4:00 PM

Committee Members Present:

Cathy Pierce, Alice Thornton, LeAnn Trotter, Nancy Wentz, Alisha Soni

Committee Members Absent:

Kristen Pennycuff-Trent

Staff Present:

Vice Mayor Louise Povlin, Jennifer Hatmaker

Guests

Jacqueline Rachlin, Farragut Primary PTA

Call to Order

The meeting was called to order by Chairperson Nancy Wentz.

Approval of the Minutes

Louise Povlin moved to approve the minutes from the February 5, 2019 meeting. The motion was seconded by Cathy Pierce. The minutes were approved as read.

Kids Fest Event

Nancy Wentz revisited the idea of a "Kid Fest" event sponsored by the Town of Farragut. This would be a much larger event than the existing "Book Fest" currently in existence. A "Kid Fest" event would need a large volunteer staff to assist the Town Staff for the event. It was suggested that it be held at the new Farragut Community Center when completed. The Farragut Board of Mayor and Aldermen will have a budget meeting in June. It was suggested that this might be an added budget item for consideration.

Admiral's Gala, Farragut High School Fundraising Event

Alice Thornton announced and promoted the Farragut High School "Admirals Gala", a fundraising event to be held on April 4, 2019, at 6:00 PM at the Riverview Family Farm. Funds raised will be used to update the Farragut High School Library.

Any Other Business

Louise Povlin updated the committee on the progress of beginning a Farragut Youth Council. Both Louise and youth member, Alisha Soni, have been working to gather interest. Currently,

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there does not seem to be enough interest from Farragut High School students to begin such an endeavor. Such a council would need student driven. It was suggested that we table this idea for now and continue to focus on having a student serve on each of the Town's existing committees. Alisha Soni will continue to serve on the Education Relations Committee and will be an advisor as student interest ensues. Youth involvement will continue to be a work in progress.

Guest Jacqueline Rachlin, Farragut Primary School PTA, announced the Spring Fundraiser on April 5, 6-8 PM, for Farragut Primary School. The dress up event is for families to enjoy dressing up and attending the event together at \$25 a family. Music and refreshments will be provided.

LeAnn Trotter read a congratulations letter from the committee to send to Inshira Bediako congratulating her on being one of two students in Tennessee selected to attend the United States Senate Youth Program.

Adjournment

Meeting was adjourned.

The next committee meeting will be Tuesday, June 4, 2019 at 4 PM in the Farragut Town Hall Board Room.

Respectfully submitted,
LeAnn Trotter
Secretary 2018-2019

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Education Relations Committee Goals for 2019-20

- (1) Focus on honoring athletic/academic achievements.
 - (a) contact coaches/advisors
 - (b) coordinate students attendance at Board meeting
 - (c) prepare proclamations for Board to honor achievements

- (2) Act as a liaison between schools and TOF PR department
 - (a) to inform public through TOF social media about school sponsored community events
 - (b) to provide stories of interest for TOF news articles

- (3) Youth engagement
 - (a) amend charter to include two youth representatives
 - (b) assist youth representatives in engaging with the youth members on all Town committees with the goal of strengthening the involvement of youth on our committees



Farragut Education Relations Committee Charter

ARTICLE I: NAME

The name of this body shall be the **Farragut Education Relations Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to connect the Town of Farragut with the education institutions and youth in the Farragut community. Additionally, the committee will advise the Town Staff and Board of Mayor and Aldermen on ~~issues related to education, school-related policy,~~ school and student activities and achievements, youth leadership opportunities and community service opportunities, and other issues as directed by the elected body.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee should consist of the Town Administrator or his/her designee, five (5) at large voting members, one (1) member of the Board of Mayor and Aldermen appointed annually on or around July 01 by the Board, and ~~one two (2)~~ (2+) non-voting youth members which will be selected and appointed by majority vote of the committee.

- The Town Administrator or his/her designee shall serve as an ex officio non-voting member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.
- The at-large members of the committee shall be appointed for a term of two (2) years. Appointees shall be limited to two (2) terms on this committee. Members should hold committee membership until a successor is appointed.
- The non-voting youth member^s' term may be for ~~one fiscal year or less~~ up to two years depending on the youth member^s' availability. The non-voting youth member^s may be removed from the committee at any time by majority vote of the committee.

The main intent of this committee is to provide diverse review, collaboration, and recommendation on issues involving education/schools. To that end, the make-up and qualifications of the at large membership shall be diverse in background, education, and profession when possible. The at large members shall be a resident of the Town of Farragut and/or formally involved (either appointed or elected) with the Knox County School system.

Section II. Appointment

Except for the Town Administrator or his/her designee, and the non-voting youth members, all voting members of the committee shall be appointed by majority vote of the governing body.

Section III. Committee Responsibilities: The Committee shall:

- a. Be subordinate to the Board of Mayor and Aldermen.
- b. Annually establish committee goals and objectives for the upcoming year.
- c. Recommend guidance, policy, and procedures to the governing body related to education and engagement with education institutions and youth in the Farragut community.
- d. Review and make a recommendation to the Board of Mayor and Aldermen funding related to Knox County schools and other committee initiatives.
- e. Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the calendar year (or as needed).
- f. Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- g. Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

“Voting members serve at the pleasure of the Board of Mayor and Aldermen and are expected to attend scheduled meetings. The term of any voting member shall expire on the second absence from the scheduled meetings during the fiscal year. Voting members may seek reappointment by the Board of Mayor and Aldermen.”

Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Town Administrator and Board member) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a sub-committee of the committee as needed.

Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section VII. Secretary

The Secretary shall record and maintain accurate records and minutes of the proceedings of the committee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet bi-monthly (every other month) or as needed at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish on the Town website and Town Hall community board the upcoming year's meeting schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee members in person, by phone number of record or by email of record, at least 24 hours prior to the special meeting.

Section IV. Length of Meetings

Committee meetings shall not be more than two (2) consecutive hours in duration except that a meeting may be extended by thirty (30) minute intervals by majority vote of the committee.

Section V. Procedures

All meetings shall be held in accordance with Roberts Rules of Order and the Tennessee Open Meetings Act

ARTICLE VI. AMENDMENTS

This Charter may be amended at any time by committee recommendation to the Board of Mayor and Aldermen or at the sole discretion of the Board of Mayor and Aldermen.