



TOWN OF FARRAGUT  
FARRAGUT / KNOX COUNTY  
JOINT EDUCATION RELATIONS COMMITTEE  
TOWN HALL BOARD ROOM  
TUESDAY, AUGUST 2, 2016  
4:00 PM

1. Call to order
2. Approval of Minutes
  - a. June 7, 2016
3. Welcome and Introduction of New Member
4. Election of Officers
  - a. Chair
  - b. Vice-Chair
  - c. Secretary
5. Education Relations Committee Liaisons to Schools
6. Education Relations Committee Liaisons to Other Committees
7. Teacher Appreciation Program
8. Adoption of the 2016-2017 Committee Strategic Plan
9. Charter Amendment: Committee Meeting Schedule
10. Review Any Actions Items
11. Adjournment

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**WWW.TOWNOFFARRAGUT.ORG**

*It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting.*



MINUTES  
FARRAGUT / KNOX COUNTY SCHOOLS  
EDUCATION RELATIONS COMMITTEE  
JUNE 7, 2016  
4:00 PM

**Committee Members Present:**

Kristen Pennycuff-Trent, Drew Carson, Tony Carasso

**Committee Members Absent:**

Carla Werner

**Staff Present:**

Gary Palmer, Jenn Hatmaker

**Guests:**

Ben Pounds, FarragutPress

Naoko Blue, Farragut Citizen / Economic Development Committee Member

**Call to Order**

Chair Pennycuff-Trent called the meeting to order.

**Approval of the Minutes**

Mr. Carasso moved to approve the March 1, 2016 minutes. Mr. Carson seconded the motion. Motion passed.

**Teacher Appreciation Program**

Chair Pennycuff-Trent stated that the Town could award the teachers who are selected as Knox County Teachers of Year. This year, Knox County selected 17 teachers from the five schools that service Farragut (two from Farragut Primary School, three from Farragut Intermediate School, four from Farragut Middle School, four from Farragut High School, and four from Hardin Valley Academy). Mr. Palmer stated that the committee originally discussed awarding \$500 to each teacher that Knox County selects as Teacher of the Year from the schools that service Farragut. For example, if the committee awarded the same teachers selected by

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Knox County, the total award amount would be \$8,500 for the 17 teachers (\$500 per teacher). Mr. Palmer will draft a memo to Town Administrator David Smoak regarding the Teacher Appreciation Program. If approved by Mr. Smoak, Mr. Palmer will present the recommendation to the Board of Mayor and Aldermen. Chair Pennycuff-Trent asked Mr. Palmer if it would be possible to recognize the award recipients during the Town's annual volunteer banquet. Mr. Palmer stated that he will need to check with Parks and Leisure Services Director Sue Stuhl to see if additional seating is available during the banquet or if the event is at capacity. Chair Pennycuff-Trent suggested recognizing the recipients during a Board of Mayor and Aldermen meeting if the volunteer banquet is full.

### **Education Relations Committee Strategic Plan**

The 2011-2012 strategic plan was reviewed. Mr. Palmer presented edits to the 2011-2012 Strategic Plan and will email the draft amendments to the committee for review before the next meeting.

### **Other Business**

Mr. Palmer stated that the Town has received one application for a youth to serve on a Town committee. The applicant has requested to serve on the Municipal Planning Commission. Mr. Palmer stated that as applications come in, he will review the application for completeness, forward it to the staff representative for the committee requested, and the staff representative will set up an interview between the applicant and the committee chair or the chair's designee.

The committee discussed changing the frequency of the meetings from monthly to bi-monthly. Mr. Palmer will make the amendment to the Charter and will present it to the committee at the next committee meeting for a vote.

Mr. Carson moved to cancel the July 2016 committee meeting. Mr. Carasso seconded the motion. Motion passed. The July 2016 meeting will be cancelled and the committee will reconvene on August 2, 2016 at 4 PM.

Mr. Carasso moved to adjourn. Mr. Carson seconded the motion. All voted in favor.

**Next meeting Tuesday, August 2, 2016 at 4 PM in the Town Hall Board Room.**



**Town of Farragut Education Relations Committee**

**Strategic Plan 2016-2017**

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## **History**

The Education Relations Committee (ERC) was chartered by the Town of Farragut in September 2009. Subsequent ERC members found a committee without clear direction and formal goals. There were many ideas for actions to support and improve schools in Farragut, but a cohesive framework to organize and set priorities was missing.

The ERC agreed to model other Town committees through the generation of a Strategic Plan. The plan will offer a cohesive direction such that future ERC members will not struggle to identify their Mission, Values, Principles, Issues, Goals, and Objectives.

## **Mission**

*To create and maintain a forum for dialogue with Farragut schools, build a consensus on the needs of the schools and convey that information to Farragut Board of Mayor and Aldermen (BOMA), citizens and businesses in ways that will foster community support for our schools.*

## **Values/Principles**

### **Excellence**

Great schools are a foundation to great communities.

### **Innovation**

Help Farragut schools identify innovative measures to obtain to achieve their needs.

### **Communication**

Provide feedback to the schools, the Town of Farragut and the community concerning opportunities for improving the quality of education being provided.

### **Teamwork**

Work together with Farragut schools in a collaborative manner with a common vision and purpose.

### **Problem Solving**

Strive to find practical and effective solutions to achieve the desired high quality education in Farragut schools.

## **Strategic Issues 2016-2017**

### **Funding**

1. There is a false perception that the Farragut schools have all the resources they need.
2. No Title 1 funds follow NCLB students who transfer into the Farragut schools.
3. There is a significant need for more computers and computer labs at the schools.
4. There are inadequate funds to provide for professional development of faculty.
5. Physical facilities are aging and need upgrading.

## **Security / Safety**

1. Lighting at Farragut High, Farragut Intermediate and Farragut Primary schools is inadequate.

## **Strategic Goals and Objectives**

1. Goal: Establish dialogue with school administration and community.
  - a. Objective: Improve communication with the schools by having monthly contact with principals of each school by a member of the ERC.
  - b. Objective: Attend Intro to Farragut class to educate community members of school needs.
  - c. Objective: Encourage attendance at the ERC meetings by a school official in order to continue the open dialogue.
2. Goal: Continue the pursuit of funding and outside support for schools.
  - a. Objective: Collaborate with the Economic Development Committee and meet with the Farragut Business Alliance on ways Farragut businesses can provide financial assistance and donated service to the schools and provide internships for students.
  - b. Objective: Meet with service organizations and request assistance to meet school needs.
  - c. Objective: Utilize the town website and encourage Farragut schools to use their websites to identify specific school needs.
  - d. Objective: Communicate with the Town of Farragut Board of Aldermen concerning school needs.

## **Performance Measures & Desired Outcome**

Performance measures used to evaluate the achievement of Goals and Objectives are:

1. Maintain a record of contacts by committee members with school principals.
2. Report on contacts made with businesses and service organizations requesting support.
3. Report on feedback and support obtained from businesses and service organizations.
4. Document newspaper stories and other communications with the community concerning school needs.



## **Farragut / Knox County Schools Education Relations Committee Charter**

### **ARTICLE I: NAME**

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

### **ARTICLE II: PURPOSE**

The purpose of the committee shall be to provide a forum for joint discussion and collaboration on issues involving the Town and Knox County Schools. Additionally, the committee will advise the Town Staff and Board of Mayor and Aldermen on issues related to education, school infrastructure, school related policy, 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, and one (1) non-voting youth member 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 calendar year or less depending on the youth member’s availability. The non-voting youth member 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 member, 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, school infrastructure, and joint Town/Knox County School initiatives.
- d. Recommend a total “school funding amount” for the next year’s Annual Town Budget.
- e. Review and make a recommendation to the Board of Mayor and Aldermen on all requests for funding related to schools.
- f. Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the calendar year (or as needed).
- g. Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- h. Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

## **Section IV. Attendance at Meetings**

Voting committee members serve at the pleasure of the Board of Mayor and Aldermen. Voting members are expected to attend 75% of scheduled meetings. The term of any voting member shall expire on the third absence from committee 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) 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 will~~ meet bi-monthly (every other month) ~~once a 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 schedule on or around July 1. Amendments to this schedule will be published in the same manner not less than two weeks before the amendment takes effect.

**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**

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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.

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