



Education Relations Committee Meeting
Thursday, September 11, 2025 at **4:45 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- 1) Call to Order
- 2) Appointment of Officers
 - A) Appointment of Officers
- 3) Approval of Minutes
 - A) Approval of Minutes - May 5, 2025
 - B) Approval of Minutes - July 7, 2025 - Special-Called Meeting
- 4) Other Business
 - A) Review of Sunshine Law/Open Meetings Act
 - B) Establish Committee Goals and Objectives for Academic Year 25/26
- 5) School Liaison Updates
- 6) Call for Adjournment

11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status 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

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By:

Subject: Appointment of Officers

Discussion & Recommendations:

Article IV of the Education Relations Committee Charter calls for the appointment of a Committee Chair, Vice Chair, and Secretary. Any voting member may nominate any other voting member of the committee to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee. Officers will serve for a term of one year. A brief description of each position follows:

Chair: Prepare agendas in collaboration with the Town staff designee, preside at all meetings in accordance with Roberts Rules of Order, call special meetings or cancel called meetings, provide a report to the Board of Mayor and Aldermen annually or as requested, and appoint a subcommittee as needed.

Vice Chair: In the absence of the Chair, the Vice Chair shall perform the duties of the Chair

Secretary: Record and maintain accurate records and minutes of proceedings. In the absence of the Chair and the Vice Chair, the Secretary shall perform the duties of the Chair

Recommended By: Christopher Sheffield, Operations Manager

Proposed Motion: Approve officers as nominated by committee members.

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By:

Subject: Approval of Minutes - May 5, 2025

Discussion & Recommendations: Review and approve meeting minutes from the May 5, 2025 Farragut Education Relations Committee.

Recommended By: Christopher Sheffield, Operations Manager

Proposed Motion: Approve meeting minutes from the May 5, 2025 Farragut Education Relations Committee



FARRAGUT EDUCATION RELATIONS COMMITTEE

MAY 5, 2025

LOCATION: FARRAGUT TOWN HALL, ADMIRAL ROOM

1. Call to Order

2. Approval of Minutes
 - a. February 3, 2025

3. Set Meeting Schedule for Academic Year 2025/2026

4. School Liaison Updates

5. Any Other Business

6. Call for Adjournment

MINUTES
FARRAGUT EDUCATION RELATIONS COMMITTEE
May 5, 2025

Members Present: Beth Duncan (FHS), Jhasta Tack (FPS), Sarah Toliver (SJNCS), Betsy Swartzentruber (FMS), Rebecca Pack, Frank Yang, Davis Baxter, Sophie Lu, Abby Doyle

Members Absent: Amie Abram (FIS), Alderman Alex Cain, Maila Sarrat

Staff Present: Chris Sheffield

The meeting was called to order at 4:04 pm by Beth Duncan. Quorum present.

Approval of Minutes

Motion by Jhasta Tack to approve the February 3, 2025 minutes; Sarah Toliver Seconded the motion. All voted in favor.

Meeting Schedule for Academic Year 2025/2026

- Thursday, September 11 (board to present checks to principals if applicable)
- Monday, October 13
- Monday, November 10
- Monday, February 9
- Monday, March 16
- Monday, May 11

Motion to accept by Jhasta Tack, second by Sarah Toliver; All voted in favor.

School Liaison Updates

St. John-Neumann

- March 25: 4 6th grade students won 11 different awards for their projects at the Southern Appalachian Science and Engineering Fair
- April 12: We hosted our second annual Civil Air Patrol's STAR-EX STEAM camp for 30 students. The day included a presentation from local astronaut, John Schoffner including the photos he had taken from the International Space Station and a discussion of his career leading to getting to go into space.
- April 25: Our school hosted our annual "Mustang Mania" fundraiser (similar to other schools' "Race to Education" fundraiser efforts) with fun activities for all the students
- April 25: One 5th grader had an art piece featured at the Synergy Art Show for the Dogwood Arts Festival
- 7th and 8th grade classes attended overnight retreats

- Elementary soccer teams advanced to local championships. Middle School Soccer is playing in the KISL tournament tonight. Middle School Track had 7 athletes qualify for the City Championship. The golf team qualified for the regional tournament. We will have 55 "Iron Mustangs" (students who participate in a sport fall, winter, and spring and complete service hours).

Farragut Primary School

- Farragut Character Counts Awards, All Pro Dads, Art Contest, Spring Spirit Wear
- March: Little Things in conjunction with FHS, second author's visit, Festival of Nations
- April: Empty Bowls Art Show, Kindergarten Round up (8th), 1st grade performance at FMS, Fun Run (goal of \$5,000- made \$8300), Spirit Night at Top Golf (earned \$1070)
- May 2-4: Kendra Scott Fundraiser
- May 15: Second Grade Luau
- May 16: First Grade Carnival
- May 20: Kindergarten Rodeo

Farragut Intermediate School

- April 5th: PTO hosted Farragut families for FIS Family Fun Night. This evening includes a silent auction, bake sale (added a cake walk this year), concessions, community sponsors and spirit wear sales. The children enjoyed the addition of cotton candy as well as a balloon artist! It was an exciting family fun night. We met our income goal of \$20,000 - bringing in \$21,629.90
- Final PTO board meeting May 9 - we will welcome our new board members
- Yearbooks are on sale until they sell out! Available on our website
- FIS PTO celebrating Staff Appreciation Month: we have weekly themes to generate staff support throughout the month
- May 12: 5th grade fun day
- May 13th: 4th grade fun day (5th grade pig dissection)
- May 14th: 3rd grade fun day (5th grade pig dissection)
- May 15th: Staff Appreciation lunch provided by PTO
- May 15th: 5th graders visit FMS (rain date for fun days/ back up Pig Lung)
- May 16th: Final All Pro Dads meeting for the year 7-7:30 am
- May 16th: 5th grade awards; EVENING celebration 5:30-7 PM
- May 19th: 3rd grade parties and awards
- May 19th: 23rd- SA's Favorite things week
- May 20th: 4th grade parties and awards
- May 20th: FIS Safety field trip
- May 22nd: last day for students; 23rd- last day for teachers

Farragut Middle School

- Currently: PTO Members voting for Executive Board for next year
- May 8-11: 8th grade Chicago trip
- May 13: Spring Orchestra Concert at FHS at 6:00 pm
- May 15: Chorus Concert at FMS at 6:00, 7:00 and 8:00
- May 20: Admiral Day (Field Day)

Farragut High School

- April: Junior class project- SGA reps wrote thank you letters to staff and Sophomores hosted Earth Day events
- May 7: Induction for new SGA members
- New club starting next year: FHS Anatomy Club
- Ambassadors- working on retreat for beginning of August and looking for service project with intermediate or primary school
- DECA- one student placed top 10 in the country
- Virtual Enterprise class went to New York
- May 3: Prom
- April 21: Mu Alpha Theta, Robotics, Coding, Engineering Club hosted Annual Stem Day
- March 31-April 2: HOSA competed with 66 students
- May 7: Senior Sunset
- May 6: Band Concert
- May 8: Chorus Concert
- May 9: Senior Breakfast and Walk the Halls at the Primary
- Foundation: Two big fundraisers- Gala and golf tournament raised about \$20,000 to buy furniture for portable classrooms
- May 15: Senior Luncheon
- May 17: Baccalaureate at FBC at 5:00 pm
- May 18: Graduation 7:00 pm

Three seniors recognized- Abby Doyle, Sophie Lu, Davis Baxter

Town of Farragut

- New building as of three weeks ago
- Several student rep applications have been submitted
- Adult reps- looking for names for 5 vacancies (Knoxville Christian, Concord Christian, FHS Foundation, FPS, FIS)
- Chris to replace Jen, temporarily maybe permanently
- Email from Alderman Cain
 - Look at 4 things the Town of Farragut does that maybe the committee can help with- FHS 865 Academy, Intro to Farragut Volunteer Hours, Stormwater Management Program, Coordination with the Community Development- discussion on what committee looks like in the future
- Should there be a special meeting in the summer to select new youth representatives?

Motion to adjourn by Beth Duncan at 5:13 pm

Next Meeting: September 11, 2025 at 4:00 pm at Farragut Town Hall

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Operations Manager

Subject: Approval of Minutes - July 7, 2025 - Special-Called Meeting

Discussion & Recommendations: Review and approve meeting minutes for the July 7, 2025 Special Called Session of the Farragut Education Relations Committee.

Recommended By: Christopher Sheffield, Operations Manager

Proposed Motion: Approve minutes for July 7, 2025 Special Called Session of the Farragut Education Relations Committee



Farragut Board of Mayor & Aldermen Meeting
Monday, July 7, 2025 at **3:00 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- 1) Call to Order
- 2) Any Other Business
 - A) Appointment of the 2025/2026 Youth Representative to the Farragut Education Relations Committee
- 3) Call for Adjournment

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Print

Youth Representative Committee Application - Submission #6260

Date Submitted: 4/24/2025

Town of Farragut Youth Representative Committee Application

First Name

Margaret

Last Name

Feng

Address1

Address2

City

Knoxville

State

Tennessee

Zip

37922

Phone Number

Email

Briefly describe your life goals/aspirations:

My life goal is to make a true impact on society. Firstly, I see myself as a researcher, working in the field of biology or medical science, where I can contribute to advancements that can save many lives. Specifically, I want to address major health challenges, such as chronic diseases and nutrition. Additionally, I want to continue to promote research for future generations-- so I hope I can be an authentic researcher who has the capability to mentor interested high school students. Ultimately, I aspire to not only advance science but to create a positive change in the community. Besides that, I want to become a leader. I understand the responsibility it will take, but the importance of using a position such as that to make a real, lasting difference. I understand how vital teamwork and communication skills are. Finally, a goal of mine is to stay ethical and humble, no matter what circumstances I will go through. I want to keep true to myself through both personal and educational challenges, maintaining integrity and humility in all situations.

Which committees are you interested in serving?

Please select your first choice and second choice from the list below.

Youth Representatives serve a one-year term on the Arts and Beautification Committee, Farragut Museum Committee, Farragut Tourism / Visitor Advisory Committee, Parks and Athletics Council, Planning Commission, Stormwater Advisory Committee and the Visual Resources Review Board; Youth Representatives serve a two-year term on the Farragut Education Relations Committee.

First Committee Choice:

Farragut Education Relations Committee (4pm; meeting schedule set by Committee in June/July each year) ▼

Second Committee Choice:

Stormwater Advisory Committee (2nd Thursday of each month at 3:45pm) ▼

School Information

School

Farragut High School

Grade level for the 2024-2025 School Year

Junior ▼

Please list any school clubs, organizations or groups you are a member of:

Engineering Club -- Vice President of Competitions (President next year) National Honors Society Crochet Club -- Co-founder Young Bakers Club -- Vice President (President next year) Freshman and New Students - Executive Board member OrcsGirls - Volunteer Knoxville Symphony Youth Orchestra - Violinist and volunteer for younger orchestras I want to mention that none of my commitments will limit the time I will dedicate and my extensive commitment to the role, if chosen—in fact, they give me valuable insight to better connect the Town of Farragut with its youth.

School Official or Sponsor Name

Farragut High School

Phone Number

(865) 966-9775

Please upload a letter of recommendation

Rec for Youth Representative.pdf

Farragut High School

*Principal
John C. Bartlett, EdD*

*Academy Coach
Amanda Edsell, EdD*

*Established 1904
11237 Kingston Pike, Knoxville, TN 37934
Phone: 865.966.9775
Fax: 865.671.7120*

*Academy Administrators
Patrick Bethel
Austin Bilbrey
Karey Lowdermilk, EdD
Cara Vaughn
Nicholas Walsh*

April 28, 2025

Recommendation for Margaret "Peggy" Feng

Peggy is currently a junior at Farragut high school and is in the top 5% of her very competitive class. She is a hard working and ambitious student both inside and outside of the classroom.

In her role as Vice President of Competitions in the Engineering Club, Peggy's leadership skills have been evident. During her tenure, the club's membership has blossomed from 20 to 100 members in one school year, and their success in competitions is commendable. Additionally, she helped raise over \$15,000 in grants and donations to lower the cost of attending the state competition from \$250 to \$90 per student.

Peggy is interested in serving on the Education Relations Committee because she thinks youth involvement is important to the community. In her leadership positions, she has seen firsthand how impactful it can be when students are able to share their ideas and make meaningful contributions. She will bring a unique perspective with an open mindset and an authentic understanding of what students need.

Kind Regards,

Katie King
STEM and Design Academy Counselor
Farragut High School

Print

Youth Representative Committee Application - Submission #6262

Date Submitted: 4/27/2025

Town of Farragut Youth Representative Committee Application

First Name

Caroline

Last Name

Zhao

Address1

Address2

City

Knoxville

State

Tennessee

Zip

37934

Phone Number

Email

Briefly describe your life goals/aspirations:

My biggest goal is to make a positive difference in my community. I've seen how challenges in areas like health and education can impact families, including mine, and it has inspired me to use my voice to advocate for change. I hope to further my volunteering efforts by pursuing more leadership roles in the organizations I am involved with. I am especially passionate about helping kids, supporting equitable education, and preserving the history that shapes our community. To achieve these goals, I plan on diversifying my experiences to better understand the community. Through serving, I hope to grow as a leader and use my opportunities to make a lasting impact.

Which committees are you interested in serving?

Please select your first choice and second choice from the list below.

Youth Representatives serve a one-year term on the Arts and Beautification Committee, Farragut Museum Committee, Farragut Tourism / Visitor Advisory Committee, Parks and Athletics Council, Planning Commission, Stormwater Advisory Committee and the Visual Resources Review Board; Youth Representatives serve a two-year term on the Farragut Education Relations Committee.

First Committee Choice:

Farragut Education Relations Committee (4pm; meeting schedule set by Committee in June/July each year) ▼

Second Committee Choice:

Farragut Museum Committee (4th Tuesday of January, February, August, September and October at 1pm) ▼

School Information

School

Farragut High School

Grade level for the 2024-2025 School Year

Junior ▼

Please list any school clubs, organizations or groups you are a member of:

School: FHS Marching Band, DECA Extracurricular: STAR (Shangri-La Therapeutic Academy of Riding), KSYWE (Knoxvilled Symphony Youth Wind Ensemble)

School Official or Sponsor Name

Katie King

Phone Number

(865) 966-9775

Please upload a letter of recommendation

Caroline Zhao Letter of Rec.pdf

Farragut High School

*Principal
John C. Bartlett, EdD*

*Academy Coach
Amanda Edsell, EdD*

*Established 1904
11237 Kingston Pike, Knoxville, TN 37934
Phone: 865.966.9775
Fax: 865.671.7120*

*Academy Administrators
Patrick Bethel
Austin Bilbrey
Karey Lowdermilk, EdD
Cara Vaughn
Nicholas Walsh*

April 28, 2025

Recommendation for Caroline Zhao

Caroline is currently a sophomore at Farragut High School and in the top 20% of her class.

Caroline is an excellent student who is motivated by a desire to make a difference in the world. Her resume of extracurricular activities is impressive. Caroline's co-founding of Cards For A Cure and AIMS - AI Made Simple are testaments to her entrepreneurial spirit and dedication to community outreach. She excels in creating opportunities for others, whether through her role as a flute tutor or her leadership in STEM initiatives. Working as a riding instructor with STAR and the technology support she provides for seniors further highlight Caroline's commitment to community involvement.

Working with the Education Relations Committee is a good fit for Caroline. She believes it's essential to incorporate students' feedback into our school systems. This committee in particular impacts students more than any others and is where the student representative's can have the most influence. That is, after all, her general motivation.

I strongly recommend Caroline for your consideration.

Kind Regards,

Katie King
STEM and Design Academy Counselor
Farragut High School

Town of Farragut Youth Representative Committee Application

First Name

Heidi

Last Name

Huang

Address1

Address2

City

Knoxville

State

Tennessee

Zip

37922

Phone Number

Email

Briefly describe your life goals/aspirations:

My life goals and aspirations revolve around service, leadership, and a commitment to improving educational opportunities for all. I believe that education is the foundation of a thriving community, and I am passionate about ensuring that people in my community have access to the support they need to succeed and feel heard. Professionally, I aspire to pursue a career in public health, where I hope to develop and implement programs that address disparities in health, education, and community well-being. I aim to be an avid advocate in shaping policies and initiatives that cultivate educational equity and support development, particularly by tackling the social factors that impact accessibility and overall health. My goal is to create solutions that bridge gaps in access to critical resources such as mental health services, health education, and community engagement. Through leadership and community initiatives, I hope to contribute to the creation of an atmosphere where individuals can thrive and reach their full potential. On a personal level, I am dedicated to leading by example. This ranges from actively listening to the needs of our community and supporting educators. Serving on the Farragut Education Relations Committee would allow me to translate these aspirations into tangible impact by helping to develop programs that strengthen school-community ties and address challenges like student well-being. Ultimately, I envision a school environment where every student has the opportunity to excel, and where schools are pillars of innovation and inclusivity. By working alongside committee members, educators, and families, I hope to play a meaningful role in positively impacting the community.

Which committees are you interested in serving?

Please select your first choice and second choice from the list below.

Youth Representatives serve a one-year term on the Arts and Beautification Committee, Farragut Museum Committee, Farragut Tourism / Visitor Advisory Committee, Parks and Athletics Council, Planning Commission, Stormwater Advisory Committee and the Visual Resources Review Board; Youth Representatives serve a two-year term on the Farragut Education Relations Committee.

First Committee Choice:

Farragut Education Relations Committee (4pm; meeting schedule set by Committee in June/July each year) ▼

Second Committee Choice:

Arts and Beautification Committee (3rd Monday of each month at 11:30am) ▼

School Information

School

Farragut High School

Grade level for the 2024-2025 School Year

Senior ▼

Please list any school clubs, organizations or groups you are a member of:

Farragut High School Student Government Association (President for 2025-2026), Youth and Young Adult Ambassador for the American Red Cross, Tennessee Stop Tobacco and Revolutionize Our New Generation (TNSTRONG) Ambassador, National Honor Society Member, National Spanish Honor Society Member, Freshman and New Students (FANS) Mentor

School Official or Sponsor Name

Elizabeth Blankenship

Phone Number

(865) 966-9775

Please upload a letter of recommendation

HeidiHuangLetterofRec.pdf

Principal
John C Bartlett, EdD

Farragut High School

Grade Level Administrators

Established 1904
11237 Kingston Pike, Knoxville, TN 37934
Phone 865.966.9775
Fax 865.671.7120

Patrick Bethel
Austin Bilbrey
Karey Lowdermilk, EdD
Cara Vaughn
Nick Walsh

April 22, 2025

To Whom It May Concern:

Heidi Huang has asked me to write to you on her behalf, and I am happy to comply. I have had the opportunity to get to know Heidi in two capacities, one as her teacher of Advanced Placement Human Geography and the sponsor of Student Government. In the classroom, Heidi is wonderful; she is a dedicated student who works hard and is considerate of her peers. Heidi's has a strong work ethic and she has challenged herself academically at FHS taking many AP classes and being an active member of the school in various clubs. Heidi has shown her passion for SGA, she has been active in for the last three years serving as a class representative for two years, and this past year she served as the Vice President of our 85-member organization. Heidi was elected this past week to be the President of SGA for the upcoming 2025-2026 school year. This speaks to how well respected she is by her peers. The goal of SGA is to serve as a liaison between the students and the administration, create programming for the student body, and work to serve our community while building leadership skills in the students themselves. The scope of this organization is so wide that being the leader is not a small feat. The President is responsible for the coordination of all activities and execution of activities. I am looking forward to working closely with Heidi for this upcoming year!

Heidi's skill set makes her an excellent leader; she is personable, polite, kind, funny, and very organized! She strives to ensure all students' ideas are heard and wants to create a positive climate at FHS. I feel Heidi would be an excellent student representative for the Farragut Schools education relations committee, and I hope you will give her your utmost consideration.

Sincerely,

Elizabeth Blankenship
Instructor of Social Studies
Faculty Sponsor of Farragut High Student Government Association

Print

Youth Representative Committee Application - Submission #6274

Date Submitted: 4/30/2025

Town of Farragut Youth Representative Committee Application

First Name

Jake

Last Name

Rotan

Address1

Address2

City

Knoxville

State

TN

Zip

37934

Phone Number

Email

Briefly describe your life goals/aspirations:

I was raised in a supportive home where my parents encouraged me to pursue my interests and instilled in me the values of kindness, empathy, and the power of service. Their guidance has shaped me into someone who is driven to help others, solve problems creatively, and act with integrity in all circumstances. As I moved forward in life, I discovered a love for engineering and service. I hope to somehow combine these two interests in my future career and life. Biomedical engineering and prosthetics have always interested me, and my dream school is Vanderbilt University. Moreover, I started applying for various leadership roles, such as the GENYOUth National Youth Council, which is a group of 25 students from across the U.S. that focus on nutritional health, mental health, and physical activity in school environments. I am also honored to be representing Farragut High School at the HOBY Youth Leadership Conference at UT Southern. I'm also channeling my love for engineering and entrepreneurship by developing a 3D printing business through Etsy. This venture will allow me to innovate and create while gaining real-world experience in running a business. While I don't yet know exactly what my future holds, I'm confident that I will make an impact wherever I go. Guided by my faith and passion for service, I am committed to bettering the world around me—one step, one idea, and one act of kindness at a time.

Which committees are you interested in serving?

Please select your first choice and second choice from the list below.

Youth Representatives serve a one-year term on the Arts and Beautification Committee, Farragut Museum Committee, Farragut Tourism / Visitor Advisory Committee, Parks and Athletics Council, Planning Commission, Stormwater Advisory Committee and the Visual Resources Review Board; Youth Representatives serve a two-year term on the Farragut Education Relations Committee.

First Committee Choice:

Farragut Education Relations Committee (4pm; meeting schedule set by Committee in June/July each year) ▼

Second Committee Choice:

Parks and Athletics Council (2nd Tuesday of each month at 6pm) ▼

School Information

School

Farragut High School

Grade level for the 2024-2025 School Year

Junior ▼

Please list any school clubs, organizations or groups you are a member of:

Farragut High School Representative for the 2025 HOBY State Leadership Conference Village Green Swim Team 2016-present Little Gator Assistant | 2023–Present (help 4-6 year olds during their practice) Farragut High School Swim Team 2023-present Team Captain of FHS swim team| 2024–Present Qualified for State Freshman and Sophomore year for FHS swim team TNAQ year round Swimming | 2024-present Key Club | Member 2023–Present Secretary of Service Officer for Key Club | 2025-present Engineering Club | Member 2024–Present Treasurer Officer for Key Club| 2025-present HOSA (Health Occupations Students of America) Club | Member 2024–Present Hospital Helping Hands | Member 2024–Present Farragut High School Band (trumpet) | 2023-present High School Student Ministry - Two Rivers Church | Member 2022-present Kids Ministry Leader for Special Needs Children, Two Rivers Church | 5 months Certified Lifeguard at Village Green Pool | 2024-present Mowing and Pet Sitting Business | 2021–Present

School Official or Sponsor Name

Natalie McMichael

Phone Number

8659669775

Please upload a letter of recommendation

Committees letter of rec.pdf

Farragut High School

Principal
John C. Bartlett, EdD

Academy Coach
Amanda Edsell, EdD

Established 1904
11237 Kingston Pike, Knoxville, TN 37934
Phone: 865.966.9775
Fax: 865.671.7120

Grade Level Administrators
Patrick Bethel
Austin Bilbrey
Karey Lowdermilk, EdD
Cara Vaughn
Nicholas Walsh

To Whom It May Concern:

I highly recommend Jakob Rotan to serve on either the Farragut Education Relations Committee or the Parks and Athletics Council. I have observed Jakob's commitment to both education and athletics, which are integral aspects of his character and daily life and his post-secondary plans.

Jakob is committed to his education and has high expectations and aspirations for himself educationally. He not only strives for academic excellence, holding a weighted GPA of 4.375 and ranking in the top 20% of Farragut's competitive class of 2027, but he is also active and engaged participant in the school community. Jake displays leadership and commitment in our school by acting as the Farragut High School Swim Team captain, as well as participating in Farragut's Key Club and HOSA (Health Occupations Students of America) club. Additionally, Jake is constantly looking for ways that he can give to others, participate in leadership, and actively wants to make a difference in this world. I know that Jakob will be a zealous and earnest committee member.

Regarding the Parks and Athletics Council, I believe that Jakob would also be a wonderful addition to this council. As an active member of both the Farragut's Swim team and the Village Green Swim Team, Jakob has a deep understanding of the local swim team community and show dedication to athletics. I believe that these experiences would allow him to bring a needed voice on the council, as swim team culture is a vibrant part of Farragut's recreation landscape.

Regardless of the counsel or committee, I know Jakob will be an active, reliable, earnest participant. He is passionate about leadership and committed to making a difference for his community. I know that this opportunity would not be wasted on Jake.

Thank you for considering Jakob Rotan for this opportunity. If you have any further questions, please feel free to contact me.

Sincerely,

Natalie McMichael

natalie.mcmichael2@knoschools.org
Health and Human Services, Academy School Counselor
Farragut High School
Phone: (865) 966-9775 Fax: (865) 671-7198

MINUTES
FARRAGUT EDUCATION RELATIONS COMMITTEE
July 7, 2025

Members Present: Beth Duncan (FHS), Yolanda Catlett (FPS), Alderman Alex Cain, Betsy Swartzentruber (FMS), Rebecca Pack, Maila Sarrat

Members Absent: Sarah Toliver (SJNCS), Frank Yang

Staff Present: Chris Sheffield

Others Present: Tammy Cheek (Farragut Press)

The meeting was called to order at 3:05 pm by Beth Duncan. Quorum present.

Special Called Meeting for Appointment of the 2025/2026 Youth Representatives

- Youth representatives are appointed to a one or two year term (juniors and seniors)
 - 4 applicants as of this meeting:
 - Margaret Feng (FHS)
 - Heidi Huang (FHS)
 - Jacob Rotan (FHS)
 - Caroline Zhao (FHS)

Motion to accept all 4 applicants by Alex Cain, seconded by Beth Duncan; All voted in favor.

Other Business

- Alex Cain spoke to the Mayor about reps from FBC and other spots not filled. He is trying to make sure everyone is represented. We also need to fill a spot for FIS.
- September meeting will be time to appoint new officers. Charter calls for time to set annual goals and objectives.

Motion to adjourn by Beth Duncan at 3:22 pm

Next Meeting: September 11, 2025 at 4:45 pm at Farragut Town Hall

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Operations Manager

Subject: Review of Sunshine Law/Open Meetings Act

Discussion & Recommendations: This item is intended to serve as a reminder of committee member roles and responsibilities.

The Sunshine Law or TN Open Meetings Act (T.C.A. § 8-44-101) applies to formal meetings that require a quorum and to informal meetings of two or more members of a governing body, if the members have the authority to make decisions for or recommendations to a public body. If the participants in the meeting deliberate on a decision or make a decision on public business, the meeting is required to be open to the public. This includes telephone calls, emails, text messages and all other electronic communications exchanged between multiple members of a governing body related to public business. Furthermore, TCA requires public notice of the agenda for an upcoming meeting at least forty-eight (48) hours prior to a regular meeting.

This law does not apply to chance meetings of two or more members of a governing body, if the members do not deliberate about or make a decision on public business.

Recommended By: Christopher Sheffield, Operations Manager

Proposed Motion: None. This item is for committee member information only.

09/04/2025



Municipal Technical Advisory Service
INSTITUTE *for* PUBLIC SERVICE

Published on MTAS - Serving Tennessee City Officials
(<https://www.mtas.tennessee.edu>)

Open Meetings Law

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Open Meetings Law

Reference Number: MTAS-205

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The Sunshine Law or Tennessee Open Meetings Act (hereinafter "TOMA") establishes "... that the formation of public policy and decisions is public business and shall not be conducted in secret". T.C.A. § 8-44-101.

The law applies to formal meetings that require a quorum and to informal meetings of two or more members of a governing body, if the members have the authority to make decisions for or recommendations to a public body. If the participants in the meeting deliberate toward a decision or make a decision on public business, the meeting is required to be open to the public, unless there is a provision within State law that authorizes the meeting to be closed. Additionally, the TOMA requires "adequate public notice" for both regular and special called meetings. T.C.A. § 8-44-103. There is no statutory definition of what constitutes "adequate," but the courts appear to have adopted a "totality of circumstances" test to help determine whether notice is adequate under a particular set of facts.

Retreats are subject to the TOMA, if public business will be discussed or decided upon by multiple members of a governing body. (See *Neese v. Paris Special School District*, 813 S.W.2d 432 (Tenn. Ct. App. 1990)).

Telephone calls, emails, text messages and all other electronic communications exchanged between multiple members of a governing body related to a public business are generally prohibited. However, certain governing bodies are permitted to establish Internet forums after receiving approval from the Office of Open Records Counsel. T.C.A. § 8-44-109.

At meetings, all votes must be public. Secret ballots are not permitted. T.C.A. § 8-44-104.

The following gatherings are not subject to the provisions of the TOMA:

- On-site inspections of projects or programs (T.C.A. § 8-44-102(b)(2));
- Chance meetings of two or more members of a governing body, if the members do not deliberate towards or make a decision on public business (T.C.A. § 8-44-102(c));
- Strategy sessions of a governing body in labor negotiations, although actual labor negotiations must be conducted in public (T.C.A. § 8-44-201);
- Meetings of school boards to hear student suspension appeals (T.C.A. § 49-6-3401)
- Meetings of public hospital boards to discuss, but not to adopt, marketing strategies, strategic plans, and feasibility studies (T.C.A. § 68-11-238); and

- Meetings related to school safety and security plans (T.C.A. § 49-6-804).

The courts have also established narrow parameters related to when multiple members of a governing body can go into executive session with the city/town attorney. Multiple members of a governing body can go into a closed gathering with the city/town attorney when:

- The discussion concerns a pending lawsuit;
- The governing body is a named party; and
- The members of the governing body provide facts about the lawsuit to the city/town attorney and the city/town attorney provides the members legal advice based upon the facts presented (See *Smith County Education Association v. Anderson*, 676 S.W. 2d 328 (Tenn. 1984); *Van Hooser v. Warren County Board of Education*, 807 S.W.2d 230 (Tenn. 1991).)

However, the governing body must deliberate towards and/or make decisions related to the subject of the executive session in an adequately noticed public meeting,

T.C.A. § 8-44-110 states that at least forty-eight (48) hours prior to a regular meeting, a state governing body or a local government legislative body shall make available to the public, at no charge, the agenda for the upcoming regular meeting in a place accessible to the public. The agenda must reasonably describe the matters to be deliberated or acted upon during the public meeting.

T.C.A. § 8-44-108 allows certain state bodies to meet using electronic means. This statute generally does not apply to municipal governing bodies.

T.C.A. § 6-54-143 allows a service member, who is also a member of the legislative body and deployed for 13 months or less, to attend meetings of the body via two-way electronic audio-video communication during the deployment. The member is also allowed to vote and receive compensation for attendance. However, only one service member at a time may attend and vote using the two-way communication.

Any action held by a court to have violated the Sunshine Law is void, unless the action is related to public debt. If a citizen successfully sues a city/town for a TOMA violation, the court may issue an injunction and impose penalties. The court retains jurisdiction over the governing body for a year and the governing body must submit semiannual compliance reports. T.C.A. §§ 8-44-105-106.

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REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By:

Subject: Establish Committee Goals and Objectives for Academic Year
25/26

Discussion & Recommendations: In accordance with Article III, Section III of the Committee charter, the committee will annually establish goals and objectives for the upcoming year.

Recommended By: Christopher Sheffield, Operations Manager

Proposed Motion: Adopt member-proposed objectives and goals for the academic year.