



Education Relations Committee Meeting
Monday, November 10, 2025 at **4:00 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- 1) Call to Order
- 2) Approval of Minutes
- A) Committee Meeting - September 11, 2025
- 3) Appointment of Officers
- A) Appointment of Farragut Education Relations Committee Officers
- 4) Other Business
- A) Establish Committee Goals and Objectives for Academic Year 25/26
- B) Farragut Arts and Beautification Committee Art and Photography Show
- 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

Agenda Number: 2.A.

Meeting Date: November 10, 2025

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Director of Public Services

Subject: Committee Meeting - September 11, 2025

Discussion & Recommendations: Review the attached minutes for accuracy and approve.

Recommended By:

Proposed Motion: Approve minutes from the September 11, 2025 Farragut Education Relations Committee meeting.



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

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MINUTES
FARRAGUT EDUCATION RELATIONS COMMITTEE
September 11, 2025

Members Present: Beth Duncan (FHS), Yolanda Catlett (FPS), Sarah Toliver (SJNCS), Alderman Alex Cain

Youth Representatives Present:

- FHS Seniors: Margaret Feng, Heidi Huang, Rebecca Pack, Maila Sarrat, Frank Yang
- FHS Juniors: Jacob Rotan, Carolina Zhao

Members Absent: Betsy Swartzentruber (FMS)

Staff Present: Chris Sheffield

Others Present: Heather Cloar, FIS PTO President

The meeting was called to order at 4:48 pm by Beth Duncan. Quorum present.

Appointment of Officers

- Due to the absence of voting committee members, Alderman Cain moved to defer appointment of officers to the October 13, 2025 committee meeting. Yolanda Catlett seconded the motion. Members approved the motion to defer appointment of officers until October 13, 2025 by 4-0 vote.

Approval of Minutes

- Alderman Cain moved to approve committee minutes from the May 5, 2025 and July 7, 2025 meetings as written. Chairperson Beth Duncan seconded the motion. Members approved the motion to approve committee minutes from the May 5, 2025 and July 7, 2025 meetings as written by 4-0 vote.

Other Business

- Chris Sheffield reminded members of the roles and responsibilities under the Sunshine Law/Open Records Act.
- Committee members discussed possible goals and objectives for the 2025/2026 academic year. The following recommendations were discussed:
 - Sarah Toliver recommended focusing efforts on supporting upcoming events by providing earlier notifications rather than focus on previous events.

- Beth Duncan recommended partnering with students and the town staff to determine a recent history of the Town grant program to determine how long school grant amounts have been set at \$27,000, how grant money has been spent by schools, and whether the current grant amount reflects an appropriate value based on growth or should the committee advocate for additional funds in the next fiscal year.
- Rebecca Pack recommended sharing information that enables more FHS student volunteer opportunities to help younger students.
- Frank Yang recommended reconsidering goals and objectives in the October meeting, after student clubs and organizations have an opportunity to meet and coordinate their own goals.
- Chris Sheffield recommended the committee consider support to the Town's Arbor Day event at FIS, partnership with the Town's Introduction to Farragut program with volunteer opportunities at FPS, involvement in the Holiday Tree Village at McGill Plaza, or the development of a shared education-related event calendar.

School Liaison Updates

- Yoland Catlett (FPS):
 - Coupon Book Sales in progress
 - 9/25 – STEM event with FIS
 - 10/18 – Fall Festival from 11:00 to 2:00
 - November – joint food drive with FHS
 - Potential Volunteer opportunities
 - Car door openers for morning drop off, especially as weather turns colder
 - Ground committee may offer opportunities for FHS club volunteers
 - Jake Rotan: FHS Key Club can help
- Heather Cloar (FIS):
 - 9/24 – Grandparents Day event at 4pm
 - 9/25 - 2nd Annual FIS STEM Day with FPS
 - November – Fun Run
 - Will contact FIS volunteer coordinator to identify FHS student volunteer opportunities
- Beth Duncan (FHS):
 - 10-23 – FHS Homecoming Game
 - 10/24 – FHS Homecoming Dance
- Sarah Toliver (SJNCS):
 - Over the summer we had a student qualify for the Junior Olympics (running)
 - 8/5 - Back to school bash
 - Groundbreaking on new STEM wing
 - 9/15 - Carline Safety Patrol begins
 - 9/17 - Blaze Pizza fundraiser night
 - 9/22 - Out-of-uniform fundraiser for Assumption School in MN
 - 10/2 - Student Art Showcase

- 10/18 - Upcoming "Harvesting for Him" parish and school event includes a 5k/1-mile race open to the community:
<https://runsignup.com/Race/TN/Knoxville/MustangMiler5k1MileFunRunStJohnNeumannCatholicChurchSchool>
- Currently have 8 fall sports teams: ES/MS flag football, ES/MS-V/MS-JV Volleyball, MS tennis, ES/MS XC
- Peggy Feng (FHS Student):
 - The Technology Student Association has 90 members
- Heidi Huang (FHS Student):
 - 9/15 to 11/4 – FHS supporting Coats for Cold donation event
 - Yolanda Catlett: We can set up donation bin at FPS
 - Chris Sheffield: Town employee engagement committee considering a similar donation effort, perhaps we can partner
 - Student Government is fundraising for the Love Kitchen and the American Red Cross
- Rebecca Pack (FHS Student):
 - Entrepreneurship Business Class is running the school store and coffee shop
 - Website: www.admiraloutlet.com
- Jacob Rotan (FHS Student)
 - Key Club's first meeting will be during the week of 9/15 to 9/19
 - Key Club supporting several upcoming events
 - FMS Book Fair
 - Job Shadow Program
 - Boo at the Zoo
 - Fantasy of Trees
- Maila Sarrat (FHS Student)
 - The Farragut Ambassadors will host their sponsors for lunch and mentorship opportunities on 9/18
- Frank Yang (FHS Student):
 - November - Chess Club Tournament
 - 12/5 (tentative) – Math Competition with FIS 4th and 5th graders planned
 - National Honor Society members are ready to volunteer
- Caroline Zhao (FHS Student)
 - DECA may be able to assist as FPS volunteers
 - Cookie sales to support upcoming competition planned

Next Meeting: October 13, 2025 at 4:00 pm at Farragut Town Hall

Meeting adjourned at 5:36 pm.

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Director of Public Services

Subject: Appointment of Farragut Education Relations Committee 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 (other than the Town Administrator, or his/her designee, and Board member) 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:

Proposed Motion: Approve officers as nominated by committee members.

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Director of Public Services

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:

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

REPORT TO THE EDUCATION RELATIONS COMMITTEE

Prepared By: Christopher Sheffield, Director of Public Services

Subject: Farragut Arts and Beautification Committee Art and Photography Show

Discussion & Recommendations: The ABC would like to discuss an upcoming Art and Photography Show with Education Relations Committee members. This may be a partnership opportunity for the committee to consider.

Recommended By:

Proposed Motion: N/A