

**Palmyra-Eagle Area School District
Public Relations Committee Meeting
Mrs. Tara LeRoy, Chairperson
Wednesday October 14, 2021 - 5:30 PM
Palmyra-Eagle High School Community Center
Meeting Agenda**

All meetings are subject to Wisconsin Statutes – Open Meeting Laws (19.81-19.98)

“In compliance with Open Meeting Law, it is hereby posted that the following committees of the School Board of the Palmyra-Eagle Area School District will meet on the following dates and times. It is possible that a quorum may exist at one or more of the Board Committee meetings, as a Board member who is not an official member of a committee may attend. No Board action will be taken at any of the Committee Meetings.”

Please be advised that this meeting is being held in public and individuals choosing to attend and participate will be expected to practice “social distancing” consistent with the Emergency Orders issued by the State of Wisconsin in light of the current COVID-19 pandemic.

I. Call to Order, at 5:36

II. Roll Call – quorum (2) of this committee required to proceed- Tara LeRoy and Doris Parsons.

III. Agenda

- A. July Meeting Minutes Review /Approval - approved
- B. PR Coordinator Updates - Busy with homecoming, tons of stuff to promote at EES. Teachers are starting to send in more things.
- C. Promoting board, committee meetings, elections- Revisit later.
- D. Reminder to staff /coaches of PR opportunities to promote their activities, events, fundraisers, etc. - Katie and Caitlin do that regularly.
- E. EES Name Change process updates- Katie said she spoke with Todd, he said would be cumbersome, but not impossible. Would require a board action. The only cost associated would be with signage, letterheads, and filing with DPI which would be the most work, but again not impossible.
- F. PR Budget & Promotional Literature - Need to speak to Brad or Todd about what the budget is. Maybe have 2-3 flyers a year. What about the calendars that used to be sent out.
- G. STEP Program for tax credits for senior citizens- Need to look into how it's done. COVID ruined the projects progression in 2020. Something to talk about Todd about looking into, putting back in to effect. Tara will email Todd into the next steps.
- H. Todd's award from Waukesha Education Foundation on October 21st - Put together a press release. Caitlin will gather some quotes and information about the award and send out a press release. Excellent PR release.

IV. Schedule Next Meeting: November 18th, 5:30 PM

V. Adjourn - called at 6:27 PM

Mrs. Tara LeRoy, Chairperson: _____

Mrs. Doris Parsons, Member: _____

Mrs. Kristiana Williams, Member:

Other Board Members Present:
