

**Palmyra-Eagle Area School District  
Public Relations Committee Meeting  
Mrs. Tara LeRoy, Chairperson  
Wednesday November 17, 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- called to order at 5:32 PM**
  
- II. **Roll Call – quorum (2) of this committee required to proceed- Tara LeRoy, Doris Parsons, and Jean Reith. Also in attendance is Katie Robertson, Elementary Principal.**
  
- III. **Agenda**
  - A. **October Meeting Minutes Review /Approval - Approved**
  - B. **PR Coordinator Updates - Working on many press releases, DPI, Snowshoe donation, Art Article, etc.**
  - C. **Website updates (programs / photos) - Working on updating current pages, and inactivating old pages not in use.**
  - D. **Board elections deadlines - Up to date on when information needs to be received.**
  - E. **Promotional Literature - Have a postcard that should go out soon, and a newsletter being worked on to go out quarterly.**
  - F. **EES Name Change - Board needs to make an action item to change the name, and some fees.**
  - G. **STEP Program for tax credits for senior citizens - a program for seniors to volunteer in the classrooms for tax credits. Need to get more information on what level this starts from. Elementary principal will look into how to follow through with starting this program.**
  - H. **Promoting facilities use / indoor walking - Already being done, looking into a “pacers” program for students/adults to earn prizes for miles walked.**
  - I. **Promoting Todd Gray's award from Waukesha Education Foundation - working on a press release to go out.**
  - J. **PR Stars - next candidates - Brad Patrick, Michael Eddy, and AI and SP for their work on the SP field.**
  
- IV. **Schedule Next Meeting: TBD**
  
- V. **Adjourn - adjourned at 6:24 PM**

**Mrs. Tara LeRoy, Chairperson:**

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**Mrs. Doris Parsons, Member:**

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**Mrs. Kristiana Williams, Member:**

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**Other Board Members Present:**

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