

**Palmyra-Eagle Area School District
Public Relations Committee Meeting
Mrs. Tara LeRoy, Chairperson
Thursday, January 12, 2023 - 6:30 PM
Palmyra-Eagle High School Community Center
Meeting Agenda**

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

- I. **Call to Order:** The meeting was called to order by Committee Chair, Tara LeRoy, at 6:30 pm.
- II. **Roll Call – quorum (2) of this committee required to proceed**
 - A. Attended: Tara LeRoy, Doris Parsons and Kristiana Williams
 - B. Others Attended: Jean Reith, Public Relations Specialist - Caitlin Krichner, Eagle Elementary Principal - Katie Robertson, District Executive Assistant - Traci Plotz
- III. **Discussion and Approval of Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approval of December 2022 Meeting Minutes:** The December 15, 2022 minutes were reviewed and approved.
 - B. **Updates on PR related to the Weight Room & Community Wide Indoor Facilities Use:** It was reported that we ran a facebook live yesterday. Wellness Wednesday's are coming out of this. The district is working on implementing an online facilities scheduler to make using the facilities easier for the public. We hope to have it up and running this spring.
 - C. **Updates Regarding Submissions to *The Enterprise*:** It was reported the submissions were sent regarding the updates to the weight room, the recent dual enrollment assembly and Honor an Educator.
 - D. **Updates Regarding Promo baskets:** It was reported that all items have been received except for the keychains. Those will be in this week, so due to finals they will be finished up next week.
 - E. **Discussion Regarding District Newsletters(s):** It was reported that they newsletter looks awesome.
 - F. **Discussion Regarding PR for 4K Community Info Nights:** It was reported a postcard is going out next week.
 - G. **Discussion Regarding Tech Ed PR (Drone grant, SkillsUSA, Fork Lift and OSHA 10 Certifications):** It was reported that we are starting Tech Ed Tuesdays to feature different things that are happening in the Tech Ed department.
 - H. **Discussion Regarding Honor an Educator Program:** It was reported still waiting to get the plaques made from previous. We will push again in the spring.
 - I. **Discussion Regarding Greenhouse PR.:** It was reported that there is now a Greenhouse page on the website with a widget/link on the home page.
- V. **Next Meeting:** February 9, 2023 at 5:30 pm - Community Center
- VI. **Adjourn:** The meeting was adjourned at 7:10 pm.

Respectfully submitted,
Traci Plotz
District Executive Assistant