



April 2025 Client Billing

Project	Personnel	Date	Task	Description	Rate	Hours	Fees
00395-Public Relations	Malone, Deidre	04/01/2025	Malone- Public Relations	Call with Chair Coleman about the communications strategy.	\$350.00	0.25	\$87.50
00395-Public Relations	Malone, Deidre	04/01/2025	Malone- Public Relations	I had a discussion with Alex Coleman about a potential media placement today.	\$350.00	0.25	\$87.50
00395-Public Relations	Malone, Deidre	04/01/2025	Malone- Public Relations	Call with General Counsel to discuss potential communications needs for the board.	\$350.00	0.50	\$175.00
00395-Public Relations	Solomon, British	04/01/2025	British - Social Media	April graphics	\$200.00	1.00	\$200.00
00395-Public Relations	Malone, Deidre	04/07/2025	Malone- Public Relations	Reviewed questions for Chair Chat for the show	\$350.00	1.00	\$350.00
00395-Public Relations	Sharp, Jennifer	04/07/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and Justin Bailey	\$250.00	1.00	\$250.00
00395-Public Relations	Sharp, Jennifer	04/07/2025	Jennifer - Writing	Draft Chair Chat interview questions	\$250.00	2.00	\$500.00
00395-Public Relations	Sharp, Jennifer	04/08/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and Towanna Murphy	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/08/2025	Jennifer - Public Relations	Chair Chat with Chair Coleman & John Best	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/08/2025	Jennifer - Writing	Draft Chair Chat interview questions	\$250.00	1.00	\$250.00
00395-Public Relations	Malone, Deidre	04/09/2025	Malone- Public Relations	I worked with the general counsel on a statement for Chair Coleman on a media request for a statement re: a social media post on Board Member Murphy.	\$350.00	0.50	\$175.00
00395-Public Relations	Malone, Deidre	04/09/2025	Malone- Public Relations	Distributed the media statement to the media.	\$350.00	0.25	\$87.50
00395-Public Relations	Malone, Deidre	04/09/2025	Malone- Public Relations	Distributed the media statement to the Shelby County School Board	\$350.00	0.25	\$87.50
00395-Public Relations	Malone, Deidre	04/09/2025	Malone- Public Relations	Reviewed and edited questions for Chair Chat for Jennifer	\$350.00	0.75	\$262.50
00395-Public Relations	Sharp, Jennifer	04/09/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and Amber Garcia	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/09/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and TaMarques Porter	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/09/2025	Jennifer - Writing	Draft Chair Chat interview questions	\$250.00	2.00	\$500.00

00395-Public Relations	Sharp, Jennifer	04/09/2025	Jennifer - Public Relations	Write and distribute Chair Coleman's statement about Board Member Murphy	\$250.00	2.00	\$500.00
00395-Public Relations	Malone, Deidre	04/10/2025	Malone- Public Relations	Call with Board Member Murphy	\$350.00	0.25	\$87.50
00395-Public Relations	Sharp, Jennifer	04/10/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and Stephanie Love	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/10/2025	Jennifer - Public Relations	Chair Chat w/Chair Coleman and Sable Otey	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/10/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman and Keith Williams	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/10/2025	Jennifer - Public Relations	Respond to media inquiries	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/11/2025	Jennifer - Public Relations	Respond to media inquiries	\$250.00	1.00	\$250.00
00395-Public Relations	Malone, Deidre	04/13/2025	Malone- Public Relations	Drafted speech for Chair Coleman for the Kiwansis Club of Memphis.	\$350.00	4.00	\$1,400.00
00395-Public Relations	Malone, Deidre	04/14/2025	Malone- Public Relations	Call with Board Member Murphy about media inquiries.	\$350.00	0.50	\$175.00
00395-Public Relations	Malone, Deidre	04/14/2025	Malone- Public Relations	Call with Vice Chair Stephanie Love about media around board issues.	\$350.00	0.50	\$175.00
00395-Public Relations	Sharp, Jennifer	04/15/2025	Jennifer - Public Relations	Respond to media inquiries	\$250.00	1.00	\$250.00
00395-Public Relations	Sharp, Jennifer	04/17/2025	Jennifer - Public Relations	Chair Chat w/Chair Coleman, L Bailey & Coleman	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/17/2025	Jennifer - Public Relations	Chair Chat w/ Chair Coleman & Natalie McKinney	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/17/2025	Jennifer - Writing	Edit Chair Chat interview questions	\$250.00	0.30	\$75.00
00395-Public Relations	Sharp, Jennifer	04/17/2025	Jennifer - Public Relations	Respond to media advisories	\$250.00	0.30	\$75.00
00395-Public Relations	Malone, Deidre	04/21/2025	Malone- Public Relations	Drafted comments for Chair Dorse Coleman and Board Member Murphy. Shared with my team to edit and then sent to General Counsel Bailey for edits.	\$350.00	1.50	\$525.00
00395-Public Relations	Malone, Deidre	04/21/2025	Malone- Public Relations	Reviewed both sets of comments with Board Member Murphy for approval.	\$350.00	0.50	\$175.00
00395-Public Relations	Sharp, Jennifer	04/21/2025	Jennifer - Editing	Review/edit comments for the board members for board meeting	\$250.00	0.30	\$75.00
MSCS School Board	Lois Young	04/21/2025	edit	Board Chair and Board Member Comments (Towanna Murphy)	\$200.00	0.28	\$56.00
00395-Public Relations	Malone, Deidre	04/22/2025	Malone- Public Relations	Spoke with General Counsel Bailey and CCO Johnson about a statement for the media about the state proposed bills.	\$350.00	0.50	\$175.00
00395-Public Relations	Malone, Deidre	04/22/2025	Malone- Public Relations	Drafted a statement for Chair Coleman for General Counsel Bailey to review about the deferent of the state bills.	\$350.00	0.50	\$175.00

00395-Public Relations	Sharp, Jennifer	04/22/2025	Jennifer - Public Relations	Respond to media advisories	\$250.00	1.00	\$250.00
00395-Public Relations	Sharp, Jennifer	04/22/2025	Jennifer - Public Relations	Respond to media advisories	\$250.00	2.00	\$500.00
00395-Public Relations	Malone, Deidre	04/24/2025	Malone- Public Relations	Drafted a letter for Chair Coleman to Senator Taylor.	\$350.00	0.50	\$175.00
00395-Public Relations	Malone, Deidre	04/24/2025	Malone- Public Relations	Coordinated an interview with Board Member McKinney and Porter for the week of May 5th with Alex Coleman.	\$350.00	0.25	\$87.50
00395-Public Relations	Sharp, Jennifer	04/24/2025	Jennifer - Public Relations	Interview with Alex Coleman and Chair Coleman and Vice Chair Love	\$250.00	1.00	\$250.00
00395-Public Relations	Sharp, Jennifer	04/24/2025	Jennifer - Editing	Review/edit questions and potential talking points for WREG interview	\$250.00	1.00	\$250.00
00395-Public Relations	Sharp, Jennifer	04/24/2025	Jennifer - Writing	Draft Chair Chat interview questions	\$250.00	1.00	\$250.00
MSCS School Board	Lois Young	04/24/2025	edit	Q&A Talking Points for Alex Coleman Interview	\$200.00	0.37	\$74.00
00395-Public Relations	Sharp, Jennifer	04/25/2025	Jennifer - Public Relations	Respond to media inquiries	\$250.00	0.30	\$75.00
00395-Public Relations	Solomon, British	04/25/2025	British - Social Media	May graphics + calendar	\$200.00	4.00	\$800.00
00395-Public Relations	Solomon, British	04/28/2025	British - Social Media	Sable Otey, District 5 town hall post	\$200.00	0.50	\$100.00
00395-Public Relations	Sharp, Jennifer	04/29/2025	Jennifer - Writing	Write copy for April edition of The Chair's Report	\$250.00	3.00	\$750.00
00395-Public Relations	Sharp, Jennifer	04/29/2025	Jennifer - Client Meeting	CMG Meeting with MSCS Chair Dorse Coleman	\$200.00	0.30	\$60.00
00395-Public Relations	Solomon, British	04/29/2025	British - Social Media	May social media calendar + graphics	\$200.00	1.25	\$250.00
MSCS School Board	Lois Young	04/29/2025	edit	Chair's Report for April	\$200.00	0.43	\$86.00
00395-Public Relations	Coleman, Kimberly	04/30/2025	Kim-Design	Designed April edition of The Chair's Report; sent PDF proof for review; made revisions and new proof; sent final PDF	\$300.00	1.25	\$375.00
April Discount:							-\$4,357.75
Public Relations Total:						45.33	\$7,905.75