



December 2024 Client Billing

Project	Personnel	Date	Task	Description	Rate	Hours	Fees
00395-Public Relations	Malone, Deidre	11/19/2024	Malone- Client Strategy Mtg	Meeting with Cardell Orin re:school board issues	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	11/20/2024	Malone- Client Strategy Mtg	Meeting with General Counsel Bailey about a communications strategy for 4th quarter for the board	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/06/2024	Malone- Client Strategy Mtg	Review documents to prepare to draft a communications plan	\$300.00	2.00	\$600.00
00395-Public Relations	Malone, Deidre	12/07/2024	Malone- Client Strategy Mtg	Working on the communications plan.	\$300.00	4.00	\$1,200.00
00395-Public Relations	Malone, Deidre	12/08/2024	Malone- Client Strategy Mtg	Meeting with General Counsel and the Chair to discuss the communications plan.	\$300.00	2.00	\$600.00
00395-Public Relations	Lois Young	12/09/2024	edit	MSCS Board Communications Plan DMF v2	\$150.00	1.08	\$162.00
00395-Public Relations	Malone, Deidre	12/09/2024	Malone- Client Strategy Mtg	I updated the document and then retooled it after my meeting with the General Counsel.	\$300.00	2.50	\$750.00
00395-Public Relations	Sharp, Jennifer	12/09/2024	Jennifer - Editing	Review/edit MSCS Board Communications Plan DMF	\$200.00	1.00	\$200.00
00395-Public Relations	Malone, Deidre	12/10/2024	Malone- Client Strategy Mtg	Weekly meeting with Chair Dorse Coleman and General Counsel Bailey about communications.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/10/2024	Malone- Client Strategy Mtg	Review plan again and made additional updates	\$300.00	1.00	\$300.00
00395-Public Relations	Moore, Judith	12/10/2024	J. Moore - Client Strategy Meeting	Media training with Board Chair and Co Chair.	\$250.00	2.00	\$500.00
00395-Public Relations	Sharp, Jennifer	12/10/2024	Jennifer - Client Meeting	Weekly Meeting with Chair Dorse Coleman	\$200.00	0.30	\$60.00
00395-Public Relations	Malone, Deidre	12/11/2024	Malone- Client Strategy Mtg	Media training	\$300.00	2.00	\$600.00
00395-Public Relations	Sharp, Jennifer	12/11/2024	Jennifer - Public Relations	Media Training for Chair Dorse Coleman and Vice Chair Love	\$200.00	2.00	\$400.00
00395-Public Relations	Lois Young	12/15/2024	edit	MSCS Board: Special Call Meeting Scripts Chair Dorse Coleman and Vice Chair Love	\$150.00	0.63	\$94.50
00395-Public Relations	Lois Young	12/15/2024	edit	MSCS Board: Video Comments for Chair Dorsse Coleman	\$150.00	0.58	\$87.00

00395-Public Relations	Malone, Deidre	12/15/2024	Malone- Client Strategy Mtg	D. Malone worked with Board Chair Dorse Coleman on a communications strategy for a special call meeting.	\$300.00	3.00	\$900.00
00395-Public Relations	Moore, Judith	12/15/2024	J. Moore - Editing	Editing video script, speeches for chair and vice chair. Review and reading over final edits.	\$250.00	2.00	\$500.00
00395-Public Relations	Johnson, Ramon	12/16/2024	Ramon - Videography	Filmed Board Chair Joyce Dorse Coleman video for parent sand community for the announcement of Supt. Dr. Marie Feagins resignation. Edited the "parents and community" video after work hours. Spent four hours editing the "parent's and community version". Will begin editing process for "MSCS Employees" video tomorrow 12/17 early morning.	\$150.00	5.00	\$750.00
00395-Public Relations	Malone, Deidre	12/16/2024	Malone- Client Strategy Mtg	I made phone calls to MSCS partners about the special call meeting and worked with Chair Dorse Coleman on video production for social media.	\$300.00	2.00	\$600.00
00395-Public Relations	Malone, Deidre	12/16/2024	Malone- Client Strategy Mtg	I tweaked key messages to share with board members.	\$300.00	0.50	\$150.00
00395-Public Relations	Sharp, Jennifer	12/16/2024	Jennifer - Public Relations	Draft video script for MSCS employees video re: Dr. Feagins' termination	\$200.00	0.30	\$60.00
00395-Public Relations	Johnson, Ramon	12/17/2024	Ramon - Videography	Finished editing video number two for MSCS announcement of resignation of the Supt. Dr. Feagins. This video was addressed to staff members.	\$150.00	2.00	\$300.00
00395-Public Relations	Lois Young	12/17/2024	edit	MSCS Board: Key Messages: Feagin's Termination	\$150.00	0.95	\$142.50
00395-Public Relations	Lois Young	12/17/2024	edit	MSCS Board: Press Release Dr. Feagins Termination	\$150.00	0.57	\$85.50
00395-Public Relations	Malone, Deidre	12/17/2024	Malone- Client Strategy Mtg	Call with Chair Dorse Coleman re: special call meeting	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/17/2024	Malone- Client Strategy Mtg	Tweaked key messages and share with board members	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/17/2024	Malone- Client Strategy Mtg	Attended the special call meeting and assisted with communications.	\$300.00	4.00	\$1,200.00
00395-Public Relations	Moore, Judith	12/17/2024	J.Moore - Writing	Editing statements for Board Meeting regarding Dr. Feagin's termination. Writing statement for Failed Vote.	\$250.00	2.00	\$500.00
00395-Public Relations	Sharp, Jennifer	12/17/2024	Jennifer - Worked Event	MSCS Special Call Meeting	\$200.00	4.00	\$800.00
00395-Public Relations	Sharp, Jennifer	12/17/2024	Jennifer - Client Meeting	Weekly Meeting with Chair Dorse Coleman	\$200.00	0.30	\$60.00
00395-Public Relations	Sharp, Jennifer	12/17/2024	Jennifer - Writing	Draft/edit press release re: Dr. Feagins' termination	\$200.00	2.00	\$400.00
00395-Public Relations	Sharp, Jennifer	12/17/2024	Jennifer - Public Relations	Reach out to Dynisha Clark about CMG working with the MSCS Board of Education	\$200.00	0.30	\$60.00

00395-Public Relations	Sharp, Jennifer	12/17/2024	Jennifer - Editing	Review/edit key messages for MSCS Special Call Meeting	\$200.00	1.00	\$200.00
00395-Public Relations	Malone, Deidre	12/18/2024	Malone- Client Strategy Mtg	Call with Chair Dorse Coleman re: next steps with communications	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/18/2024	Malone- Client Strategy Mtg	Call with Vice Chair Love re: Communications	\$300.00	0.25	\$75.00
00395-Public Relations	Lois Young	12/19/2024	edit	MSCS Board: Statement from Dorse Coleman and Letter to Dr. Feagins	\$150.00	0.22	\$33.00
00395-Public Relations	Malone, Deidre	12/19/2024	Malone- Client Strategy Mtg	Call with Attorney Robert Spence	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/19/2024	Malone- Client Strategy Mtg	Research on Board Issues	\$300.00	2.00	\$600.00
00395-Public Relations	Sharp, Jennifer	12/19/2024	Jennifer - Editing	Review/edit statement from MSCS Board Chair Joyce Dorse Coleman	\$200.00	0.30	\$60.00
00395-Public Relations	Sharp, Jennifer	12/19/2024	Jennifer - Editing	Review/edit letter to Dr. Feagins from Chair Dorse Coleman	\$200.00	0.30	\$60.00
00395-Public Relations	Malone, Deidre	12/20/2024	Malone- Client Strategy Mtg	Research for the board spoke to former MSCS employees	\$300.00	2.00	\$600.00
00395-Public Relations	Malone, Deidre	12/20/2024	Malone- Client Strategy Mtg	Finalized letter to Dr. Feagins.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/20/2024	Malone- Client Strategy Mtg	Call with Board Member Otey	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/20/2024	Malone- Client Strategy Mtg	Call with Board Member Murphy	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/20/2024	Malone- Client Strategy Mtg	Call with Vice Chair Love	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/21/2024	Malone- Client Strategy Mtg	Pulling together research.	\$300.00	3.00	\$900.00
00395-Public Relations	Malone, Deidre	12/22/2024	Malone- Client Strategy Mtg	Call with Board Member N. McKinney	\$300.00	1.50	\$450.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Call with Board Member McKinney.	\$300.00	0.25	\$75.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Call with General Counsel Bailey.	\$300.00	0.25	\$75.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Call with Attorney Spence.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Write email to Dr. Feagins re: responses needed by January 3, 2025 for Chair Coleman.	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Secure edits from Attorney Spence, Chair Coleman, and General Counsel Baily.	\$300.00	1.00	\$300.00

00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Draft email to Board Members for Chair Coleman.	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Secure email approval from Chair Coleman, Attorney Spence, and General Counsel Bailey.	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Call with General Counsel Bailey on email to the board members.	\$300.00	0.25	\$75.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Received approval of media statement from Attorney Spence and Chair Coleman.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	General Counsel Bailey requested changes to the media statement.	\$300.00	0.25	\$75.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Drafted alternative endings to the media statement. Discussed with General Counsel and waiting for comments.	\$300.00	0.75	\$225.00
00395-Public Relations	Malone, Deidre	12/23/2024	Malone- Client Strategy Mtg	Meeting with Chair Dorse Coleman to review all documents and send to appropriate contacts. Updated her on current research and next steps on the media strategy.	\$300.00	2.00	\$600.00
00395-Public Relations	Sharp, Jennifer	12/23/2024	Jennifer - Public Relations	Meeting with Chair Dorse Coleman	\$200.00	2.00	\$400.00
00395-Public Relations	Sharp, Jennifer	12/23/2024	Jennifer - Public Relations	Schedule social media post about Board Member Otey's Christmas giveaway	\$200.00	0.30	\$60.00
00395-Public Relations	Sharp, Jennifer	12/23/2024	Jennifer - Editing	Review/edit letter to Dr. Feagins from Chair Dorse Coleman re: Board Retreat	\$200.00	0.30	\$60.00
00395-Public Relations	Sharp, Jennifer	12/23/2024	Jennifer - Editing	Review/edit email to MSCS Board Members re: Attorney Robert Spence	\$200.00	0.30	\$60.00
00395-Public Relations	Solomon, British	12/23/2024	British - Social Media	Happy Holidays graphic creation, caption, and scheduling	\$150.00	2.50	\$375.00
00395-Public Relations	Malone, Deidre	12/26/2024	Malone- Client Strategy Mtg	Retool Chair Coleman's media statement for distribution	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/26/2024	Malone- Client Strategy Mtg	Made phone calls to board members about the media statement	\$300.00	1.00	\$300.00
00395-Public Relations	Sharp, Jennifer	12/26/2024	Jennifer - Public Relations	Edit and distribute statement from Chair Dorse Coleman and post statement on MSCS Board's social media platforms	\$200.00	1.00	\$200.00
00395-Public Relations	Sharp, Jennifer	12/26/2024	Jennifer - Public Relations	Reach out to MSCS Board Members about CMG working with the MSCS Board of Education	\$200.00	0.30	\$60.00
00395-Public Relations	Solomon, British	12/26/2024	British - Social Media	January calendar creation	\$150.00	1.50	\$225.00
00395-Public Relations	Sharp, Jennifer	12/27/2024	Jennifer - Public Relations	Connect Laura Testino (Daily Memphian) to Attorney Robert Spence re: media inquiry about Chair Dorse Coleman's statement	\$200.00	0.20	\$40.00

00395-Public Relations	Malone, Deidre	12/30/2024	Malone- Client Strategy Mtg	Meeting with Chair Coleman to discuss Communications	\$300.00	1.00	\$300.00
00395-Public Relations	Malone, Deidre	12/30/2024	Malone- Client Strategy Mtg	Call with General Counsel	\$300.00	0.25	\$75.00
00395-Public Relations	Malone, Deidre	12/30/2024	Malone- Client Strategy Mtg	Pulled documents together for Attorney Spence	\$300.00	0.25	\$75.00
00395-Public Relations	Sharp, Jennifer	12/30/2024	Jennifer - Client Meeting	Meeting with Chair Dorse Coleman	\$200.00	1.00	\$200.00
00395-Public Relations	Sharp, Jennifer	12/30/2024	Jennifer - Public Relations	Reach out to Jermaine Johnson (MSCS's Strategic Comms Officer) to schedule meeting	\$200.00	0.30	\$60.00
00395-Public Relations	Solomon, British	12/30/2024	British - Social Media	Marques Porter District 4 town hall meeting post scheduling	\$150.00	0.50	\$75.00
00395-Public Relations	Malone, Deidre	12/31/2024	Malone- Client Strategy Mtg	Call with General Counsel about communications	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/31/2024	Malone- Client Strategy Mtg	Review and transcribe the special call meeting	\$300.00	1.50	\$450.00
00395-Public Relations	Malone, Deidre	12/31/2024	Malone- Client Strategy Mtg	Call with Board Member McKinney regarding a media issue.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/31/2024	Malone- Client Strategy Mtg	Call with Board Member Otey regarding a media issue and strategy for response.	\$300.00	0.50	\$150.00
00395-Public Relations	Malone, Deidre	12/31/2024	Malone- Client Strategy Mtg	Call with Attorney R. Spence regarding media strategy	\$300.00	0.50	\$150.00
Public Relations Total:						93.03	\$23,529.50