

ELIZABETH PUBLIC SCHOOLS
Every Child, Achieving Excellence

Olga Hugelmeyer
Superintendent of Schools

Harold E. Kennedy, Jr.
School Business Administrator/Board
Secretary

January 22, 2021

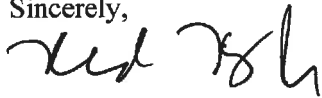
Ms. Maria E. Lorenz
opra+request-19524-43c8294a@requests.opramachine.com

Dear Ms. Lorenz:

I am in receipt of your request for records pursuant to the State's Open Public Records Act ("OPRA").

1. Retrievable records for your request "Invoices submitted by Strategic Message Management for Jan 2016 to present Services and/or Activities for which invoices were submitted for Strategic Message Management from January 2016 to Present." are attached.

Sincerely,



Harold E. Kennedy, Jr.
School Business Administrator/Board Secretary

Office of the School Business Administrator/Board Secretary

500 North Broad Street, Elizabeth, New Jersey 07208 • Ph: 908.436.5112 • Fax: 908.436.5158
Email: kennedha@epsnj.org • Website: www.epsnj.org



INVOICE

DATE: June 13, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 5/13/16 -- 6/10/16**
- Research, writing, editing, conveyance, memo re: Justice and Education departments directive on transgender bathrooms. Interview request, coaching, counsel, re: New York Times, reporter Grant Jason, **2.5 hours**
- Review news release: Award NJDOE for its Model Bilingual Program. **.25 hours.**
- Conferences with staff and professionals re: news media/communications policy. Conferences, counsel, re: News requests on board actions. **2 hours**
- Conferences with staff and professionals re: District/Board policies and procedures re: communications. **1.75 hours**
- Review, research, memo re: RFP water testing for lead **1.75 hours.**
- Reporter meeting **1.5 hours**
- Meetings, follow-up with district staff and professionals re: publications/district communications procedures, **2.25 hours**
- Meeting, Board of Education offices, Superintendent Hugelmeyer, Mr. Kennedy **2 hours.**
- Water symposium research, conferences with staff and board members **3 hours**
- Conferences Board members, superintendent, professionals re: Verdict in former Board Attorney case **.5 hours**
- Research, conferences, Board members, superintendent, staff, news reporter. Memo, fliers prep, media advisory, re: Water Symposium **3.5 hours.**
- Conferences, editing, review Power Point presentation re: Water Symposium. **2 hours**
- Conferences, counsel, statement re: Arrest of School Security guard **1.5 hours.**
- Research, write, edit statement re: media request **.50 hours.**
- Meeting, conferences, School 8, Security Personnel, staff, board members, law enforcement agency representatives, professionals, media statement, distribution re: Security Guard arrest. **6.5 hours.**

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: Total hours 31.5 x Rate \$150/hour

TOTAL AMOUNT DUE: \$4,725

Make checks payable to:
Strategic Message Management, Inc.
15 Alden Street, Suite 8
Cranford, NJ 07016



INVOICE

DATE: July 15, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 6/11/16 -7/15/16**
- Final Power Point re: Water Symposium. Attendance symposium John E. Dwyer Technical Academy, meeting with parents following: 3.5 hours
- Followup guard arrest; review board meeting agenda. 1 hours
- Research, writing, editing, conveyance, conferences News release: Water testing 1.5 hours
- Research, writing, editing, conveyance, conferences News release: forensic audit 3.5 hours
- Board of Education meeting attendance 4.5 hours
- Conferences board employees .5 hours
- interview/comment requests re: Governor Christie's school funding formula 1.25 hours
- Media information requests 1.25 hours
- NJ Senate request re: budget proposals 1 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: Total hours 18 x Rate \$150/hour \$2,700

TOTAL AMOUNT DUE: \$ 2,700

Make checks payable to:

Strategic Message Management, Inc.
15 Alden Street, Suite 8
Cranford, NJ 07016



INVOICE

DATE: August 9, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 7/18/16-8/9/16**

- Meeting Superintendent Hugelmeyer 7/18 1.75 hours
- Board of Education meeting attendance 4.5 hours
- Media relations re: new football coach 3 hours
- Media relations re: new football coach follow-up
Stories 3 hours
- Lawyers court decision consultation .5 hours
- Media inquiries re: Trenton legislative proposals
School aid 1.25 hours
- Media inquiries, research, re: new high school 2.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: Total hours 16.5

TOTAL AMOUNT DUE: \$150 x 16.5 = \$2,475

Make checks payable to:
Strategic Message Management, Inc.
15 Alden Street, Suite 8
Cranford, NJ 07016



INVOICE

DATE: September 18, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 8/10/16 -- 9/18/16**

- Board of Education meeting attendance 8/11 2.5 hours
- Powerpoint editing, counsel, re: water testing Results 4.5 hours
- Board of Education meeting attendance 8/25 2.5 hours
- News release drafts 2 hours
- New schools release, media relations 3.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 15 hours x \$150/hour per agreement

TOTAL AMOUNT DUE: \$2,250

Make checks payable to:
Strategic Message Management, Inc.
15 Alden Street, Suite 8
Cranford, NJ 07016



DATE: November 14, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 10/14 to 11/14**
-
-

- Teleconferences, research material, re: football 6.5 hours
- Teleconferences, media inquiries, research, re:
Ethics complaints 4.5 hours
- Media inquiries, follow-up re: lead testing 3.25 hours
- Teleconference Mike Sedelmaier .75 hours
- Teleconferences, media inquiries,
re: board policies 6.25 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 21.25 hours x \$150/hour

TOTAL AMOUNT DUE: \$3,187.50

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016

DATE: December 9, 2016

SERVICE FOR:

- **Services rendered per contractual agreement 11/15 - 12/9**
- Board of Education meeting, 4 hours
- Bus accident 11/30 1.5 hours
- Media inquiries (Lucio) 2.5 hours
- Statement, media prep legal action, per Mr. Williams 4 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 12 hours @\$150 per agreement

TOTAL AMOUNT DUE: \$1,800

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: January 11, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 12/10/16--01/11/17**
- Board of Education meeting, (12/15/16) 4 hours
- Media inquiries (Lucio lawsuit) 12 hours
- Media inquiries (federal lawsuit) 7 hours
- Board of Education meeting (1/5/17) 2.5 hours
- Teleconference (retro pay) .75 hours
- Media inquiry (SANVAR Radio Cristiana) .5 hours
- Media inquiry, letter, teleconference (false meningitis report) 2.5 hours
- Social media issues 5.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 34.75 hours @\$150 per agreement

TOTAL AMOUNT DUE: \$5,212.50

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: February 3, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 01/11/17--02/3/17**
- Research,teleconferences, meeting, media inquiries
Draft statement, (retro pay) 9.5 hours
- Research, interviews, draft release (school bus stop-arm
Cameras) 1.75 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 11.25 hours @\$150 per agreement

TOTAL AMOUNT DUE: \$1,687.50

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: March 7, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 02/04/17 to 03/07/17**

- Release, media inquiries, Immigration resolution 3.75 hours
- Media inquiries (auditing, accounting,) 8.25 hours
- Board of Ed agenda setting meeting (2/13/17) 2.5 hours
- Board of Ed regular meeting (2/16/17) 2 hours
- Media inquiry, contract negotiations 2.5 hours
- Media inquires (social media) 4.75 hours
- Media OPRA requests 1.75 hours
- Board member release (Rodriguez) 1.5 hours
- Meeting (Superintendent, assistants) 1.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 28.5 hours @\$150 per agreement

TOTAL AMOUNT DUE: \$4,275

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: April 5, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 03/08/17 to 04/5/17**
- Board of Ed agenda setting meeting (03/09/17) 2.5 hours
- Board of Ed regular meeting (03/16/17) 2 hours
- Media inquiries (bus accident) .5
- Teleconferences (legal counsel, board president) .5
- Media inquiries, teleconference, media inquiries (student) 2.5 hours
- Media inquiries, statement, teleconferences, litigation support 6.5 hours
- Media inquiries, memo, research teleconferences, re: school name 7 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: \$150 x 21.5 hours \$3.225

TOTAL AMOUNT DUE: \$3,225

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: May 2, 2017

SERVICE FOR:

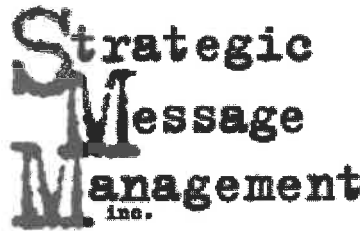
- **Services rendered per contractual agreement 04/05/17--05/02/17**
- Board of Ed agenda setting meeting April meeting, research and Follow-up 2.5 hours
- Board of Ed regular meeting April Meeting, research and Follow-up 2 hours
- Media inquiries, research, school naming 1.5 hours
- Media inquiries, teleconferences, litigation supports 5.5 hours
- Staff, Administration meetings, media inquiries (potential Litigation, board policies/procedures) 17 hours
- Budget research, teleconferences, meetings, budget release, Distribution to media 6.5
- Budget hearing, research, follow-up 3
- Release: Alumni sign NFL contracts, media follow-up 1.5

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: $\$150 \times 39.5 = \$5,925$

TOTAL AMOUNT DUE: \$5,925

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: June 1, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 05/03/17-06/01/17**

- Agenda meeting Board of Ed May 4, follow-up, research 2.5 hours
- Research, teleconferences (Quinn suit filing) 2.5 hours
- School naming, email, calls, statements (nj.com/Star-Ledger): 3.5 hours
- Board of Ed meeting May 11, research, follow-up 4.5 hours
- Legal support (Hartwell) 1 hour
- Legal support, teleconferences, statements, electronic
- Communications, media inquiries re: Quinn lawsuit 16

- Legal support, research, statement, media inquiries re: Goodlin 2.5

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 32.5 hours @ \$150/hour \$4,875

TOTAL AMOUNT DUE: \$4,875

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: July 7, 2017

SERVICE FOR:

● **Services rendered per contractual agreement 06/02/17 -- 07/06/17**

- | | |
|---|-----------|
| ● Agenda meeting Board of Ed June 8, follow-up, research | 2.5 hours |
| ● Media inquiry (RLS) student illness | 1 hour |
| ● Research, teleconferences, media inquiry, legal support (Lucio lawsuit) | 3 hours |
| ● Board of Ed meeting June 15, research, follow-up | 2.5 hours |
| ● Teleconferences, document review, legal support, media inquiries, statements, letters (substitute teacher arrest) | 8.5 hours |
| ● Special meeting Board of Education June 29 | 2 hours |
| ● Teleconferences, legal support, media inquiries, letter (re: student death) | 8.5 hours |
| ● News release, teleconferences, media inquiries, research | 3 hours |
| ● (contractual settlements) | 3 hours |
| ● Legal support, research, statement, media inquiries re: Goodlin | 1.5 hours |

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 32.5 hours @ \$150/hour

TOTAL AMOUNT DUE: \$4,875

Make checks payable to:
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Cranford, NJ 07016



DATE: July 7, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 07/07/17 --08/07/17**

- Agenda meeting Board of Ed July 13, follow-up, research 2.5 hours
- Board meeting, follow-up, research July 20 2.5 hours
- Media inquiries, teleconferences, follow-up (contract settlement) 6.5 hours
- Media inquiry, Star-Ledger, nj.com re: salaries state report .5 hours
- Legal support,, research, media inquiries, teleconference, Media release/distribution (State Ethics) 9 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 21 hours @ \$150/hour = \$3,150

TOTAL AMOUNT DUE: \$3,150

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: September 6, 2017

SERVICE FOR:

- **Services rendered per contractual agreement (8/9/17--9/6/17)**

- Agenda meeting Board of Ed August 10, prep, follow-up, research 3.5 hours
- Regular meeting Board of Ed August 17, prep, follow-up, research 2.5 hours
- Special meeting Board of Ed August 25, prep, follow-up, research 3. hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 9 hours @ \$150/hour

TOTAL AMOUNT DUE: \$1,050

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: October 9, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 09/07/17 -- 10/09/17**
- Agenda meeting Board of Ed 9/7/17, follow-up, research 2.5 hours
- Board of Ed meeting 9/14/17, research, follow-up 2.5 hours
- Teleconferences, statement, media inquiries, research follow-up
Release, Re: schools temperatures 6.5 hours
- Media inquiries, teleconferences, digital communications, re:
Bus accidents 1 hour
- Legal support, teleconferences, statement, electronic
communications, media inquiries re: goodlin 2 hours
- Teleconferences, electronic communication, re: bus incident 2.5 hours
- Teleconferences, research, release, re: insurance savings 1.75 hours
- Teleconferences, research, media inquiries, statement, re:
Luring attempt 4.5 hours
- Media inquires, electronic communications re: schools
Evacuation 1 hour

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 24.25 hours @ \$150/hour \$

TOTAL AMOUNT DUE: \$3,637.50

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



SERVICE FOR:

- **Services rendered per contractual agreement 10/10/17--11-6/17**

- Agenda meeting Board of Ed 10/12/17, follow-up, research 2.5 hours
- Board of Ed meeting 10/18/17, research, follow-up 2.5 hours
- Media inquiries, re: Halsey school 3 hours
- Media inquiries, re: Lucio, Goodlin, follow-up, statements 4 hours
- District communication, re: student death 6.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 18.5 @ \$150/hour \$

TOTAL AMOUNT DUE: \$2,775

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016

DATE: December 4, 2017

SERVICE FOR:

- **Services rendered per contractual agreement 11/8/17--12/4/17**
- Combined agenda/business meeting 11/20/17, follow-up, research 3.5 hours
- Teleconferences, statement, media inquiries, research follow-up
Release, re: Commissioner Nina 6.5 hours
- Media inquiries, teleconferences: active shooter incident 1 hour
- Legal support, prosecutor's office teleconferences, statements,
Electronic communications, media inquiries re: substitute
Arrested 14.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 25.5 hours @ \$150/hour \$

TOTAL AMOUNT DUE: \$3,825

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: January 8, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 12/5/17--1/7/18**
- Agenda meeting (12/7) attendance, advance and follow-up 3 hours
- Monthly business meeting (12/14) attendance, advance and Follow-up 3.5 hours
- School renaming/dedications, attendance, media inquiries 3 hours
- Year-in-review op-ed, Board President Neron: meetings, w/ Neron, Board Counsel, research, writing, editing, distribution, Follow-up, media placements, 7 hours
- Media inquiries, re: state law/policies re: teachers/substitutes Teleconferences, research, statements 6.5 hours
- Media inquiries re: Commissioner Nina 1.5 hours
- Media inquiries re: school lunch study, research, statements, 3.5 hours
- Reorganization meeting, (1/3/18) attendance, advance, follow-up 4 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 32 @ \$150/hour
TOTAL AMOUNT DUE: \$4,800

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: February 9, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 1/8/18 --2/9/18**
- Agenda/regular January meeting attendance, advance, follow-up 3.5 hours
- Media inquiries, statements, research, teleconferences,
re:appointment, chief of chief of operations 6.5 hours
- Teleconferences, electronic communications; legal
Support 2.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 12.5 @ \$150/hour

TOTAL AMOUNT DUE: \$1,875

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: March 2, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 2/10/18 --3/2/18**
- Agenda meeting 2/13 2.5 hours
- Teleconferences,electronic communications,media
Inquiries; media interviews; meeting Board of Education committee,
Administration; teleconferences, Elizabeth City officials; NJ Department
Of Health officials; writing, editing, distribution, statements; scripting
Automated phone calls; distribution, review, health materials;
legal support; meeting, Administration officials/legal staff (re: flu) 33 hours
- Teleconferences,electronic communications,media
Inquiries; media interviews; teleconferences, Elizabeth City officials;
Teleconferences,electronic communications,research,statement, Union
County Prosecutor's Office; writing, editing, distribution, statements
(Rizutto Park incident) 8.5 hours
- Board of Education meeting; meeting prep/attendance 4.5 hours
- Teleconference, electronic communication, research/review
(parent/media issue) 1 hour

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 49.5 hours @ \$150/hour

TOTAL AMOUNT DUE: \$7,425

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: April 5, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 3/3/18--4/5/18**
- Board of Education agenda meeting, 3/5/18, prep/follow-up, attendance 2 hours
- Board of Education regular meeting, 3/15/18, prep/follow-up, attendance 2.5 hours
- National School Walkout day, attend event, statements to parents, Media inquiries, news release, assists in coordination/scheduling of speakers, meetings Board and Administration, teleconferences 11.5 hours
- Legal support, media inquiries, statement, teleconferences, re: Goodlin 3.5 hours
- Special meeting, Board of Education, prep/follow-up 2 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 21.5 hours @ \$150/hour

TOTAL AMOUNT DUE: \$3,225

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: April 25, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 4/6/18--4/25/18**
- Board of Education agenda meeting, 4/10/18, prep/follow-up, attendance 2 hours
- Board of Education regular meeting, 4/19//18, prep/follow-up, attendance 3.5 hours
- Media inquiries/statement/ re: snow day scheduling 1.5 hours
- Media inquiries/research/prep re: school walk-out re: 4/20 anniversary 2.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: hours 9.5 @ \$150/hour

TOTAL AMOUNT DUE: \$1,425

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



DATE: June 5, 2018

SERVICE FOR:

- **Services rendered per contractual agreement 4/26/18--6/5/18**
- Board of Education budget hearing, prep/followup (4/26) 3 hours
- Board of Education agenda meeting, 5/1/18, prep/follow-up, attendance 3.5 hours
- Board of Education regular meeting, 5/10/18 prep/follow-up, attendance 3 hours
- Media inquiries, school bus accident 1 hour
- Board of Education special meeting (6/4) 2.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 13 @ \$150/hour

TOTAL AMOUNT DUE: \$2,250

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



- **Services rendered per contractual agreement 6/6/18--7/12/18**

- Board of Education agenda meeting, 6/11/18, prep/follow-up, attendance 3.5 hours
- Board of Education regular meeting, 6/21/18 prep/follow-up, attendance 5 hours
- Media inquiries, statements, follow-up, re:Board member/attendance 4 hours
- Media inquiries, letter, re: radio show 3 hours
- Media inquiries re: schools/heat 1.5 hours
- Media inquiries, re: student incident 2.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 19.5 hours @ \$150/hour

TOTAL AMOUNT DUE: \$2,925

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



- **Services rendered per contractual agreement 7/12/18--8/10/18**
- Board of Education agenda meeting, 7/19/18, prep/follow-up, attendance
Combined agenda/public meeting 5 hours
- Media inquiries 1.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 6.5 @ \$150/hour

TOTAL AMOUNT DUE: \$975

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 9/24/18-10/14/18

- Board of Education combined agenda/public meeting, 9/20/18, prep/follow-up, attendance 5.5. hours
- Media inquiries, school transportation issue 4.5 hours
- Legal support 1.5 hours
- Statements, news release, teleconferences, re; attempted luring 5 hours
- Statements, teleconferences, re: attempted luring/arrest 6.5 hours
-

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 23 @ \$150/hour
TOTAL AMOUNT DUE: \$3,450

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 11/13/18-12/11/18

- Board of Education combined agenda/public meeting, 11/19/18
prep/follow-up, attendance 4.5 hours
- Statements, news release, teleconferences, re; attempted luring 6.5 hours
- Missing student, teleconferences, electronic communications 1 hour
- Student fatality, teleconferences, electronic communication, public
Notices 2.5 hours
- Statements, teleconferences, media inquiries, shelter-in-place, nearby
Crime incident 5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 19.5 @ \$150/hour

TOTAL AMOUNT DUE: \$2,925

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 12/11/18-1/6/19

- Board of Education combined agenda/public meeting, 12/17/18
prep/follow-up, attendance 4.5 hours
- Board of Education special meeting, 12/15/18, prep, follow-up, attendance. 5.5 hours
- Statements, news release, teleconferences, re; appointed board member 4.5
hours
- Legal support, meetings, teleconference, statements, media inquiries, re: Lucio settlement
9 hours
- Elmora School 12 news advisory, release, media 2 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 25.5 @ \$150/hour

TOTAL AMOUNT DUE: \$3,825

Make checks payable to:

Strategic Message Management, Inc.

PO Box 374

Cranford, NJ 07016



INVOICE

Per contractual agreement 1/7/19--2/4/19

- Board of Education reorganization meeting, 1/7/19
prep/follow-up, attendance; releases 5 hours
- Board of Education combined agenda/public meeting, 1/17/19
prep/follow-up, attendance 4.5 hours
- Board of Education special meeting, 2/4/19, prep, follow-up, attendance. 2.5 hours
- Statements, news release, teleconferences, media inquiries; re: elevated
CO levels 8.5 hours
- Media inquiries; legal support 1.5 hours
- Media inquiries; placement release, follow-up basketball team 2.5 hours
- Media inquiry, release, teleconferences, follow-up technology
Grant 2 hours

- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 26.5 @ \$150/hour

TOTAL AMOUNT DUE: \$3,975

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

- Board of Education combined agenda/public meeting, 8/23/18, prep/follow-up, attendance 5.5. Hours
- News release/media inquiries, letter new school year safety measures 6 hours
- News release, inquiries, photos county superintendent 2.5 hours
- News release, statements, media inquiries school uniforms 5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 19 @ \$150/hour
TOTAL AMOUNT DUE: \$2,850

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 2/4/19--3/5/19

- Board of Education reorganization meeting, 2/11/19
prep/follow-up, attendance; releases 3.5 hours
- Board of Education combined agenda/public meeting, 2/21/19
prep/follow-up, attendance 4.5 hours
- Media inquiries, board committee meetings, community relations/
Inquiries, teleconferences, research, memo 16.5 hours

- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 24.5 @ \$150/hour

TOTAL AMOUNT DUE: \$3,675

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 3/6/19--4/2//19

- Board of Education reorganization meeting, 3/7/19
prep/follow-up, attendance; releases 2.5 hours
- Board of Education combined agenda/public meeting, 3/19/19
prep/follow-up, attendance 3 hours
- Hamilton school issue, letter/statement 1 hour
- School 2 incident, report review, teleconferences 2.5 hours
- Media inquiries, statements, meetings, teleconferences,
Media follow-up, legal support, legal conferences, community
relations, inter-governmental communications 27 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 36 @ \$150/hour

TOTAL AMOUNT DUE: \$5,400

Make checks payable to:

Strategic Message Management, Inc.

PO Box 374

Cranford, NJ 07016



INVOICE

Per contractual agreement 4/2//19-4/30/19

- Board of Education combined agenda/public meeting, 4/2/19
prep/follow-up, attendance 5.5 hours
- Media inquiries, teleconferences, legal support, intergovernmental
communications re: computer
Technology incidents 8 hours
- School 2 incident, report review, teleconferences 1.5 hours
- Budget review, research 2 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 17 hours @ \$150/hour

TOTAL AMOUNT DUE: \$2,550

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 5/1/19 -6/9/19

- Board of Education budget hearing (5/2), attendance, prep, follow-up 4.5 hours
 - Board of Education business meeting (5/9) attendance, prep, follow-up 4 hours
 - Board of Education special meeting (6/3) attendance, prep, follow-up 3 hours
 - Board of Education special meeting (6/8) attendance, prep, follow-up 3 hours
 - Meetings, statements, teleconferences, media inquiries, legal support, Document review, social media research/review, disciplinary issue 18 hours
 - News release, document review, media inquiries, follow-up, School District budget 7 hours
 - Legal support, teleconferences, meeting with Administration, Government officials communication re: federal program 6.5 hours
-
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 46 hours @ \$150/hour

\$6,900

TOTAL AMOUNT DUE: \$6,900

Make checks payable to:

Strategic Message Management, Inc.

PO Box 374

Cranford, NJ 07016



INVOICE

Per contractual agreement 6/10/19--7/14/19

- Board of Education combined agenda meeting and business meeting (6/13) attendance, prep, follow-up 5.5 hours
- High school graduation; photo editing/uploading; release, statements, Teleconferences, media inquiries 9 hours
- Legal support, teleconferences, student and district issues 4.25 hours

- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: hours @ \$150/hour \$2,962.50

TOTAL AMOUNT DUE: \$2,962.50

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 7/15/-8/18/19

- Board of Education combined agenda meeting and business meeting (7/18) attendance, prep research, follow-up 5.5 hours
- Legal support, teleconferences, statement (re; facilities) 4 hours
- Media inquiries, release, (re:Real Madrid) 2.5 hours
- Research, memos, statements, media inquiries, teleconferences (Reagan Academy) 13.5 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 25.5 hours @ \$150/hour

\$3,825

TOTAL AMOUNT DUE: \$3,825

Make checks payable to:

Strategic Message Management, Inc.

PO Box 374

Cranford, NJ 07016



INVOICE

Per contractual agreement 8/19/-9/8/19

- Board of Education combined agenda meeting and business meeting (8/22/19) attendance, prep research, follow-up 4.5 hours
- Meetings, administration and board, media inquiries, statements, (re:Reagan Academy) 7 hours
- Statements, legal support, media inquiries, (re: lunch program/employees) 5.5 hours
- Media inquiries, research, statements (re: lead testing) 3.5 hours
- Media inquiries, statements, teleconferences, memos, social media Monitoring, (re:special needs student) 18.5 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 39 hours @ \$150/hour \$5,850

TOTAL AMOUNT DUE: \$5,850

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 9/9/19--10/6/19

- Board of Education combined agenda meeting and business meeting (9/12/19) attendance, prep research, follow-up 5.5 hours
- Meetings, administration and board, media inquiries, statements, Legal support; research; document review; teleconferences; memos Social media monitoring/review; interagency communications (re: special needs student) 41 hours
- Media inquiry, statement re: Harmony Power awards 1.5 hours
- Media inquiry, statement, letter, re:school bus incidents 3.25 hours
- Board member communications: various 1.5 hours
- **BILL TO:** Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 52.75 hours @ \$150/hour

\$7,912.50

TOTAL AMOUNT DUE: \$7,912.50

Make checks payable to:

Strategic Message Management, Inc.

PO Box 374

Cranford, NJ 07016



INVOICE

Per contractual agreement 10/7/19 -- 11/4/19

- Board of Education agenda meeting (10/10/19), research, prep, followup 3.5 hours
- Board of Education meeting (10/17/19) research, followup 4.5 hours
- Legal support, re media inquiries special needs 3.5 hours
- Parent letter, communications (Arts Academy) 2.5 hours
- Release, review, .5 hours
- Interagency requests, follow-up 1.5 hours

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 16 @ \$150/hour

TOTAL AMOUNT DUE: \$2,400

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 11/5/19 -- 12/1/19

- | | |
|---|-----------|
| ● Board of Education agenda meeting (11/7/19), research, prep, followup | 4 hours |
| ● Board of Education meeting (11/12/19) research, followup | 4.5 hours |
| ● Legal support | 8.5 hours |
| ● Parent letter, communications (School 7) | 1 hour |
| ● Student death, media inquiries, communication, legal/law enforcement | 9.5 hours |

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 27.5 @ \$150/hour **\$4,125**

TOTAL AMOUNT DUE: **\$4,125**

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 12/2/19--1/10/20

- | | |
|--|-----------|
| ● Board of Education agenda meeting (12/2/19), research, prep, followup | 4 hours |
| ● Board of Education meeting (12/12/19) research, followup | 4 hours |
| ● Board of Education Reorganization meeting (1/6/20) | 4.5 hours |
| ● Legal support, media inquiries, teleconferences, electronic Communication, statements, | 11 hours |
| ● NJ Transit/NJTV Santa Train | 4 hours |
| ● School 30 meetings, teleconferences, electronic communication Parent communications, intergovernmental communication | 7 hours |
| ● Media inquiries, statements, teleconferences, intergovernmental Communication, electronic communications, re: basketball | 5.5 hours |

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 41 @ \$150/hour **\$6,150**

TOTAL AMOUNT DUE: **\$6,150**

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 1/11/20--2/6/20

- | | |
|---|-----------|
| • Board of Education agenda meeting (1/16/20), research, prep, followup | 4.5 hours |
| • Media inquiries, statements, document/letter review, re: basketball | 3.5 hours |
| • Letter to parents/interagency communications, teleconferences,
Re: School 17 | 2 hours |
| • Legal support, Varady/Gina/etc. Document review, teleconferences,
Internal communication | 6.5 hours |
| • Student issue, teleconference (CT) | 1 hour |

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 17.5 @ \$150/hour **\$2,625**

TOTAL AMOUNT DUE: **\$2,625**

Make checks payable to:
Strategic Message Management, Inc.
PO Box 374
Cranford, NJ 07016



INVOICE

Per contractual agreement 3/5//20--4/3/20

- COVID 19 Crisis communication/counsel Teleconferences DOE, DOH, Administration.
Creation of documents, writing, editing, electronic communication, Meeting attendance, conference calls, teleconferences, inter-governmental
Communication, document review, statement/letter review, social media, posts, review, White House communication document review/teleconference briefing.
Media inquiries, electronic communication, social media review re: on-line learning technology availability.
Statements Board of Education president
Robo calls
Document review, policy review research, re: field trips
Community Connect
Sporting events, cancellations, NJSIAA, no attendance,
Meeting, city health officer, school principals, administrators
Review, edit, counsel, School Preparedness Plan; legal supports, internal emergency communications plan development,
Board of Education meeting attendance, prep, follow-up, 3/12
Intergovernmental communications, research, follow-up, City of Elizabeth, County of Union, Office of the Governor, Trinitas, State Legislature
Intergovernmental communications, joint statements, Superintendent/Mayor
Teleconferences, statements, intergovernmental communications, re: Kean testing facility
Adoption of Emergency Preparedness Plan
Budget/Finance Committee Board of Education meeting via teleconference 3/26
Senate Bill S-2273 intergovernmental communication, funding, resolution
Communications, counsel, statements/communication re: Grab and Go food program, revisions of program; intergovernmental communication, joint statement,
Statements, internal communications, re: passing of staff members

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: hours 84.5 @ \$150/hour	\$12,675
TOTAL AMOUNT DUE:	\$12,675

Make checks payable to:
Strategic Message Management, Inc.
17 Oak Lane
Cranford, NJ 07016



INVOICE

Per contractual agreement 4/4/2020--5/5/2020

- COVID 19 Crisis communication/counsel

Teleconferences, media monitoring, legal support; intergovernmental communication, document review, budget, budget hearing.

Creation of documents, writing, editing, electronic communication, Meeting attendance, conference calls, teleconferences, inter-governmental communication, document review, statement/letter review, social media, posts, review, Research memo, intergovernmental communication, electronic communication document review NJDOE meeting.

media inquiries 101.5/townsquare media, graduation, grading, intergovernmental communication

Teleconference (Kennedy) Bollwage, re: payroll electronic communication olga, Kennedy, Williams, barbosa, re: graduation. Media/social media monitoring, Payroll rate changes, social media monitoring, intergovernmental communication (Environment Day)

Media inquiry, "Chalkbeat" lunch breakfast program, food distribution, research, emails, teleconferences

Joint communication mayor/superintendent,

Communications review, etc. re: passing of teachers, emails, research

Research, governor's news conference, intergovernmental communication,

Teleconference, (superintendent), statement, re: school closed until 5/15

School closing announcement

Editing, writing, design assistance, electronic communication, electronic proofs, letter, Board of Education, Board president

Social media, counsel, document review, board member

Joint release Superintendent/Mayor, re: U.S. Census program, write, edit, teleconferences, intergovernmental.

Social media monitoring, re: student videos,

Remote attendance Board meeting (4/6) prep, followup

Social media safety issue

Communication re; scheduling, calendar change spring break

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE: 71.5 hours @ \$150/hour	\$10,725
TOTAL AMOUNT DUE:	\$10,725

Make checks payable to:
Strategic Message Management, Inc.
17 Oak Lane
Cranford, NJ 07016



INVOICE

Per contractual agreement 6/4/2020--7/6/2020

- Crisis communication/counsel

Teleconferences, media monitoring, social media monitoring, legal support; intergovernmental communication, document review, editing, electronic communication, meeting w/ Board Committee/Superintendent's office, "attendance" Facebook live, "Reopening Together" (meeting/event 7/6)

Social media monitoring, intergovernmental communication, various teleconferences, telecommunication, media monitoring, research.

Governor Murphy/DOE news conference "attendance" teleconferences, intergovernmental communication, statements, joint statements, research, state reopening plan, "The Road Back"

Teleconferences, re: graduation; research, teleconferences, electronic communication, document review, re:distance learning/future school return surveys.

Budget discussions, transportation, staffing

Graduation release "creative" media distributions, intergovernmental communication, social media monitoring.

Releases, Eighth grade "promotions", graduations, bus parking tribute.

Teleconferences, electronic communication, document review, social media monitoring, intergovernmental communication re:Board of Education meeting, 6/11

Board congratulations video, teleconferences, video review, write/edit intro, social media monitoring. Statements COVID 19. Media inquiries.

BILL TO: Elizabeth Board of Education

500 North Broad Street

Elizabeth, NJ 07208

AMOUNT DUE:

41.75 hours @\$150 \$6,262.50

TOTAL AMOUNT DUE:

\$6,262.50

Make checks payable to:

Strategic Message Management, Inc.

17 Oak Lane, Cranford, NJ 07016



DATE: August 13, 2020

Per contractual agreement 7/6/2020--8/13/2020

- Crisis communication/counsel/media relations

Reopening Together Plan; special meeting attendance; numerous media inquiries; statements, interviews; document review, editing; numerous media-related calls, electronic communication; Governor Murphy news conferences; intergovernmental communication, state, local; statements; research; multiple teleconferences; multiple virtual meetings. Re: All Virtual reopening plan; media/stakeholder response.

Teleconferences; Administration, staff; research; health-related issues, policies; athletics related issues; OPRA requests; interim reports re reopening

Teleconferences; Administration, staff; research; policing, safety-related issues, policies; athletics related issues; OPRA requests; interim reports re reopening.

Writing, editing, review, surveys. Document review, application, Governor's "road back supplement.

Graduation ceremonies (7) Edison, Bollwage, Hamilton, Dwyer, Halsey, EHS, Jefferson; media/photo inquiries, related, communication; photo editing, electronic conveyance; multiple media requests; related community communication re: social distancing, attendance.

BoE meeting "attendance" (7/16)

PTA/PTO Facebook Live "attendance" social media monitoring

Document review, monitoring, CDC issues

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE:

114.75 hours @\$150 \$17,212.50 \$

TOTAL AMOUNT DUE:

\$17,212.50

Make checks payable to:

Strategic Message Management, Inc.

17 Oak Lane, Cranford, NJ 07016



INVOICE

DATE: September 9, 2020

Per contractual agreement 8/14/2020 -- 9/9/2020

- Crisis communication/counsel/media relations
Legal support, document review, teleconferences, intergovernmental communication, statements, photo editing, re: School reopening, policy issues social media monitoring, electronic communication, teleconferences, re: first day, staff
Statements, legal support, document review, intergovernmental communication, re: media issues
Joint communications, re: superintendent, EEA
Legal support, Zoom conference, intergovernmental communications, health accommodations/in-classroom instruction
Teleconferences, intergovernmental communication, re: scheduling, legal support, communications response,
Media inquiries, document review, electronic communication re: Restart Update, O 175, draft statements, teleconferences, social media monitoring
Superintendent letters, communications, re: staff, reopening, parent issues
Legal support, UI; media inquiries re: SL, nj.com
DOE guidance, Headstart, pre-school,
BOE meeting "attendance," statements

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE:

49 hours @\$150 \$7,350

TOTAL AMOUNT DUE:

\$7,350

Make checks payable to:

Strategic Message Management, Inc.
17 Oak Lane, Cranford, NJ 07016



INVOICE

DATE: October 12, 2020

Per contractual agreement 9/10/2020 -- 10/12/2020

- Crisis communication/counsel/media relations
Legal support, document review, teleconferences, intergovernmental communication, statements, teacher tests positive coronavirus, legal filings, first day; social media monitoring; pre-meeting, school/teacher schedules; meeting city health officer; document review re: Covid19; media inquiries Univision,nj.com, StarLedger; Chalkbeat; HomeNewsTribune; meeting (10/1) internal communication statements; teleconferences, re: football team to quarantine; school closings.

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE:

53.5hours @\$150 \$8,025

TOTAL AMOUNT DUE:

\$8,025

Make checks payable to:

Strategic Message Management, Inc.
17 Oak Lane, Cranford, NJ 07016



INVOICE

DATE: November 12, 2020

Per contractual agreement 10/13/2020 -- 11/11/2020

- Crisis communication/counsel/media relations

Media inquiries, re: school closings, electronic communications, letter, teleconferences
statement drafts; Intergovernmental communication,
Intergovernmental communications, re: Governor's office, visit, use of facilities,
Document reviews, edits, letters, electronic communications, conferences, meetings, re: autism
program, in-person
Social media monitoring
Intergovernmental communication, internal communications, letters to parents, document
review, social media monitoring, re: preschool program closing
re: Optum testing program; communications, document review, research, electronic
communication, intergovernmental communication, governor's office, Department of Health,
Covid testing program Dunn sports center
Media inquiries, News 12 residency issue
Grant proposals, document review, social media monitoring,
Document review, communication, re: cross country, specific school closings
Board of Education meeting attendance (10/15) teleconference, electronic communication,
meetings, teleconference, prep, follow-up, document review, social media monitoring, tap into
Elizabeth story, revised
Inquiries, document review, research, re: Kean University student
Reopening Plan revisions, schools to be remote until February goal

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE:

54.25 hours @\$150 **\$8,137.50**

TOTAL AMOUNT DUE:

\$8,137.50

Make checks payable to:

Strategic Message Management, Inc.

17 Oak Lane, Cranford, NJ 07016



INVOICE

DATE: January 18, 2021

Per contractual agreement 12/11/2020 -- 01/18/2021

- Crisis communication/counsel/media relations

Board of Education meeting, attendance, prep, follow-up President's remarks, (12/17)
Social media monitoring, research, document review
Attendance, media inquiries, intergovernmental communication, re: reorganization meeting,
Swearing in, new members, in-person and virtual, x 3
Records requests, review, release, re: President
Media inquiries, intergovernmental communication,, re: athletic programs (basketball) interview,
policies, re: athletics/Covid
Legal support, document review, extensive research, re: allegation
Document review, research, re: principal, staff communication, policy review,
Teleconferences, electronic communication, legal support

BILL TO: Elizabeth Board of Education
500 North Broad Street
Elizabeth, NJ 07208

AMOUNT DUE:

49.5 hours @\$150 \$7,425

TOTAL AMOUNT DUE:

\$7,425

Make checks payable to:

Strategic Message Management, Inc.
17 Oak Lane, Cranford, NJ 07016



INVOICE

DATE: December 10, 2020

Per contractual agreement 11/12/2020 -- 12/10/2020

- Crisis communication/counsel/media relations

Teleconferences, electronic communication, document review, advance of Governor Murphy visit to School 21,

Attend, Murphy visit, photos, preparation, meetings, facilitate production,

Teleconferences re: state testing program, document, application review, intergovernmental communication

Board meeting, prep, draft statements, communication re: scheduling, w/Barbosa, Media inquiries, re: school closings, electronic communications, letter, teleconferences statement drafts; Intergovernmental communication,

Social media monitoring

Attendance Board meeting

Teleconferences, electronic communication, document review, re: change in staff scheduling, new insurance program

Media inquiries; Prep re: December board meeting, meeting scheduling, presentations; prep reorganization meeting.

Intergovernmental communication, legal support, re: UI claims, DOH re: lunch program

BILL TO: Elizabeth Board of Education

500 North Broad Street

Elizabeth, NJ 07208

AMOUNT DUE:

47 hours @\$150 \$7,050

TOTAL AMOUNT DUE:

\$7,050

Make checks payable to:

Strategic Message Management, Inc.

17 Oak Lane, Cranford, NJ 07016