
From: Twenter, Lisa (DEQ)
Sent: Friday, November 06, 2015 3:52 PM
To: Shaler, Karen (DEQ)
Cc: Tommasulo, Karen (DEQ);Krisztian, George (DEQ);Feuerstein, Heather (DEQ);Devereaux, Tracy Jo (DEQ)
Subject: RE: Track Changes Document - RE: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx
Attachments: FreemanElementary_Report.pdf

Hi Karen --

Attached is the report. Let me know if you have any additional changes.

Thank you,

Lisa Twenter, Graphic Designer
Office of Environmental Assistance
Dept. of Environmental Quality
525 W. Allegan, Constitution Hall
Lansing, MI 48933
(517) 284-6866

From: Shaler, Karen (DEQ)
Sent: Friday, November 06, 2015 3:38 PM
To: Twenter, Lisa (DEQ)
Cc: Tommasulo, Karen (DEQ); Krisztian, George (DEQ); Feuerstein, Heather (DEQ); Devereaux, Tracy Jo (DEQ)
Subject: Track Changes Document - RE: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx
Importance: High

Lisa,

As we discussed, I quickly reviewed the entire document after noting a few typos. Attached is the track changes document with the changes noted. Please add page numbers (at the bottom is fine) on all but the cover page. Also, Jim Sygo said to remove the draft watermark, so I removed it from the attached version.

Let me know if you have any questions. Thanks!

Karen Shaler, Management Assistant to
Chief Deputy Director Jim Sygo
Department of Environmental Quality
Constitution Hall, 6th Floor South
Phone: 517-284-6709
Fax: 517-241-7401

shalerk@michigan.gov

From: Feuerstein, Heather (DEQ)
Sent: Friday, November 06, 2015 2:43 PM
To: Shaler, Karen (DEQ); Devereaux, Tracy Jo (DEQ)
Subject: FW: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx

This is what I sent to Lisa to have her change to a report. She said she could have something to me by COB today.

From: Feuerstein, Heather (DEQ)
Sent: Thursday, November 05, 2015 5:07 PM
To: Twenter, Lisa (DEQ)
Cc: Ostrowski, James (DEQ); Berthold, Alana (DEQ); Harris, Darlene (DEQ); Tommasulo, Karen (DEQ)
Subject: RE: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx

Hi Lisa,

Per our previous discussion, the Executive Office would appreciate any assistance you could provide in creating a more professional looking report based off the attached Word document.

As I said, this is a mostly final document. Anything related to this topic has the possibility of changing moment to moment, so I can't call it 100% final. You would not be expected to make any edits to the content. If language needs to be changed we will provide you with a separate document indicating the requested changes.

Please let me know if you have any further questions.

Thank you,
 Heather Feuerstein
 Management Assistant to
 Maggie Pallone, Deputy Director and
 Brad Wurfel, Communications Director
 Department of Environmental Quality
 517.284.6715

From: Ostrowski, James (DEQ)
Sent: Thursday, November 05, 2015 3:57 PM
To: Feuerstein, Heather (DEQ)
Cc: Twenter, Lisa (DEQ); Berthold, Alana (DEQ); Harris, Darlene (DEQ)
Subject: RE: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx

Hi Heather -- please be sure to cc me on all high priority projects coming from the Exec Division to our graphics or video team.

FYI -- all content submitted should be finalized. Lisa, Darlene, or Alana will not edit content. If content does need to be edited for some reason they will notify you. Thanks.

- Jim

James A. Ostrowski
Office of Environmental Assistance
Michigan Department of Environmental Quality
517-284-6870 ostrowskij2@michigan.gov



From: Twenter, Lisa (DEQ)
Sent: Thursday, November 05, 2015 3:40 PM
To: Feuerstein, Heather (DEQ)
Cc: Ostrowski, James (DEQ)
Subject: RE: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx

Hi Heather --

Thanks for sending that over so quickly.

Can you turn this into a final document? (ie, accept changes, delete all crossed out text, etc.)

I need to know exactly what the text will be so I can just copy and paste and not have to go through and make all the changes.

Thanks!

Lisa

From: Feuerstein, Heather (DEQ)
Sent: Thursday, November 05, 2015 3:16 PM
To: Twenter, Lisa (DEQ)
Subject: Freeman Elementary Sample-Assessment-Recommendations-Draft 11-4-15.docx

Let me know if you have any questions.

Thanks again!
Heather Feuerstein
Management Assistant to
Maggie Pallone, Deputy Director and
Brad Wurfel, Communications Director
Department of Environmental Quality
517.284.6715