

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.

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**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

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**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 [ostrowski2@michigan.gov](mailto:ostrowski2@michigan.gov)



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**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

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**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