



"Helping those who do good do well."

Justin T. Martin
10 School Street
Upton, MA 01568
(774) 275 9113

June 17, 2016

INVOICE #20161706W:

Phil Thornton/Superintendent of Schools
Warwick Public Schools
51 Draper Avenue
Warwick, RI 02889

Communications Consultant services for the period between May 13th, 2016 and June 17th. A detailed summary of services:

MEETINGS		
May 19 th	Directors meeting	2 hours
May 27 th	Directors meeting	3 hours
May 31 st	Consolidation meeting	2 hours
June 3 rd	Directors meeting	2 hours
June 8 th	District consolidation meeting	1 hour
June 8 th	Warwick School Committee	5 hours
June 13 th	Consolidation meeting	1 hour
June 17 th	Directors meeting	2 hours
	TOTAL	18 hours
PROJECTS		
Special Education	Ongoing work, messaging, consults	2 hours
Strategic Planning	Research, Reporting, Planning work	8 hours
Website Survey	June 14-17th analysis and report (pending)	8 hours
Teachers contract	Messaging, strategy, review (Projo/Beacon)	4 hours
Artifacts of work	Request for work samples per SC	1 hour
Murals	Messaging, strategy, photos	8 hours
Union Op Ed	(per SC member JA) draft, multiple revisions	8 hours
Crisis communications	SR incident	1 hour
Media Response	Hummel Report	1 hour
	TOTAL	41 hours
General administrative communications	This includes all phone calls, emails, texts, monitoring of social media/news media from May 13th thru June 17th	20.5 hours
Total	79.5 hours @ \$70/hr	\$5565

Payment due upon receipt c/o:
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May 13, 2016

INVOICE #20161305W:

Phil Thornton/Superintendent of Schools
Warwick Public Schools
51 Draper Avenue
Warwick, RI 02889

Communications Consultant services for the period between April 15th and May 13th, 2016. A detailed summary of services:

MEETINGS		
April 25 th	School Committee executive session	2 hours
April 27 th	Warwick consolidation meeting	1.5 hours
April 29 th	Directors meeting	3 hours
May 3 rd	District consolidation meetings	2 hours
May 4 th	Warwick Strategic Planning meeting	2 hours
May 6 th	Directors meeting	3 hours
May 6 th	Professional Development (soft skills) IT Dept.	1 hour
May 10 th	Warwick School Committee	2.5 hours
May 13 th	Directors meeting	2 hours
PROJECTS		
Special Education	Ongoing work, messaging, consults	4 hours
Strategic Planning	Research, Reporting, Planning work	15.5 hours
Parent Survey	May 1 st -May 7 th , analysis and report (pending)	16 hours
Teachers contract	Messaging, strategy, review	4 hours
General administrative communications	This includes all phone calls, emails, texts, and monitoring of social media and traditional media outlets.	25.5 hours
Total	68 hours @ \$70/hr	\$4760

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April 15, 2016

INVOICE #20161504W:

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51 Draper Avenue
Warwick, RI 02889

Communications Consultant services for the period between March 12th and April 15th, 2016. A detailed summary of services:

March 13	Letter to parents (Pinworm)	.5 hours
March 15-18	Thornton statement pinworm Holden pinworm	1 hour
March 13-23	Videography Editing/production/post production	18 hours
March 18	Review/critique special services newsletter	1 hour
March 18-22	Girls ice hockey	4 hours
March 21	Ragosta	1 hour
March 22	Warwick presentations video	2 hours
March 30	Media statement computer hacking TG	2 hours
March 14	Consolidation meeting	2 hours
March 16	Strat plan meeting	2 hours
March 18	Admin meeting	3 hours
March 22	Consolidation meeting	2 hours
March 23	PR meeting/Consolidation meeting	3 hours
March 24	Girls Hockey meeting at Toll Gate	2 hours
March 28	Admin meeting	2 hours
April 1	Admin meeting	2 hours
April 6	Strategic planning meeting	2 hours
April 8	Admin meeting	2 hours
April 1-8	Superintendents Update draft	1 hour
April 12	School Committee meeting	4.5 hours
April 14	Meeting regarding arbitration	1 hour
April 15	Admin meeting	2 hours
April 1-15	Strategic planning research and development	15 hours
March 12-April 15	TOTALS	75 hours
General administrative communications	This includes all phone calls, emails, texts, and monitoring of social media and traditional media outlets.	25.5 hours
Total	100.5 hours @ \$70/hr	\$7035

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March 11, 2016

INVOICE #20161103W: Phil Thornton
Superintendent of Schools
Warwick Public Schools
51 Draper Avenue
Warwick, RI 02889

Communications Consultant services for the period between February 15th and March 11th 2016.
A summary of services:

Meetings:

2/24 School Committee	5 hours
2/26 WPS Senior Admin	4 hours
2/29 CORT	4 hours
3/1 CORT	4 hours
3/7 Communications Boot camp -	3 hours
3/8 School Committee	6 hours
3/9 Wyman & Consolidation	2 hours
3/11 Videos - (4) & PR Committee (1.5)	5 hours
Total:	33 hours

Projects:

Pinworm	8 hours
Communications presentation	6 hours
News media	4 hours
Social media	8 hours
Vacation survey	6 hours
Presentations reviews	2 hours
Warwick Phase I website audit	12 hours
Total:	46 hours

General communications

(24/7 phone calls, emails, texts)

Total: 17.5 hours

Total: 96.5 hours

Rate: \$70/hr

Amount due: \$6755

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Feb. 15, 2016

INVOICE #20161502W: Phil Thornton
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Warwick Public Schools
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Warwick, RI 02889

Communications Consultant services for the period between January 15th 2016 and February 15th, 2016. A detailed summary of services:

Sunday, Jan 17th	Edits/revisions to slides 1, 2, 3, 16 A, B C,	1 hour
Tuesday, Jan 19th	Working with Warwick Beacon on printable versions Review of consolidation blog and audit	1.5 hours 6 hours
Wednesday, Jan 20th	Landris letter review	.5 hours
Thursday, Jan 21th	Knife letter/ Review of Ruscito script for termination	.5 hours
Friday, Jan 22nd	Warwick meeting	3 hours
Monday, Jan. 25th ^h	Initial process and review/draft of "communications survey	2 hours
Tuesday, Jan. 26th ^h	Warwick press release (bond)	.5 hours
Thursday, Jan 28 th	Warwick PR committee meeting	2 hours
Friday, Jan 29th th	Warwick admin meeting	2.5 hours
Monday, Feb 1	Superintendent's newsletter draft	2 hours
Wednesday Feb 3	Crisis communications work (Vets) Warwick School Committee exec session	1 hour 2 hours
Friday, Feb 5th	Warwick Admin meeting	2.5 hours
Monday, Feb 8th	E newsletter for review	1 hour
Tuesday, Feb 9 th	Warwick School Committee	4 hours
Wednesday Feb 10 th	Warwick vacation survey	2 hours
Thursday, Feb 11th	Warwick Superintendent's Update	1 hour
General administrative communications	This includes all phone calls, emails, texts, and monitoring of social media and traditional media outlets.	25.5 hours
Total	59.5 hours @\$70/hr	\$4,165



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Jan. 15, 2015

INVOICE #20161501W: Phil Thornton
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Warwick, RI 02889

Communications Consultant services for the period between December 22th 2015 and January 15th 2016. A detailed summary of services:

Monday, Jan 4th	Review of consolidation plans, pr committee documents	3.5 hours
	Creation of communications survey	4 hours
Tuesday, Jan 5th	entry plan/background research on media coverage of school events, crisis, communications	1.5 hours
	Creation of parent satisfaction survey	4 hours
Wednesday, Jan 6th	Oakland Beach letter review	.5 hours
Thursday, Jan 7th	Consolidation presentation review	.5 hours
Friday, Jan 8th	Landrie Letter	3 hours
Saturday, Jan 9 th	Initial process and review/draft of "Blueprint" Prezi presentation	2 hours
Monday, Jan 11 th	Warwick social media audit	2 hours
Tuesday, Jan 12 th	Meeting with Superintendent/meeting with Elementary Principals	1 hour
	Warwick School Committee exec session,	1.5 hours
	and regular school committee meeting	3 hours
Wednesday, Jan 13 th	PR Subcommittee meeting	1.5 hours
	Review of Mercurio docs and presentation	.5 hours
Thursday, Jan 14 th	Blueprint Prezi version 2 draft	3 hours
	Launch of communications survey	.5 hours
	Initial audit of consolidation blog	2 hours
Friday, Jan 15th	Meeting with superintendent & directors	2.5 hours
	Prezi review w superintendent	.5 hours
	Input of Prezi audio	.5 hours
General administrative communications	This includes all phone calls, emails, texts, and monitoring of social media and traditional media outlets.	12 hours
Total	49 hours @\$70/hr	\$3,430

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Dec. 22, 2015

INVOICE #20151222W: Phil Thornton
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51 Draper Avenue
Warwick, RI 02889

Communications Consultant services for the period between December 8th and December 22nd 2015:
A detailed summary of services:

Tuesday, Dec. 8	Warwick School Committee meeting 3.5 hours
Wednesday, Dec. 9	Analyze, organize and categorize entry actions for district. 2 hours Cursory review of websites 1 hour
Monday, Dec. 14	Meeting with superintendent 2.5 hours
Tuesday, Dec. 15	Thorough reading/review of background materials (Ragosta) 1 hour
Wednesday, Dec. 16	Creating and establishing media connections 2 hours
Thursday, Dec. 17	Crisis communications response 1 hour
Friday, Dec 18	Introductory conference call with directors .5 hours
Monday, Dec. 21	Develop and drafting of entry plan/background research on media coverage of school events, crisis, communications 2.5 hours
Tuesday, Dec. 22	Media phone calls (Warwick Beacon, Warwick Post) 2 hours
General administrative services for Dec 8 - 22	This is total hours for the month for emails, texts, phone calls 2.5 hours

Total 20.5 hours at \$70/hr \$1435

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