

## **Bruno H. Behrend, J.D.**



### **Career Objective**

To utilize my skills and experience in policy development, strategy, communication and advocacy, to research, develop and promote public policies that empower individuals to manage their lives in a framework of informed self governance.

### **Experience and Skills**

#### **Policy Development and Strategic Planning for Policy Promotion**

##### **American Transparency: Co-Founder, Board Member and Consultant**

2011-Present

- \* Created non profit dedicated to ensuring transparency in government spending
- \* Collaborated with For the Good of Illinois, an Illinois based non profit watchdog organization, to improve and promote on-line database and mobile app OpentheBooks.com
- \* Through For the Good of Illinois and American Transparency, assisted in providing citizens with easy, free access to data consisting of over 3 billion records of local, state and federal government spending

##### **Director, Center for School Reform at The Heartland Institute** 2010 -2012

- \* Responsible for policy development, research, communications, and fundraising for The Heartland Institute's education reform initiatives
- \* Project Manager for national promotion of Parent Trigger legislation, a policy that expands parental empowerment with respects to the education of their children
- \* Co-authored Policy Brief "*The Parent Trigger – A Model for Transforming Education*
- \* Developed and co-wrote model legislation for Parent Trigger legislation that has been being introduced and passed in various states
- \* Served as advisor on the Digital Learning Council, an effort to transform delivery of digital learning in the education system
- \* Responsible for verbal and written communications with activists, legislators, and policy makers regarding education policy
- \* Co-authored numerous opinion and analysis pieces for newspaper and digital publication
- \* Researched and analyzed education policy for the various states

**Policy Director, Adam Andrzejewski Gubernatorial Campaign (IL)**  
2009-2010

- \* Analyzed, developed and promoted aggressive, effective public policy platform for gubernatorial campaign
- \* Developed strategic communications campaign designed to make complex subject matter understandable to the layman
- \* Developed 10-30-60 second communications strategy
- \* Trained activist support base and integrated communications strategy

**Illinois State Coordinator – Freedom Works** 2004-2005

- \* Responsible for informing Illinois legislators, activists, and opinion leaders on Illinois issues.
- \* Provided testimony on Tax, Budget, and Education Reforms to Legislative Panels and Local School Boards

**Communication and Advocacy**  
**Co-Author – “Illinois Deserves Better”** 2007-2008

- \* *Illinois Deserves Better – the Ironclad Case for an Illinois Constitutional Convention* informed citizens of Illinois of benefits of voting in favor of a convention in 2008 election
- \* Publication coincided with political campaign to secure passage of the referendum
- \* Project included drafting an alternative constitutional framework designed to re-empower citizens of Illinois by strictly limiting power of Illinois government
- \* Successfully sued Illinois Secretary of State and Board of Elections over inaccurate unconstitutional ballot language on Constitutional Convention question

**Writer, Producer & Host - Extreme Wisdom Radio Show** 2004-2008

- \* Daily broadcast on WKRS 1220 AM in Waukegan Illinois
- \* Hosted weekly show on News-Talk 560 WIND
- \* Responsible for planning and writing the show content, and selling sponsorships and advertising.
- \* Qualified to set up Podcasting using various internet services, including I-Tunes syndication.
- \* Invited and interviewed guests including thought leaders such as Steve Forbes, 2006 Illinois Gubernatorial and Congressional Candidates and authors Diane Ravitch, Rich Lowery, Mark Styen, and John Sperling (Founder of Phoenix University)

## **Independent writer and speaker**

2004- Present

- \* Presenter at educational reform conferences
- \* Emcee for numerous events
- \* Authored opinion pieces published in major market newspapers

## **Technology and Data**

### **President/Founder - Da Vinci Consulting Group**

1997-Present

- \* Managed Da Vinci Consulting Group, an independent company specializing in consulting and training organizations that utilize Raiser's Edge for Windows fundraising software
- \* Provided services to over 50 non-profit organizations in five states including database optimization strategies and staff training
- \* Managed and optimized data for various political campaigns

## **Teaching Experience**

- \* Aurora University - Northern Campus: Business, Government and Society
- \* Creative Learning International's ``Persuasive Advantage Seminar''
- \* National Foundation for Teaching Entrepreneurship's ``How to Start a Business'' Program

## **Degrees & Licenses**

Member

Illinois State Bar

Juris Doctor

IIT- Kent College of Law, Chicago, Illinois

Bachelor of Science in Marketing & Finance University of Illinois - Champaign-Urbana



## EDUCATION

**University of Chicago, Chicago, Illinois**  
**Bachelor of Arts, Political Science – June 2009**

## EXPERIENCE

### **Research & Marketing, First Analysis, Chicago IL — 2010 - present**

- Develop and implement company-wide graphic design standards for marketing communication materials and industry research publications/presentations aimed at audience of high-growth technology company executive management teams.
- Lead ongoing social media campaigns on LinkedIn, Twitter, and other forums to increase First Analysis mind share among professionals and executives in targeted technology sectors.
- Support senior First Analysis industry analysts in designing, coordinating, and executing major technology sector capital markets conferences and networking events.
- Write, design, and publish (in printed and electronic forms) dozens of marketing collateral pieces annually to promote First Analysis thought leadership, conferences, networking events, and other marketing objectives.
- Leverage hands-on software development experience to work with contact and in-house programmers to design and implement major new CRM software functions.
- Design and execute, in collaboration with First Analysis industry research analysts, surveys of senior industry executives on major trends in their businesses, using on-line tools such as SurveyMonkey.

- Highlights:**
- Taught myself html to properly handle newsletter and email distribution
  - Designed Crystal Reports solution (business intelligence application) without access to the underlying database structure
  - Developed proficiency in Word and PowerPoint, becoming the go-to person for any office related questions for the firm
  - Became proficient in Adobe InDesign in order to develop new templates and design for company material
  - Developed standard operating procedures for survey research

### **Business Analyst, Solargenix Energy, Chicago IL — 2007-2009**

Working for a small, start-up allows for the otherwise unlikely growth from secretary to business analyst in a few short years. As the only non-manufacturing employee, I developed accounts payable and receivable procedures, designed marketing campaigns and materials, managed the office, designed and hosted training programs for Solar Thermal installers.

- Highlights:**
- Developed custom database for accounts payable and receivable to organize five years of data (taught myself more advanced skills in FileMaker Pro);
  - Closed over half past-due accounts
  - Developed advertising strategy and budget, including print, digital advertising, tradeshow, and conferences.

## FORMATIVE POSITIONS

### *Technical Assistant, Whitehead Institute, Cambridge MA — 2007*

- Created database to manage information for 5,000 genetic samples and lab materials;
- Provided technical assistance with creating and updating databases for 15 other lab members;

### *Local Administration Manager, Dialogue Direct, Washington DC —2005-2006*

- Our office raised about \$2.5 million for Children International within less than a year

### *Research Assistant, Northeastern University, Boston MA — 2005*

- Collected over 50 marine samples in remote areas of Greenland;
- Identified, catalogued, and presented data on over 100 species of marine microorganisms;

### *Business Manager/Arts & Culture Editor, Chicago Weekly News, Chicago IL — 2001-2003*

- Secured and maintained advertising support; collected \$18,000 in outstanding debt and maintained a revenue surplus
- Assigned and edited articles for a staff of three writers; designed layout of the Arts & Culture section of the newspaper;

## SKILLS

- Fluent in Russian and advanced knowledge of Spanish;
- Proficient in Adobe Illustrator, Photoshop and InDesign, QuarkXPress, FileMaker Pro, Crystal Reports, Microsoft Word, Excel and PowerPoint;
- Seven years of restaurant experience including management and developing of catering business as well as menu editing, advertisement and food display;

# James Gurnee

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## Experience

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**NORTHERN TRUST CORPORATION** – Chicago, IL July 2016 – Present

***Associate Research Analyst***

- Perform fundamental analysis for equity investment in the global health care sector
- Manage current investments and generate new ideas for addition to the portfolio
- Consult with company management of current and prospective investments
- Construct financial earnings models and forecast future earnings scenarios

**CALAMOS INVESTMENTS** – Naperville, IL June 2014 – July 2016

***Research Associate***

- Performed fundamental analysis for equity investment in U.S. health care and technology sectors
- Developed research focus on dental, animal health, IT services, financial technology industries
- Formulated and presented more than ten new investments for addition to the portfolio
- Attended investor conferences and discussed investment rationale with sell-side analysts
- Administered over 200 separately managed growth strategy portfolios with total value of \$1b

**GROSVENOR CAPITAL MANAGEMENT** – Chicago, IL Summer 2013

***Manager Research Summer Analyst***

- Completed analysis for the European Equity strategy team
- Implemented valuation tool to live track European equities, currencies and sovereigns
- Actively monitored and sourced hedge fund investments using internal systems
- Developed and presented project, “European Valuation Opportunity” to Investment Committee
- Participated in hedge fund manager meetings and weekly investment team meetings

## Education

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**HILLSDALE COLLEGE** – Hillsdale, MI

Bachelor of Arts in Economics, *cum laude*, May 2014

Minors in Spanish and Business Administration

**OXFORD UNIVERSITY** – Oxford, England

Associate Member, New College, Hillary Term 2013

Coursework – *International Trade*: First, *International Finance*: First

## **CFA LEVEL III CANDIDATE**

## Other

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- Founding member of prospective K-8 charter school based in Chicago, lead financial officer
- Former NCAA Division II Assistant Tennis Coach, Hillsdale College
- International Baccalaureate High School Diploma Recipient, 2010

# Heidi Rose Schroeder

## EXPERIENCE

Health and Fitness Instructor | Moving Everest Charter School | Illinois | May 2016 - Present

*Moving Everest educates low-income K-8 students and prepares them for success in college and in life.*

- Instructor for Kindergarten, First and Second grade health and fitness
- Establish pillars of a holistic health and fitness program

Faculty | Muchin College Prep of the Noble Network of Charter Schools | Illinois | October 2014 - May 2016

*Noble prepares low-income high school students with the scholarship, discipline, and honor necessary to succeed in college and lead exemplary lives, and serves as a catalyst for education reform in Chicago.*

- Instructor for Freshman and Senior girls health, fitness and emotional wellness
- Revamp community service process to enable contract negotiation and cut cost by \$12,000
- Lead and teach ACT Math Prep courses for Class of 2016 that resulted in a 22 average Math score

Educator | lululemon athletica | Illinois | May 2014 - October 2014

*lululemon athletica is a leading fitness brand aiming to make people happier and healthier.*

Strategic Marketing & Proposals Coordinator | Quanta Services, Inc. | Illinois | Jan 2014 - June 2014

*Quanta Services, Inc., (NYSE: PQR, an S&P 500 company) is a leading provider of specialized contracting services, delivering infrastructure solutions for the electric power, natural gas and pipeline and telecommunication industries.*

- Assisting in development and production of assigned technical proposals and presentations.
- Development of assigned technical qualifications and experience lists.
- Support sales and business development team for Quanta and global operating units.

Manager of Middle East Operations | Quanta Services | Doha, Qatar | Feb 2012-Jan 2014

- Work with new Director and Quanta executive team to establish Quanta's first operations in Middle East, built from the ground up
- Design, implement and synchronize in-country operations to corporate requirements for accounting, HR, tax, IT, risk, business development, EPC projects, marketing and strategic planning that was fully compliant with Quanta corporate systems..
- Develop, write, edit and coordinate marketing materials, client qualifications and documents for company registrations.
- Oversee and ensure efficient communication between Quanta Middle East and corporate offices in Houston.
- Wrote 6-year Strategic Plan for new Middle East Operations for presentation to Quanta's Board of Directors incorporating extensive market research.
- Hired and trained multi-national staff to implement new systems.
- Represented Company & Director at outside meetings with high-ranking Qatari officials, private clients, subcontractors and vendors.

Executive Assistant/Financial Analyst | Quanta Capital Solutions | Houston, TX | Feb 2009-2012

*Quanta Capital Solutions, Inc. is the financing subsidiary of Quanta Services, Inc.*

- Achieve financial analysis certification under own initiative
- Gather financial research to form client profiles

## EDUCATION

Hillsdale College | 2005-2009 | Bachelor of Science, with a major in Mathematics and a minor in Theater

Wall Street Prep Financial Analysis Certification

Yoga Instruction Certification

## OTHER

Raised two Berkshire pigs (Red and Mrs. Pickles) and cultivated a vegetable garden in inner-city Chicago!

Die-hard Cheese Head!

Proud owner of Ethel, the first registered greater swiss/rottweiler hybrid!

## PROFESSIONAL EXPERIENCE

### CHICAGO, ILLINOIS • 2012-PRESENT

#### DEAN OF STUDENTS • AUGUST 2016- PRESENT

- Oversee the promotion of approximately 300 9th and 12th grade students by tracking six distinct graduation requirements
- 94% of 9th and 12th projected to be eligible for promotion at semester end
- Develop school-wide master schedule and student schedules for the entire student body of approximately 550 students
- Lead credit recovery process (planning, meetings, and all materials)
- Facilitate placement testing to accurately place students into customized curriculum map
- Formulated leadership development surveys based in Zenger Folkman's *The Exceptional Leader* and teamwork surveys based in Patrick Lencioni's *The Five Dysfunctions of a Team* and *The Advantage: Why Organizational Health Trumps Everything Else in Business*
- Designed academic support system for 9th & 10th grade students that raised GPA's an average of 0.5 points
- Plan and execute [REDACTED] Day of Service, an annual one-day community service event for over 500 students
- Aid in the hiring of new teachers and staff

#### GRADE LEVEL DEAN • AUGUST 2015- JULY 2016

- Managed four grade level leaders
- Evaluated school culture by facilitating weekly audits of classroom-success standards
- Engineered and facilitated professional development concentrating on the [REDACTED] culture for staff that fell below set expectations in classroom audit scores
- Initiated and implemented a school-wide staff-morale plan with corresponding staff surveys to measure and track staff workplace confidence based on Patrick Lencioni's *The Five Dysfunctions of a Team*

#### 11TH GRADE TEAM LEAD AND U.S. HISTORY TEACHER • AUGUST 2014- JULY 2015

- Designed a new 11th grade curriculum that blended ACT College Reading Standards and vibrant American history content
- Achieved accelerated ACT reading growth for 2016 junior cohort, surpassing reading growth metrics from their freshman and sophomore year
- Supervised a grade-level team of 14 full-time professional staff members and tracked progress on campus specific initiatives and [REDACTED] culture audit
- Developed and facilitated bi-weekly professional development

#### 10TH GRADE TEAM LEAD AND SPECIAL EDUCATION TEACHER • AUGUST 2013- JULY 2014

- Co-designed curriculum for World History and English II that bridged skills for students to achieve above network-average growth
- Supervised 10 full-time professional staff members

#### 9TH GRADE SPECIAL EDUCATION TEACHER • NOVEMBER 2012- JULY 2013

- Achieved student growth with IEP's up to 12 points on the English section of the network-wide end-of-year assessments
- Overhauled the student IEP process by modifying the way in which [REDACTED] collected data from instructors, updated the interest inventories taken by students, and equipped students to hold self-driven IEP meetings

### [REDACTED] SKOKIE, ILLINOIS • 2009- 2012

#### SPECIAL EDUCATION TRANSITION CASE MANAGER/TEACHER

- Managed a team of seven teaching assistants and organized weekly staff schedules for job coaching
- Created a life skills curriculum that addressed independent living skills for students aged 17-22
- Developed strategic parent questionnaire to address communication styles and ongoing school-wide supports

## EDUCATION

NATIONAL LOUIS UNIVERSITY, CHICAGO, ILLINOIS, MASTER OF ART IN TEACHING, SECONDARY EDUCATION, JUNE 2009

LOYOLA UNIVERSITY CHICAGO, CHICAGO, ILLINOIS, BACHELOR OF ART, HISTORY AND EDUCATION, MAY 2007

BARNEY CHARTER SCHOOL INITIATIVE

*Program Personnel*



**PHILLIP W. KILGORE** is director of the Barney Charter School Initiative at Hillsdale College. A graduate of the United States Air Force Academy with a B.S. in American history, he performed Air Force leadership and command roles in communications-electronics and in criminal

investigations and counterintelligence. In civilian life, he worked in senior leadership roles in the defense industry in engineering and quality management, and as a management consulting executive serving clients in the federal government. In these military and industrial workplaces, he taught workplace education courses in security, quality, statistics, and specialty engineering areas for over 20 years. During his career, Mr. Kilgore has lived in Europe, Asia, and several U.S. cities, and currently resides with his wife in Michigan.



**REBECCA A. FLEMING**, associate director of the Charter School Initiative, began her responsibilities in January 2014. Since graduating from Hillsdale College in 2009 with a B.S. in biology, Mrs. Fleming taught at The Vanguard School at Cheyenne Mountain Charter Academy

in Colorado Springs, Colorado. Mrs. Fleming taught science courses in the junior and senior high schools and served as chair of the science department. She has significant experience in curriculum development and charter school environments.



**ERIC R. COYKENDALL** joined the Barney Charter School Initiative staff in March 2015 as an associate director. He graduated from Hillsdale College with a B.A. in politics in 2010, and received an M.A. in American politics and political philosophy from the Claremont

Graduate University in 2013. He previously served as the director of fellowships for the Claremont Institute, where he oversaw curriculum and management for fellowship program courses in American politics and political thought. Alongside his professional responsibilities, he is working on a dissertation that examines Supreme Court jurisprudence on the subject of religious liberty.



**JONATHAN R. GREGG** was named assistant director of the Barney Charter School Initiative in May of 2016. Mr. Gregg completed his undergraduate degree at Hillsdale College in 2011, earning a B.A. in mathematics and English. He completed his graduate work at the University

of Chicago in 2015, earning an M.A. in humanities. Prior to his time at the University of Chicago, he spent three years teaching mathematics at Glendale Preparatory Academy. At this classical charter school in the Phoenix area, Mr. Gregg designed curriculum and instructed students in classes ranging from pre-algebra to calculus III. Most recently, he served as an adjunct professor in the Mathematics Department at Hillsdale College, teaching classes in geometry, logic, calculus, and mathematics education.



**GINA T. GALLUTIA** began her work as assistant director of the Barney Charter School Initiative in June of 2016. She graduated from Hillsdale College in 2007 with a B.A. in political science, and she worked in communications for several years. Mrs. Gallutia discovered her passion

for teaching when she entered the arena of classical education in 2012. For four years, she served as a middle school and high school teacher at Founders Classical Academy in Lewisville, Texas. Mrs. Gallutia taught Latin, literature, composition, history, and government, and she later accepted the responsibilities of college counselor and senior thesis director, in addition to her teaching.

The following Hillsdale College faculty members advise and work with the charter school initiative.



**DR. DANIEL B. COUPLAND** (B.A., Liberty University, 1994; M.A., Oakland University, 1999; Ph.D., Michigan State University, 2003) has worked at Hillsdale College since 2006. As associate professor of education and chairman of the Education Department, Dr. Coupland's

expertise lies in teaching reading, phonics, and grammar at the primary level. He was named Hillsdale's Professor of the Year in 2013. He serves on the Board of Directors for the Society for Classical Learning and is the editor of the society's journal. He also was instrumental in organizing Hillsdale's first Classical School Job Fair.



## PERSONNEL, CONTINUED



**DR. JUSTIN A. JACKSON** earned a B.A. and M.A. from the California State University, Fresno, and a Ph.D. from Purdue University in 2004. He began teaching at Hillsdale College in 2004 and now holds the faculty rank of professor of English. His primary field of study is Middle English Language and Literature, followed by Old English Language and Literature. In addition to his teaching responsibilities, he has served as the director of the College's Writing Center since 2008. He received the Purdue University Graduate Student Award for Outstanding Teaching at Purdue University in 2002 and Hillsdale College's Emily Daugherty Award for Teaching Excellence in 2008. He also was named Hillsdale's Professor of the Year in 2011 and was listed in *Princeton Review's Best 300 Professors* in 2012.



**DR. THOMAS I. TRELOAR** is associate professor of mathematics. In 2001, he received his Ph.D. in mathematics in the area of differential geometry from the University of Maryland. He taught at the University of Arizona and the University of Maryland before coming

to Hillsdale College in 2004. In addition to teaching a wide range of undergraduate mathematics courses, Dr. Treloar has developed new courses that help to prepare Hillsdale graduates to teach in K-12 schools. He was selected as a James Leitzel Fellow through the Project NExT program of the Mathematical Association of America. Dr. Treloar also serves on the board of directors at Will Carleton Academy, a K-12 charter school in Hillsdale.



**DR. MATTHEW A. YOUNG** (B.S., Seattle Pacific University, 2002; Ph.D., Northwestern University, 2007) came to Hillsdale College in 2007. As associate professor of chemistry and chairman of the Chemistry Department, Dr. Young teaches courses in physical chemistry and introductory chemistry. He also involves his students in his research program using laser spectroscopy experiments to probe the interactions between pollutant molecules and environmentally relevant surfaces. He was awarded the College's Emily Daugherty Award for Teaching Excellence in 2012.



## BENJAMIN COUCH PAYNE

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I am a school and community leader dedicated toward the pursuit of higher standards in education, our culture, and the future. I believe in living for and motivating all toward truth, virtue, and beauty.

### EXPERIENCE

#### ***Founding Director | Savannah Classical Academy (June 2013 - present)***

SCA began as a Barney Charter School with 300 students in grades K-6, and will expand to a 640-student K-12 school by the fall of 2019. Around 75% of the students qualify for free or reduced lunch. SCA already has a reputation as the most rigorous academic program in the county, yet also as one where a student can start to reverse deleterious behavior both academically and behaviorally. There are no testing or neighborhood requirements for enrollment through an open lottery with more than 1,100 students on the waitlist. SCA is truly a school for all students, with its mission: *to provide a classical and academically rigorous education while instilling a commitment to civic virtue and moral character.*

[SavannahClassicalAcademy.org](http://SavannahClassicalAcademy.org)

#### ***Principal, Teacher, Coach & Dorm Parent | West End School (August 2009 - May 2013)***

Responsibilities included: admissions, curriculum development and scheduling, faculty search, daytoday operations, student life, community relations, mentorship development, IT maintenance, et. al, under direction from the Head of School. Taught classes covering geography, world history, U.S. history, ethics, math, algebra & technology. Coached basketball and track. As dorm parents, we were responsible for the health and wellbeing of all students, 24-hours a day. [WestEndSchool.org](http://WestEndSchool.org)

#### ***Tutor | Louisville Tutoring Agency (September 2009-August 2010)***

Tutored in a group format after-school for high school students in preparatory and parochial schools.

#### ***Math & Algebra Teacher | Highlands Latin School (August 2009 - August 2010)***

Taught seventh, eighth and ninth grade students in math and algebra. Selected as one of four faculty sponsors for student-led houses, directed the photography club, coached Science Olympiad, and co-developed an art history curriculum for a high school European studies elective. [TheLatinSchool.org](http://TheLatinSchool.org)

*Architectural & Computer Design | Self-employed (June 2006 - May 2010)*

*Project Manager | Carlos Moore Architects Inc. of Concord, NC (August 2004 - June 2006)*

*Architecture Intern | Studio Troika, LLC of Boston (August 2003 - August 2004)*

*Teaching Assistant | Structures I & II at UNCC College of Architecture (August 2000 - May 2003)*

### EDUCATION

*Master of Architecture | The University of North Carolina at Charlotte (2003)*

*B.A. in Economics | The University of Virginia (2000)*

### HONORS & COMMUNITY WORK

*Board Member, Savannah Philharmonic Orchestra (July 2016-present)*

*Man Of The Year, Leukemia Lymphoma Society participant (March-May 2016)*

*Savannah Community Star Award Recipient (April 2016)*

*City of Savannah After-school Activity Taskforce & Black Male Achievement (Dec 2014-present)*

*Historic Savannah Foundation & Georgia Historical Society Member (August 2015-present)*

*Eli's Place Preschool Committee member at Wesley Monumental UMC, (February 2016-present)*

*Savannah Needs You! Director w/ Parent University (October 2015-present)*

**ELEANOR EVERETT PETTUS**  
**CURRICULUM VITAE**

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**EDUCATION**

Ph.D.	University of Notre Dame History Dissertation: <i>Reforming Boys: The English Reformation and the Conversion of Humanism</i>	2015
M.A.	University of Notre Dame History	2010
M.A.	University of Kansas History, <i>honors</i>	2008
B.A.	Hillsdale College Classical Studies and History, <i>summa cum laude</i>	2006

**PROFESSIONAL APPOINTMENTS**

Fellow Liberty Fund (IN)	2017 – Present
History and Latin Teacher Atlanta Classical Academy, Atlanta	2015 – 2017
Assistant Professor of History Concordia University-Irvine	2013 – 2015

**ARTICLES UNDER CONSIDERATION**

England's Early Educational Revolution: The Growth of the Student Population in Early Tudor Schools  
Submitted to the *Sixteenth Century Studies Journal*

**GRANTS AND FELLOWSHIPS**

NEH Summer Fellowship, Tudor Books and Readers <i>First Alternate</i>	2014
Huntington Library Research Fellowship Travel Grant	2013
Graduate Student Award, American Society for Church History	2013
Dissertation Writing Seminar for Medieval and Renaissance Historians Newberry Library	2012
Astrik Gabriel Doctoral Fellowship	2012
Nanovic Institute Graduate Travel and Research Grant	2011

Vincent P. De Santis Prize Notre Dame History Department	2011
Mellon Summer Institute in Vernacular Paleography Newberry Library	2010
University of Notre Dame Presidential Fellowship	2008 – 2013
Nanovic Institute Graduate Travel and Research Grant	2009
Nanovic Institute Graduate Language Grant	2009
Graduate Student Professional Development Grant Institute for Scholarship in the Liberal Arts	2009
Foreign Language Acquisition Grant Center for Study of Languages and Cultures	2009
Graduate Teaching Assistant Fellowship University of Kansas	2006 – 2008
<b>ACADEMIC SERVICE ACTIVITIES</b>	
Chair of the Membership Committee	2016 – Present
Member of the Program Committee	2015 – Present
Program Coordination American Society of Church History	Spring, 2013
“Getting to the Heart of What Truly Matters During the Reformation” Session chair Symposium for Medieval and Renaissance Studies, St. Louis University	June 2013
Editorial Assistant <i>Archiv für Reformationsgeschichte</i>	2010 – 2011
Graduate Student Representative to the Arts and Letters College Council University of Notre Dame	2010 – 2011
Head of the Conference Committee “‘The Center Cannot Hold’, the Movement of Ideas between Imperial Centers and Peripheries” (held Oct. 2009) University of Notre Dame	2008 – 2009
Secretary for the History Graduate Student Organization University of Kansas	2007 – 2008
Humanities and Western Civilization Program Committee University of Kansas	2007 – 2008

**TEACHING EXPERIENCE**

Atlanta Classical Academy High School Teacher		
Western Civilization I: Ancient Greece and Rome		2015 – present
Western Civilization II: The Fall of Rome through the Enlightenment		2016 – present
Introduction to Latin (for 6 <sup>th</sup> and 7 <sup>th</sup> grade)		2015 – present
Concordia University—Irvine Instructor of Record		
The West and World (Core History 1)		2013 – 2015
Renaissance and Reformation		Spring 2014
University of Notre Dame Teaching Assistant		
Western Civilization II		Spring 2010
History of Chinese Medicine		Fall 2009
University of Kansas Instructor of Record		
Humanities and Western Civilization I		Summer 2008
University of Kansas Teaching Assistant		
Humanities and Western Civilization II		Spring 2008
Humanities and Western Civilization I		Fall 2007
History of the Middle Ages		Spring 2007
History of Early Modern Europe		Fall 2006

**ARTICLES IN PROGRESS**

“Redefining Charity and Redefining Schooling: The Grammar Schools closures during the English Reformation”

Intended to be submitted to the *English Historical Review*, spring 2017

“The Stripping of the Classrooms: The Fall and Recovery of Latin Grammar Publication in England”

Intended to be submitted to *Education Quarterly*, summer 2017

**CONFERENCE PRESENTATIONS**

“The Church and School Question: The Church and School Funding in Early Tudor England,”

American Catholic Historical Association, University of Notre Dame.

March 2015

“Redefining Charity and Redefining Schooling: The Grammar Schools and the Reign of Edward VI,”  
North American Council of British Studies Conference.

November 2014

“The Loss of Monastic Schools During the English Reformation,” Symposium for Medieval and  
Renaissance Studies, St. Louis University.

June 2013

“Virtue and Learning in English Humanist Education During the Sixteenth Century,” American Society  
for Church History.

April 2013

“Demanding only the Virtue of Chastity: The Humanist Limits on the Education of Mary Tudor,”  
Sixteenth Century Studies Conference.

October 2010

“The Soul of a Scholar: Samuel Mather’s use of the *Life of Francke* to criticize Harvard College,”  
University of Kansas Graduate Student Conference.

April 2009

“A Hole in the Renaissance: the Rise, Wane, and Transformation of Latin Education in England 1483-  
1700,” Newberry Library Graduate Student Conference.

January 2009

#### ACADEMIC REFERENCES

[REDACTED]

#### TEACHING REFERENCES

[REDACTED]

[REDACTED]

[REDACTED]

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**J A N E F . K R A T O C H V I L**  
**ERATE CONSULTANT**

**EDUCATION**

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SOUTHERN ILLINOIS UNIVERSITY AT CARBONDALE– Carbondale, Illinois  
**Master in Business Administration**, December 1997

Area of concentration: Finance

Graduate Assistantship, Information Technology, 1996-1997

EASTERN ILLINOIS UNIVERSITY – Charleston, Illinois

**B.A. Psychology**, December 1990

Three-year General Assembly Legislative Scholarship

UNIVERSITY OF CHICAGO GRADUATE SCHOOL OF BUSINESS – Chicago,  
Illinois

**Focus: Financial Analysis ... Negotiation/Decision Making ... Accounting**

**SUMMARY OF EXPERIENCE**

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INFINITE CONNECTIONS, INC.

02/2007 to Present

**President, E-Rate Consulting and Compliance Services**

Infinite Connections, Inc. (ICI) founded in 2007 with offices located in Chicago, IL and Los Angeles, CA, is certified as a Female Business Enterprise. ICI and its officers have a combined industry experience in information technology (IT) solutions, federal funding and integration with over 14 years of industry experience supporting businesses, academic and governmental agencies with over \$300 million in buying power. Our list of technology infrastructure services includes scope development and methodology, specifications, vendor management, oversight and debarment, asset management, and program management of LAN Modernization projects. ICI supports its clients in areas of bid development and award, contract execution, program management and oversight control, service level managements, and federal funding program expertise (BTOP, E-rate).

CHICAGO PUBLIC SCHOOLS

07/2001 to 02/2007

**Director, E-Rate Program, Office of Technology Services**

Manage the day-to-day operations of the Chicago Public Schools E-rate program with over \$60 million in yearly funding. Responsibilities have included program management of the Local Area Network wiring initiatives at 600+ sites. Developed and maintained all billing, procurement, auditing, and planning functions around administrative management of District's federally funded E-rate program.

**TECHNICAL INFORMATION**

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**Technical Certifications:** CNE, MCSE and ITIL Foundations v3

**Industry Certifications:** PMP (in progress) & Certified Fraud Examiner (in progress)

**Systems:** Windows NT, Exchange, and Novell 4.11



## PROFESSIONAL MEMBERSHIPS

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Illinois Association of School Business Officials, 2007- Current

National Association of Certified Fraud Examiners, 2013 - Current

E-Rate Management Professionals Association, Inc., 2014 - Current

### E-Rate Experience

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Infinite Connections, Inc.

#### *E-Rate Compliance & Federal Funding Expert*

- Responsible for implementing and monitoring all facets of the E-rate compliance program.
- Expertise with the government's policies, procedures, and strategy relating to compliance investigations and review.
- Respond to all Selective Reviews (USAC formal lengthy written information request similar to an audit without anyone on-site) on behalf of clients.
- Represent all clients during Site Visits (USAC on-site one day audits). Services provided include going to client and collecting and reviewing all documentation requested; prepare and conduct mock interview with client personnel required to answer USAC questions; represent client during on-site audit; and respond to follow-up information requests.
- Review and respond to Program Integrity Assurance (PIA) and Client Service Bureau (CSB) inquires and information requests.
- Provided applicants and vendors comprehensive E-rate services for the entire E-rate process (Forms 470, 471, 472, 473, 474, 498 486, 500, SPIN Changes, Substitutions, Extensions, etc.)
- Collect and review information and complete Form 470's for clients.
- Gather information and prepare Form 471's for clients.
- Collect, analyze, and review information pertaining to discount rates, services requested, and budgetary information for clients.
- Collect and review annual invoices (Telecommunications, Internet, and Internal Connections), and verify all clients are applying for eligible services on their reimbursement Form 472.
- File Form 486's after clients are approved for E-rate discounts.
- Prepare and submit appeal letters, Service Provider Identification Number (SPIN) change requests, FRN splits, service delivery deadline extension requests, invoice extension requests, service substitutions, change of invoicing mode, contact change letters, and other requests as needed to maximize E-rate discounts.
- Provide eligible services updates to clients.
- Inform and guide clients in the E-rate procurement bidding process.
- Review RFPs and bids for E-rate compliance.
- Provided leadership and strategic direction to organisational efforts serving in the visible role of Programme Manager at corporate headquarters.
- Collaborated with the various offices of the CTO to define, initiate and establish a comprehensive strategic plan and technology budgets up to in excess of \$15 million for over 300 schools geographically dispersed.
- Assisted in all audit, billing Erate 471 preparation on behalf of all Clients.
- Billing and Disbursements for all Forms 474 and 472 for all clients including reconciliation and support.
- Author appeals with a 100% winning approach.
- Project Management of ERate projects for LAN Wiring and Network Integration to support the installation of Erate services.
- Assist with vendor evaluation and selection to help Applicants with compliance requirements.
- Review vendor contracts and provide erate language as needed and provide feedback on contract language to mitigate risk.

# Josh Marder

## EDUCATION

**Illinois Institute of Technology, Stuart School of Business** Chicago, IL 2011 - 2013  
*M.S., Environmental Management & Sustainability*

**Illinois Wesleyan University** Bloomington, IL 1999 - 2003  
*B.A. English – Writing/Journalism*

## PROFESSIONAL EXPERIENCE

**Academy for Global Citizenship** Chicago, IL Oct 2014-present  
*Business Manager*

- Business management and administration for a \$5 M IB charter school with 450 students K-8
- Finance – bookkeeping, accounting, budgeting, audit, A/P, purchasing, payroll, banking, capital account
- Operations – building management, sustainability, procurement, ADA compliance, food service
- HR – onboarding, document retention, legal compliance, benefits, insurance, pension and 403b fund
- Report monthly and quarterly financial statements to the Board Finance Committee
- Design Financial Policies & Procedures and oversee expense-approval workflow
- Represent the school at CPS district and Illinois Network of Charter Schools events

**Eco Solar Solutions, Inc.** Chicago, IL Jan 2011 – Dec 2014  
*Business Development Director*

- Grant/RFP-writing and editing for municipal, commercial and residential renewable energy systems
- Establish meetings and projects with project managers, installers and customers
- Manage CRM, payroll and QuickBooks
- Train employees on best practices, sales strategies and renewable energy basics

**CT Lien Solutions** Chicago, IL Aug 2007 – Dec 2011  
*Account Manager*

- Sales and account management for a \$3 M+ annual revenue territory; 100+ accounts in Midwest
- Responsible for training clients on best practices for online mortgage and fiscal transaction systems
- Maintain 6-8 weekly onsite meetings and set up daily conference calls with customer base

**Schofield Media, Ltd.** Chicago, IL Sep 2003 – Aug 2007  
*Account Executive*

- Inside sales position selling advertising to C-level employees
- Generated \$1.3 M+ in sales revenue over 4 years

## RELATED SKILLS AND INDUSTRY WORKSHOPS

- Highly proficient in QuickBooks, CRM, xml, MS Word, online research and power point design
- CEU credits – accounting, bookkeeping, management, HR, labor compliance, legal
- CPE credits - non-profit accounting
- HIPPA certification

## ACADEMIC PROJECTS

- Energy Efficiency Audit - review of building energy efficiency processes; design improvement strategies
- Research Project –Energy Finance & Efficiency in the US
- Capstone Project – Solar-powered generator marketing strategy

# Kimberly G. Miller

## OBJECTIVE:

To recommend Chicago Classical Academy for approval.

## MAJOR ACCOMPLISHMENTS:

Wife of 34 years. Proud Mom of 4 children ages 23-33. Charter School Founder and Board President. Charter School Business Manager. Charter School Registrar. Charter School Academic Dean. Charter School Assistant Principal. Occupational Therapist. Gymnastics Coach and Gymnastics School Owner.

## PROFESSIONAL EXPERIENCE:

**Golden View Classical Academy** (*May 2016 to present*) Golden, Colorado

### Business Manager (May 2013 - Present)

Work with Board, Finance Committee and Financial Consulting Group to administer all aspects of business operations at the school level. (In Golden View's initial year the authorizer required all school finances be handled by the distinct.) Work with consultant to ensure the fiscal health of the school, implementation of business policies and procedures. Work day to day with the Principal to ensure his budget priorities are met; expenses are in line with his expectations, and he has knowledge of day to day business operations of the school. Develop budget under direction of the principal in order to meet his priorities, providing information and financial projections for long term planning especially around salaries and facilities to ensure long-term fiscal viability of the school.

**Vanguard Classical School** *Summer 2013 to December 2015, varied (see detail below).* Aurora, Colorado

### Founder (Summer 2013 - Present)

Worked with Ability Connection Colorado (formerly CP of Colorado and its Director of Schools) in negotiations with Aurora Public Schools for a process to expand the existing school, Vanguard Classical West (K-8) to a second campus, with the addition of a high school. The school would continue in the classical-liberal tradition, following the highly successful curriculum of Ridgeview Classical Schools that I founded and opened in Fort Collins in 2001. Additionally, prior to the opening of Vanguard Classical in 2007 I advised CP of Colorado regarding the writing of the charter and the initial CCSP grant.

### Assistant Principal (May 2014 - July 2015) Academic Dean (role change/expansion July 2015 - December 2015)

Worked with the Director of Schools in hiring of the staff for both campuses. Established and participated in training faculty in classical education philosophy and implementation, oversaw and evaluated teachers, assisted with student discipline. Ensured continuity and integrity of the "Classical Curriculum" including scheduling of training and trainers for the teaching of reading and math. Managed the CCSP expansion grant and worked with the Board in compliance with the CCSP grant. Conducted School informational meetings.

### Registrar (August 2014 - December 2015)

Evaluated transcripts of incoming students. Developed the school master schedule and 7-12 grade student schedules. Worked with Student Services Coordinator for appropriate placement of students with 504's/ IEP's in school (K-12).

**Ridgeview Classical Schools** *March 1999 to June 2014, varied (see detail below).* Fort Collins, Colorado

### Founder/Operator (March 1999-May 2014)

Successful organization of parents to form a founders committee, wrote and submitted charter. Wrote and was awarded CCSP grant prior to school's opening, developed initial budgets, established initial hiring committee, hired and oversaw initial business manager and worked alongside her to establish the business and operational practices of Ridgeview. Wrote all initial policies for school with the hired principals, established the initial board of directors. Established relationship with private investor to initially fund the facility in order for the charter school to open. Opened and oversaw successful operation of Ridgeview Classical Schools which was and is a nationally recognized K-12 classical, Core Knowledge charter school.

### Board President (August 2000-June 2010)

Led the BoD in policy governance, development of school policies, fiscal soundness, and operational organization of Ridgeview Classical Schools. Under direction of BoD oversaw transition to second business manager. During the summer of 2005 provided all the documentation needed to acquire CCEFA Bonds which reduced the facility costs for the school almost \$200,000.00/year. Established the Ridgeview Classical Schools Building Corporation and Ridgeview Classical Schools Institute.

### Business Manager (January 2005-August 2014)

Reconfigured job of business manager to primarily oversight and budget control, hired a payroll clerk and accounts payable staff. Established purchasing and accounting procedures and practices. Lead development of budgets with board of directors as board president initially and then continued as duty of business manager, fulfilled all state and district reporting requirements for finances. Spring of 2014 was able to refinance CCEFA Bond with local private bank reducing the interest rate, saving \$86,000.00 annually for the same term of the existing bond.

### Registrar (July 2001-August 2012)

Developed school schedule K-12, scheduled all students 7-12, and met all state and district reporting requirements for student and school related data as required by the Poudre School District and Colorado Department of Education.

**GK's Gymnastics** *June 1983 to June 2001*. Fort Collins, Colorado

**Gymnastics Coach**

Taught pre-school, beginner thru advanced national competitors in gymnastics to include choreography. This allowed me to build skills and techniques to motivate students ages 5 to 19. Also as a parent of advanced gymnasts was able to establish a booster club, was elected President and gained a 501c(3), and assist in organizing the club to earn \$100,000.00 its initial year of "Bingo" fundraising.

**Liberty Common School** *January 1997 to May 2001*, varied (see detail below). Fort Collins, Colorado

**Office Manager** (October 2000-May 2001)

Assisted in transition from start-up mode to established school by implementing processes and procedures while working under the direction of principal, Dr. Kathryn Knox. Gained great experience for the establishment of office procedures for school I founded, Ridgeview Classical Schools.

**Parent Volunteer** (January 1997-May 2000)

Assisted with cleaning and moving furniture in the opening phases of Liberty Common School, the first charter school in Fort Collins. Once the school was opened served on the initial Assessment and Accountability Committee and became the chairperson for the next 4 years. Assisted in establishment of the Grievance Policy. Volunteered in the front office as receptionist and developed the school schedule 1998-2001.

**Northern Colorado Therapists & Columbine Care Center West** *October 1993 to May 2000*. Fort Collins, Colorado

**Occupational Therapist**

Worked primarily with geriatric stroke patients enabling them to return to their homes with support and/or services as an alternative to nursing home residency. These experiences afforded me the opportunity to work with patients and families assisting them in making "life" choices and decisions.

**North Colorado Medical Center** *January 1986 to May 1993*. Greeley, Colorado

**Occupational Therapist**

Worked primarily with head injury, hand, and burn patients. Learned a great deal about working with families in crisis. These experiences gave me many opportunities for personal growth in working with diverse populations of people.

**Valley Gymnastics** *January 1980 to June 1983*. New Hartford, New York

**Gymnastics Coach and Co-Owner of Gymnastics School**

Teaching gymnastics as described above until move to Colorado in June of 1983. Additionally, as young (18) co-owner worked with more experienced owners in development of schedule, billing, parent meetings, and general operations of the gymnastics school.

**EDUCATION:**

**Colorado State University** *June 1983 to December 1985*. Fort Collins, Colorado

B.S. Occupational Therapy GPA: 3.85

Began studies at Utica College of Syracuse University, Utica, New York. Married in June of 1993 and transferred to CSU.

**OTHER:**

**Colorado Department of Education & Colorado League of Charter Schools** *Fall 2002 to Present*. Denver, Colorado

**Business Manager Network Participant / Presenter**

Have attended and presented, when requested, since inception of group.

**Colorado League of Charter Schools** *Fall 2012 to Present*. Denver, Colorado

**Advocacy / Governmental Affairs Committee Member**

Worked on committee to further opportunities and funding for charter schools. Have spoken to legislators on behalf of charter schools and testified on bills that would benefit charter schools.

**Colorado Department of Education** August 2005 to August 2009. Denver, Colorado

**EDAC (Educational Data Advisory Committee 22-2-3-4 C.R.S.) Appointed Committee Member**

Inaugural Charter School Representative appointed for a four year term. I had the privilege of working with many CDE consultants, Colorado school district Representatives, and BOCES representatives to eliminate redundant reporting requirements and bridge communication regarding reporting between charter schools and their authorizing districts. I had repeatedly requested COE Schools of Choice Unit be able to notify charter schools of upcoming data collections in order to facilitate the charter school's ability to respond in a timely manner. The commissioner visited the committee and this issue was discussed, the commissioner agreed that the COE Schools of Choice Unit could notify the charters as the districts were notified. This newly allowable practice enabled more timely responses from charters to fulfill reporting requirements.

**Mary Blair Elementary School** *September 1989 to May 1993*. Loveland, Colorado

**Parent Volunteer/Accountability Committee Member**

Volunteer in traditional public school working with my 3 oldest daughter's teachers. Worked on Accountability Committee to establish classroom standards so grade-level experiences of students were "equal" regardless of the teacher a student was assigned to. In searching for answers to this and similar questions found out about the charter school movement.

**Larimer County MADD** *September 1986 to May 1988*. Fort Collins, Colorado

**President**

Led the Larimer County MADD (Mothers Against Drunk Driving) in community outreach and education efforts. Spoke at various Northern Colorado High Schools about my family's experience as a victim of a drunk driver. I was able to gain valuable skills in public speaking and holding a political opinion regarding criminality of drunk driving that was contrary to the majority, yet able to help others understand this position.

# MICHAEL D. ROGERS

## EXPERIENCE

<b>Chicago Education Partnership</b>	<i>Executive Director</i>	Chicago, IL	2013- Present
<b>Moving Everest Charter School</b>	<i>Executive Director</i>	Chicago, IL	2013- Present

- I have led the creation of a comprehensive Chicago Public Schools charter school application. Including creation and development of the school model and design, academic goals, performance metrics, curriculum and instruction, assessment, teacher recruitment, hiring and professional development plan, operational plan, board establishment and governance, financial and facility plan.

**By The Hand Club For Kids** *Managing Director – Strategic Growth* Chicago, IL 2012- 2013

**Board of Directors – served as board member of non-profit after-school program, By The Hand Club For Kids (\$5.5m annual budget) 2011-12**

- Lead the creation of a new 501(c)3/non-profit, Chicago Education Partnership and was established as the Executive Director of Chicago Education Partnership in 2013. Chicago Education Partnership and By The Hand have formed a partnership to establish a new charter school / after-school model within the Chicago Public School system.
- Engage members of the leadership team in creating specific tactical plans that support strategic initiatives and oversee effective coordination between ongoing and planned activities.
- Work with the Fund Development Team to create a multi-year fund development strategy that generates the financial support required for expansion of both By The Hand and Chicago Education Partnership.
- Analyze and evaluate all areas of organization: volunteer development, fund development, physical plant, site requirements, expansion opportunities, type of facilities required, technological needs, strategic partnerships, talent acquisition, staff retention and development model and processes, student enrollment, and develop plan / execute the changes required for successful realization of the 2020 growth objectives.

**Wheaton Christian Grammar School** *Principal K-8 Independent School* Wheaton, IL 2007- 2012

**Board of Directors – served as board member and board vice president for independent school (530 students, \$5m annual budget) 2005-07 prior to becoming Principal**

### *Curriculum, Instruction, Professional Development*

- Supervise the development and implementation of K – 8 standards-based curriculum.
- Created and instituted a comprehensive WCGS teacher professional growth and evaluation plan.
- Primary responsibility for teacher hiring/dismissal.
- Primary teacher evaluator.
- Lead the addition of full-day kindergarten program.
- Lead the addition of new courses to curriculum
- Lead the addition of Eighth Grade Capstone research project.
- Develop, lead and supervise implementation of all K-8 professional development activities.
- Lead creation, development and deployment of school-wide technology plan.
- Oversee new elementary and middle school teacher orientation and mentoring.

### *Development*

- Formulated a WCGS Development Plan.
- Secured grant money from three previously non-utilized sources (Illinois Textbook Loan, School Safety/Educational Improvement Block Grant, Title II/IV).
- Participate in capital campaign development and implementation for new \$25 million campus.
- Participate in design and construction decisions for new \$25 million campus.
- Participate in individual and group fundraising opportunities.

### *Strategic Planning*

- Developed Strategic Priority Action Plan.
- Strategic Plan priorities which I led:

Mission statement revision  
 Development and implementation of independent standards-based curriculum (McREL)  
 Staff development training initiatives; Classroom Instruction That Works, What Works in Schools, Formative Assessment, Writing enhancement, Standards Based Report Card revision  
 Expansion of funding for Art/Music/Physical Education program  
 Expansion of after school club opportunities  
 Addition of service learning opportunities for students  
 Development and implementation of Director of Communications/Marketing position  
 Lead development and implementation of marketing plan  
 Large scale expansion of faculty and staff technology opportunities/curriculum integration

#### *Operations*

- Lead the development of junior high teaching schedule
- Assist in the development of the annual school calendar
- Operate the elementary and middle school on a day-to-day basis
- Monitor, review and supervise all elementary and middle school faculty
- Assist with budget formulation and control
- Assist with school financial development

#### **First Trust Portfolios** *Vice President - Public Finance* Warrenville, IL. 2006-2007

- Develop public school market of public finance team with a firm I have previously have worked for (Clayton Brown)
- Research project options and funding opportunities for public school districts, park districts and municipalities
- Structure public debt funding options
- Present funding solutions to potential clients
- Service ongoing needs of existing clients
- Housing and construction market collapse and desire to be in school leadership prompted my return to education

#### **Naperville North High School** *Instructional Coordinator - Humanities Dept.* Naperville, IL. 2001- 2006

##### *Curriculum and Instruction*

- Provide departmental leadership and guidance regarding implementation of curriculum review and reform according to district standards that utilize Understanding by Design (Wiggins and McTighe) and Design Qualities (Schlechty). This includes personal involvement in all curriculum projects and personally writing curriculum as well.
- Conduct both formal and informal teacher observations for the purpose of evaluation and improvement of instruction. This includes the preparation of all mid-year and year-end summative evaluation materials.
- Develop and implement professional in-service programs and departmental staff development opportunities. This included facilitating content area seminars, working in conjunction with the Literacy Center to develop reading and writing workshops for all freshman Social Studies students and Vertical Team workshops for the social studies department.
- Leadership of vertical team concepts and skills implementation within social studies department.
- Leadership of all departmental staff on late arrival staff development days.

##### *Operations*

- Preparation of departmental master teaching schedule and teacher class assignments. This involved over 29 teachers and 270 sections of class.
- Preparation and management of departmental budgets. This included nine budget accounts totaling approximately \$100,000.
- Preparation of all building and grounds modifications for three departments.
- Identification of all capital outlay needs for three departments.

##### *Other areas*

- Lead the selection of staff in all three departments (29 people). This includes review and screening of applicant information, conducting interviews and presenting recommendations for employment to the Principal.
- Preparation and presentation of comprehensive three-year plan involving curriculum, assessment, and technology in all three departments. This is done in close collaboration with the Instructional Coordinator of Naperville Central High School.
- Preparation and presentation of yearly action plans that specify departmental accomplishments and future goals.
- Interviewing, placing and supervising departmental student teachers
- Organizing and conducting regular departmental meetings and overseeing departmental, school and district committee assignments.
- Co-Chair of Naperville North Advanced Placement Committee

- Member of the Naperville North School Improvement Committee
- Departmental leadership of assessment reform measures to ensure that the district goals of more valid, reliable, authentic and varied assessments are implemented.

**Geneva High School** *Teacher/Coach* Geneva, IL. 1995-2001

- Creatively and successfully educate high school students in the disciplines of Advanced Placement U.S. History, standard U.S. History, and American Government
- Create, develop and teach an Urban History class: The History of Chicago
- Head varsity tennis coach

**Romeoville High School** *Teacher/Coach* Romeoville, IL. 1994-1995

- Creatively and successfully educate high school students in the disciplines of Advanced Placement U.S. History, standard U.S. History, and honors economics
- Junior varsity tennis coach

**Promotional Marketing, Inc.** *Promotion Coordinator* Chicago, IL. 1990-1991

- Responsible for hiring, training and leading up to 15 marketing managers
- Develop budgets and tactical field marketing plans for multi-million dollar clients

**John Nuveen & Co.** *Sales Associate - Secondary Trading* Chicago, IL. 1989-1990

- Successful sales of fixed income unit trust products, mutual funds and money market funds
- Personal region responsible for over 30% of multi-million dollar sales volume

**Clayton Brown & Associates** *Syndicate Director* Chicago, IL. 1988-1989

- Manage unit trust underwriting desk; consolidated broker/dealers into underwriting syndicate

**Young Life** *Director of Junior High Development* Lake Forest, IL. 1987-1988

- Supervise, train and lead diverse group of volunteer staff and junior and senior high students

**EDUCATION**

**Aurora University** Aurora, IL. 1998-2000  
M.A. - Educational Leadership - Type 75 certification

**North Central College** Naperville, IL. 1992-1994  
Teacher Certification Program

**The University of Iowa** Iowa City, IA. 1981-1985  
B.A. - Political Science

**Lake Forest High School** Lake Forest, IL. 1977-1981