



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Mercedes Bender
Position/Title:	Partner, Brand Strategy
Job Description:	Oversee the successful delivery of projects, provide client advice and grow client relationships.
Type of Experience:	Marketing, Strategy, Entrepreneurship

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes
 No

If yes, please list and describe:

Chicago Public Library Foundation Junior Board 2013- 2015
 City Year Associate Board Member 2014 - 2015

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

The role of a board member is to provide academic, financial, and organizational oversight, hire and evaluate the School Leader using relevant metrics to ensure high student performance and the sustainability of the school.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

Being the child of an educator and a graduate of the CPS school system, I have insight on both ends of the spectrum as it relates to the gaps and opportunities within

the traditional education system. I am interested in joining the board of Chicago Prep as I believe that the curriculum addresses many of these gaps and opportunities, specifically as it relates to character development, community involvement, and financial literacy.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

As a brand strategist, I have years of experience in understanding the needs of both brands and their customers, developing strategies that effectively serve the needs and objectives of both. As a new school, Chicago Preparatory will need the support and buy-in from our families, the community and other stakeholders. Our messaging, outreach, and relationships will be a critical component in our success as a school. It is important that all voices are considered when discussing what parents want most for their children.

In addition, my previous board experience has prepared me to work with others to serve a larger organizational mission through committee planning, fundraising and governance.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

At Chicago Preparatory, we will provide an environment in which students will receive high-quality education, be challenged and embraced as individuals, have a strong focus on quality instruction. It is a space that fosters holistic growth during a key developmental stage and prepares them for individual success as well as being contributors to the communities in which they belong. Through its key design element of Financial Literacy and Entrepreneurship, Chicago Preparatory offers a skilled education requested by members and parents within the community.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

A school is achieving its mission if students are growing and achieving, the school is making progress towards its academic goals, and all contributors are representing the school to the best of their capacity and giving their best efforts to fulfilling the mission. As a Board, we will hold the school leader accountable and to ensure academic success, financial health, and organizational viability. We fully believe that Ms. Mary Griffin can and will achieve success for our students and families.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

During the founding stage, the Board has supported in building strong community relationships and engagement by networking with our families, students, and key stakeholders. We understand the need to hear what families want to see in a school

they support and where their child could attend. We know that Chicago Preparatory is a choice that many of our families want and need. As a Board, we have met monthly to ground ourselves in the mission, vision, and school model. Our monthly meetings have allowed us to understand our role as a governing body and what we will be responsible for ensuring on behalf of Chicago Preparatory. As a Board we will provide continuous oversight, resources and support to the School Leader and ensure student success.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

At Chicago Preparatory, there is absolutely no room for self-dealing. Every member of the Board is to act in the best interest of the school and not for their own gain. Should a member be found to have participated in self-dealing, the Board Chair will be notified, and he/she will investigate and remove the member from the Board as stated in our Bylaws.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Mercedes Bender
Occupation/Company/Title:	Partner, Client Engagement, Brand Strategy
Business Email Address:	mercedes.bender@kantar.com
Business Phone Number:	(312) 515-2275

12/2019

1. When were you elected or appointed to the Board?
2. When did your current term as a Board member start and when does it expire?

Start: 2020 Expire: 2022

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board's approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board's approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board's Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

2) I have served on the Chicago Public Library Foundation's Junior Board (2013-15) & City Year Associate Board (2014-15).
4) and 6) I have reviewed and fully understand our conflict of interest policy and drafted by-laws that will govern our
work as a governing body. Upon authorization, one of the first policies, the Board will formally review and vote to
approve is our drafted by-laws.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Mercedes Bender

Mercedes Bender (Apr 24, 2020)

Signature

Apr 24, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Kenneth Dickerson
Position/Title:	President KGF Enterprises Inc
Job Description:	Self Employed. Company is mother company for a Seva Beauty Spa Franchise and Christian Brothers Automotive Services (2021)
Type of Experience:	30 years working for Fortune 500 companies in sales, sales management, senior leadership, marketing. Sixteen years as business owner.

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes

No

If yes, please list and describe:

Currently serving on board for Trinity Senior Housing Corporation since 2010. Previously served on founding board for Bronzeville Little League, 2015-2016.

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

To provide financial, academic and organizational oversight of the school, support the mission and vision, and maintain compliance with local, state and federal laws. Financial and academic oversight can be achieved by ensuring we are informed / reviewing dashboards submitted by school leadership. Organizational oversight can be achieved by ensuring all ethical obligations of staff / faculty / board members is

followed. Regarding the mission and vision the board, through its oversight make sure the scholars are consistently challenged by the curriculum thus preparing them for future success.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I'm interested in serving on the board for Chicago Prep Middle School because I'm interested in being involved with a school focused on preparing students to lead successful lives. I'm supportive of the focus of CPMS on academic rigor, character development and financial literacy and entrepreneurship. The opportunity to play a role in shaping the lives of our youth is exciting and rewarding to me, therefore I am motivated to serve on the board. I will leverage my experience as a business owner to make sure we maintain focus on executing the mission and vision for the school. As an active member of the board, I have the responsibility of making sure the we are accountable for our actions and to leverage my leadership skills I've utilized in the business world.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I feel that I'm qualified to serve on the board for Chicago Prep because of my previous experience serving as a founding member of the Bronzeville Little league as well as my 10 years of experience serving on the board of the Trinity Senior Housing Corporation. As a business owner, I bring to the board the experience of starting a company which is similar to founding a charter school. Some transferable skills and experiences are working as part of a team, creating and executing plans and holding myself and others accountable. These skills are important to the school because Chicago Prep Middle School's performance will be measured against many benchmarks and an engaged high performing board will play a major role and helping the school achieve those benchmarks. Finally, as the school continues to perform at a high level the scholars will receive the quality education they deserve and have a positive impact for the school, the students and their families.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

The mission of the school is to academic rigor in a structured and supportive community, preparing all 5th- 8th grade scholars to succeed in college and positively impact the world. The academic rigor will be achieved by focusing on critical thinking, setting high expectations and working with students to make sure they product high quality work. Character development will be focused on by stressing the need to treat others with dignity and respect and kindness. Another area that will be included is a course in financial literacy and entrepreneurship which will be unique to CPMS. I understand that having parental and community involvement, including the business community can positively impact our school. The more engaged parents are the more students will feel that they have the support at home as well as at school to excel. Finally, it's equally as important to provide a consistent structured environment so that students can thrive and be prepared in their future.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

To make sure Chicago Prep achieves its mission, the board will work closely with the school leader to monitor the academic progress of the school as well as the overall performance and agreed upon expectations. As a data-driven school, data will be reviewed to track performance against our goals and feedback provided regarding achievement. We will listen and review feedback from our parents and other community partners to make sure the school is achieving the mission. This will be achieved by having regularly scheduled board meetings with the school leader to review and discuss student performance and the needs and progress of the school. Processes can be set up to give parents and teachers the ability to provide feedback on our progress. Test scores at baseline will be taken and future scores compared against them to make sure improvements are being made and finally we will track the performance of scholars that graduate from CPMS to see how well they continue to perform in school.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

In the founding stages, right now, the Board plays the role of thought-partnership to our proposed school leader, Ms. Mary Griffin, and support with community engagement, networking, and doing a needs assessment of what the community needs in order to develop our school to be responsive to those needs. In the governance stage, our role would be oversight, ensuring that progress is being made by our students, that our faculty feels supported and has the resources necessary to be successful. Also, during governance, we will not be managing the day to day operations but rather providing strategic support and vision to the school's leadership.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

If this situation occurs, I will alert the Board Chair and discuss next steps required to address the situation. Unethical behavior is unacceptable and will not be tolerated. The investigation will be immediately conducted and if evidence is uncovered validating that a board member acted unethically, they will be immediately removed from the board.



Annual Board Member Conflict-of-Interest Form

Purpose

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In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
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3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Kenneth Dickerson
Occupation/Company/Title:	President, KGF Enterprises Inc
Business Email Address:	1280@Sevabeauty.com
Business Phone Number:	872-267-5075

10/2020

1. When were you elected or appointed to the Board?
2. When did your current term as a Board member start and when does it expire?
2020-2022

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board's approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

#4 & #6, During the founding stage the board doesn't vote on any policy. But upon authorization, will review and approve the bylaws and conflict of interest

#2, Currently serving as Chair of the Trinity Senior Housing Corporation and previously served on the board for the Bronzeville Little League as a founding member.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Kenneth Dickerson

Kenneth Dickerson (Apr 22, 2020)

Signature

Apr 22, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Dr. Andrea Elzy, Ed.D.
Position/Title:	Director, Postsecondary Strategies
Job Description:	Stewardship and oversight of Thrive Chicago’s postsecondary portfolio; postsecondary convening efforts, co-designing for postsecondary systems solutions city-wide.
Type of Experience:	Higher Education, Executive Level Leadership.

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes
 No

If yes, please list and describe:

N/A

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

My understanding of the function and role of a founding board is initial shared governance leading up to the opening of a proposed school campus. That is, shared discussions among the board regarding our mission, community engagement efforts, and ensuring initial operational needs and processes are sustainable and feasible. More broadly, and long-term- my understanding of the role of the board is specific to

ensuring that the Chicago Preparatory Middle School maintains its commitment to the vision and student academic progress and educational experience, is maintaining fiscal responsibility, and serves as a support of the school as needed or as called upon by the proposed school leader. The role of the board is not to manage the school's day to day operations, but rather, to provide a framework with which to ensure there is an opportunity for administrators and teachers to build and promote the overall success of the school, its students, and a commitment to the larger Bronzeville community.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I believe in the power of young people, community, and grassroots understanding of students and families in their communities- and more importantly the power that lies within an academic and an educational system that is inclusive and encouraging of all of the elements necessary to support student success and student persistence. This is what I feel Chicago Prep school represents. More broadly, I feel that the charter school system is a positive opportunity for many young people/families and can provide access to a specific experience that provides students with experiences conducive to personal development and academic rigor. Our young people in the city of Chicago know what they want, and families should have the freedom to choose the school that fits best for their children. The idea of choice and the notion that students want and are excited for a specific enriching experience, encourages my engagement to be a part of the board. I believe wholeheartedly in the mission and vision Chicago Prep.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I do believe I am highly qualified to serve in my capacity within the board. Among my academic and professional accomplishments to date, I am currently working to create systems change (K-12, higher education, and systems relative to policy) for the young people in the city of Chicago. I feel it's more important to elevate that I have spent the last 15+ years of my life highly engaged with young people in the capacity of K-12 education and higher education leadership and policy. I've worked up and down the coast of California, and now in Chicago, in the capacity of Advisory, Director, and now at an executive level. My passion and purpose are to work to augment systems that

hinder the success of young people and their persistence to and through their next phase of life; whether that be college, career, or service. I look forward to this opportunity in serving on this board to be a continued change agent in education.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

Firstly, the underline mission of Chicago Preparatory is the belief that every child can and will learn. This is an essential value that Chicago Preparatory holds central to its mission and purpose- to which I am a staunch supporter. More specifically, this opportunity to serve on the founding board at Chicago Preparatory Middle School resonates with me due to the overall mission, vision, and the uniqueness of the curriculum and student experience. In my role at Thrive Chicago, I've had the experience working with young people, school staff, faculty, advisors, principals, and community business leaders. One of the most emergent themes is the need for young people to be "ready for the real world." Many have described this, both in literature and in practice, as the development of soft skills. At Chicago Preparatory Middle School, we recognize these as essential skills that will inevitably provide students with the access and understanding with regard to the skill sets it requires to be successful to and through the K-12 pipeline, and to ultimately, family sustaining employment.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

- 1) Feedback (both qualitative and quantitative that outlines student experience)
- 2) Academic Success Measures and CQI (continuous quality improvement)
- 3) Student Persistence, high school completion, and completion of postsecondary planning development. This will be done via an academic dashboard presented by the proposed Head of School, Ms. Mary Griffin, ensure academic progress for each student.
- 4) Satisfaction with Culture and Climate (both teacher and student)
- 5) Faculty Satisfaction and Work Culture

7. Describe the role that the Board will play (or currently does play) in the school's operation.

At this moment, the board is building the foundational knowledge of understanding and expectations: both academic and on a governance level. For example, we know that foundationally there will be an academic financial literacy and entrepreneurship component to the curriculum. We are heavily engaged in community outreach, meeting as a founding team on a monthly basis, grounding members with the mission and vision. As a governing body, we will be responsible for compliance, oversight, hiring, supporting and evaluating the Head of School.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

I would address this situation head on. As a leader, I feel it's important to act ethically and with integrity- at all costs. Throughout my career there have been times where I have had to make difficult decisions about shedding light on situations which I felt were unethical or not within the best interest of the organization or institution. More importantly, self-dealing is not tolerated on the board. Therefore, should any member be perceived to have participated in self-dealing, it must be brought to the Board Chairs attention and investigated. If it is concluded to be self-dealing, that member must be removed in accordance to the Bylaws. Finally, I feel that communication and transparency is key- and that our board is sound and is more than capable of holding each other accountable for any and all perceived situations which raise any concerns.



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2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Dr. Andrea Michelle Elzy, Ed.D.
Occupation/Company/Title:	Director of Postsecondary Strategist
Business Email Address:	aelzy@thrivechi.org
Business Phone Number:	310-904-9616

1. When were you elected or appointed to the Board? January 2020
2. When did your current term as a Board member start and when does it expire?
2020 - 2023

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board's approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board's approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board's Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):
4) & 6): The Bylaws and Conflict of Interest policies have not yet been voted on, but will be approved when authorized.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.


Andrea Erzy (Apr 22, 2020)

Signature

Apr 22, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Brandon Kimble
Position/Title:	Superintendent, ReGeneration Schools
Job Description:	<ul style="list-style-type: none"> Using data and daily observations, partner with Principals to constantly evaluate and improve instruction, teacher training, curriculum implementation, assessments, and other aspects of schools' academic programs and culture; Partner with Principals to build a positive culture with staff, students, and families; Support Principals to plan and implement summer and school-year training and professional development for teachers; Support Principals to oversee hiring of teachers and other school staff. Provide frequent, informal feedback to Principals and conduct an annual formal evaluation; Plan and implement training for Principal Fellows and all network instructional leaders; Support, develop, and execute Principal professional development across regions
Type of Experience:	Education

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes
 No

If yes, please list and describe:

N/A

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

The role of a Board member is to set the vision and goals for the school, adopt policies that give the school direction to set priorities and achieve its goals, hire and evaluate the founding school leader, and adopt and oversee the annual budget.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

Currently I serve as Superintendent of ReGeneration Schools. In my role, I coach and manage school principals, DCI's, and instructional leaders of turnaround schools. I'm interested in serving as a Board member of Chicago Prep, because I want to broaden my impact by governing a school to ensure it's doing what's best for students in the community.

Every community faces a unique set of challenges in terms of education, and I want to be a part of the solution. When setting policies and goals, I want to ensure they reflect the community's values, wishes, and challenges. For example, as a Board member, I will have the opportunity to use data to identify which students' disadvantages are negatively affecting their education and allocate resources to optimally mitigate this effect.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I strongly believe I am qualified to serve as a Board member of Chicago Prep , because I have over 15 years of experience in schools, which includes assuming the roles of teacher, instructional coach, middle school principal, and superintendent. My excellent track record of achievement also qualifies me to serve as a Board member. Here are a few highlights from my career in education:

- As a teacher, I won school, district, city, and state level Teacher of the Year recognition six times for making significant gains with my students. My math data consistently ranked in the first quartile in the Houston Independent School District.
- As principal, I was given the challenge of turning around a school that had poor student achievement results, low academic rigor, and 23 fights in a three-month period. I successfully transformed the school by placing a laser-like focus on data and instruction, modeling rigorous instruction in classrooms, implementing school-wide systems and routines, and tightening school culture using a decision-making behavior management system. As a result, I received the Chicago Principal Achievement Award from Mayor Rahm Emanuel three years in a row for exceeding the 90th percentile nationally in reading and math. I also narrowed the achievement gap by bringing targeted groups above the 70th national performance percentile.
- As a superintendent, I led my schools to rank in the top 2% of schools with similar demographics in Illinois on the PARCC Math and Reading assessments.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

The mission of Chicago Prep is to provide academic rigor in a structured and supportive community, preparing all 5th-8th grade students to succeed in college and positively impact the world. Chicago Prep Middle School deeply believes that *all* children – no matter their zip code, race, ethnicity, or socioeconomic status – can achieve academic success. Chicago Prep Middle School is committed to providing the positive school culture, excellent teaching, and individualized supports necessary for our students to achieve their dreams.

Chicago Prep Middle School has three focus areas: academic rigor, character development, and financial literacy and entrepreneurship. Here are details about each focus area:

- **Academic Rigor:** Chicago Prep Middle School holds all students to high expectations, challenging them to think critically about meaningful content and to produce high-quality work.
- **Character Development:** Chicago Prep Middle School centers its school culture around six core values – kindness, courage, gratitude, curiosity, responsibility, and perseverance – and celebrates students for showing them.
- **Financial Literacy and Entrepreneurship:** Chicago Prep Middle School provides a foundation of financial and entrepreneurial skills to motivate students and prepare them to navigate the challenges of college, career, and life.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

As a Board member, I would assess whether a school is achieving its mission through

oversight and reviewing data provided on monthly dashboards surrounding student growth and achievement. Additionally, we need to be aware of what any given student's academic achievement level is upon entrance, and that all students are consistently making adequate progress towards goals on interim, NWEA, and IAR assessments.

Test scores may provide one source of data, but they do not tell the whole story. I would also look at staff and student surveys and attendance data to determine whether a school is on track to achieving its mission. Additionally, supporting and evaluating the school leader and looking at financial dashboards would be other actions I would take to measure progress towards achieving the school's mission.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

The Board will not oversee daily school operations. During the founding phase, the role of the Board is to build community relationships and help get students enrolled. As a governing board, responsibilities transition to oversight and governance for Chicago Prep. The Board will not oversee daily operations. However, the responsibilities include developing a system of accountability that aligns with the mission and vision of the school; hold the proposed school leader accountable to its stated goals; ensure fiscal healthy; and soliciting the support of the community and other community stakeholders.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

Whenever any member of the board, myself included, acts unethically or not in the best interests of the school, it must be reviewed by the entire board. If it is found that one or more board members were acting unethically or for their own interests, that board member must be removed immediately.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Brandon Lee Kimble
Occupation/Company/Title:	Superintendent, ReGeneration Schools
Business Email Address:	bkimble@regenerationschools.org
Business Phone Number:	773-778-9455

- When were you elected or appointed to the Board? October 2019
- When did your current term as a Board member start and when does it expire?
2020 - 2021

Nepotism (Provide a brief narrative in the space below for any Yes response)

- Are you or any of your relatives currently employed at the School?

Yes

No

- Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board's approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.



Brandon Kimble (Apr 22, 2020)

Signature

Apr 22, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Mitchell Newsome
Position/Title:	Application Sales Manager
Job Description:	Technology consultant for State & Local, Education and Healthcare entities, with a focus on Construction Project Management
Type of Experience:	Large scale corporate technology consulting for both public and private sector entities

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes

No

If yes, please list and describe:

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

To provide financial, academic and organizational oversight for the school. Financial and academic oversight can be achieved by ensuring we are informed / reviewing dashboards submitted by school leadership. The Board of Chicago Prep is to ensure all students will be challenged by the curriculum and that nothing illegal, unethical or imprudent will exist in the school.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

My main area of interest is in the ability to positively impact the underserved communities of Chicago. It has long since been a passion of mine to promote educational initiatives within my community, but the opportunity to establish an institution of learning has never been a possibility until now. The flexibility, autonomy & freedom of developing a strong mission, vision, and rigorous curriculum is what truly drives my passion to support and solidify Chicago Prep as a staple of the Bronzeville community now and far in to the future. I am also very excited to learn and share new ideas with other members of the Chicago Prep Board, to create a repeatable solution to the problems posed by the current standards of public-school systems around the country.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I believe that my knowledge and expertise in the world of corporate technology sales has equipped me for the challenge of serving as a Board member to a public charter school. Specifically, I have spent years in the analytics space serving myriad industries (including K-12), and fully understand the power of data and analytics as it pertains to continuous improvement. I have also been responsible over the years for managing and governing very large complex sales cycles, territories and quotas, at which I have excelled. I consider myself an innovator and problem solver, and I'm comfortable planning and managing large scale initiatives and campaigns to completion.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

Ensuring that we are providing oversight by reviewing data provided on dashboards surrounding student growth and achievement. Making sure that we are aware of what any given students' academic achievement level is upon entrance, and that they are constantly meeting benchmarks set forward. Keeping analytics and transparency at the forefront will allow for real time tracking of key performance indicators. Holding both the student body and faculty accountable daily is the only true way to monitor progress or regression.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

It is the duty of each board member to provide the oversight necessary to help the school achieve its stated goals. To do this, it is essential to utilize all the available tools and information in order to properly evaluate how well the school is performing against its targets. Having instant access to critical data points from both a macro and micro level, allows for insight into important trends or warning signs. Leveraging the data that is being collected on both the students and faculty will allow for the most unbiased governing decisions. This should be an ongoing practice to take advantage of the data that is being collected on a daily, weekly

& monthly basis.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

As we are currently in the founding stage to open a charter school in Bronzeville, the Board essentially acts as a group of subject matter experts, providing insight and feedback to the school leader, Ms. Mary Griffin. Critical responsibilities of the Board include community engagement, attending/hosting networking events, neighborhood-based needs assessments done with community leaders, and more. Once in the governance stage, the duty of the Board is to provide oversight to the school and ensure consistent progress is being made by our students and faculty and that they all feel supported in their efforts. In summary, once this becomes a governing board, the duties will be focused on setting the long-term strategic vision/goals for the school.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

It is the goal of the governing board to ensure that the school is in the best possible position to succeed and achieve its goals. To be aware of unethical behavior and not alert the board chair immediately, would be a direct contradiction to the agreed upon duties of each Board member and also makes that individual complicit in said unethical behavior. It is the collective responsibility of the Board to hold one another accountable, in part by always maintaining a high level of transparency. It is my responsibility to report any unethical or illegal behavior to the board chair immediately and recommend for removal if founded.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Middle Charter School

Personal Information

Full Legal Name:	Mitchell Newsome
Occupation/Company/Title:	Technology Sales/Oracle Application Manager
Business Email Address:	mitchell.newsome@oracle.com
Business Phone Number:	312-636-4171

3/20/2020

1. When were you elected or appointed to the Board?
2. When did your current term as a Board member start and when does it expire?
2020-2023

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

2. Have you previously/do you currently serve on any other governing boards? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

3. Have you read and do you understand the Board's approved bylaws? **Narrative needed only if response is No.**

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? ***Narrative needed only if response is No.***

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Questions 4 & 6: I have reviewed and understand fully our drafted Bylaws that will govern our work as a governing body and Conflict of Interest Policy..

Upon authorization, one of the first policies the Board will formally review and vote to approve is our drafted Bylaws and Conflict of Interest Policy.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Mitchell Newsome

Mitchell Newsome (Apr 22, 2020)

Signature

Apr 22, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Jack Pritchett
Position/Title:	Vice President, Finance
Job Description:	Head of finance, human resources, and legal as well as a board observer
Type of Experience:	Finance, Human Resources, and Legal

Experience and Knowledge

1. Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:
- Yes
- No
- If yes, please list and describe:

N/A

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

<p>The role of a Board member of a public charter school is to provide oversight to ensure that we are proactively planning by setting strategic, academic, and financial goals and managing our resources in the pursuit of those goals. My expectation is that we will use budgets to plan, financial statements to track against budget, and dashboards to track KPI's and OKR's.</p>
--

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I believe that my personal interest in the Chicago Prep mission and professional experience owning, operating, and advising private companies, enable me to be an exemplary board member at Chicago Prep. Given my background in finance and Chicago Prep's commitment to financial literacy and entrepreneurship, I look forward to being part of a school that provides high-quality curriculum, supports to all students, and commitment to the community.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I believe that my experience running finance, human resources, and legal departments at private companies will bring an important perspective. My finance background will be especially valuable during the budgeting process and will help to ensure that we operate to plan. I have also been a board member and board observer at private companies and understand the value of oversight and advisory.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

Chicago Prep will prepare our 5th through 8th grade scholars to succeed in college and positively impact their community and their world. At Chicago Prep, we believe in academic rigor, engaging with our families, and educating all students. We believe in developing a school environment that fosters personal and academic growth in all of our students. Chicago Prep will focus on character development, financial literacy & entrepreneurship, excellent teaching, and family & community partnerships.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

An effective board always operates with accountability and care. Through frequent robust discussions and monthly reviews of academic and financial dashboards, the Board will be able to assess whether the school is achieving its mission and delivering on the promises made to students and their families. Only then can the board make the proper assessments and arrive at informed decisions based on the data we are receiving regarding the academic progress and school financials.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

When I joined in December 2019, and at this present time as a founding team, we focus on deep community engagement, reviewing the school model, and preparing ourselves to govern Chicago Prep. As a governing body, we will focus on providing strong governance through academic and fiscal oversight, support for and evaluating the school leader, and remaining in compliance.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

I would report the person(s) to the chairman of the board to ensure that the best interests of the school are met. Subsequently, I would expect an investigation and potential removal of the member(s). There should be zero tolerance for self-dealing, unethical acts, and not behaving in the best interests of the school.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Jack Wilson Pritchett
Occupation/Company/Title:	Finance/Buildout, Inc./VP Finance
Business Email Address:	jack@buildout.com
Business Phone Number:	7042818230

10/29/2019

1. When were you elected or appointed to the Board?
2. When did your current term as a Board member start and when does it expire?
2020-2023

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

2. Have you previously/do you currently serve on any other governing boards? ***Provide a brief narrative in the space provided if response is Yes.***

Yes

No

3. Have you read and do you understand the Board's approved bylaws? ***Narrative needed only if response is No.***

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? ***Narrative needed only if response is No.***

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

#2: I was a board observer at Prism Analytical Technologies (2014-2017), a board member of MAX Tech Holdings (2017-2018), and a board observer at Buildout (2018-Present).

#4 & #6: I have reviewed and understand our drafted bylaws and conflict of interest policy. Upon authorization, the board will formally review and vote on both policies.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Jack Pritchett

Jack Pritchett (Apr 30, 2020)

Signature

Apr 30, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Rupa Ramadurai
Position/Title:	Director, Policy Fellowships & Programs at the Leadership for Educational Equity
Job Description:	Serving on LEE’s Policy and Advocacy team, working to design and deliver high-impact policy and advocacy online and in-person programs and fellowships to refine members’ policy content, advocacy knowledge and leadership skills. Providing development opportunities for members to secure and succeed in leadership positions to increase opportunities and achievement for students from low-income communities. Also support integrating policy knowledge, skills and mindsets into the leadership development of members across a variety of career paths. Responsible for developing strong relationships with external organizations involved in LEE’s mid-career policy and advocacy fellowship program, as well as developing entry, mid- and senior-level policy and advocacy leaders by coaching them in their individual leadership.
Type of Experience:	Served on 2 Local School Councils for 2 years, serve on a regional and national nonprofit board. Also served as Vice President of a non-profit and acted as a liaison between the board and the management team.

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes

No

If yes, please list and describe:

TEACH FOR AMERICA, Board Member

- *The National Collective Advisory Board*. Representing the interests of alumni of color and providing strategic advisement to executive leadership. October 2018 – current
- *The Regional Collective*. Leading initiatives that re-engage and mobilize local alumni of color and provide networking and professional development opportunities. March 2018 – current

CHICAGO PUBLIC SCHOOLS, Local School Council Member

- Served as an elected leader, specifically as a Community Representative representing the interests of Ogden-Jenner and Jones College Prep in budgeting, principal selection and evaluation. July 2018 – current

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

Provide the strategic vision for the school, hire the proposed school leader, hold the school leader accountable for academic success, and provide academic, financial and organizational oversight.

Financial and academic oversight can be achieved by ensuring we are informed / reviewing dashboards submitted by school leader. Organizational oversight can be achieved by ensuring all ethical obligations of local, state, and federal laws are followed.

Also, we need to be well informed about the students served by our school, which means we have to be knowledgeable about the demographics of their students and their strengths and weaknesses through current and future efforts of community engagements and assessments.

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I was born and raised in the Chicago area, and specifically came back to Chicago for law school in efforts to address educational inequity for students here in Chicago Public Schools. I am particularly excited about the opportunity to work with Chicago Preparatory Middle Charter School and empower families with the ability to know that they have options and choices for their students and not feel they have to accept the status quo. I believe in the vision that Chicago Prep has for its students and for the community at large and the holistic approach we'll be taking to support students towards college and career success.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I have been committed to the education sector in various capacities over the last 10 years. I was a high school teacher, a school district attorney, an attorney for the State Board of Education, and now work in a leadership development organization

dedicated to supporting former educators become more civically engaged. I was born / raised in the Chicago and am committed to this community.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

As for the mission, I believe that Chicago Prep is focused on academic rigor in the sense that it is prioritizing access to opportunities and resources otherwise not afforded to our students.

Chicago Prep focuses on creating a structured and supportive community within the school that will equip our students with the optimal conditions for learning and also provide them with tools to take out into the real world and recreate those supportive / structured conditions for themselves.

Finally, the mission commits to preparing 5th-8th graders to succeed in college and positively impact the world says we are planning with the future in mind. We believe that the skills we instill in our students are going to benefit their future trajectory.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

Ensuring that we are providing oversight by reviewing data provided on dashboards surrounding student growth and achievement. Making sure that we are aware of what any given students' academic achievement level is upon entrance, and that they are constantly meeting benchmarks set forward.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

In the founding stages, the Board plays the role of thought-partnership to our school leader, Ms. Mary Griffin, and supports with community engagement, networking, and doing a needs assessment of what the community needs in order to develop our school. In the governing stage, our role would be oversight, ensuring that progress is being made by our students, that our proposed school leader has the necessary resources to provide to faculty to be successful. As a governing body, we will not manage the day to day operations but rather provide strategic support and vision to the school's leadership.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

As a Board member it is our shared and collective responsibility to hold one another accountable and to be transparent to one another. As the proposed Board Chair, if I was personally to learn of unethical behavior, my response would be to immediately investigate the matter. I would start by speaking to anyone who may have first-hand information of the unethical behavior. I would approach the board member(s) and address that a concern has been raised, and offer as much specificity around the allegation as appropriate, and offer them the opportunity to hear their side of the story. I would then consult the rest of the board members uninvolved to discuss next steps as a collect and seek their advisement on how to proceed. If necessary, I would recommend removal of the board member should the circumstances be necessary and the behavior egregious.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Rupa Ramadurai
Occupation/Company/Title:	Director, Policy Fellowship & Programs
Business Email Address:	rupa.ramadurai@educationalequity.org
Business Phone Number:	630-886-3766

December 2019

1. When were you elected or appointed to the Board?
2. When did your current term as a Board member start and when does it expire?

2020-2023

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

2. Have you previously/do you currently serve on any other governing boards? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

3. Have you read and do you understand the Board's approved bylaws? **Narrative needed only if response is No.**

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

Question 1 & 2: Currently, I serve on two local school councils as a Community Representative, one at Ogden Jenner International School and Jones College Prep. My service started July 2018 and ends in July 2020.

Question #4 & #6: Upon authorization, the first few policies the board will review and approve are the Bylaws and Conflict of Interest Policy.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Rupa Ramadurai

Rupa Ramadurai (Apr 22, 2020)

Signature

Apr 22, 2020

Date



**Office of Innovation and Incubation
New Schools Request for Proposal
Board Member Application Form**

General	
Name:	Julia Strauch
Position/Title:	Director, Finance and Compliance
Job Description:	Oversee finance and compliance for non-profit
Type of Experience:	Teaching, legal, finance, compliance

Experience and Knowledge

Please indicate whether you are currently or have previously served on the Board of a school or any non-profit organization:

Yes
 No

If yes, please list and describe:

N/A

2. What is your understanding of the role of a Board member of a public charter, contract, or Alternative school?

The purpose of the board is to provide oversight to the school in the areas of operations, finance, and academics.
--

3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I am deeply invested in academic outcomes for students in Chicago, and believe I have the expertise that will help me guide the school to achieve these outcomes. I am specifically invested in the mission of Chicago Preparatory to provide a high performing school as an option for families in the Bronzeville community. Chicago Prep will provide students with a rigorous and supportive school environment and teach the financial and entrepreneurial skills they will need to be successful in the 21st century economy. I have great confidence in our founding team's ability to carry out the mission and vision of the school.

4. Why do you believe that you are qualified to serve as a Board member of a public charter, contract, or alternative school? What previous experience, skills, or background do you have that is relevant to serving on the Board of the proposed charter, contract, or alternative school?

I have a masters degree in elementary education and taught first and second grade in Los Angeles. I also have a law degree and practiced in Cook County. I currently manage finance (specifically budgets) for a large non-profit and compliance. I am experienced in creation and management of budgets and aligning budgets to operational priorities. I will employ these skills to support in the development and implementation of the Chicago Preparatory budget, ensuring we are fiscally healthy and complies with applicable laws and regulations.

5. What is your understanding of the school's mission, vision, educational philosophy and program?

Chicago Prep's mission is to prepare the middle school students of Chicago's Bronzeville neighborhood to be successful in high school, college and beyond. The school will do this by creating an academically rigorous curriculum, which has a specific focus on financial literacy and entrepreneurship. It will also have a community focused and inclusive culture with a focus on excellence of character.

6. As a Board member, how do you assess whether a school is (or is not) achieving its mission?

I will review the metrics we agree on with the school's administration via regular dashboards and meetings. These will include measures of student performance and achievement, community engagement and satisfaction and financial management and viability.

7. Describe the role that the Board will play (or currently does play) in the school's operation.

The board will serve in an oversight capacity, reviewing high level metrics and progress toward goals. The board is not involved in the day to day operation. However, the board supports the school leader in providing resources for the school's success.

8. How would you handle a situation in which you believe one or more members of the school's board were acting unethically or not in the best interests of the school?

In this event, I would begin with a conversation with the board member involved to ensure I had a clear idea of what is happening, I would then bring the issue to the Board Chair for their investigation of the incident/behavior. If the board chair finds that unethical behavior or behavior that demonstrates a self-dealing has occurred, the board member will be remove.



Annual Board Member Conflict-of-Interest Form

Purpose

Each board member of a charter or contract school governing board must complete this form **annually** to identify and resolve actual or potential conflicts of interest in the school. These disclosures protect the public and the school's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a governing board member.

In connection with any actual or possible conflict of interest, a governing board member must disclose the existence of their interest and should be given an opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers who are considering the proposed transaction or arrangement that creates the conflict.

Definitions

1. **Employee.** The school leader and all other employees of the charter or contract school, regardless of classification and regardless of whether employed on a full time or part time basis.
2. **Entity.** Any individual, corporation, proprietorship, partnership, firm, association, trade union, trust, estate and/or group, as well as parent, or subsidiary of any of the listed entities, whether or not operated for profit.
3. **Board.** The governing board of the charter or contract school.
4. **Management Organization.** Any organization, regardless of for- or non-profit status, that holds a contract with the Board to provide educational or school management services. The Management Organization may be an Educational Management Organization or Charter Management Organization.
5. **Not-for-Profit Corporation.** A corporation subject to the Illinois General Not for Profit Corporation Act of 1986 (805 ILCS 105/) and organized solely for one or more of the purposes authorized by Section 103.05 of the Act.
6. **Relative.** Any Spouse, Domestic Partner, Partner to a Civil Union, child, step-child, parent, step-parent, grandparent, grandchild, sibling, step-sibling, half-sibling, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, great-aunt, uncle, great-uncle, niece, nephew, or first cousin and shall include any similar relationship created by blood, legal adoption, in loco parentis status, marriage, Domestic Partnership, Partnership to a Civil Union, or parenting relationship.
7. **School.** The charter or contract school at which the individual completing this form serves as a governing board member

Conflict-of-Interest Questionnaire

Please complete this questionnaire in its entirety. The Personal Information section requires narrative responses. For all other sections (Nepotism, Gifts, Conflicts of Interest), please circle a Yes or No response, and enter a written explanation if directed. The purpose of the narrative is to provide sufficient detail to assess whether a conflict may exist. Attach additional sheets as necessary.

Once you have completed the questionnaire, please sign and date in the space provided and return it to the appropriate School official, who will submit it via Epicenter to the Office of Innovation & Incubation within Chicago Public Schools.

Please note that this form is a public document and will be available for review by any member of the school community or the general public upon request.

School Name: Chicago Preparatory Charter Middle School

Personal Information

Full Legal Name:	Julia Strauch
Occupation/Company/Title:	Director, Finance and Compliance
Business Email Address:	jmbeien@gmail.com
Business Phone Number:	773-329-5733

1. When were you elected or appointed to the Board? appointed
2. When did your current term as a Board member start and when does it expire?
2020 - 2022

Nepotism (Provide a brief narrative in the space below for any Yes response)

1. Are you or any of your relatives currently employed at the School?

Yes

No

2. Are you or any of your relatives currently working at the School independently (e.g., as a contractor, consultant or agent)?

Yes

No

3. Do you or any of your relatives have a close personal relationship with the School or any individual(s) associated with the School that could make it difficult for you to execute your duties as a board member in an independent manner?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Gifts (*Provide a brief narrative in the space provided for any Yes response.*)

1. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity engaged in any transaction with the School?

Yes

No

2. Have you or any of your relatives received, directly or indirectly, any food, entertainment, service or other thing of value over \$50 (or \$100 cumulative from any one source) from any Entity soliciting work or business from your School?

Yes

No

Narrative (*please ensure that you include the number of the question that the response references*):

Conflict of Interest (*Provide a brief narrative in the space provided for any Yes response*)

1. Are you or any of your relatives an officer or member of an Entity that conducts business or has a relationship with the School?

Yes

No

2. Do you or any of your relatives have any ownership interest in any Entity that does business with the School? Ownership interest means voting power in a corporation, profits interest in a partnership, or beneficial interest in a trust.

Yes

No

3. Have you or any of your relatives ever served on the board of any Entity in which the School invests?

Yes

No

4. Do you or any of your relatives have any contractual agreements with the School?

Yes

No

5. Do you or any of your relatives have any ownership interest or derive any income from the School or any Management Organization associated with the Charter School?

Yes

No

6. Do you or any of your relatives have any contractual agreements with any other board member of the School?

Yes

No

7. Have you or any of your relatives leased or sold any real property to the School?

Yes

No

8. To the best of your knowledge, are there any other situations not described in the previous questions which may create or give the appearance of a conflict of interest between you or any of

your relatives and the School, or would make it difficult for you to discharge the duties of your office in an independent manner?

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

Other Questions

1. Other than your role as a governing board member of the School, do you currently serve as a public official? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

2. Have you previously/do you currently serve on any other governing boards? **Provide a brief narrative in the space provided if response is Yes.**

Yes

No

3. Have you read and do you understand the Board's approved bylaws? **Narrative needed only if response is No.**

Yes

No

4. Did you vote on the Board's bylaws (and/or any amendments to the bylaws made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

5. Have you read and do you understand the Board’s approved Conflict of Interest Policy (Code of Ethics)? **Narrative needed only if response is No.**

Yes

No

6. Did you vote on the Board’s Conflict of Interest Policy (and/or any amendments to the policy made subsequent to your appointment/election to the Board)? **Narrative needed only if response is No.**

Yes

No

Narrative (please ensure that you include the number of the question that the response references):

Question 4 and 6: We will immediately review and approve the Board Bylaws and Conflict of Interest Policy if the charter has been accepted as one of our first responsibilities as a governing board.

Question 1: I was appointed to the local school council of Stone Academy (a Chicago Public School).

My daughter is a student at the school.

I hereby certify that the information contained in this document is true and complete to the best of my knowledge and agree to notify the Office of Innovation and Incubation of any change that may create a conflict of interest. I have provided additional narratives when needed that are sufficiently detailed to explain whether a conflict may exist. Further, I recognize that falsification or failure to submit a complete disclosure becomes justification for removal.

Julia Strauch

Julia Strauch (Apr 30, 2020)

Signature

Apr 30, 2020

Date