



## **APPENDIX 4.4: DOCUMENTS FOR NEW FOUNDING BOARD MEMBERS** \_\_\_\_\_

On the pages that follow, please find Board member resumes, Board member application forms, Board member conflict of interest forms, and charter school assurances statements for our two new Board members: Vic Howell and Michele Williams.

# TERRY "VIC" HOWELL JR., RA

vichowell26@gmail.com | www.linkedin.com/in/vichowell | 630-930-7878

**OBJECTIVE SUMMARY** Licensed architect and commercial real estate professional with nine years of diverse experience in design, construction, and development management. I have a passion for bettering the lives of others through the built environment, especially the revitalization of communities through sustainable and affordable development.

**EDUCATION & CERTIFICATION** **LICENSED ARCHITECT**  
*Illinois | 08/2015 – Present*

**UNIVERSITY OF NOTRE DAME, School of Architecture**  
*Bachelor of Architecture, Business Concentration*  
Rome Studies Program – Rome, Italy 2008-2009

**PROFESSIONAL EXPERIENCE** **FOCUS | CHICAGO, IL**  
*Development Manager | 05/2017 - Present*

- Coordinated and lead an entire development team through all phases of development as owner's rep, including an \$83M, 241-unit multi-family residential and retail project
- Evaluated real estate opportunities including physical inspections, due diligence including zoning code research, schematic design, and initial financial modeling
- Worked with community partners and service providers to generate new development opportunities
- Negotiated contracts for owner's consultants (designers, geo-technical, environmental remediation, construction materials testing and inspections, etc.)
- Prepared presentations and regular investor reports for real estate development projects.
- Worked closely with consultants and contractors to ensure adherence to project budgets and schedule

**ANTUNOVICH ASSOCIATES | CHICAGO, IL**  
*Associate | 09/2011 – 05/2017*

- Design PM for \$34M adaptive reuse of timber-framed warehouse building for luxury condos
- Took ownership as PM for 20+ Barnes & Noble interior fit-outs; coordinating design, cost, and schedule with contractors, base building architects, local jurisdictions, and the B&N PM team
- Successfully managed production and schedules for several simultaneous projects through delegation to team members and consultants
- Performed code analysis and obtained permits for projects of varying scales
- Prepared full sets of technical drawings for projects in many sectors using Revit & AutoCAD
- Performed construction administration for projects, including shop drawing review, RFI responses, site visits, and other similar activities

**WIGHT & COMPANY | DARIEN, IL**  
*Construction Project Engineer | 05/2011 – 09/2011*

**EXCELLENCE** **REAL ESTATE DESIGN & DEVELOPMENT**

Community Engagement, Construction Drawing & Document Proficiency, Contract Negotiation, Detail-oriented & Deeply Analytical, Due Diligence, Entitlements, Schedule Management, Technical Drafting

## **TECHNOLOGY**

Adobe Creative Suite, AutoCAD, Excel, PowerPoint, Project, Revit, SketchUp

## **AWARDS**

- AIA Chicago Tiny Homes Design Competition, Winning Design Team, May 2016

## **SERVICE**

- Territory | 10/2018 – Present  
Professional advisor and guest speaker for youth-led community development team
- Architects in Schools | Spring 2020  
Guided students through design exercises within their community as an introduction to architecture

# Michele Williams, CPA

Oak Park, IL 60304

708.259.2662 • [mwilliamsandassociatesllc@gmail.com](mailto:mwilliamsandassociatesllc@gmail.com)

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Multitalented **Finance Executive** with diversified experience and proven leadership in both private industry and the public sector. Extensive experience in medium to large sized organizations where a strong initiative and sound financial management are key attributes for success, with over 20 years in Corporate Accounting and Finance. Analytical, collaborative, results-oriented, and highly motivated, with a talent for implementing continuous process improvements, developing staff, and building relationships.

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Leadership • Strategic Planning & Development • Financial Management • Not-for-Profit Management • Budgeting & Analysis • Process Improvements • Benefits Management • Consulting

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## PROFESSIONAL EXPERIENCE

### **WILLIAMS AND ASSOCIATES, LLC • Oak Park, IL • Jan 2002–Present**

Provide contracted services in the areas of accounting, tax, budgeting, business consulting, payroll and human resource benefits management to clients in various industries.

**President of Accounting & Tax Services:** Responsibilities include providing the bookkeeping, accounts payable, cash management, budgeting, human resource benefits management (new hire processing, manage employee files, manage medical, dental, and pension plans), payroll processing, and all period end close activities for small to medium sized businesses.

- Prepare monthly financial statements for management's review including presentations at board meetings.
- Prepare annual operating budgets that averaged about \$12MM in revenues and expenses, manage cash flows, and provide variance analysis to budget.
- Prepare annual corporate tax returns, individual tax returns and 990 tax return filings, including state business and tax compliance filings.
- Supervise various activities of client staff that assist in maintaining financial transactions and records.
- Serve as the liaison for the annual financial audits and was responsible for providing the auditors with the necessary documents and support to complete the audit.
- Serve as the Controller/CFO to not-for-profit organizations and other entities in the educational, social services, legal and entertainment industries for such clients as L.E.A.R.N. Charter School Network (LEARN), Illinois Network of Charter Schools (INCS) and The Answer, Inc. (Autism and Developmental Disabilities). **See supplemental attachment on pages 5-6 for further information.**

### **SPACE FUND NFP • Chicago, IL • December 2017–August 2018**

Provides cultural arts spaces and programming to underserved communities on the south and west sides of Chicago to promote civic engagement amongst diverse populations and socio-economic statuses.

**Chief Financial Officer:** Responsibilities include defining the processes and implementation of financial systems within an organization that previously operated with a lean staff to accommodate planned future growth. Build an experienced financial team to support a growing operation and manage day-to-day activities for accounts payable, accounts receivable, payroll, purchasing, grant tracking and reporting and human resources. Manage and support financial systems for the real estate operations.

- Prepare monthly financial statements to budget for Executive Director review and provide additional analysis as requested.
- Prepare reports of grant revenues and expenditures for management review; prepare financial reports per grant reporting requirements of all monies spent.
- Analyze grant agreements and award letters to determine proper accounting treatment and compliance requirements.
- Coordinate and manage annual financial audits and preparation of the 990 tax returns.
- Manage cash requirements for operating and capital expenditures to ensure funds are available to meet financial obligations.

**MICHELE WILLIAMS, CPA**

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- Manage banking relationships for investments and continued monitoring of bank fees for reasonableness.
  - Attend board meetings and present financial results of operations.
  - Provide human resource support to all staff.

**CHICAGO CENTER FOR ARTS AND TECHNOLOGY, INC. • Chicago, IL • June 2017–November 2017**

Provides arts education for youth and industry relevant vocational training for adults who experience barriers to academic achievement and/or sustained employment.

**Chief Financial Officer:** Responsibilities include defining the process and implementing the infrastructure/systems needed to support substantial growth over the next five to ten years. Continue to build and manage effective and streamlined administrative/financial systems, including finance, accounting, legal, information technology, human resources, and physical infrastructure. As a member of the executive management team I am involved in strategic planning, evaluation, and professional development initiatives, as well as planning for the organization's nonprofit expansion to new sites.

- Prepare monthly financial statements to budget for CEO's review and provide additional analysis as requested.
- Manage and direct all financial functions including finance, accounting, payroll, audits, budgets and treasury management.
- Document and maintain accounting, human resource and other company policies and procedures.
- Prepare and present monthly and annual financial statements, analysis to the operating budget and other reporting of operations and programs to the CEO and Board of Directors.
- Organizational liaison to the board finance committee and responsible for presenting financial results of operations and programs to the operating budget, audit results, risk management and other financial metrics as determined.
- Coordination and management of the annual financial audit, budgeting process which includes capital planning, financial forecasting for administrative and program costs and proposed new sites.
- Prepare grant proposal budgets, interim and closeout financial reports of grant awards.
- Analyze grant agreements and award letters to determine proper accounting treatment and compliance requirements. Provide human resource support and benefits management to all staff.

**ILLINOIS HOUSING DEVELOPMENT AUTHORITY • Chicago, IL • May 2010- March 2016**

State Housing Finance Authority responsible for the creation and preservation of affordable housing throughout the State of Illinois with annual revenues over \$454.3M, total assets over \$2B, 221K housing units, and 265 employees.

**Controller of Accounting Department:** Responsibilities include maintaining sound accounting policies and practices within the Authority in accordance with Generally Accepted Accounting Principles for all areas of financial accounting and reporting, governmental accounting and reporting, payroll, bond issuances, and establishing effective internal controls while managing a staff of twelve.

- Restructured the Accounting department to address inefficiencies in financial reporting that resulted in increased internal controls over reporting functions and a reduction in financial audit findings from six to two, a total decrease of four findings being cleared.
- Led the project to acquire a new General Ledger/ERP system and served on the implementation committee. This project automated several manual processes within the department related to reporting, financial analysis, accounts payable and fixed asset management, in addition to automating the purchasing process and making it a paperless environment. This new system significantly decreased the amount of time and resources required for producing financial reports and analysis, improved timely payment of invoices and decreased the approval time of purchase orders.
- Responsible for supporting the preparation of the Authority's \$45MM operating budget and monitoring performance against the approved budget.
- Responsible for the calculation of Authority overhead and other administrative costs from administering various governmental programs which result on an average of \$20MM annually in reimbursed costs.
- Responsible for the coordination of the Authority's annual financial, A-133 and compliance audits.
- Responsible for preparation and submission of various financial and compliance reporting requirements as directed by the State of Illinois, the Federal Government and bond trustees.
- Assessed the skill sets of a more mature staff, identified deficiencies which led to performance improvement plans, all

new job descriptions, and the creation of a new governmental reporting and analysis team to address the need for increased reporting requirements and other complexities inherent to government funding.

**PRICEWATERHOUSE COOPERS • Chicago, IL • 2001–2002**

A multinational professional services firm, at this time the #1 ranked of the Big 5 Audit Firms, \$22.3B in revenues, 150K employees in 150 countries, offering audit, assurance, tax, consulting, advisory, actuarial, corporate finance and legal services.

**Associate of Tax Products Delivery Group:** Responsibilities included compiling company data and other supporting documentation to maximize the meal and entertainment and research and development tax credit to minimize the potential tax liabilities for clients.

- Compiled and reported tax savings results for the Fixed Asset and Meal and Entertainment Products to Manager of engagement.
- Managed and updated spreadsheets with necessary data related to the tax study.
- Interviewed and communicated with client management and other personnel to obtain accurate information and records in a timely manner.

**CIMLINC, INC. • Itasca, IL • 2000-2001**

At the time an 18-year-old privately held technology company providing software to the aerospace and defense industries to computerize the maintenance shop floor and link it electronically with the rest of the company.

**Financial Analyst of Product Marketing Department:** Responsibilities included preparing financial reports and other financial analysis as needed for meeting company sales goals.

- Developed an automated spreadsheet model with complex formulas and macros for the Sales Team that pre-qualified potential customers for the e-Operations software solution, calculated the total costs for purchasing the software solution in addition to providing cash flow analysis and estimating the time required to develop an upgrade or new capability.
- Supported the Director of Product Marketing on various projects and analysis.
- Solely responsible for the development, training, and on-going maintenance of models to be used by Marketing, Sales, and Product Development for marketing the e-Operations Software Solution.

**CLOROX PRODUCTS MANUFACTURING COMPANY • Chicago, IL • 1998-2000**

American manufacturer of various food, chemical and consumer products, most notably recognized for its bleach product called Clorox. At this time, the company had revenues of \$4.1B and 11,000 employees worldwide.

**Plant Accountant of S.O.S Plant:** Responsibilities included preparation and management of all financial and budgetary reporting requirements of the S.O.S. manufacturing plant to Corporate Headquarters and other analysis as needed in addition to implementing all financial policies and procedures with the Plant Manager and plant personnel.

- Streamlined the annual budget process by eliminating non-value added schedules and incorporated key review meetings with department managers that increased productivity and efficiency of entire team.
- Successfully implemented use of the Lotus Notes capital database for fixed asset management which automated the process and significantly decreased the approval process and paperwork load for three people.
- Solely responsible for month end close, budget review and analysis, plans and updates of \$11.7MM operating budget for 115-person manufacturing plant.
- Responsible for supervision and development of Accounts Payable/Fixed Asset Administrator.
- Responsible for supporting operations management team with meaningful financial analysis and performance measures to make business decisions.

**ABBOTT LABORATORIES INC. • Abbott Park, IL • 1995-1998**

American global pharmaceuticals and health care products company with revenues at the time of \$11B and 52,817 employees worldwide.

**Cost Analyst of Development Shop, Corporate Engineering Division, North Chicago, IL (1997-1998):**

Responsibilities included preparing and maintaining accurate cost allocation rates, budget preparation and updates for the department, and supporting the Director and other management with financial analysis as needed.

**MICHELE WILLIAMS, CPA**

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- Responsible for budget review and analysis, plans and updates, LBE's, and Rate Development for the Controls Engineering and Equipment Automation Departments.
- Responsible for internal controls and reporting of \$5MM in inventory, including cycle count audits, reconciliations, standard costing, inventory valuation, and reserve analysis.
- Served as project leader for an Activity Based Costing Pilot which included training the Project Team on ABC terminology and monthly reporting of performance.
- Coordinated all internal controls for the Development Shop and served as the liaison between corporate internal audit and the Shop.

**Additional experience at ABBOTT LABORATORIES (1995-1997):** Financial trainee in the Financial Professional Development Program with job assignments in various divisions throughout the company in roles as Cost Accountant, Financial Planning & Analysis, and Corporate Staff Accountant.

**EDUCATION**

**Bachelor of Science in Accounting, UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN, 1995**

**CERTIFICATIONS**

**Certified Public Accountant, ILLINOIS STATE BOARD OF ACCOUNTANCY, 1998**

**APPLICATIONS**

JD Edwards EnterpriseOne ERP  
QuickBooks (QB) Desktop & QB Online (QB Pro Advisor)  
Sage General Ledger  
Microsoft Word & PowerPoint  
Microsoft Excel (Advanced User w/Forecasting, Macros, V-Lookup, IRR, IF Formulas, etc.)  
Drake Tax Software  
BENEDICT Loan Servicing Software  
ADP EZ Labor Manager  
Payroll Systems (ADP Workforce Now, Paylocity, Intuit)  
MyCase Legal Billing Software

**AFFILIATIONS**

**Member**, Illinois CPA Society  
**Member & Vice-Chair**, Board of Directors, Trinity Acres Housing Corporation/Trinity Community Housing Corporation, 2013-Present  
**Member & Vice-Chair**, Board of Directors, Habilitative Systems, Inc., 2014-Present  
**Member & Trustee**, Trinity United Church of Christ (TUCC)  
**Member & Treasurer**, Board of Directors, Revolution Workshop, 2018-Present  
**Member**, Alpha Kappa Alpha Sorority, Incorporated  
**Member**, The Links, Incorporated

## **Supplement to Resume of Williams and Associates, LLC Clients**

### **iN-Hale Entertainment LLC, Los Angeles, CA June 2017 - Present**

Entertainment and production company that writes and produces films, television and published works.

I provide CFO services to the President and CEO for bookkeeping, cash management, budgeting, monthly close, tax preparation and tax consulting services. I serve as advisor to the President and CEO on financial and tax strategy, risk management and operational support for the media and entertainment industry. Provide financial statements for analysis vs. budget.

### **Top Ladies of Distinction, Inc., Chicago, IL February 2016 - 2019**

A non-profit educational, humanitarian organization dedicated to serving youth and adults.

I provided accounting and consulting services to the National Treasurer. Led the effort to implement QuickBooks Online accounting system for use by the National Treasurer to automate the recording of financial transactions that were being maintained manually via Excel spreadsheets. Developed and designed a new Chart of Accounts with input from the Treasurer. Developed and designed custom financial and budget reports for the Treasurer to report financial results monthly. Provide bookkeeping support and QuickBooks training to the Treasurer and other staff as needed.

### **The Evans International Law Firms, LLC, Westchester, IL December 2009 to December 2013**

An International Law Firm, located in Chicago, Illinois, specializing in Business Law and Global Trade.

I was the CFO for the firm and provided bookkeeping, cash management and month-end close activities to prepare monthly financial statements for the President's review. I prepared annual corporate tax returns and filings. I performed other analyses and responsibilities as determined by the President.

### **The Answer Inc., Forest Park, IL December 2009 to June 2011**

A 501(c)(3) not-for-profit organization dedicated to providing support, resources, education, recreation, and advocacy for families in the greater Chicago area that are challenged with supporting family members with Autism and Developmental Differences.

I was the CFO for the agency and provided bookkeeping, cash management, budgeting, and month-end close activities. I prepared and reviewed monthly financial statements with the Executive Director and presented the financial statements at the monthly Board Meetings. I worked closely with the Executive Director to prepare program budgets and interim expenditure reporting for all grants and funding requirements. I prepared and filed the annual 990 tax returns with the appropriate tax reporting agencies.

### **Illinois Network of Charter Schools (INCS), Chicago, IL June 2004 to June 2008**

A not-for-profit dedicated to the improvement of education by establishing high-quality charter public schools that transform lives and communities, advocating for legislation on behalf of the charter school sector, provides support to strengthen charter schools and influence education policy for the benefit of all public school students.

### **CFO, INCS**

I provided bookkeeping, accounts payable, cash management, budgeting, human resource management (new hire processing and managing employee benefits plans), payroll, and month-end close activities. I prepared timely financial statements and other supporting schedules for the Board meetings, in addition to presenting financial information at the Board Meetings. I provided various financial information and other related reports to the Executive Director for compliance purposes and/or grant applications to private funders. I served as the liaison for the annual financial audit and was responsible for providing the auditors with the necessary documents and support to complete the audit.

### **L.E.A.R.N. Charter School Network, Chicago, IL July 2002 to September 2009**

Charter School Operator founded in 2001 as a not-for-profit organization with 110 students and 10 staff. The L.E.A.R.N Charter School Network grew to 3 campuses with 2,000 plus students and 100 staff under our longstanding contract.

### **CFO, L.E.A.R.N. Charter School Network**

I provided bookkeeping, accounts payable, cash management, budgeting, human resource management (new hire

**Supplement to Resume of Williams and Associates Clients**

processing, manage employee files, manage medical, dental, and pension plans), payroll, and month-end close activities for three campuses. I prepared timely financial statements and other supporting schedules to the Board of Directors, in addition to presenting financial information at the monthly Board Meetings. I provided various financial information to the Chicago Public Schools Charter Office, the State Board of Education, private funders and the Federal government to meet compliance reporting requirements. I managed all banking relationships and debt management. I served as the liaison for the annual financial audit, which included A-133 audits, and was responsible for providing the auditors with the necessary documents and support to complete the audit.





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

General	
<b>Name:</b>	Terry Lee Vic Howell
<b>Position/Title:</b>	Development Manager
<b>Job Description:</b>	Owner's Rep for commercial real estate development projects
<b>Type of Experience:</b>	Architect, Construction Management, Real Estate Development

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

Yes

No

No

If yes, please list and describe:

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

<p>The Board acts as stewards of the public funds, oversees the success of the academic program and represents the public interest. Board members are tasked to confirm the school accomplishes its goals and adheres to any and all legal requirements on the federal, state, and local level.</p> <p>My specific role would be on the finance committee and to meet regularly to evaluate our financial standing on a monthly basis and how we allocate our funds. It will also be the responsibility of the finance committee to educate all members on our fiduciary responsibilities and ensure alignment to the mission and vision.</p>
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3. Why are you interested in serving as a member of a public charter, contract, or alternative school?

I am a proponent for children being challenged academically and being exposed to avenues for growth inside and outside of the classroom. I am an example of someone being blessed with the resources to succeed and running with it. It is my personal mission to provide the same opportunities to future generations, and the mission of Chicago Prep aligns my own. I've engaged with multiple youth organizations throughout Chicago over the past several years to act as a mentor and provide exposure to careers in architecture and construction. I've witnessed the growth in the young minds and seen how much potential can be unlocked with strong guidance.

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 first-generation college student and graduate, I am an example within my own family of what the proper environment and exposure can provide. The environment in which I learned allowed me to excel well beyond expectations. As an architect and commercial real estate professional, I am well-versed in building compliance and construction. I am familiar with the due diligence process and codes required to secure a facility that can maximize the potential of the learning experience. I can communicate with contractors and other design professionals to efficiently secure and prepare a facility for Chicago Prep.

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

Chicago Prep's mission is to provide an environment for middle school scholars to learn skills that will propel them to success in college and beyond. The core values of the school (kindness, courage, gratitude, curiosity, responsibility, and perseverance) will be the focus of the community and provide an environment conducive to success. The philosophy of the school is guided by core beliefs that places an understanding that all scholars are capable of academic excellence. To achieve this success, scholars require strong character, a structured & supportive community, and an effective education. The school program is based on a challenging curriculum, while also pushing towards character development and a unique focus on financial literacy and entrepreneurship.

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

The Board committees will meet monthly with school management to review dashboards and track the budget and academic achievement. We will use the established goals and budget of the school to determine how well they are being met based on the data provided.

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

The Board is responsible for governance and oversight of the school. Through review of the academic and financial progress, the Board will determine if any actions need to be taken to increase the effectiveness of the school in a given area. The school's management is responsible for implementing changes if necessary and reporting back to the board for further review. If issues arise, the Board would be responsible working closely with management to develop and plan of action and overseeing the success of that plan.

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 bring my concern to the Board Chair as a first action. The Board would follow the conflict of interest policy to determine if anything unethical is taking place and then take further action, including potential removal of the member from the Board.



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

General	
<b>Name:</b>	Michele Williams, CPA
<b>Position/Title:</b>	President and CEO of Williams and Associates, LLC
<b>Job Description:</b>	Manage day-to-day operations and strategic growth of the accounting firm, ensure compliance with accounting and tax principles and regulations, and manage quality of client services.
<b>Type of Experience:</b>	Founder and CEO of Williams and Associates, LLC, a woman- and black-owned accounting firm. Williams and Associates tailors financial and tax solutions to meet the needs and demands of entrepreneurs and small to mid-sized businesses in education, not-for-profit and, most recently, the entertainment and media sector. I possess a Bachelor of Science degree in Accounting from the University of Illinois at Urbana-Champaign. I started my career as a financial analyst at Abbott and worked as a tax associate for PricewaterhouseCoopers. With over 25 years of experience designing financial systems, increasing efficiencies, and building successful teams I have worked in various senior and executive management positions: Controller at LEARN Charter School; Controller of the Accounting department for the Illinois Housing Development Authority, and the Chief Financial Officer for the Chicago Center for Arts and Technology.

**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:

Trinity Senior Housing Board for Long Range Planning – I joined the Board in 2013 and served as Treasurer until I was elected to Vice-Chairman in 2020. There are two senior housing facilities that receive federal funding from HUD and as a Board we provide leadership and other support to the Property Management team who oversees both properties for daily operations and building maintenance. I provide financial leadership by serving as chair of the Finance Committee to review monthly financials,

annual audits and 990 tax returns, support annual budget process and approval, in addition to providing support to management team as needed on financial matters.

Revolution Workshop – I joined the Board in 2018 and serve as Treasurer, providing financial leadership as Chair of the Finance Committee and support to the Executive Director. We provide leadership and oversight to the organization which provides construction and woodworking workforce development for unemployed or underemployed people in partnership with area businesses. I review financial statements, the annual audits and 990 tax returns, support the annual budget process and approval to ensure the board’s adherence to our fiscal responsibilities.

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

The Board provides oversight of the organization to ensure continued alignment to the mission and vision and that all students receive the necessary resources required to learn and be successful in their academics. As a board, we represent a diverse group of individuals who have various strengths and experiences to ensure we are holding the School Leader accountable to the promises made to our students and the community and working towards goals to provide the environment and support necessary to implement and further that mission.

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

As someone who graduated from a Chicago public school and attended a public university, I believe in the importance of a high quality public education that is available to all persons regardless of where they live or income earned. I am a successful African American financial executive who founded an accounting firm with the goal to increase the number of people of color in accounting and finance careers. The mission and vision of Chicago Prep really spoke to my personal belief in an effort to increase minority representation in the financial industry. I believe I can contribute to furthering the school’s mission of a rigorous academic curriculum that promotes financial literacy and entrepreneurship as part of this focus due to my background and work experiences. I was honored and excited about the opportunity to join the board because of the work required to bring the vision to fruition and make it successful.

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?

Based on my over 25 years of experience in accounting and finance in entry level roles to senior and executive management positions, spanning industries within education, government, not-for-profit, small business and entrepreneurs this has equipped me to serve on the Board of Chicago Prep alongside my fellow Board Members who bring their own strengths and experiences. My diverse experience will support the school culture and high scholastic achievement set forth by Chicago Prep to afford every student a high-quality public education. My current board experience that spans 7 years will be a valuable foundation to actively contribute as a Board Member and hold the School Leader accountable to the goals and promises made to students and the community. I believe all these experiences will allow me to effectively navigate and ensure alignment with furthering Chicago Prep's mission and vision.

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

Chicago Preparatory Charter Middle School (Chicago Prep) will provide a rigorous academic curriculum to 5<sup>th</sup>-8<sup>th</sup> graders in a structured and supportive environment to prepare scholars for entry into college preparatory high schools and selective colleges and universities. The college preparatory program will equip scholars with the academic, social, and emotional skills to succeed and thrive in these academic settings after they graduate from Chicago Prep. The educational philosophy of Chicago Prep centers around four Core Beliefs:

1. All scholars can achieve academic excellence.
2. Strong character leads to lifelong growth and success.
3. Scholars thrive in a structured and supportive community.
4. Effective education motivates scholars and prepares them to excel in the real world.

Our Core Beliefs along with the mission and focus to foster an environment centered on kindness, gratitude, courage, curiosity, perseverance and responsibility will guide the board, staff, students and community to achieve academic success.

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

As a board, we are responsible for the academic, financial, and organizational oversight of the organization. On a monthly basis, we will review how well we are progressing towards our mission to ensure all students have quality education.

As a member of the board, I will review our monthly dashboard to identify trends and assess any potential risks in our data surrounding academic performance, financial health, and organizational success.

We are responsible for holding the Head of School accountable to the promises we have made to our students and the community. We believe that Ms. Griffin is prepared to take on the role and deliver on our mission and vision.

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

The Governing Board will not run daily operations as that will be the responsibility of the Head of School and the leadership team. The only person that the Board will hire and evaluate is the Head of School to provide oversight and to ensure implementation of the mission and vision of the school through monitoring of academic performance, fiscal results and adherence to budgets, culture and community engagement.

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 criminal in nature, I would follow the protocols in place to report to the authorities and/or other responsible parties. As a board, we have a duty to report any activity that is considered a real or perceived conflict of interest. Should I be made aware of any conflict, I would speak with that board member and encourage them to inform the Board Chair and full board of this issue. Should the member refuse, I will inform the Board Chair who will take the necessary steps to investigate the matter.

If the member has been found to have participated in any self-dealing, that member is to be removed from the board as outlined in our Bylaws. We are always to act in the best interest of the school and our mission.





## 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:** \_\_\_\_\_

#### Personal Information

<b>Full Legal Name:</b>	
<b>Occupation/Company/Title:</b>	
<b>Business Email Address:</b>	
<b>Business Phone Number:</b>	

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?  
\_\_\_\_\_

#### **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)*:

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**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)*:

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**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*):

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**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*):

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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.

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***Signature***

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***Date***



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## 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.

Chicago Preparatory Charter Middle School  
School Name: \_\_\_\_\_

#### Personal Information

<b>Full Legal Name:</b>	Michele Williams
<b>Occupation/Company/Title:</b>	Accounting/Williams and Associates, LLC/President and CEO
<b>Business Email Address:</b>	mwilliamsandassociatesllc@gmail.com
<b>Business Phone Number:</b>	708.259.2662

1. When were you elected or appointed to the Board? 8/7/2020
2. When did your current term as a Board member start and when does it expire?  
~~Started 8/7/2020 and will expire in three years.~~ \_\_\_\_\_

#### **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*):

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**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*):

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**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*):

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### 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 currently serve as Treasurer of the Board for Revolution Workshop, a NFP which provides pre-apprenticeship training in construction management and woodworking. I also serve as Vice Chairman of the Board for the Trinity Senior Housing Board for Long Range Planning that owns two senior housing facilities. #6 - I have reviewed and understand our draft conflict of interest policy; the Board will approve at an upcoming meeting.

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.

Michele Williams  
**Signature**

9/16/2020  
**Date**

**CHARTER SCHOOL APPLICATION ASSURANCE STATEMENT**

**(A separate copy must be initialed and signed by each individual on the school’s design team or who intends to serve as a charter school board member.)**

Chicago Preparatory Charter Middle School

**Charter Public School Name:** \_\_\_\_\_

Each design team member and identified school board member (current, intended, potential, etc.) must sign a separate Assurances Statement.

By initialing each of the boxes below, you accept responsibility for ensuring that the school will meet this requirement.

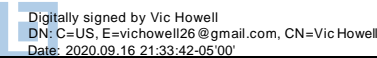
<b>Assurances</b>	<i>Initial below</i>
<p><b>Admission Process for Students</b></p> <p>I assure that the admissions process for the charter school will not discriminate against anyone on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services (105 ILCS 5/27A-4(a))</p> <p>I assure that enrollment in the charter school shall be open to any pupil residing within District 299, unless an attendance boundary is assigned to the school, in which case students residing within an attendance boundary may be given priority for enrollment, but must not be required to attend the charter school. (105 ILCS 5/27A-4(d))</p> <p>I assure that if there are more eligible applicants for enrollment in the charter school than there are spaces available, successful applicants shall be selected by lottery, with preference only given to siblings of (105 ILCS 5/27/A-4(h))</p>	VH
<p><b>Annual Report</b></p> <p>I assure that the charter school will retain an outside, independent contractor to conduct an annual audit of the school’s finances and will annually submit a copy of that audit and the Form 990 to the to the Illinois State Board of Education by December 1st . (105 ILCS 5/27A-5(f))</p>	VH
<p><b>Board Governance</b></p> <p>I assure that the charter school is administered and governed by its Board of Directors or other governing body in the manner provided by its charter. (105 ILCS 5/27A-5(b))</p> <p>I assure that the governing body of the charter school will comply with the Freedom of Information Act (5 ILCS 140/1 et seq.) and the Open Meetings Act. (5 ILCS 120/1 et seq.; 105 ILCS 5/27A-5(b))</p>	VH

<b>Assurances</b>	<i>Initial below</i>
<p><b>Ethics</b></p> <p>I personally state that I am not a current employee of the Chicago Board of Education who is involved in evaluating charter applications or approving charter applications in any way. (Section XI of the Chicago Public Schools Code of Ethics). I personally state that if I am a member of the school’s Design Team and am also a current employee of the Chicago Board of Education, (1) I have not used Board time or resources to complete any activities related to planning or development for the school and (2) if I am being paid to complete activities related to planning or development for the school, I have submitted Secondary Employment Approval Form for activities related to planning or development for the school (Section XIII of the Chicago Public Schools Code of Ethics).</p> <p>I personally state that if I am proposed as a member of the charter school’s Board of Directors that I am not an employee (Section XI of the Chicago Public Schools Code of Ethics).</p>	VH
<p><b>Criminal Background Checks</b></p> <p>I assure that the school will comply with Sections 10-21.9 and 34-18.5 of the Illinois School Code regarding criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database of applicants for employment (105 ILCS 5/27A-5(g)(1))</p>	VH
<p><b>Student Records</b></p> <p>I assure that the charter school will adopt policies in compliance with data privacy requirements under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), \, and the Illinois School Student Records Act (ISSRA) (105 ILCS 10)</p>	VH
<p><b>Discipline Policy</b></p> <p>I assure that the school Board’s discipline rules will provide due process for students and maintain procedural safeguards for students with disabilities/impairments. (20 USC 1415; 34 CFR 300.530 et seq., 105 ILCS 5/34-84a, )</p>	VH
<p><b>Filing with the State as a Non-Profit Corporation</b></p> <p>I assure that the charter school shall be organized and operated as a nonprofit corporation or other discrete, legal, nonprofit entity authorized under the laws of the State of Illinois. (105 ILCS 5/27A-5(a))</p>	VH
<p><b>Hiring and Employment Practices</b></p> <p>I assure that the school will operate in compliance with all provisions for employment in Illinois Charter Schools Law, including staffing 50% of instructional positions with teachers certified under Article 21 of the Illinois School Code (105 ILCS 5/27A-10(c)).</p>	VH

Assurances	Initial below
<p><b>Public School</b></p> <p>I assure that the school will operate as a charter public school that:</p> <ul style="list-style-type: none"> <li>● is a public, nonsectarian, nonreligious, non-home based, and non-profit school. (105 ILCS 5/27A-5(a)).</li> <li>● is organized and operated as a nonprofit corporation or other discrete, legal, nonprofit entity authorized under the laws of the State of Illinois. (105 ILCS 5/27A-5(a)).</li> <li>● is not a conversion of any existing private, parochial, or non-public school. (105 ILCS 5/27A-6.5(a))</li> </ul>	VH
<p><b>Public School Fee Law</b></p> <p>I assure that the school will not charge tuition; but may charge reasonable fees for textbooks, instructional materials, and student activities (105 ILCS 5/27A-5(e))</p>	VH
<p><b>Special Education</b></p> <p>I assure the school will provide services as required under the Individuals with Disabilities Education Act (IDEA) and comply with all IDEA requirements. (20 U.S.C. §1415; 34 C.F.R. §300; 20 U.S.C. §1415; 34 C.F.R. §301; District Special Education Policies &amp; Procedures)</p>	VH

By placing my initials next to each of the preceding statements and by signing my name here, I acknowledge that:

- I have reviewed the preceding assurances and agree to be responsible for fulfilling all the expectations contained in these assurances even if that means actively researching current state and/or federal rules, laws and other requirements referenced herein.
- I understand that, as a member of the board, of this charter school, I am responsible for ensuring that our school complies with all assurances referenced above.

Signature: Vic Howell  Digitally signed by Vic Howell  
DN: C=US, E=vichowell26@gmail.com, CN=Vic Howell  
Date: 2020.09.16 21:33:42-05'00' Date: 9/16/20

Print Name: Vic Howell

Home Address: 1260 W Washington Blvd. Unit 204, Chicago, IL 60607

Phone Number(s): 630-930-7878

Email Address: vichowell26@gmail.com




## CHARTER SCHOOL APPLICATION ASSURANCE STATEMENT

**(A separate copy must be initialed and signed by each individual on the school's design team or who intends to serve as a charter school board member.)**

**Charter Public School Name:** Chicago Preparatory Charter Middle School

Each design team member and identified school board member (current, intended, potential, etc.) must sign a separate Assurances Statement.

By initialing each of the boxes below, you accept responsibility for ensuring that the school will meet this requirement.

Assurances	Initial below
<p><b>Admission Process for Students</b></p> <p>I assure that the admissions process for the charter school will not discriminate against anyone on the basis of disability, race, creed, color, gender, national origin, religion, ancestry, or need for special education services (105 ILCS 5/27A-4(a))</p> <p>I assure that enrollment in the charter school shall be open to any pupil residing within District 299, unless an attendance boundary is assigned to the school, in which case students residing within an attendance boundary may be given priority for enrollment, but must not be required to attend the charter school. (105 ILCS 5/27A-4(d))</p> <p>I assure that if there are more eligible applicants for enrollment in the charter school than there are spaces available, successful applicants shall be selected by lottery, with preference only given to siblings of (105 ILCS 5/27/A-4(h))</p>	
<p><b>Annual Report</b></p> <p>I assure that the charter school will retain an outside, independent contractor to conduct an annual audit of the school's finances and will annually submit a copy of that audit and the Form 990 to the to the Illinois State Board of Education by December 1st . (105 ILCS 5/27A-5(f))</p>	
<p><b>Board Governance</b></p> <p>I assure that the charter school is administered and governed by its Board of Directors or other governing body in the manner provided by its charter. (105 ILCS 5/27A-5(b))</p> <p>I assure that the governing body of the charter school will comply with the Freedom of Information Act (5 ILCS 140/1 et seq.) and the Open Meetings Act. (5 ILCS 120/1 et seq.; 105 ILCS 5/27A-5(b))</p>	



Assurances	Initial below
<p><b>Ethics</b></p> <p>I personally state that I am not a current employee of the Chicago Board of Education who is involved in evaluating charter applications or approving charter applications in any way. (Section XI of the Chicago Public Schools Code of Ethics). I personally state that if I am a member of the school's Design Team and am also a current employee of the Chicago Board of Education, (1) I have not used Board time or resources to complete any activities related to planning or development for the school and (2) if I am being paid to complete activities related to planning or development for the school, I have submitted Secondary Employment Approval Form for activities related to planning or development for the school (Section XIII of the Chicago Public Schools Code of Ethics).</p> <p>I personally state that if I am proposed as a member of the charter school's Board of Directors that I am not an employee (Section XI of the Chicago Public Schools Code of Ethics).</p>	<p>M.V.</p>
<p><b>Criminal Background Checks</b></p> <p>I assure that the school will comply with Sections 10-21.9 and 34-18.5 of the Illinois School Code regarding criminal history records checks and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database of applicants for employment (105 ILCS 5/27A-5(g)(1))</p>	<p>M.V.</p>
<p><b>Student Records</b></p> <p>I assure that the charter school will adopt policies in compliance with data privacy requirements under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), \, and the Illinois School Student Records Act (ISSRA) (105 ILCS 10)</p>	<p>M.V.</p>
<p><b>Discipline Policy</b></p> <p>I assure that the school Board's discipline rules will provide due process for students and maintain procedural safeguards for students with disabilities/impairments. (20 USC 1415; 34 CFR 300.530 et seq., 105 ILCS 5/34-84a, )</p>	<p>M.V.</p>
<p><b>Filing with the State as a Non-Profit Corporation</b></p> <p>I assure that the charter school shall be organized and operated as a nonprofit corporation or other discrete, legal, nonprofit entity authorized under the laws of the State of Illinois. (105 ILCS 5/27A-5(a))</p>	<p>M.V.</p>
<p><b>Hiring and Employment Practices</b></p> <p>I assure that the school will operate in compliance with all provisions for employment in Illinois Charter Schools Law, including staffing 50% of instructional positions with teachers certified under Article 21 of the Illinois School Code (105 ILCS 5/27A-10(c)).</p>	<p>M.V.</p>

Assurances	Initial below
<p><b>Public School</b></p> <p>I assure that the school will operate as a charter public school that:</p> <ul style="list-style-type: none"> <li>● is a public, nonsectarian, nonreligious, non-home based, and non-profit school. (105 ILCS 5/27A-5(a)).</li> <li>● is organized and operated as a nonprofit corporation or other discrete, legal, nonprofit entity authorized under the laws of the State of Illinois. (105 ILCS 5/27A-5(a)).</li> <li>● is not a conversion of any existing private, parochial, or non-public school. (105 ILCS 5/27A-6.5(a))</li> </ul>	<p>M.W.</p>
<p><b>Public School Fee Law</b></p> <p>I assure that the school will not charge tuition; but may charge reasonable fees for textbooks, instructional materials, and student activities (105 ILCS 5/27A-5(e))</p>	<p>M.W.</p>
<p><b>Special Education</b></p> <p>I assure the school will provide services as required under the Individuals with Disabilities Education Act (IDEA) and comply with all IDEA requirements. (20 U.S.C. §1415; 34 C.F.R. §300; 20 U.S.C. §1415; 34 C.F.R. §301; District Special Education Policies &amp; Procedures)</p>	<p>M.W.</p>

By placing my initials next to each of the preceding statements and by signing my name here, I acknowledge that:

- I have reviewed the preceding assurances and agree to be responsible for fulfilling all the expectations contained in these assurances even if that means actively researching current state and/or federal rules, laws and other requirements referenced herein.
- I understand that, as a member of the board, of this charter school, I am responsible for ensuring that our school complies with all assurances referenced above.

Signature: Michele Williams Date: 9/16/2020

Print Name: Michele Williams

Home Address: 809 S. Maple Ave., Oak Park, IL 60304

Phone Number(s): 708.259.2662

Email Address: mwilliamsandassociatesllc@gmail.com