

October 1, 2023

To: Huntley Community School District 158 Board of Education

Re: Application for Board of Education

Dear Huntley 158 Board of Education,

It is with great enthusiasm that I am formally applying for the open Huntley District 158 Board of Education position previously held by Mrs. Galligar. My embracement of the District's motto, "All Students Always," is practiced in my volunteerism as a Board member for the Huntley 158 Education Foundation and in my career in serving individuals with disabilities, including special education.

[REDACTED] so I understand the challenges faced by educators in our current state and local environment.

As the current Vice President of the Huntley 158 Education Foundation Board, I am the chair of the educator grants selection committee and played a role in deciding to fund the auto lifts for HHS's auto program, robotics equipment for Marlowe, and many other district educator grants over the past 5 years serving as a Board member for the Foundation. Additionally, I previously served on the Superintendent's Parent-Teacher Advisory Committee and participated in the District's strategic planning sessions.

For my career, I am the COO for Little City, a human service nonprofit located in Palatine, Illinois, serving children and adults who have autism and intellectual and developmental disabilities (I/DD). At Little City, I established the vision for our therapeutic day school and residential program for students with severe autism and I/DD. My sole conflict of interest is these programs serve students from District 158.

At Little City, our team advocated with ISBE to establish the most intensive school learning environment in the state of Illinois for students who have severe autism and high intensity behavioral challenges. My first job out of college was serving as a Illinois public school Teacher Assistant for a Special Education classroom educating students with severe emotional and behavioral challenges, and my career since then has been dedicated to serving children and families in need. As a member of the Board of Education I vow to make the District's special education services a key priority in serving students with diverse learning needs.

As a Licensed Clinical Social Worker with a Masters in Social Work from the University of South Florida and a Bachelors degree in Psychology from Northern Illinois University, I adhere to the ethics and values to ensure we live in a diverse, equitable, and inclusive community, including individuals with disabilities.

In serving as a board member of the Illinois Child Welfare Advisory Committee I proactively advocate for positive outcomes for children and families through systemic policy change across the state of Illinois.

As a member of the District's Board of Education, I will be committed to continuing my lifetime of service for our Huntley 158 students, exceptional educators and staff, which will ultimately benefit our community.

I look forward to meeting you and discussing this opportunity further.

Kind Regards,

Rich Bobby
[REDACTED]

RICHARD M. BOBBY III, MSW, LCSW



EXECUTIVE SUMMARY

Currently serving as a volunteer Board member and Vice President of the Huntley District 158 Education Foundation Board of Directors for close to 5 years. Over 10 years experience participating in board meetings and committees. Served on the Huntley 158 Superintendent's Parent-Teacher Advisory Committee and participated in District strategic planning sessions. For 4 years, serving as a confirmed volunteer member of the Illinois Child Welfare Advisory Committee (CWAC) and co-chaired statewide meetings.

A career of 23-years of consistent dedication and experience in human services, including 20-years of leadership experience including vision development, building team alignment, and strategic planning and execution to achieve positive outcomes for people served. Over 8-years of executive C-suite leadership overseeing multiple programs and services for children and adults with intellectual and developmental disabilities (I/DD), and currently serving as the Chief Operating Officer (COO). Served in senior leadership roles with significant risk and responsibility including the oversight of operations serving over 1,600 children. For more than 15 years actively participated in statewide initiatives advocating and addressing systemic needs for human services. Led through the most challenging times including during an all-time low in state funding, a state budget impasse, a global pandemic, and a nationwide workforce crisis.

EXPERIENCE

Little City, Palatine, Illinois (11-Years)

- Chief Operating Officer July 2023 - Present
 - Senior Chief Program Officer- Children's Services Oct. 2021 - June 2023
 - Chief Program Officer- Children's Services Jun. 2015 - Oct. 2021
 - Chief Program Officer- Adults' Services Dec. 2014 - Jun. 2015
 - Director of Center for Family & Community-Based Services May 2012 - Nov. 2014
- Leading the operations of approximately 400 team members with a \$50 million annual budget, including a therapeutic day school, residential programs for children and adults, and employment services for individuals with autism, and intellectual and developmental disabilities.

Children's Home and Aid- Rice Child and Family Center, Evanston, Illinois (Over 6-Years)

- Placement and Transition Supervisor Mar. 2009 – May 2012
- Assistant Director of Operations Feb. 2006 – Mar. 2009

Children's Home Society of Florida, Tampa, Florida (2-years)

- Operations Manager May 2004 – Feb. 2006
- Operations Specialist Feb. 2004 - May 2004

The Children's Home, Inc., Tampa, Florida (Close to 2-years)

- Care Team Coordinator Dec. 2002 - Feb. 2004
- Care Manager May 2002 - Dec. 2002

Family Empowerment Program, Tampa, Florida

- MSW Therapist Intern Aug. 2001 – Dec. 2003

Florida Department of Children and Families,

- Child Protective Services- Family Services Counselor Tampa, Florida
Sept. 2000 - May 2002

D211 Hoffman Estates High School, Special Education Department, Hoffman Estates, Illinois

- Teacher Assistant Jan. 2000 - Jun. 2000

DeKalb County Youth Service Bureau, Inc., DeKalb, Illinois (Bachelor's Internship)

- Psychology Intern May 1999 - Dec. 1999

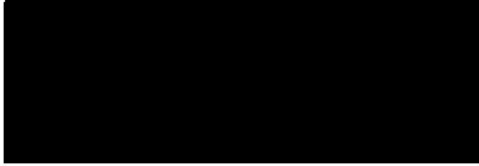
EDUCATION

Northwestern's Kellogg School of Nonprofit Management Executive Education	2018-2021
Licensed Clinical Social Worker (LCSW)	Nov. 2008 - Present
Masters of Social Work University of South Florida, Tampa, Florida	December 2003
Bachelor of Arts in Psychology Northern Illinois University, DeKalb, Illinois	December 1999

BOARD/VOLUNTEER EXPERIENCE

Huntley 158 Education Foundation • Board of Directors Vice President	Jan. 2019 to Present
Huntley District 158 Superintendent's Parent-Advisory Committee	2018 - 2019
Huntley District 158 Community Strategic Planning Sessions	2021 - 2022
Illinois Child Welfare Advisory Committee (CWAC) • Confirmed Member and Co-Chair of Statewide CWAC Permanency Committee	Jan. 2019 to Present

Autumn Bozza



September 25th, 2023

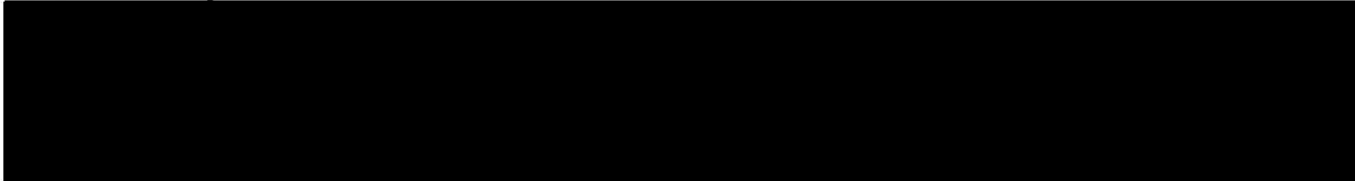
Re: Board of Education Vacancy

To The Members of the Board,

When I received the e-mail that there was an open position on the board, my first thought was the I couldn't do it. That there was no extra time, that I was under qualified, and that I wouldn't be successful in representing families and advocating for them. My husband and several of the parents in district have convinced me that they feel I am the best fit as a mom and advocate and so I started looking into the process.

On the website for the application process, it was asked to provide information on why the applicants want to be on the board, and what potential conflicts the applicants may have.

I have nothing but conflicts to offer.



and I am employed full time at Dollar Tree. All of these are incredibly time consuming and exhausting, and completely valid reasons to not look further into my ability to fulfill such a huge responsibility as being on the board and representing families.

However, these same conflicts are exactly why I should be placed on the board. I am a typical parent in this district, doing my best daily to advocate for not only my children, but those around me. The life that I live and the work that I do is hard; for me that means I don't do any less than one hundred percent on any task set before me.

My family chose to be here in District 158 despite the financial set backs we've faced because it came so highly rated for families like mine. While there are so many things the district does well, there is always room for improvement to help not only families like mine, but all of the families in the district. A community is only as strong as it's most vulnerable members.

Last year I discovered a flaw in the hearing and vision screening that impacts vulnerable children and took steps to have it addressed. While my oldest is okay despite the problem, I wanted it solved for all of the families who could be impacted negatively. Over the summer I was contacted and discussed, in length, ways to fix this problem so that families aren't receiving inaccurate information. Doing what's

right is never easy, but it is what must be done. This openness to dealing with problems is what has led me to have excellent intercommunication with my children's teams.

That same intercommunication that has been created by my children's IEP teams and outside therapies has helped create well-rounded continuity of care for all of my children. Unfortunately, that is not the norm for families and it should be. If I were chosen to be on the board, my focus would be on advocating for all families to have well-rounded continuity of care, whether it be academically, behaviorally, or emotionally. All families deserve consistency in expectations, especially as they progress throughout the years.

Sincerely,

Autumn Bozza



Education

Studied Business Management and Child Education at McHenry County College
Received High School Diploma in May of 2009 from Huntley High School

Experience

Sales Associate *November 2018- Present*

Dollar Tree Inc, Algonquin IL

- Clean cashier lanes
- Assist customers
- Organize and put out stock

Cashier *April of 2018-November 2018*

Taco Bell, Cary IL

- Stock supplies
- Assist customers
- Organize and put out supplies for shift

Senior Care Provider *October 2013-February 2015*

Home Instead Senior Care, Naperville IL

- Clean home
- Prepare food
- Assist with daily activities

Special Qualifications

- Excellent at time management
- Focused on tasks at hand
- Willingness to go the extra mile



Huntley Superintendent <superintendent@district158.org>

Application for school board position

1 message

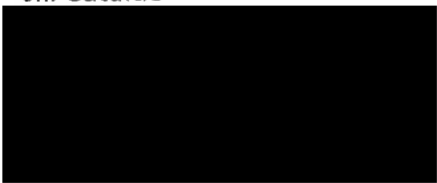
jill

Fri, Oct 6, 2023 at 2:37 PM

To: "superintendent@district158.org" <superintendent@district158.org>

October 6, 2023

Jill Cataldo



Jessica Lombard
Interim Superintendent
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Dear Jessica,

I am writing to express my strong interest in applying for the open District 158 School Board member position. As a dedicated resident of Huntley for 29 years and a parent of three children who have progressed through the D158 school district, I am deeply invested in the continued success and growth of our local education system.

Over the years, I have witnessed significant changes in the district's focus and commitment to educational excellence since our oldest child graduated in 2014. These transformations have inspired me to become actively involved in advocating for the concerns and issues raised by parents and stakeholders in our community.

For more than two years, I have been a devoted attendee at D158 School Board meetings. During this time, I have consistently participated in public comment sessions to raise awareness of the issues that students and parents care deeply about. This hands-on involvement has allowed me to gain a comprehensive understanding of the challenges and opportunities facing our district.

As many of the current board members and administration may be aware, I also played a role in supporting the electoral campaigns of three current board members earlier this year. I want to assure you that I do not consider this involvement a conflict of interest, as my active participation in their campaigns concluded in April 2023.

My passion for addressing the issues of concern to parents and students runs deep, and I am eager to contribute my experience and commitment to the D158 School Board.


My attached resume provides a comprehensive view of my professional qualifications and experiences, showcasing not only a diverse background and skill set but also a wealth of life experiences gained through extensive international work and collaborations with individuals from diverse cultural backgrounds. These experiences uniquely position me to contribute effectively to this potential role.

I appreciate the opportunity to apply for this vital role, and I look forward to the possibility of working collaboratively with the board and administration to shape the future of our school district positively.

Thank you for considering my application. I am available for an interview at your earliest convenience and can be reached at [REDACTED] or via email at [REDACTED]

Sincerely,

Jill Cataldo

 **Jill Cataldo 2023-2p-Resume.pdf**
806K

JILL CATALDO

Marketing, Design, Sales

About Me

I'm a high-energy self-starter who is fearless about pursuing new opportunities and challenges. After spending over a decade working for a music industry legend, I've acquired an incredibly diverse skill set ranging from marketing, to design, to event management, to high-end sales -- all honed in a high-pressure, demanding environment.

Experience

March 2013 - Current

KISSaddiction.com and KISSpicks.com President / Owner, Head of Marketing

Designed, launched, managed, and maintained e-commerce retail shops selling rock music merchandise and memorabilia. Responsible for all email, print, and digital marketing campaigns for both sites.

Created SEO campaigns to grow organic web traffic 45% and lower bounce rate to 8%. Improved and maintained web rankings for top position on page one for major keywords, placing these sites ahead of all other competitors in this space.

Drove sales and repeat customer engagement through an organized marketing strategy involving email newsletters, social media, targeted coupons and online discounts. Regularly created, wrote, edited, and generated content for newsletters for our customer base.

January 2010 - July 2021

Paul Stanley Guitars and Eric Singer Drums (KISS) Marketing and Sales Manager

Designed, created, managed, and maintained e-commerce websites, print, and digital marketing campaigns dedicated to selling KISS stage-played instruments and luxury artist/fan meet-and-greet experiences.

Managed and maintained relationships with more than 2000 buyers to encourage and facilitate repeat sales.

Created and maintained email newsletters to maintain customer engagement and facilitate repeat sales. Cross-referenced email database with list of our highest-revenue buyers to develop targeted offers, resulting in numerous five and six-figure annual purchases from individual customers.

Planned, managed, and personally oversaw meet-and-greet experiences throughout eight consecutive KISS tours. Worked as artist handler and liaison for artist events, autograph signings, and private performances.

EDUCATION

Bachelor of Arts
Northern Illinois University
1996

EXPERTISE

Content and Creative Strategist

25+ Years Graphic & Web Design

Professional and Technical Writing

Editorial and Content Generation

Multimedia Marketing and
Branding

Video Production and Editing

Strategic Planning

Client Relations

Event Management

Trade Promotion and Luxury Sales

Experience (Continued)

June 2006 - November 2019

KISS

● **Marketing and Artist Relations**

Worked extensively within the KISS organization on a wide variety of creative projects for the band, including website development and support, merchandise, branding, and instrument design, and fan engagement live, in-person experiences.

Created, wrote, and edited website copy, audio/visual content, video production, and promotional strategies for KISSonline.com.

Wrote and edited content for KISS' email newsletter, creating engaging stories and interviews with band members and their fan base.

Wrote copy and liner notes for KISS' official tour books, vinyl, and CD box set releases from 2008-2019. Designed all of KISS' commemorative tour and event guitar picks from 2010-2019.

Provided live event direction, support, and fan/artist event hosting aboard the annual KISS Kruse music festivals at sea from 2011-2019.

January 2016 - December 2018 (Concurrent with other positions)

KISS Official Magazine

● **Publisher**

Re-launched KISS' official print magazine after a four-year hiatus.

Built and managed a staff of eight editors and staff writers, plus additional contributors and photographers. Developed content plan and marketing strategies to re-engage subscriber base and grow the magazine's audience.

August 2008 - Current (Concurrent with other positions)

Super-Couponing, LLC

● **Columnist / Speaker / Consultant**

Founder of Super-Couponing® workshops and author of nationally-syndicated column and savings blog jillcataldo.com. Live workshop instructor with extensive on-air media background that includes television, radio, and satellite media tour experience.

December 1996 - June 2006

Net Results Inc.

● **Senior Web Developer**

Designed and developed static and dynamic web sites. Created custom logos, graphics, and marketing materials.

PRO SKILLS

Adobe Creative Suite
Microsoft Office 365
Google Workspace
Canva
Constant Contact / Mailchimp
/Brevo / ActiveCampaign (email)
Wordpress
Woocommerce
HTML, Javascript, CSS

PERSONAL SKILLS

Strong leadership and creative ability

Critical thinking and collaboration

Results-driven time management

Organization, motivation, and delegation

Pattern recognition, data analysis, and problem solving

Extensive entrepreneurial, marketing, and networking experience

Passionate about writing and creating engaging communication

October 6, 2023

Superintendent Jessica Lombard
Board of Education members
650 Dr. John Burkey Drive
Algonquin, IL 60102

To Superintendent Lombard and the members of the Board:

I am applying for the vacancy on the Huntley 158 Board of Education. [REDACTED]
[REDACTED] I can bring a fresh perspective to the district backed by 20 years' experience in the higher education field.

I've spent my career in higher education across a range of areas including market research, communications and strategy, technology adoption, and budget management; and I am excited to bring what I have learned to the board so that we can work together to ensure a positive and beneficial learning experience for all children in the district.

A large part of my job involves market research—I have studied the education industry in depth to learn what makes a transformative education today. I have practical experience with assessment, accreditation standards, and program development. I bring years of experience in procurement, including researching, vetting, and implementing new technology programs that are utilized by students, faculty, staff, and leadership at the schools I work with. I have hands-on experience managing large budgets with an eye for prioritizing results-driven spending.

Working directly at the intersection of technology and education, I am intimately familiar with both the incredible benefits technology can bring into the classroom and well as the limitations and potential for misuse. Finding a balance that prepares students for the future while protecting their privacy and ensuring their safety would be a main priority for me on this board.

In my free time, I enjoy running in local 5ks, volunteering with the McHenry County Conservation District, and traveling.

In addition to my experience in and passion for education, I bring a willingness to work together to achieve results. I am a strong supporter of teachers and an advocate of parents—I know these two are not mutually exclusive. I am prepared to bring an open mind, a strong work ethic, and a history for fiscal efficiency to the board.

I appreciate your review of my application and your consideration.

Sincerely,

Heather Hoffman
[REDACTED]

Heather Hoffman

Education DePaul University
Master of Arts in Writing
Specializations: Technical Writing

Drake University
Bachelor of Arts in Journalism and Mass Communication
Magna Cum Laude

Experience Perdoceo Education, Schaumburg, IL
2020-present Senior Mobile Marketing Manager

- Serve as product marketing manager for two mobile apps and one messaging platform, including prioritizing backlog, responding to user feedback, updating store screenshots and release notes, and promoting key features
- Collaborate with university leadership to develop and implement communications plan focused on onboarding and retention students
- Maintain regular reporting practice utilizing Google Analytics and Tableau in order to regularly refine and update plan with a goal of driving retention and stitch-in
- Develop, create, and maintain student communications such as push notifications, tooltips, overlays, videos, gifs, and photos that drive activity and engagement in the mobile app and student portal
- Host focus groups and solicit feedback from students and faculty to improve technology offerings
- Support President/SVP and accreditation committee by providing competitive and market analyses, portfolio scans, and enrollment data and trend reporting
- Manage onboarding new SaaS programs/tools for university-wide release from vendor identification through employee training
- Maintain accruals, campus budgets, and trial balances

2017- 2020 Marketing Communications Manager

- Devise key messaging platforms/brand standard guides for each of our degree programs to ensure continuity and consistency in messaging, proof points, CtAs, and imagery on websites, landing pages, ads, and collateral
- Project manage content for degree programs (catalog, website, CPL), including hiring and managing freelance writers; providing editorial support; and overseeing production schedules
- Increased re-entry enrollment with new integrated communications campaign based on intensive A/B testing of new copy and targeting strategies
- Provide social media support for graduation, partnerships, and military
- Overhauled drip and nurture email campaigns for nursing and re-entry populations
- Increased enrollment and saw retention rise to more than 80 percent as leader of partnership with McDonald's for tuition-reimbursement program, which included partnership advertising and trade show marketing
- Implemented new SOP and file-sharing processes for department to maximize efficiencies and speed new-hire training

Heather Hoffman



- Lead biannual competitive analyses to align programs with industry forecasts
- Manage marketing department's monthly budget; work with all team members to ensure digital leads align to monthly/quarterly forecasts
- Serve on Go-To Market and Graduation Rate Initiative Committees

University of Illinois at Chicago *Chicago, IL*

2009-2016

Director of Marketing and Communications, College of Business Administration

- Cultivated relationships with stakeholders across campus to represent the college in branding efforts, which resulted in university adopting many of the college's visuals and messaging
- Developed and managed marketing, communications and social media strategy for prospective student marketing and faculty research promotion
- Drafted speeches, memos and presentations for leadership team; designed style guide
- Strategically developed collateral system and editorial calendars to streamline communications throughout college programs, departments and centers
- Effectively ran a team of designers, writers, freelancers, IT support staff and interns, and managed digital and advertising agencies and web hosting provider
- Managed annual photo and video shoots to ensure consistency of brand voice and image
- Managed team of contributors who advanced digital storytelling through blog, social media, digital screens and website while staying on brand, on message and maintaining authentic voice
- Coordinated internal communications and provided training to all staff through users guides, operations manuals and in-person training to effectively relay the college's message and vision to various audiences
- Managed public relations efforts, including crisis communications and event promotion
- Invited to serve on Web Accessibility Taskforce, Community Affairs Council, Communicators Council and Integrated Strategic Marketing Committee
- Managed department and advertising budget

2007-2009

Associate Director of Communications, College of Business Administration

Drafted materials for events and fundraising; coordinated editorial content, design and production of communication materials, magazines and newsletters; wrote remarks and speeches

2005-2007

Assistant Director of Communications, College of Medicine

Developed Speakers Bureau, served as assistant editor of UIC Medicine magazine; managed events and materials for fundraising campaigns; designed and launched fundraising websites

Dundee Township Public Library *Dundee, IL*

2004-2005 Director of Public Relations

Coordinated communication; managed media placement; maintained editorial calendar and library programming; coordinated fundraising events; designed library signage and brochures; managed newsletter

Stephen Lulofs



October 6, 2023

Board of Education and Superintendent
Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Dear Board of Education Members and Superintendent,

I was excited to hear that a Board Member position has become available as I have been wanted to become even more involved in our school district and help grow and impact our community youths. I have been a huge supporter of our school district since moving to the area 15 years ago and I admire the selflessness of all the individuals that make this school district one of the best in the State of Illinois. I am also excited to have the opportunity to help grow and guide our school district in the best possible way while tackling challenges head on. I do not shy away from any opportunity that comes forth.

I bring a wealth of experience as a leader in our local community and a leader nationwide. I have a strong desire for public service as I have 20 plus years of public service experience and continue to serve daily. I am committed to provide high expectations for our students and staff members while setting clear goals and setting everyone up for success. I am also committed to being accountable, holding our school board accountable, and our staff members and students accountable to help improve our districts policies, student and community members lives. I love collaborating and building relationships with others who are like-minded as myself and with people who differ in opinion as it helps build a better and more rounded environment for our community member, students and drives continuous improvement. I believe that I have the drive and passion to unite the community with the school district and build respect and mutual trust.

Please let me know if you are interested in discussing this opportunity further. Thank you for your consideration.

Sincerely,
Stephen Lulofs

Stephen Lulofs



Professional Summary

Government professional and Entrepreneur that is successful in developing, implementing and managing multiple programs including youths. A flexible and caring, but strong, leader that is flexible and adaptable to change.

Skills

- Project Management
- Governance
- Metrics
- Revenue Growth
- Oversight
- Motivator
- Marketing
- Coordinator
- Social Events
- Social Organizations (Student, Military, Civilian)

Work History

February 2010 – present
U.S. Department of Labor, Office of Foreign Labor
Senior Immigration Program Analyst

- Serve as a subject matter expert (SME) for the H-2A program and provide timely responses to multiple groups; Federal employees, supervisors, senior management, ETLIS (Policy), State Workforce Agencies (SWA), and our stakeholders.
- Promoted an inclusive workforce and diverse workforce by training and managing needs of the Center based on the Center's goals and metrics.
- Analyze and apply complex legal opinions and case law to cases and coordinate the resolution of complex legal questions related to case adjudication.
- Helped develop and maintain strategic planning to facilitate standards and to improve performance consistent with policies, priorities, economic, political, and social trends affecting the organization.
- Apply policy and regulations on H-2A immigration visas in respect to federal regulations and policies.

February 2017 – present
Veterans Barbecue, Inc dba Veterans Q Barbecue Sauces & Rubs
Owner/President

- Founded a barbecue business that revolves around a passion to help military veterans in need.

- Promote the business through various outlets; including news media and social media outlets.
- Analyze market conditions to help promote growth of the company.
- Organized multiple “boots on the ground” marketing campaigns to increase revenue and marketing.
- Built and manage the company’s website, track inventory, and payables.
- Network with multiple companies and veteran non-profits throughout the United States and overseas.

May 2002 – May 2010

United States Army & United States Army Reserves

Specialist

- Intelligence Interrogator with the 378th Military Intelligence Battalion located in Ft Sheridan, IL. While assigned to the 378th Military Intelligence Battalion, I trained on how to use the proper techniques on questioning a person of interest. I gathered information from subjects that benefited my unit and other personnel involved.
- Served in support of Operation Iraqi Freedom; Taji, Iraq as a Combat Engineer. I was a safety officer during training on weapons which is reserved for lower ranking officers and higher ranking Non-Commissioned Officers (NCO). Thus I was responsible to ensure that over 60 of my fellow Soldiers received proper training in field dressing, how to perform battlefield medical care including CPR and wound management. I was also a trained combat lifesaver.
- Lead my company into Iraq from Kuwait while taking heavy enemy contact. This responsibility is held by lower ranking officers and high ranking NCO’s. I showed officers a tremendous amount of knowledge of land navigation and map reading.

Education _____

2007 - Basic General Studies, Liberal Arts – concentration in Sociology

Northern Illinois University – DeKalb, Illinois

Accomplishments _____

- Current Board Member & Chairperson – Scholarships Committee - Huntley 158 Education Foundation
- Current Board Member - Strategic Planning Committee – Huntley 158 Education Foundation
- Current Board Member - Events Committee – Huntley 158 Education Foundation
- Current Veteran Ambassador to connect military veterans with Operation Warrior Wishes NFP and the Major League Soccer Chicago Fire Football Club
- Board Member – Sponsorships – Huntley Heat Soccer Club
- Fellow – Iraq & Afghanistan Veterans of America NFP
- Youth Sports Coach and Advocate – multiple sports and years
- Received 10+ awards (including with valor) while serving during Operation Iraqi Freedom
- Retail Manager for 5+ years

District 158 Board of Education
Superintendent Jessica Lombard, Ed.S.
650 Dr. John Burkey Drive
Algonquin, IL 60102

September 28, 2023

Andrew C. Martin

Dear District 158 Board of Education Members & Superintendent Jessica Lombard,

I am writing today to apply for the open Huntley School District 158 Board of Education position. My resume accompanies this letter. Given my practical work experience in public service, education in safety process, and ability to problem solve I believe I bring a unique perspective to the Board of Education.

I have been a resident of the Village of Huntley for the past nine years and have three children, making the quality of education very near and dear to my heart. As a member of the Board of Education I look to continue responsible spending of taxpayer revenue, improve infrastructure that provides a safe, state of the art learning environment for all students and strengthening the relationship between internal and external stakeholders. Being a first responder who is called upon in emergency situations, I bring a caring, understanding demeanor and ability to problem solve in time sensitive situations. I also act in a leadership position within my department involved in mentoring and training of new candidate first responders, as well as frequently conducting public education training for the community that includes school fire safety, elderly injury prevention, and career fairs. Outside of being a first responder, I also have a corporate background that taught me many time management, data analytic, team building and budgetary skills.

Making time to perform the duties necessary of a member of the Board of Education is of utmost importance to me and I look to adjust my rotating shift schedule to insure I am available for meetings, public events, and address stakeholder concerns.

Thank you for taking the time to review my credentials for the Board of Education position. I look forward to meeting with you and feel free to contact me with any questions or concerns.

Sincerely,

Andrew C. Martin

ANDREW MARTIN

Objective

To obtain a position as a member of the Huntley School District 158 Board of Education that will allow me to ensure internal and external stakeholders feel involved in their child's education, ensure responsible spending of taxpayer funds, and provide safe, state of the art leaning facilities for all students.

Education

Illinois State University, Normal, IL
Bachelor of Science in Occupational Safety & Health
Activities: American Society of Safety Engineers (ASSE)

Harper College, Palatine, IL
Associates of Applied Science in Fire Science Technology
Activities: Rolling Meadows Fire Department Internship

Professional Memberships

- American Society of Safety Engineers (2007 – Present)
- Illinois Fire Fighters Association (2013 – Present)
- Associated Fire Fighters of Illinois (2013 – Present)
- Winfield Professional Fire Fighter Local 5024 Charter Member (2014 – Present)
- International Association of Fire Fighters (2014 – Present)

Work History

Winfield Fire Protection District, Winfield, IL
Fire Department Serving approximately 24,000 residents.
Firefighter/Paramedic
OSHA/Safety Coordinator
Response Data Analyst/Quality Assurance Specialist

July 2013 – Present

- Provide emergency medical services, fire suppression and rescue operations.
- Provide public education to residents in the discipline of safety.
- Customize and administer OSHA, DOT, & workplace safety training.
- Conduct on-site workplace OSHA, DOT, & safety audits.
- Conduct on-site accident investigations.
- Customize OSHA, DOT, & safety/health policies.
- Mentor and train newly hired employees.
- Maintain training, inventory, and response report database.
- Quality assurance control specialist and statistical data analysis.
- IRMA Worker's Compensation Liaison
- Fire Inspector/OSFM Public School Inspector Teir 1

Bswift, Chicago, IL
Third party benefits & human resources administrator
EDI Analyst

March 2013 – July 2013

- Maintain and analyze electronic payroll and eligibility files.
- Troubleshoot benefit, payroll deduction, and data discrepancies.
- Liaison between clients, benefit vendors, and participants.

Benefit Express Services, LLC., Arlington Heights, IL
Third party benefits & human resources administrator
Delivery Manager – Benefits/Client Services
Benefits/Client Service Analyst

April 2011 – March 2013
May 2008 – April 2011

May 2008 – March 2013

- Manage day-to-day operations of a department of 10 employees.
- Responsible for department new hire recruitment and hiring.
- Administer new hire and companywide training.
- Maintain and analyze electronic payroll and eligibility files.
- Troubleshoot benefit, payroll deduction, and data discrepancies.
- Liaison between clients, benefit vendors, and participants

Katherine (Kate) Policheri

27 SEPTEMBER 2023

Board of Education

Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

Dear Members of the Board of Education,

I would like to be considered for the vacancy on the Huntley Community School District 158 Board of Education.

My husband, Jim, and I moved to Huntley in 2003, and recently moved to Union in order to keep our sons in District 158.

All of my sons are very different which is why our district's mission statement is so important to me.

I work part-time as a pharmacist at the Walgreens on Princeton Drive in Huntley. Working part-time allows me the flexibility to be involved in my sons' activities and volunteer both for the district and in the community. Within the school district, I am involved in the Special Education Advisory Committee, Strategic Planning Committee, LIGHT Steering Committee, Huntley High School Medical Academy, and Heineman PTO. Last year, I started volunteering to work concession stands at the football games to support the Huntley High School Athletic Boosters. Within our community, I coach for Huntley Youth Football and Huntley Park District Boys Basketball. I also serve Make-A-Wish Illinois as a Wish Grantor.

Over the last few months, Ms. Galigar contributed her perspective as an educator working with students with special needs. As a member of Huntley District 158 Board of Education, I would be providing a unique perspective and voice for an important population in our community. Special education would continue to have a voice on the Board of Education. I am passionate about special education and the children in our community, which is evident in all that I do.

As always, thank you for your consideration.

Sincerely,

Kate Policheri

Katherine (Kate) Policheri

Kate Policheri



Objective

To be appointed as a member of the Huntley Community School District Board of Education

Work Experience

Walgreens/ Pharmacy Technician

June 1997 - July 2002, Lake Zurich, IL

Responsible for entering, filling prescriptions and selling prescriptions, working with third party payers, doctors' offices as well as checking for and returning expired products.

Walgreens/Pharmacy Manager

July 2002-,November 2006, Vernon Hills, Belvidere, and Cary IL

Responsible for overseeing and directing the activities of a pharmacy ensuring high quality and efficient dispensing and delivery of prescription drugs and injectables to the patients. Responsible for maintaining and increasing sales volume, customer service to patients, quality, timeliness and cost-effectiveness of delivery. Manage the Profit and Loss (P&L) report monthly. Establish and monitor metrics to ensure quality patient care and timely delivery. Ensure all key metrics and client performance guarantees are met or exceeded and all pharma programs are administered accurately. Ensure the facility complies with all state and federal pharmacy law and with Walgreens policy and procedures.

Walgreens / Staff & Part-time Pharmacist

November 2006-present, various locations

Responsible for everything from counseling patients and providing preventive healthcare services to assisting with daily pharmacy operations, maintaining pharmacy records, and working with other healthcare professionals.

Walgreens / Remote PTCB class facilitator

January 2020-present

Facilitate on-line classes to prepare pharmacy technicians to take the Pharmacy Technician Board Certification exam.

—
Education

Winona State University / Associate's Degree

August 1995-May 1998, Winona, MN

University of Illinois at Chicago / Doctor of Pharmacy

August 1998-May 2002, Chicago, IL

—
**Volunteering within Huntley
Community School District**

Special Education Advisory Committee

September 2019-present

Strategic Planning Committee

September 2021-June 2022

Huntley High School Medical Academy

(Participated in entrance interviews, exit presentations and established job shadowing with Walgreens)

September 2021-present

Heineman Middle School PTO

September 2022-present

Huntley Athletic Booster volunteer

September 2022-present

LIGHT Steering Committee

August 2023-present

—
**Volunteering within the
Community**

Huntley Park District Recreational Basketball Coach

December 2019-present

McHenry County Department of Public Health, Vaccinator & Volunteer

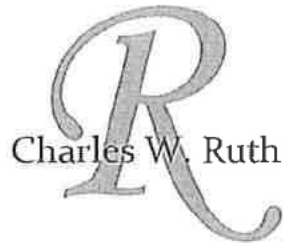
February 2021-present

Huntley Youth Football Coach

July 2021-present

Make-A-Wish Illinois, Wish Grantor

October 2021-present



September 26, 2023

Huntley Community School District 158
650 Dr. John Burkey Drive
Algonquin, IL 60102

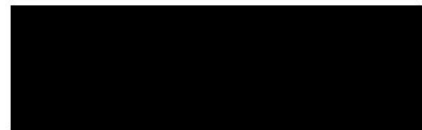
Board of Education:

Please accept my interest in serving on the Board of Education. My grandchildren are the fifth generation of our family to attend the Huntley school system. Perhaps some of my past experience would be helpful as the district goes through its transition. I am proud of our school system and harbor no ulterior motives other than to help in any capacity you see fit.

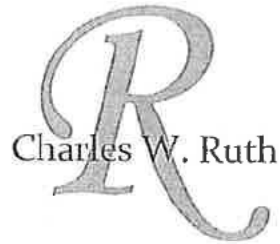
Although some of my past involvement may be perceived as a conflict of interest, I feel my retirement precludes any current conflicts.

I appreciate the challenge of your selection and wish you the best.

Go Raiders!



Charles W. Ruth



RESUME

Charles W. Ruth

Graduate: Huntley School District 158
University of Illinois Civil Engineering Degree
Professional Engineer License No. 062.035828
Recently Semi-Retired

Past Experience:

Past President – School District 158
Past Board Chair – Centegra Health System
Past Board Chair – American Community Bank & Trust
Past Founding President – Huntley Area Library
Past Supervisor – Grafton Township
Past Supervisor – Coral Township
Past President – Alliance Contractors, Inc.
Past Moderator – First Congregational Church of Huntley
Past President – Huntley Lions Club
Past Member – Northwestern Hospital, Northwest Region
Past Chairman – McHenry County College Foundation
Past Founding Director – Challenger Learning Center
Past Director – Xamin Computer Technologies

Current Positions:

Member – Northwestern Medicine Health Network Brand
Member – University of Illinois Foundation

October 4, 2023

Huntley Community School District 158
Board of Education
650 Dr. John Burkey Drive
Algonquin, IL 60102

To Whom It May Concern:

Please respectfully accept this **Letter of Interest** to fill the D158 Board of Education (“BoE”) vacancy being left by Mrs. Gina Galligar as announced on September 22, 2023. As my enclosed resume will demonstrate I have a solid background in business leadership within the insurance and IT industry. I have also been involved in several roles and committees within D158 for many years.

Through my work experience I have developed strong leadership, communication, negotiation, and analytical skills. I have been involved in the insurance industry for 30+ years, solving complex business problems for Fortune 500 and 100 corporations. I have also managed teams of resources to deploy system-based implementations across the country and globally. I currently work as a Senior Proposal Manager for an software development firm. In this role I have developed excellent writing and communication skills. My work involves addressing requirements from vendors while leading project teams globally to develop complex software proposals for clients. To be successful I must manage not just my time, but that of my team, as well as overall expectations, among our remote global organization. My experience and education have provided me skills necessary to develop creative solutions to any business problem, think outside the box, and listen constructively to all perspectives that then allow teams to address and solve issues in a collaborative manner.

Outside of my career, I have been heavily involved in our community for the past 15 years. When my oldest son [REDACTED] I knew I wanted to be involved in the school in some capacity. We made D158 our home because we felt this was the best place to raise our family with a solid public education. To show support for the staff and teachers I wanted to volunteer whenever it was possible.

I held leadership roles on the Chesak Martin PTA from 2008 - 2016. During my time as CMPTA President we were able to manage a budget of over \$60K for both elementary schools, generate interest in new family events, enable high- revenue fundraising activities, implement new programs to attract more attention to our school community, and move our organization into a more tech-savvy group, winning website and communication awards from National PTA.

As my children went onto [REDACTED] became more involved in other community efforts. I have been active in the following groups: McHenry County Board of Education, D158 Strategic Planning Committee, D158 Elementary Parent Advisory Committee, D158 Dual Language Committee, St Mary Church Religious Education Program, Huntley [REDACTED] Football, Huntley Youth Lacrosse, HHS Athletic Boosters, and most recently I was a Varsity Football Team Mom at HHS. I have attended many D158 Board meetings since 2013, attending almost monthly since 2020 to allow me to be to be informed and aware of how our District operates.

We have had all three of our children go through D158, from ECC through HHS, [REDACTED]
[REDACTED] We have been proud to see them all really enjoy their times in D158 in their own individual ways. They see how my husband and I have been involved in the schools and I really think that resonates with them to be engaged as well in their own ways. They see the passion for volunteering carried out by their parents. When I told them of this opening they told me to apply because they know about my love for the District, and how important teachers have been to our family. They are right. I treasure the involvement in our community, so I do feel the next step for me in this District is to be a Board member to be a voice for parents, students, and staff. If selected I plan to act with utmost integrity. I will listen and engage with all stakeholders. I will seek to learn from current members, to question things to better understand process and protocol, and initiate change with action as opposed to reaction. My leadership, creativity, business acumen, patience, and philanthropic passion have certainly prepared me to take on this role as a D158 Board member.

Thank you for your time and consideration. I look forward to hearing from you with the next steps in the selection process.

Regards,

Dana Wiley



- Proposal Development/ Sales Support
 - Strategic Planning
 - Project Management
 - Business Systems Analysis
 - Process Workflow Analysis
 - Meeting Facilitation & Planning
 - Systems Development, Implementation & Maintenance
-
- Over 30 years' experience within Project Management environment across many industries.
 - Recent experience working to execute successful responses to software-based RFP/RFI requests via a broad base of technical, product and industry knowledge. Utilize keen writing ability using company provided resources and tools.
 - Lead team of seasoned proposal developers to align resources for optimum relationship management performance and 100% on time delivery. Excellent ability to build and motivate teams.
 - Over twenty-five years BA experience embedded in IT organizations working in web development and design environment, geared strongly towards UI design.
 - Proven track record of delivering projects that meet or exceed customer expectations within budget and time constraints.
 - Effective in explaining subjects to non-technical people, assessing individual and group understanding of computer systems and principles and developing situation-specific plans for transferring knowledge.
 - Ability to manage team delivery of system implementations as well as creating and administering effective end user training programs and documentation.

PROFESSIONAL

Origami Risk (September 2022 - Present)

Senior Proposal Manager

- Apply experience and best practices in proposal management to ensure the timely delivery of proposal submissions that are fully compliant with solicitation instructions.
- Develop proposal timelines to ensure 100% on time delivery and communicate team assignments.
- Understand win themes and differentiators to ensure they are integrated into proposals.
- Assist CIO in completing security questionnaires for prospective clients.
- Oversee the maintenance of Origami's content management system (library of responses).
- Become knowledgeable of business objectives of prospects and the Origami product/service offerings and develop expertise in our value proposition.
- Provide coaching and oversight of the team members to ensure productivity and quality.

Duck Creek Technologies Inc. (April 2010 – August 2022) **Formerly known as Accenture Duck Creek*

Operations Manager for Proposal Development (August 2012 – present)

- Lead a team to manage the proposal process for a technology organization. Partner with Sales Directors, SME's and clients to develop formal proposal statements of work and all aspects of RFP/RFI responses.
- Act as a Project Manager with internal teams in identifying, analysis, solution, developing business case, proposal preparation and presentation to clients.
- Worked on team to develop global repository of proposal tools and assets that are reusable.
- Acted as a focal point for collection of information from various sources and participate in creating and maintaining a central document repository.
- Contributed to standard proposals by analyzing the proposal requests and customizing templates and interfacing effectively with sales and solutions team under standard guidelines.
- 100% on-time delivery of RFX submissions.

Consultant (April 2010 – August 2012)

- Achieved key operational objectives by providing recommendations to strategic plans and operational reviews.
- Tasked to resolve system and process issues from both a business and IT perspective by identifying trends; determining system improvements; tapping key resources, and effectively implementing change.
- Consistently accomplished overall project objectives by planning and evaluating project activities effectively, and then delivering them in a timely and quality manner. This was done holistically to satisfy not only management and stakeholders, but the end users as well.

Independent Contractor (May 2008 - April 2010)

- **LexisNexis - Risk Solutions (April 2009 – April 2010)**

Sr. Business Analyst – Contractor for Hegemony

- **Fromm International (Dec 2008 – April 2009)**

Business Analyst - Contractor

- **Kingsway America Inc. (June 2008 – Sept 2008)**

Sr. Business Analyst – Contractor for TEK Systems

- **Synch-Solutions Inc. (May 2008 – June 2008)**

Sr. Management Consultant- Contractor

Zurich North America (February 2000 – April 2008)

Business Process Operations Manager

- Developed subject area business requirements in claims, underwriting, accounting, and reinsurance.
- Performed needs assessments of business units processing environment to allow the team to assemble a gap analysis and begin requirement documentation based upon enterprise business needs.
- Assumed a lead role in developing a workflow tracking and reporting system extension to an enterprise Workstation application. Facilitated JAD sessions, customer interviews, reviews and walkthroughs to document departmental processes and information flow.
- Lead the development of all training materials and activities, and coordinated all phases of the implementation for this toolkit extension.
- Managed Business Unit Trainers to support the delivery of workflow, process and training deliverables to the field. Instrumental in executing the development and delivery of a major redesign of process improvements to field users in less than 15 months in over 26 offices nationwide.

CNA Insurance (September 1994 – February 2000)

Operations Management

- Supported the development of a multi-million-dollar client/server application. Responsible to document all end user business requirements, document test conditions, and develop test cases.
- Provided critical on-site UAT ensuring that all testing was performed in a complete and consistent manner in terms of test cases, approach and documentation.
- Developed processing workflows, user procedure manuals, and group training sessions.

Prudential Property and Casualty Insurance (September 1988 – September 1994)

Business Analyst

- Responsible to develop and automate in-force underwriting processes to facilitate the renewal review.

EDUCATION

DePaul University, Chicago, IL

1992, Bachelor of Arts – Political Science

College of DuPage, Glen Ellyn, IL

1989, Associates Degree in Liberal Arts

- MS Office Suite (including Excel, Word, Access, Project, Publisher, Visio, PowerPoint, Outlook, Teams, & SharePoint), Salesforce, Qvidian, RFPio
- RUP, Agile, SCRUM, and IBM Software Development Life Cycle Methodology

PERSONAL INTEREST

I have taken on several leadership roles in my community over the past decade as a volunteer to leverage and compliment my professional skills.