

ADDENBROOKE CLASSICAL ACADEMY
Board of Directors

Board Applicants

August 2026

Candidate Application Packet

8

Candidates - 16 Documents - 33 Pages

Personal contact information has been redacted

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Addenbrooke Classical Academy Board Nomination Committee,

I am writing to express my interest in serving as a member of the Addenbrooke Classical Academy Board of Directors.

Why are you interested in the position?

My family has attended ACA for four years. Each year, we've become more involved, as we've found the mission and community of ACA to be compelling and positive. I see this role as one place where my professional background and personal interests could help advance ACA's work and support our school's continued thriving.

I've personally been educated by a homeschool co-op, a local public school, a private classical high school, a faith-based college for undergrad, and a public research university for graduate school. Through that diversity of experience, my husband and I chose classical education for our kids and are highly invested in this model and in ACA's success. As our kids get older, we want to continue finding ways to offer our skills, time, and presence in service to the school.

Professionally, I've had a combination of experiences that have prepared me to be in a governing role, providing support and accountability without needing to manage execution. I've spent over a decade working in higher education and have held jobs at private, public, and research institutions. I've had student-facing roles, which built compassion and sensitivity to the work that the ACA administration tackles. I've also had leadership roles where I set goals, identified measures of success, and provided accountability to those responsible for outcomes without getting into the day-to-day operations.

I have been glad to support the school community through volunteering for curriculum days, field trips, book fairs, teacher appreciation, "Thursday folders", and most recently, serving on the School Accountability Committee. Being a part of the board seems like a responsibility I'm uniquely prepared to step into based on my work across communications and education. It would be a joy to learn from other Board Members and the Executive Director as we work together to set Addenbrooke up for continued success.

What is classical education and why is it important?

It's my conviction that nothing surpasses the classical model for shaping whole, thoughtful, virtuous graduates. It's the experience I desire most for my own children because classical education gives students a wide base of knowledge and skills, upon which they can build. While it still holds assessment in high regard and maintains rigorous academic standards, part of what makes classical education unique is that it explores the good, true, and beautiful, even when it's not productive in the current sense of the word. In a world obsessed with hustle and monetizing time, one of the gems of classical education is that it creates lifelong learners, in part by teaching kids to be slow, mindful, capable, and resourceful (which also connects them to so much of what it means to be human!). Students are taught how to think, rather than what to think, which sets them up for a life of sturdiness and considered perspectives. Done well, classical education teaches students flexibility, how to ask great questions and validate information, and teaches them to pay attention to the world.

What is the difference between a governing board and a managing board?

A managing board is involved in supervision and execution of day-to-day operations, similar to a staff. In contrast, ACA's governing board leads mission and vision, while allowing the Executive Director and other leaders to manage the operations and execution. I understand that ACA's governing board is responsible for maintaining fidelity to ACA's mission, oversight of finances and policy, and long-term planning.

I can contribute to this charge because much of my professional work has been in this same vein: ensuring policy adherence, managing department budgets and developing projections, qualitative and quantitative data review, program implementation and auditing, and supporting mission fulfillment through strategic communication.

What are the strengths and weaknesses of ACA?

Addenbrooke's current strengths include the tenderness of teachers toward their students, a clear school identity, and intentionality of the school community. Parents and teachers truly seem to see themselves as partners and understand that parents bear ultimate responsibility for their student's education. My impression is that a vast majority of the school community—administration, teachers, families and students—is bought in on the vision of the classical education model. The biggest current weakness I observe is student and teacher retention, as well as finding creative ways to communicate with parents and guardians (without sheer overwhelm or significant gaps).

What skills or expertise do you bring to the position?

Alongside the professional experience described above, I've spent the last three years leading communications projects for universities and schools, including executive communications, stakeholder messaging, and organizational storytelling. My professional experience has required careful stewardship of budgets, policy compliance, and risk management.

Additionally, my time in higher ed involved sensitive work, such as student conduct case management, Title IX investigations, policy implementation, and confidential personnel matters. I have held detailed information confidentially while maintaining personal relationships with students and colleagues. I am confident I would be able to manage board responsibility while being a current ACA parent without conflict.

Are you committed to signing the Board of Directors Handbook, if appointed?

I approach this application with humility and a desire to see classical education thrive in our community. If appointed, I am ready to sign the ACA Board of Directors Handbook, attend meetings, and continue to learn so I can be an effective Board member.

What is your availability to serve the school and board?

I work part-time and manage my own business and schedule. I'd schedule working hours in a manner that would support fulfillment of all board responsibilities

Thank you for your consideration!

—Alyssa Morrow

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Alyssa Morrow

Highly organized professional with experience in compliance, assessment, housing and operations management, and communication. Collaborative colleague with a strong foundation in student support, compelling marketing, evidence-based decision making, and system management.

Education

Colorado State University
Colorado Christian University

Master's, Student Affairs in Higher Education
B.A., English

Certifications & Continued Education

ATIXA Title IX investigator, Level II
Fort Collins Sexual Assault Victim Advocate Team
CSU Victim Assistance Team through Gender Advocacy Center
CSU Professional Development Advising Committee
Mental Health First-Aid certification through University of Iowa/Iowa Health Services

Work Experience

Owner & Principal Writer	2025 - Current	Better on Paper
<i>Contract communications business, providing universities and organizations with high-impact copywriting and editorial content</i>		
• Deliver individualized, wide-ranging communications support including website copy, ghostwriting, speechwriting, editorial projects, and event scripts • Support special events, such as fundraising events and donor engagement portfolios, and provide flexible solutions for businesses without in-house communications staff • Current and past clients include organizations such as Leprino Foods, Build Better Boards, Peak Solutions, Apollo Projects, D&D Remodeling, Anchor & Bell Counseling, and Colorado Christian University		
Communications Manager	03/23 - 02/25	Learning Network
<i>Chief writer and editor of internal and external facing communications, marketing materials, and web content</i>		
• Compile communication requests from internal clients; create marketing plan to achieve campaign goal • 360° oversight of communications for 8 brands in 3 states, including: compelling advertisements; UI/UX review; web content, script writing; and communication to prospective and enrolled students • Create engaging marketing materials, including texts, social media captions, emails, and SIS announcements • Manage internal writing guide by staying current on Associated Press Stylebook and ensuring compliance • Utilize platforms and software such as Asana, Google Suite, Salesforce, Dreamweaver, Genius, mySchool, Fond and Namely; also familiar with basic HTML coding		
Assistant Director of Residence Life	04/17 - 03/23	Colorado Christian University
<i>Housing operations and assignments, departmental assessment and communication</i>		
• Manage all housing operations, such as room changes, meal plan changes, mid-semester departures, billing, institutional and census reporting, key and occupancy audits • Facilitate housing selection and assignments for on-campus students utilizing software and platforms such as StarRez, Persona, Colleague and Microsoft 365 • Manage all departmental communication, including housing marketing and residential student outreach • Create staff assessments and training curriculum regarding roommate mediation, emergency protocol, billing procedures, and reporting; evaluate effectiveness and adjust as needed		

Academic Support Coordinator**05/14-01/17****Colorado State University***Increase student retention and success through individual assessment and academic advising*

- Advise Biology and Zoology majors and minors on degree requirements and student success plans
- Contribute to research, interpretation, and analysis of data collection about students' progress through academic programs; innovate academic interventions to increase graduation rates
- Develop curriculum for and teach a section of First Year Seminar; train other facilitators on content
- Present workshops and trainings, providing evidence-based and department-specific student success tools on topics such as Orientation, Registration, Student Success and Self-Care, Engagement, and Learning Communities

Resident Director**08/12-05/14****Luther College***Campus programming, student leader supervision, and hall operations*

- Manage day-to-day hall operations, such as budget, community development and room changes; coordinate specialized residential learning communities, including quiet and wellness floors
- Create community for a diverse student population, including international, study-abroad, non-traditional age, religiously diverse, LGBTQIA, and students with academic and physical disabilities
- Lead student staff team in managing hall operations, developing programs and providing student services
- Execute campus-wide and building-wide programming about student wellness, engagement, and success
- Write and present content for Senior Series seminars and workshops

Professional Development & Volunteer Roles

Denver, CO	Volunteer, School Accountability Committee at Addenbrooke Classical Academy
Denver, CO	Volunteer, The Well Food Pantry & Community Outreach
Fort Collins, CO	Practicum, Conflict Resolution and Student Conduct Services
Fort Collins, CO	Practicum, Curriculum Development for First Year Seminar
Decorah, IA	Advisor, Residence Hall Association
Decorah, IA	Advisor, Luther College Dance Marathon for Children's Miracle Network
Decorah, IA	Member, Sustainability Student Learning Task Committee
Decorah, IA	Member, Student Life Technology Assessment Committee

Addenbrooke Classical Academy Board of Directors,

To Whom It May Concern:

My name is Andy Peterson. We have been at Addenbrooke Classical Academy now for several years and were impressed with what it had to offer since our first public tour. I am interested in applying for one of the Board of Director positions that are available. Below are my responses to the questions that were sent out. Please feel to reach out with any questions you might have for me and I thank you for your time and consideration.

Sincerely,

Andy Peterson

Responses:

a. Why are you interested in the position? I have a son at Addenbrooke going into fourth grade in the fall. He has flourished incredibly since he started as a kindergartener and I want to continue to ensure all students who attend Addenbrooke have the same experience by serving on the Board.

b. What do you believe classical education is, and why is it important? I believe a classical education involves a focus on traditional learning as a foundation to one's overall education. From there, one can explore additional avenues of learning, re-enforced by said strong foundation. This is important as a classical education, with its roots in Western civilization, present I believe the best opportunity to instill a solid knowledgeable and moral framework in a person.

c. What do you believe the difference is between a governing board and a managing board? A governing board is actively involved in the affairs of its organization, whereas a managing board would be more focused on the administration of policy without direct involvement in things.

d. What do you believe are the strengths and weaknesses of Addenbrooke Classical Academy? Strengths are its focus on a classical education, its flexibility in determining curriculum choices (versus a traditional public school's curriculum obligations), and having standards that help maintain a sense of youth and innocence amongst the students. Weaknesses include a lack of support from the school district (in my opinion) to help Addenbrooke succeed, and a seemingly over-reliance on technology as a teaching method for some subjects.

e. What skills or expertise do you bring to the position? Both of my parents were educators (my mother taught junior high for over 30 years and my father was a school administrator and pioneer in the use of technology in school back in the 1980s) so I have always had a great appreciation

and zest for education. I'm very friendly and can work with pretty much anyone- in my career people have always found me to be reliable or that go-to person they need. I'm an excellent listener, willing to consider a multitude of opinions in order to resolve an issue. I believe in the traditions of Addenbrooke. In my years of working in title insurance I have developed an eye for detail and a focus of how to try and spot things that can become a problem down the road.

f. Are you committed to signing the Board of Directors Handbook, if appointed? Yes.

g. What is your availability to serve the school and board? I'm largely available now, with some travel occurring in late July/early August, otherwise at the board's convenience.

Andy Peterson

<https://www.linkedin.com/in/andrew-gary-peterson/>



Professional Summary

Dedicated title examiner with 10 years of experience in title examining, searching, and analysis within the real estate industry. Proven track record of reducing title disputes by 20% through meticulous research and document review. Recognized for maintaining a 90% file accuracy rate and leading teams to implement process improvements, significantly enhancing operational efficiency. Seeking to leverage expertise in title examination and customer service to contribute to the success of a dynamic company. Authorized to work in the US for any employer

Work Experience

Time Share Title Officer

First American Title Insurance Company- Denver, CO

May 2025 to Present

- Conduct detailed title-commitment reviews, identifying exceptions and reducing closing delays
- Initiate and drive ad-hoc projects to streamline workflows and enhance compliances
- Reconcile and escalate overdue invoices, improving collections and cash flow
- Open and track title orders to ensure on-time processing and adherence to deadlines
- Act as client escalation lead, resolving issues and maintaining service-level exceptions
- Perform periodic file reviews and updates to maintain accurate, audit-ready records

Residential Title Examiner

Fidelity National Title Group- Denver, CO

April 2023 to March 2025

- Conducted thorough research and analysis of property records to determine ownership, liens, encumbrances, and other relevant information, resulting in a 20% reduction in title disputes
- Reviewed legal documents such as deeds, mortgages, judgments, and tax records to ensure accuracy and completeness of title commitments
- Verified legal descriptions of properties by interpreting surveys, plats, maps, and other relevant documents

Residential Title Examiner

Land Title Guarantee Company- Greenwood Village, CO

April 2017 to March 2023

- Review and examination of initial title orders for both sales and refinance, along with other products such as litigation guarantees, foreclosure guarantees, and property information binders
- Recognized as a team player
- Managed a 90% or better file accuracy rate

Commercial Title Searcher

Land Title Guarantee Company- Greenwood Village, CO

April 2016 to April 2017

- Processing of title orders to complete the search portion of the order, reviewing chains of title, citing critical documents for the title examiner, doing additional research whenever necessary
- Addressed a six-month backlog of fallout in approximately three months to help the company get current.
- Investigated historical records dating back several decades in order to establish clear chains of ownership for properties

Commercial Title Assistant

Land Title Guarantee Company- Greenwood Village, CO

May 2015 to April 2016

- Reviewed commercial update requests on behalf of the title officer
- Recognized for excellent customer service.
- Closely monitored deadlines associated with each transaction to provide timely completion of tasks within established timeframes

Education

Master of Arts in Theater

San Francisco State University - San Francisco, CA

August 2000 to May 2002

Completed all required coursework except for an accepted thesis for the Master of Arts degree.

Bachelor of Arts in Theater

Sonoma State University - Rohnert Park, CA

August 1996 to May 2000

Graduated cum laude and with distinction from the theater department.

Skills

- Organizational skills
- Title processing
- Microsoft Office
- Attention to detail
- Title Examing
- Sales
- Analysis skills
- Underwriting
- Customer service

Certifications and Licenses

Resident Producer

August 2013 to May 2027

Licensed as a Resident Producer to give quotes and rates of title insurance policies and other related charges.

My name is Autumn Gardner. I currently have two students enrolled at Addenbrooke, entering 5th and 10th grade in the fall 2026 semester. My oldest graduated from Addenbrooke in 2025. We came to ACA from Denver Public Schools in the 2022-23 school year.

I'm writing to apply for a board position. I missed the June 9 application deadline; if that affects the consideration of my application, I fully understand. I have considered applying before, but never made the leap. Dave and Jamey Sakalouckas, friends of mine whose daughter attends Addenbrooke, encouraged me to send in my application in case a position is still open. My resume is attached, as requested. I've been in the same job for 14 years now, so I haven't had to brush up my resume in quite a while!

My answers to the application questions are as follows.

a. Why are you interested in the position?

My primary motivation for serving on the board is to contribute to the continued educational success of Addenbrooke students. I appreciated the statement in the board application that "motivation for serving on the board shall be to facilitate the educational success of students." That aligns closely with my own reasons for seeking this opportunity.

My undergraduate degree is in Secondary Education, and I have maintained a longstanding interest in education and educational policy in Colorado. As a parent, I experienced firsthand the changes in Denver Public Schools over the past two decades. Those experiences reinforced my conviction that students thrive when a K-12 school is guided by a clear, consistent educational philosophy. When we discovered Addenbrooke, we found a school committed to classical education through the Core Knowledge framework, complemented by Charlotte Mason principles and habits. As a board member, I would be glad for the opportunity to help ensure that Addenbrooke remains faithful to its mission, vision, values, and educational model.

b. What do you believe classical education is, and why is it important?

Classical education is an educational system rooted in the liberal arts and classic texts that attributes its roots to ancient Greek and Roman schools of thought. As Mr. Byrne likes to say, classical education is concerned with the pursuit of truth, goodness, and beauty. The classical model emphasizes the pursuit of universal and timeless truths that transcend cultural trappings and generations.

K-12 education should be engaged in shaping citizens who will be able to think, reason, create, work, and participate in society. Because classical education seeks to shape whole persons, instilling character as well as imparting wisdom, I believe it is needed now as much as or perhaps more than ever.

c. What do you believe the difference is between a governing board and a managing board?

A governing board protects from mission drift and focuses on strategy, accountability, and oversight rather than daily operations. A governing board's area of oversight may include evaluating and supporting the school's executive leader, setting or evaluating policies, ensuring legal compliance, monitoring financial health, and planning for the long-term viability of the organization. By contrast, a managing board is often directly involved in direct staff supervision and resolving day-to-day operational issues.

d. What do you believe are the strengths and weaknesses of Addenbrooke Classical Academy?

Strengths

- A clear and consistent educational philosophy. Addenbrooke has remained committed to its classical model through the Core Knowledge framework and Charlotte Mason principles, giving students a coherent educational experience from kindergarten through high school.
- A strong academic foundation that emphasizes classic texts, foundational subject matter, and intellectual formation.
- An appropriate understanding of the partnership between school and parents. The school does a good job recognizing that certain areas belong to the school's educational responsibility, while others are best entrusted to parents according to their own moral and ethical convictions.

- A welcoming culture for prospective families, particularly through the admissions and school tour process.
- Institutional stability. Although Addenbrooke is still a relatively young school, many families, staff, and leaders have invested deeply over many years, creating continuity and a strong sense of community.
- Sound financial stewardship. From everything I understand, the school has managed its finances responsibly.
- A dedicated and capable faculty and staff who care about the students.
- A solid athletics program for a school of Addenbrooke's size, providing many opportunities for student participation.

Areas for Growth

I would group opportunities for improvement into four areas: communication, school culture and discipline, staffing, and security.

- Communication: While communication is generally good, there are opportunities to better support families who are new to the school. Because Addenbrooke has such a strong culture and many long-tenured families, newcomers can sometimes feel like they are learning an unfamiliar system without enough guidance. More proactive communication about school expectations, middle and high school programs, and event logistics would help families feel informed and connected. Additionally, there may be room for more communication from High School Admin to build buy-in among current Middle School families and improve 8th-9th student retention.
- School Culture and Discipline: Addenbrooke appropriately emphasizes teacher authority and orderly classrooms. At times, however, discipline can lean toward being authoritarian rather than authoritative. The most effective discipline combines clear expectations with meaningful relationships, seeking not only to correct behavior but also to connect with and develop students.
- Staffing: Recruiting and retaining quality teachers who embrace Addenbrooke's educational philosophy remains important, particularly at the middle school level. While teacher turnover in the Middle School appeared to improve during the 2025-26 school year,

continued attention to hiring for philosophical alignment may help reduce turnover and strengthen continuity for students.

- Security: Visitor access and parent check-in/check-out procedures at the K-8 campus remain challenging, especially during large-scale events and holiday parties.

e. What skills or expertise do you bring to the position?

I bring more than twenty years of experience across education, the corporate sector, and nonprofit church leadership. Those experiences have taught me how to think strategically, work collaboratively, and make decisions that balance long-term vision with practical realities. I believe that perspective would enable me to contribute thoughtfully and professionally to the board's work.

f. Are you committed to signing the Board of Directors Handbook, if appointed?

Yes, I am willing and ready to sign the Board of Directors Handbook.

g. What is your availability to serve the school and board?

I would make myself available to attend board meetings, the board retreat, and dedicate a few hours of work to the board each month as called for by the position. I currently volunteer at the school as I am able and would be glad to continue doing so.

Thank you for your consideration,

Autumn Gardner

A redacted signature area consisting of two horizontal bars. The top bar is teal and the bottom bar is black.

AUTUMN GARDNER

CONTACT



[REDACTED]



[REDACTED]



[REDACTED]



www.linkedin.com/in/autumn-gardner-a40080ab/

EDUCATION

DENVER SEMINARY

2005-2006

NORTHLAND INTERNATIONAL UNIVERSITY

Bachelor of Science, Secondary Education
1998-2002

SKILLS

- Organizational leadership
- Strategic planning
- Staff and volunteer development
- Program, project, and event execution
- Budget and resource stewardship
- Team and stakeholder communication
- Hiring and performance management
- Content Development

CERTIFICATION

BLS, CPR, AND FIRST AID

2025-2027

STEWARDS OF CHILDREN

February 2026
Darkness 2 Light
Child Abuse Prevention,
Recognition, and Reporting

ABOUT ME

Strategic ministry / nonprofit leader with 20+ years of experience in education, ministry leadership, volunteer development, organizational planning, and corporate management. Skilled in building teams, leading cross-functional initiatives, and aligning programs with long-term organizational goals.

WORK EXPERIENCE

DIRECTOR OF FAMILY MINISTRY & INTERNSHIPS

Fellowship Denver Church (2012-Present)

As a ministry leader at Fellowship Denver Church, I have served in a variety of leadership roles with increasing responsibility, helping shape the vision, strategy, and execution of Family Ministry and the Intern Program. My work has included strategic planning, volunteer recruitment and development, curriculum design, event planning, staff collaboration, budget oversight, and organizational communication. I have led cross-functional initiatives involving multiple ministry teams, developed leadership pipelines for volunteers and staff, and created systems that support long-term ministry health and effectiveness. Throughout my tenure, I have built teams and ministries, equipped leaders, and helped create environments where children, students, and families can flourish.

FLOAT POOL MANAGER, SPECIAL TEAMS ADMINISTRATOR

Exempla Healthcare (2005-2012)

While working for Exempla Healthcare, I held leadership roles supporting a healthcare system that included three hospitals and 42 outpatient clinics. As Manager of the Float Pool, I led a team of 19–25 clinical and administrative staff. My responsibilities included hiring, performance management, budgeting, scheduling, and collaborating with clinic managers to ensure continuity of patient care. I later joined the Network's special projects team, where I helped oversee clinic acquisitions, mergers, relocations, and closures by coordinating with providers, clinic leadership, and construction teams, conducting operational assessments, and evaluating equipment and practice assets.

FRONT OFFICE STAFF, TEACHER

The Music Staff (2003-2005)

During my time on staff at The Music Staff, a private music school in Chesapeake, VA, I upheld the school's educational standards and quality by assisting students, parents, and teachers with scheduling, payments, and supplies. I oversaw music theory lessons in the school's computer lab, and I taught private piano lessons and group Kindermusik classes.

Dear Mr. Cordova and Members of the ACA Board,

Please accept these responses and resume as my application for consideration to serve on the Addenbrooke Classical Academy Board of Directors. After nine years as an ACA parent, I have familiarity with the school's mission, community, and trajectory, and I would welcome the opportunity to contribute to it. My professional experience as a college professor and program director, together with my service as an officer of the American Board of Funeral Service Education, has given me direct, working knowledge of academic governance.

The answers to your application questions follow below. I am happy to provide additional information.

a. Why are you interested in the position?

After nine years as an ACA parent, I have watched the school shape my children's character, and capacity for independent thought. I want to contribute to its continued success at a level beyond what a parent typically can. My professional work as a college professor and program chair, combined with my service as an officer of the American Board of Funeral Service Education, has given me direct experience with the governance, accreditation, and policy questions that face an educational institution. ACA is at a stage of its development where experienced governance matters, and I would like to put that experience to work for a school that has meant a great deal to my family.

b. What do you believe classical education is, and why is it important?

Classical education is the formation of the whole student through the Trivium and treats students as inheritors of a long conversation about what is true, good, and beautiful, instead of as consumers of disconnected information.

Students today are immersed in environments engineered to fragment attention and substitute opinion for fact. A classical education produces graduates who can think and distinguish between knowledge and information.

c. What do you believe the difference is between a governing board and a managing board?

A governing board sets direction, and a managing board runs operations.

A governing board holds the mission, approves strategy and policy, oversees finances and risk, ensures compliance, hires and evaluates the head of school, and answers to the community.

A managing board involves itself in day-to-day decisions like curricular choices, vendor selection, parent disputes, personnel matters.

d. What do you believe are the strengths and weaknesses of Addenbrooke Classical Academy?

ACA's strengths are its classical mission across a full K–12 continuum, which gives students a coherent intellectual formation over thirteen years rather than a few. The music program is genuinely distinctive. The faculty's commitment to teaching from original sources and using seminars at the upper levels produces students who can hold their own. The parent community is invested.

The weaknesses are largely the ones that come with growth and with the charter model. Finding educators trained in this tradition is harder than finding licensed teachers generally. Facilities, financial sustainability, and the relationship with the parents require ongoing care, as they do for every school. Communication between the school and parents around curriculum and policy can be uneven.

e. What skills or expertise do you bring to the position?

As a college professor and program chair, I have responsibility for curriculum design, faculty oversight, accreditation compliance, program assessment, and budget management. I understand how academic institutions function from the inside, what questions to ask about student outcomes, and how to evaluate whether a program is delivering on its mission.

As an officer of the American Board of Funeral Service Education, I serve on a national accrediting body and have direct experience with fiduciary duty, policy development, standards setting, executive evaluation, and the discipline of governing rather than managing. I have worked through the kinds of issues that a school board encounters.

Nine years across multiple grade levels has given me a view of the school's evolution, its culture, its faculty, and the practical effects of board decisions on students and families.

f. Are you committed to signing the Board of Directors Handbook, if appointed?

Yes, I am prepared to uphold those obligations.

g. What is your availability to serve the school and board?

I can commit to regular monthly board meetings and at least one standing committee. My academic and ABFSE schedules are predictable enough that I can plan around them, and I will give the board adequate notice of any conflicts.

Thank you for your consideration.

Kindly,
Faith Haug, MBA
Program Chair, Mortuary Science
Arapahoe Community College
Littleton, CO



Follow on Instagram! @accmortsci

FAITH HAUG, MBA

PROFESSIONAL SUMMARY

Accomplished Program Director at Arapahoe Community College, excelling in curriculum development and partnership growth. Proven track record in enhancing program quality and ensuring accreditation compliance. Skilled in data analysis and organizational leadership and mentoring future professionals in the mortuary science field.

SKILLS

- Program leadership
- Accreditation standards
- Quality improvement
- Strategic planning
- Organizational leadership
- Program management
- Documentation management

EXPERIENCE

Program Director, Arapahoe Community College Mortuary Science Program, Jan 2022 - Current, Littleton, CO

- Built partnerships between program and external organizations for collaboration opportunities.
- Established program assessment processes to measure program outcomes.
- Managed timelines and deadlines related to accreditation process.
- Coordinated with various departments to ensure compliance with accreditation standards.
- Monitored changes in accreditation standards, guidelines, or policies to ensure continued compliance within program.
- Prepared for 2024 accreditation site visit by coordinating logistics and gathering materials.

Funeral Liaison, Donor Alliance, Aug 2017 - Dec 2021, Denver, CO

- Developed strategies to improve collaboration among funeral homes across Colorado and Wyoming and the donor recovery organization.
- Resolved conflicts and managed crisis situations involving donor decedents.
- Conducted small-group training seminars for funeral homes.
- Engage in meetings to discuss, identify and analyze concerns.
- Assisted in developing quality assurance policies and procedures.

Funeral Director, Horan & McConaty Funeral Service, May 2014 - Jun 2015, Denver, CO

- Consulted with families to determine preferences for services, merchandise, and burial arrangements.
- Coordinated funeral services according to family wishes and religious requirements.
- Maintained detailed records of all services provided, expenses incurred, and payments received.

Funeral Director, French Funerals and Cremations, Dec 2010 - May 2014, Albuquerque, NM

- Coordinated funeral services according to family wishes and religious requirements.
- Promoted funeral home in community, visiting nursing homes and assisted living facilities regularly to offer informational workshops.
- Embalmed deceased individuals, ensuring proper preservation before viewings or burials.

EDUCATION

Master of Business Administration (M.B.A.)

Western Governor's University, Salt Lake City, UT, 01/2022

Bachelor of Science (B.S.): Health Services

Western Governor's University, Salt Lake City, UT, 06/2020

Associate in Science (A.S.): Mortuary Science

Worsham College of Mortuary Science, Wheeling, IL, 03/2008

PROFESSIONAL ORGANIZATIONS

Secretary/Treasurer: American Board of Funeral Service Education

Director-At-Large: Colorado Funeral Directors Association

Past Vice-President: Denver Metro Funeral Directors Association

Program Committee Chair: American Board of Funeral Service Education

Affiliate Member: Wyoming Funeral Directors Association

Member of Cremation Association of North America

Member of Funeral Women Lead

Graduate of NFDA National Emerging Leaders Program

Member of Colorado LGBTQ Chamber of Commerce

RECENT PROFESSIONAL PRESENTATIONS

"Say This;Not That: Value Language in Funeral Service" - March 2026, Colorado Funeral Directors Association Quarterly Meeting

"Preparation of Unembalmed Remains" - March 2026, Colorado Funeral Directors Association Webinar

"Ethics in Cremation: A Colorado Case Study" and "Mortuary School in 2026"- March 2026, New Mexico Funeral Service Association Annual Conference, Ohio Funeral Directors Association Convention April 2026

"FTC Compliance for Funeral Directors" - September 2025, Colorado Funeral Directors Association Annual Conference

"Preparation of Unembalmed Remains" - August 2025, Wyoming Funeral Directors Association Annual Conference

"Ethics in Cremation" - August 2025, Cremation Association of North American Annual Conference

"Gender in Deathcare" - February 2025, TerraCon Annual Conference

"FTC Compliance" - September 2024, Continuing Vision Webinar

"Equity Considerations in Education" - April 2024, American Board of Funeral Service Education Annual Conference

"Say This, Not That" - May 2024, New Jersey Funeral Directors Association

"Transformative Times" - September 2023, National Funeral Directors Association Annual Conference

ADDITIONAL INFORMATION

Mortuary Science Practitioner License, Colorado

Funeral Service Director License, Utah

Certified Crematory Operator, CANA

Certified Natural Organic Reduction Operator, CANA

Certified Tissue Banking Specialist, American Association of Tissue Banking

LEAN Six Sigma Yellow Belt

August 8, 2020

To Whom It May Concern,

I am a father of two students of Addenbrooke Classical Academy and I am writing to express my interest in joining the Addenbrooke Classical Academy School Board.

I am interested in the open board position at ACA because I believe deeply in classical education pedagogy. Additionally, I feel as though my background will add value to the board and to the greater school community. It is important to me that students have access to quality education that is based on timeless truths. The importance of developing in an educational environment that is rooted in virtue and truth cannot be understated. It is because of this importance that I am interested in serving on the board.

I believe that classical education uses curriculum and teaching methods that recognize the importance of a student learning how to think rather than what to think. By approaching education in this fashion, students develop the critical thinking skills that allow them to engage with a wide range of topics and philosophies in a way that allows for them to seek what is true and what is false, what is virtuous and what is vicious. Ultimately, classical education teaches the student to seek the true, the good and the beautiful in all that they encounter.

My understanding of the difference between a governing board and a managing board is that a governing board helps to guide and plan the strategic direction of the school while a managing board works through day to day decision making and problem solving. Where a governing board would shape policies and procedures of the school, a managing board would interpret and implement these policies and procedures on a case by case basis.

Addenbrooke Classical Academy's largest strength is the board and administration's commitment to a truly classical education set on seeking the true, the good and the beautiful. This coupled with the Charlotte Mason approach to habit development creates a unique experience for the students. It clearly distinguishes Addenbrooke from other educational options. The biggest weakness of the school is the long-term planning of growth and physical infrastructure to ensure a positive experience for students and families who attend the school.

My volunteer and work experience includes a background in board membership, finance, development, and management. The skills that I have developed most in this

time have focused on financial risk management and reporting. Additionally, I have strong experience in development and fundraising. These skills would lend themselves well to the school board.

I am open to signing the Board Handbook if I am appointed to the board. I currently have 8-10 hours a month to commit to the board and the school. I would be honored to be considered for one of the vacant board positions. I feel that Addenbrooke is a special place that I am thankful is available to our family. I am excited for the opportunity to carry forward the amazing work that has been done until this point.

Sincerely,

A handwritten signature in black ink, appearing to read "Gerard P. Graveline", with a stylized flourish at the end.

Gerard P. Graveline

Objective

Motivated and detail-oriented professional with extensive experience in finance operations, management support, and compliance. Seeking to leverage a robust background in operations, finance and leadership to contribute to operational excellence and enhance process in management support roles.

Education

December 2016

MBA

Mount Saint Mary's University
Finance Concentration

May 2009

BS, Business Administration

Franciscan University of Steubenville
Management Concentration
Finance Minor

Key Competencies

Analytical Problem Solving
Financial Reporting
Detailed Operations Oversight
Regulatory Compliance
Risk Mitigation
Team Leadership
Customer Relationship Management

Community Leadership

Board Member

Chamber of Commerce Dallas, OR

Treasurer

Chesterton Academy of the Willamette Valley

Budget Committee Member

City of Keizer, OR

Work Experience

2025 - Present

FIRE Foundation of Denver

Executive Director

Overview: Lead a small non-profit in all aspects of development, operations and programming. Help to direct board, staff and stakeholders to engage a common mission, and lead the direction of the organization through strategic planning and execution.

- Plan and execute 2 major events that raise \$800,000 annually and host 600+ guests
- Carry out strategic vision with board direction
- Maintain key stakeholder relationships to ensure ongoing support of the organization
- Oversee and manage all operational and financial management of the organization

2020 - 2024

Pioneer Trust Bank, Salem, OR

Commercial Loan Officer

Overview: Responsible for being the face of the bank for all client facing engagements regarding lending. Mitigated bank risk by completing proper analysis of credit, financial, reputational, and operational risk taken by the bank.

- Analyzed financial reports including P&L, Balance Sheet, Statement of Cashflows, and Tax Returns
- Analyzed and monitored construction projects for accuracy of budget and completion
- Monitored and corrected problem loan scenarios to come to an acceptable solution for the bank and the borrower
- Complete timely and accurate reports to be used in decision making by senior management and board of directors
- Executed the administration of the PPP loan program and loan forgiveness

2017 - 2020

COLUMBIA BANK, Dallas, OR

Branch Manager III, Vice President

Overview: Transitioned successfully into a new company in a new market. Worked diligently to learn and grow within the company culture. Became a visible member of a new community and quickly built key relationships that would help to advance the objectives of my branch and the bank.

- Oversaw staff operational quality based on measurable controls and inspected accuracy of reporting
- Established a deep understanding of credit risk principles and practices
- Reviewed and analyzed business financial statements to evaluate business performance

2009 - 2017

PNC BANK, Bethesda, MD

Branch Manager II, Vice President

Overview: Selected by market leadership to lead the conversion of a new branch model. Executed on plan to successfully transition customers, business partners, and employees into a "Universal Branch" operation. Duties included managing the financial health of the branch through sales, service, employee development and regulatory compliance.

- Maintained operational integrity by enforcing and inspecting internal controls, conducting surprise cash audits, and properly documenting all optional task on scheduled basis
- Developed a successful Eco-system of business partners through building relationships and identifying individual skills
- Mitigated bank risk through managing regulation and policy compliance
- Analyzed reporting to effectively create action plans for timely implementation
- Achieved "Club Six" recognition for employee and customer engagement

7 Aug 2026

Patrick Cordova
Addenbrooke Classical Academy Board

Dear Mr. Cordova,

This school year will be my family's third at Addenbrooke. My wife and I have four children. Two daughters and two sons. Our two daughters are enrolled in 2nd and 1st grades this year. We plan to enroll my oldest son in Kindergarten in the 2027-2028 school year and my younger son in Kindergarten for the 2028-2029 school. We have been thrilled with our experience at Addenbrooke so far and are committed to be a part of this school for many years to come.

My wife and I discussed the board openings for this year. Now that this is our third year at the school, we feel like we are becoming a part of the community. It seemed like an appropriate time to look for ways to become more involved. I do not have previous board experience, but working with a team to set vision and work towards a common goal has been a significant part of my professional life. I am interested in applying for an open board position because I want to be a part of carrying out Addenbrooke's mission and I believe my skills and experiences would make me a helpful board participant.

Here are my responses to the requested questions:

Why are you interested in the position?

I am interested in this position because I believe in Addenbrookes educational mission. I believe in the tremendous blessing charter schools offer families who want an educational model for their children that is different from mainstream public schools. My family and I are committed to the Addenbrooke community. We are friends with several families in the school. And I want to be more involved helping the school continue being a vibrant community and exception school.

What do you believe classical education is, and why is it important?

I believe classical education is more holistic than just informing students of facts. Classical education certainly teaches facts, but more so it emphasizes wisdom. It also recognizes the value of a student's character. Placing an equal emphasis on virtue alongside wisdom. I believe this is important because it prepares the student to be a productive and responsible member of whatever community they eventually become a part of.

What do you believe the difference is between a governing board and a managing board?

I believe a governing board works with the school leadership to set overall vision and strategy. A governing board is a partner to leadership. A governing board is not involved in day-to-day operations and decisions. Those are the responsibility of the school leadership.

What do you believe are the strengths and weaknesses of Addenbrooke Classical Academy?

Addenbrooke's greatest strengths are the teachers/administrators that are bought into the mission and devoted to their students. Also, the families are engaged and seem to have picked Addenbrooke for a reason. Reinforcing the engagement.

Addenbrooke's weaknesses seem to be mostly in the facilities and location that is a little bit of a hassle to get to.

What skills or expertise do you bring to the position?

I believe I would bring a positive attitude and willingness to be an active participant in whatever needs to be done. I believe my professional experience has developed in me strong leadership and vision capabilities. Both as a singular leader (as in the teams I specifically lead) and also as a member of a leadership team (working with peers to create business area vision and goals).

Are you committed to signing the Board of Directors Handbook, if appointed?

Yes

What is your availability to serve the school and board?

I would be able to participate in the monthly board meetings in person. I would also be able to participate in other needs as they arise.

Sincerely,

Jason Beck

JASON BECK



OBJECTIVE

Lead transformation of Terumo Blood and Cell Technologies global customer support

SKILLS & ABILITIES

- Proven customer support individual contributor and team leader
- Experienced enterprise CRM product owner for customer support tools
- Data analytics design and development thought-leader

EXPERIENCE

Sr. Engineering Manager, Terumo Blood and Cell Technologies July 2021 – Current
Lakewood, CO

- Clinical Team manager
 - Lead team of Clinical Specialists that provide specialized apheresis support to Therapeutic Apheresis customers
- Core Team manager
 - Provide oversight and guidance to Core Team leader
 - Team is main product support triage for all Terumo Blood and cell technology customers
- Field Performance Team manager
 - Lead team providing day-to-day customer support across all Terumo Blood and Cell Technologies business areas
- Global Services Quality liaison
 - Day-to-day link with Quality leadership
- Core Business Customer Portal Product Owner
 - Lead business representative for Self-Service Portal design
 - Gathered customer and commercial team input for feature prioritization
 - Leading portal roll-out and adoption
- Salesforce Service Cloud Product Owner
 - Product Owner prioritizing continuous development and deployment

Manager Engineering, Terumo Blood and Cell Technologies July 2013 – June 2021
Lakewood, CO

- Field Performance Team manager
 - Lead team providing day-to-day customer support across all Terumo Blood and Cell Technologies business areas
 - Stabilized and standardized Spectra Optia® systems support between North American and EMEA regions
 - Designed New Growth Ventures tubing set support business process foundation
- Global Services Quality liaison

- Day-to-day link with Complaint Handling Team leadership
- Co-led redesign and implementation of customer 'Close-out Letter' process
- Global Services process SME for Windchill – Complaints implementation
- Salesforce Service Cloud Product Owner
 - Product Owner during 2016 initial development and deployment
 - Led 2021 Lightning upgrade and redesign
 - Global Case adoption across nine teams and three regions
 - Implementing roadmap for remaining regions
 - Major New Growth Ventures Portal design contributor
- Data Analytics Leader
 - Designed two APM proof of concept projects – Provided vision, technical design, and system requirements for two external vendors (Microsoft and Twinthread)
 - Led team to design and create Tubing Set Consumption Tool – Proof of concept with Vitalant Mountain Division exploring use of Machine Learning to predict tubing set ordering patterns based on run data files
 - Led team to create Spectra Optia RDF tool – Has become global standard Spectra Optia run data file troubleshooting tool
 - Designed and created Trima Accel® Utilization Tool – Account Manager used to drive device obsolescence/replacement program with our second largest customer
 - Designed and created O/S/P report – Key productivity troubleshooting tool

Systems Engineer, Terumo Blood and Cell Technologies

Jan 2008 – July 2013

Lakewood, CO

- Provided excellent day-to-day system's support to Blood Center customers; including several sensitive customer on-site visits
- Developed deep Trima Accel system technical knowledge
 - Helped design and solely modeled Trima Accel plasma line occlusion verification message criteria for v6.0.x software; criteria persists in current Trima Accel software
 - Productivity optimization SME including field training delivery and development

Project Coordinator, Easter Seals Colorado

May 2002 – Jan 2008

Lakewood, CO

- Lead cross-functional team to deliver custom assistive technology providing customer employment accommodation and improved quality of life
- Managed \$150k annual budget, three direct reports and annual budget report
- Successfully co-wrote and four-year \$800,000 federal grant

EDUCATION

University of Colorado – Boulder – Mechanical Engineering, Bachelor of Science

- Major: Mechanical Engineering; Emphasis: Biomedical Engineering
- Relevant course work
 - Biomedical Instrumentation and Device Design
 - Senior Design Project: British Petroleum Turbine Crawler

Addenbrooke Classical Academy Board Application Responses

Dear Mr. Cordova and Members of the Board,

I am writing to express my interest in serving on the Addenbrooke Classical Academy Board of Directors.

My family's journey to Addenbrooke began after our neighborhood school closed and Michele and I found ourselves searching for the right educational environment for our children. What started as a practical decision quickly became much more. As we learned more about Addenbrooke's community, educational model, and formation of students, we became confident it was the right fit for our family.

Today, Addenbrooke is not simply the school our children attend. It is a community we value deeply. I am interested in serving because I want to help preserve and strengthen what makes Addenbrooke special while supporting its continued success for future students and families.

A. WHY ARE YOU INTERESTED IN THE POSITION?

I am interested in serving because I believe Addenbrooke is doing something meaningful for students and families, and I would like to contribute to its continued strength. As a parent of three Addenbrooke students, I have a personal connection to the school, but I also understand that board service requires a broader responsibility to the mission, the faculty, the administration, the student body, and the long-term health of the school.

Professionally, I believe my background in risk management, organizational stewardship, strategic planning, and stakeholder communication could be useful in a board role. My goal would be to serve without a personal agenda, support the mission of the school, and help ensure Addenbrooke remains strong for current and future families.

B. WHAT DO YOU BELIEVE CLASSICAL EDUCATION IS, AND WHY IS IT IMPORTANT?

To me, classical education is about much more than academics. I understand it as an approach that forms both the mind and character by grounding students in enduring truths, disciplined habits, careful thinking, language, history, virtue, and the pursuit of what is true, beautiful, and good. While academic achievement is important, I believe the deeper purpose is helping children become thoughtful, responsible, and capable people who are prepared to positively contribute to their communities throughout their lives.

What has impressed me most about Addenbrooke is the intentional focus on character development and formation of the whole child. The school's vision speaks to developing students who are honorable, compassionate, courageous, service-minded, grateful, hungry for what is true, beautiful, and good, and growing in virtuous character. As a parent, I have seen those values reinforced throughout the school experience and reflected in my own children.

One example I often share is from preschool, when students participated in family-style lunches. They served one another and learned to wait until everyone had been served before beginning to eat. That may sound small, but it showed me that Addenbrooke was teaching patience, respect, self-discipline, and consideration for others in everyday moments.

I have also been impressed by student recitations. Watching young children stand in front of fellow students, teachers, and parents to recite from memory takes confidence, preparation, and courage. Many adults struggle with public speaking, yet Addenbrooke is helping students develop those skills at an early age.

Most importantly, I have seen the impact in my daughter Sophie. Over the years, I have watched Sophie become increasingly aware of others and willing to serve those around her. Whether helping another student carry a lunch tray, picking up trash without being asked, or looking for ways to help, those actions reflect values that extend beyond academics. Last year, Sophie was recognized by her teacher for kindness and willingness to help others in the classroom. As a parent, that means every bit as much to me as academic success.

C. WHAT DO YOU BELIEVE IS THE DIFFERENCE BETWEEN A GOVERNING BOARD AND A MANAGING BOARD?

A governing board is responsible for mission fidelity, policy, oversight, accountability, financial stewardship, and long-term direction. A managing board becomes involved in day-to-day operations, personnel decisions, and administrative execution.

I believe an effective school board should stay focused on governance while empowering the executive director, administration, faculty, and staff to manage daily operations. The board's role is to ask good questions, set clear expectations, protect the mission, support school leadership, and ensure the school remains healthy and sustainable over time.

D. WHAT DO YOU BELIEVE ARE THE STRENGTHS AND WEAKNESSES OF ADDENBROOKE CLASSICAL ACADEMY?

As a parent of three children at Addenbrooke, I have had the opportunity to observe many of the school's strengths firsthand. One of the greatest strengths is the school's commitment to developing the whole child. Character development, service, responsibility, respect, and confidence are woven into the culture rather than treated as an afterthought.

I also appreciate the traditions that connect students and families across grade levels. With three children at Addenbrooke, it has been rewarding to watch younger siblings become excited about traditions and experiences they have seen an older sibling participate in. Those shared experiences create a strong sense of community and identity throughout the school.

Another significant strength is the quality and dedication of many of the teachers. One example that stands out is Sophie's kindergarten teacher, Mrs. Paulson. During a difficult classroom season, Mrs. Paulson consistently made Sophie feel safe, supported, and welcome. Michele and I often say that one of our most important responsibilities as parents is keeping our children safe. Knowing our children are cared for by teachers who genuinely advocate for students is invaluable.

I hesitate to frame these as weaknesses because I see them more as opportunities for continued growth as the school matures. One opportunity is to help new families better understand what it means to be part of the Addenbrooke community. Our family was fortunate to have close friends already involved with the school who helped us understand opportunities for engagement and the important role parents play. Not every family has that advantage, and stronger onboarding could help families become engaged more quickly.

I also believe continued attention should be given to attracting, supporting, and retaining exceptional teachers. Great teachers have a profound impact on students and families, and supporting those educators is critical to the long-term success of the school. While budget realities must always be considered, teacher retention is about more than compensation. It also involves culture, support, recognition, communication, and a shared sense of mission.

Finally, as Addenbrooke continues to mature, I believe there is an opportunity to more clearly communicate short-term, mid-term, and long-term goals. Families are more likely to support and invest in the future of the school when they understand the vision and priorities guiding future decisions.

E. WHAT SKILLS OR EXPERTISE DO YOU BRING TO THE POSITION?

Professionally, I serve as a Business Insurance Advisor with IMA Financial Group, where I work closely with business owners, executives, and leadership teams to help them evaluate risk, make strategic decisions, and protect the organizations they have worked hard to build. Prior to my advisory role, I spent several years as a commercial insurance underwriter, where I evaluated the operational, financial, and leadership characteristics that contribute to an organization's long-term success.

Through that experience, I have developed a strong perspective on organizational stewardship, risk management, strategic planning, and sustainable growth. Much of my career has involved helping leaders identify challenges before they become larger issues, ask difficult questions, and make thoughtful decisions that balance short-term needs with long-term objectives.

I am also a member of Vistage, where I regularly engage with a diverse group of successful business owners, executives, and organizational leaders. Those discussions expose me to a wide range of leadership perspectives, governance challenges, succession planning issues, growth strategies, talent retention concerns, and organizational best practices. While the board's responsibility is not to manage the school day to day, I believe those experiences provide valuable perspective that can contribute to sound governance and long-term planning.

Most importantly, I would bring the perspective of a parent who is personally invested in the success of Addenbrooke. My goal would be to combine my professional experience in risk management and organizational leadership with a genuine commitment to the school's mission, students, teachers, and families.

I also understand that board decisions must balance mission, people, resources, risk, and financial sustainability, and I believe my professional background would help me contribute thoughtfully to those discussions.

F. ARE YOU COMMITTED TO SIGNING THE BOARD HANDBOOK AND AGREEMENT IF APPOINTED?

Yes. If appointed, I would be happy to sign the Board Handbook and Agreement and commit to the expectations of board service. I view serving on the board as both a privilege and a responsibility, and I would approach the role with humility, preparation, professionalism, and a willingness to support the mission of the school.

G. WHAT IS YOUR AVAILABILITY TO SERVE THE SCHOOL AND BOARD?

I understand that effective board service requires engagement beyond attending monthly meetings, and I am prepared to make that commitment. While balancing professional and family responsibilities, I believe strongly in the mission of Addenbrooke and would prioritize the time necessary to be an active and engaged board member. My goal would be to contribute through preparation, participation, thoughtful discussion, and involvement in supporting the school's long-term success.

CLOSING

Ten years from now, I hope all three of my children leave Addenbrooke as better people than when they entered: more engaged, more capable, more service-minded, and more prepared for whatever path comes next. Most importantly, I hope they leave as critical thinkers who have been formed not only academically, but in character.

Beyond my own family, I hope Addenbrooke continues to establish itself as one of the premier educational options in Jefferson County and Colorado. I would be honored to serve the school and help support its continued growth, mission, and long-term success.

Thank you for your time and consideration.

Sincerely,



Wesley Keating

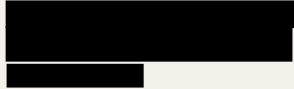
WESLEY KEATING

Board Candidate · Addenbrooke Classical Academy

Business Insurance Advisor · Former Commercial Underwriter · Vistage Member

CONTACT

Denver, Colorado



[linkedin.com/in/wesleykeating](https://www.linkedin.com/in/wesleykeating)

WHAT I BRING

Mission-Focused Governance

Protecting mission and supporting leadership, not managing daily operations.

Risk & Stewardship

Helping leaders weigh tradeoffs and plan for long-term stability.

Strategic Judgment

A practical eye for organizational health and sound decisions.

Stakeholder Trust

Clear, honest communication with owners, teams, and partners.

EDUCATION

Denison University

B.A. in Economics, 2012

AREAS OF CONTRIBUTION

- Governance & oversight
- Long-term planning
- Parent engagement
- Teacher support
- Financial stewardship
- Community relationships

Board Candidate Profile

A business advisor, former commercial underwriter, and parent of three Addenbrooke students. I bring a practical governance perspective grounded in risk management, strategic thinking, and long-term stewardship. My aim is straightforward: to help Addenbrooke protect its mission, support its teachers, strengthen parent engagement, and plan thoughtfully for the years ahead.

Professional Experience

Business Insurance Advisor

2016 – Present

IMA Financial Group · Denver, Colorado

Advise business owners and leadership teams on risk and insurance strategy, helping them clarify priorities, identify exposures, and make practical decisions that protect what they have built.

Commercial Lines New Business Underwriter

2015 – 2016

The Hanover Insurance Group · Denver, Colorado

Evaluated business risk, operations, and leadership factors to support disciplined, sustainable underwriting decisions.

Commercial Lines Underwriter

2014 – 2015

Nationwide Insurance · Denver, Colorado

Managed a portfolio of commercial accounts with a focus on risk quality, account performance, and underwriting discipline.

Community & Service

Youth Mentor

2022 – Present

Highview · Denver, Colorado

Serve as a long-term mentor to a Denver high school student, providing consistent guidance and encouragement around character, decision-making, and preparing for life after graduation.

Member

2024 – Present

Vistage Worldwide · Denver, Colorado

Engage with business owners and leaders across industries on leadership, growth, culture, risk, and long-term organizational health.

Parent & Community Member

Addenbrooke Classical Academy

Parent of three students and a supporter of the school's focus on academic excellence, character formation, teacher support, and thoughtful long-term planning.

Dear Addenbrooke Classical Academy Board of Directors,

I am writing to express my interest in serving on the Addenbrooke Classical Academy Board of Directors. As a mother of five children and four of whom currently attend ACA, ranging from preschool through third grade, the school holds a special place in our family's life. We deeply appreciate the education and community ACA provides, and we have always sought ways to give back. For a time, joining the board felt out of reach given the demands of raising a family while working full-time. I did not want to commit half-heartedly and risk burning out. However, when I recently learned of the two vacant positions, something shifted. I felt genuinely encouraged and motivated to step forward. With multiple children enrolled now and potentially more in the future, serving on the board is one of the most meaningful and concrete ways I can invest in the well-being of the school and in the education and formation of my own children. In addition, learning more about the practical time commitment through the FAQ did bring the much-needed confirmation that this role is one I am able to fulfill.

I believe classical education is the formation of the whole person. It seeks to nurture the intrinsic connection between body and mind by cultivating habits and virtues, and by strengthening common sense and reasoning through critical thinking. ACA's commitment to this model is, in my view, one of its greatest strengths – the dedication to forming exemplary citizens rather than simply following the currents of popular culture or pursuing academic success. In a world where instant gratification is increasingly the norm and shared moral foundations are eroding, I am proud to support a school that collectively pursues what is true and good and teaches our children those things. At the same time, I recognize that some of what makes ACA distinctive can also present challenges. As a charter school operating within the public school system, we enjoy considerable freedom and opportunity, but we must also navigate the constraints and requirements that come with that framework. I see it as part of the board's role to steward those tensions wisely.

In my opinion, a governing board is distinct from a managing board in its focus on oversight, strategic direction, and decision-making authority rather than day-to-day execution. Drawing on my background in the corporate world, I think of it this way: a manager may enforce established policies and procedures with skill and precision, but it is the governing board that shapes the organization's vision and ensures accountability to its mission.

Professionally, I hold a B.A. in Economics from the College of Wooster and have spent the past decade professionally in legal and financial operations. About a year ago, I made a career pivot into corporate accounting and finance with a software company. This background has given me a thorough grounding in business operations, financial planning, analysis, and management, which are skills I believe can translate directly to board service. Throughout my career, I have worked within teams and built and led them, and I have come to understand how much intentionality it takes to function as a high-performing team. I am driven not by external recognition alone, but by a genuine pursuit of excellence, and I believe the best teams are those that honestly seek what is best for the collective good.

If appointed, I am fully committed to signing the Board of Directors Handbook and to fulfilling the responsibilities of this role with care and integrity. My availability to serve will be most evenings and weekends. Thank you sincerely for your time and consideration.

Sincerely,

Zilu Granitto

Zilu Granitto

ZILU GRANITTO

[linkedin.com/in/zilugranitto](https://www.linkedin.com/in/zilugranitto)

PROFESSIONAL SUMMARY

Highly organized and detail-oriented accounting and finance professional with 10+ years of experience in the legal and financial operations field. Experienced in financial and tax compliance, month-end close, AR/AP management, and accounting systems. A strategic team leader and a strong individual contributor with excellent analytical, problem-solving, and communication skills. Dedicated to improving processes through documented policies and procedures, strengthening data integrity, and cross-functional collaboration in high-growth environments.

PROFESSIONAL EXPERIENCE

Nextworld, LLC – Denver, CO

Senior Accountant

August 2025 – Present

- Full cycle accounting with focus on accounts receivable (billing, cash application, treasury) and taxation (tax filing and reconciliations: state and local sales tax, foreign GST & VAT).
- Assist the Controller with payroll responsibilities – recording journal entries and reclasses, reconciling relevant GL accounts, conducting the P&L budget to actual analysis.
- Assist with intercompany network setup and intercompany account reconciliations. Perform transfer pricing analysis and calculations.
- Assist the Controller and outside firms with audits for both domestic and international entities.

Via Licensing Alliance, LLC (formerly MPEG LA) – Denver, CO

Manager, Royalty Services and Accounting

Jan 2024 – August 2025

Assistant Manager, Royalty Services and Accounting

Apr 2023 – Dec 2023

- Oversaw financial operations across 1,000+ global customer accounts, managing timely and accurate royalty reporting, invoicing, and payment collections totaling hundreds of millions annually.
- Led ASC 606 revenue recognition compliance efforts post-acquisition, aligning all reporting and cash processes with new corporate standards and SEC filing timelines.
- Streamlined financial close activities, including AR aging, reconciliations, cash applications, and revenue adjustments, ensuring accurate financial statements and reduced cycle time.
- Executed major transitions: 500+ account payment schedule conversions, tax methodology shifts, and 13-bank account migrations.
- Collaborated with IT on ERP and systems integration projects, completing business requirement documentation and performing user acceptance testing (UAT).
- Managed and developed new team members while maintaining clean audits under Internal Audit, SOX, and SOC-1 through robust internal controls.

MPEG LA, LLC – Denver, CO

Assistant Manager, Royalty Services

May 2022 – Apr 2023

Royalty Analyst

May 2018 – May 2022

Royalty Specialist

Jun 2016 – May 2018

- Delivered full-cycle AR services for over 800 licensee accounts, ensuring accurate royalty reporting, invoicing, and timely collections.
- Used Excel to perform reconciliations, analyze account activity, and validate transaction accuracy during month-end close.
- Designed and launched SharePoint-based workflow tools and PowerApps automations, improving process efficiency and audit readiness.
- Provided financial support for key revenue-generating accounts, preparing royalty analysis reports and managing escalations.
- Mentored junior analysts to independently resolve high-value customer issues, enhancing team performance and client service standards.

Groupon – Chicago, IL

Assistant Buyer, Groupon Goods

Mar 2015 – May 2016

- Supported procurement operations through vendor analysis, cost negotiation, and cross-functional coordination with marketing and logistics teams.

EDUCATION

M.S. in Accounting (Expected)

Regis University – Denver, CO

B.A. in Economics | GPA: 3.9

The College of Wooster – Wooster, OH

TECHNICAL SKILLS

Accounting & Compliance: U.S. GAAP, AR/AP, Month-End Close, SOX, SOC-1, State and Local Tax (SALT)

ERP & Systems: Nextworld, SAP, Salesforce, SharePoint, Microsoft Dynamics, FloQast

BI & Analytics: Power BI, Tableau, QlikView, FastClose

Automation & Workflow: PowerApps, PowerAutomate, Excel (Advanced)

General: Financial Modeling, Process Optimization, Reporting, Standard Operating Procedures (SOPs)