

Special Meeting of the Board of Directors of Summit Public Schools

March 17, 2022

1. Call to Order/Roll Call
2. Approval of March 17, 2022 Summit Public Schools Board of Directors Special meeting agenda



SUMMIT PUBLIC SCHOOLS

Board of Directors

Special Meeting

Thursday, March 17th, 2022

9:00-10:30am

Agenda Items

Item Number	Agenda Item	Time
1	Call to Order / Roll Call	9:00-9:01
2	Approval of March 17th, 2022 Summit Public Schools Board of Directors Special meeting agenda	9:02-9:03
3	Public Comment	9:04-9:14
4	Consent Agenda <ul style="list-style-type: none"> a. Proposed Action to Approve Teleconference Board Meetings in Response to COVID-19 Pursuant to Assembly Bill 361 (2021) Request for approval for Resolution declaring Local State of Emergency b. Appointment recommendation of Leslie Zhe Liao to the Summit Public Schools Washington Board of Directors 	9:15-9:17
5	Closed Session <ul style="list-style-type: none"> a. Closed Session – Employee Performance Evaluation - Chief Executive Officer (Gov. Code section 54957) b. Closed Session – Employee Performance Evaluation - Chief of Schools (Gov. Code section 54957) 	9:18-10:25
6	Open Session	10:26-10:28

	a. Report out on actions taken during Closed Session (if any)	
7	Adjournment of the Summit Public Schools Board of Directors Special meeting	10:30am

THE ORDER OF BUSINESS AND TIMINGS MAY BE CHANGED WITHOUT NOTICE: Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice, provided that the Board takes action to authorize such change. The timing and schedule listed on the agenda are preliminary estimates only and are subject to change depending on the duration of public comment and discussion around prior items.

UPDATE: LIMITATIONS ON IN-PERSON PUBLIC PARTICIPATION PURSUANT TO COUNTY HEALTH ORDERS

Summit Public Schools recognizes that our community includes students, staff, family members, and directors who are in some of the highest risk categories of the COVID-19 Virus. Summit Public Schools will continue to follow public health recommendations and guidance related to COVID-19 from Governor Newsom’s [State of Emergency Proclamation](#), [Executive Order N-25-20](#), and [Executive Order N-29-20](#), each as modified by [Executive Order N-08-21](#) and state and county health officials, including the [County of San Mateo Health Officer](#).

Please note:

- Members of the Board of Directors and Summit Public Schools’ officers plan to participate in this meeting via teleconference.
- Members of the public will be able to observe and offer public comment through our teleconference and videoconference system.
- Summit Public Schools will continue our established practice of receiving public comment from speakers using the teleconference system.

Public Options for Attending the Meeting

This Summit Board meeting is accessible by conference call through the following link:

<https://summitps.zoom.us/j/91940652357> or

Dial in number: +16699006833, Meeting ID:919 4065 2357

Public Participation

Summit Public Schools (“SPS”) welcomes your participation at this meeting of the Board of Directors. The purpose of a public meeting of the Board of Directors is to

conduct the affairs of SPS in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in SPS.

This Agenda contains a brief general description of each item to be considered. Except as authorized by law, no action or discussion by the Board shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Board of Directors after the posting of this agenda are available upon request at the Summit Home Office, 780 Broadway, Redwood City, California or via email to info@summitps.org

To assist participation in our meetings, the following guidelines are provided:

1. Copies of the posted agenda are available to all audience members in the meeting room and upon request. Copies of the posted agenda are also available at each satellite site, on the SPS website, and upon request to info@summitps.org.

2. "Request to Speak" forms are available to all audience members who wish to speak on any item listed on agenda item(s) and, during regular meetings of the Board only, matters under the subject matter jurisdiction of the Board. Linked [here](#) is the online Speaker Form.

3. In accordance with the Brown Act, the Board shall take no action or discussion on any item not appearing on the posted agenda, except as authorized by law. Without taking action, Board members or staff members may ask for clarification or briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

4. The Board requests that members of the public who wish to speak on agenda items specify the agenda item on their Request to Speak Form and adhere to the limits detailed below. During the sections of the meeting designated for public comment, the Board Chair, President or their designee will, subject to the time limitations described below, recognize public speakers who have submitted a "Request to Speak" form.

5. Public comment on each agenda item and non-agenda item is limited to three (3) minutes for each speaker. An individual speaker may not cede their time to another speaker.

6. The total time allotted to public comment on non-agenda items shall be subject to the discretion of the Board Chair. Pursuant to the Government Code, the Board will not receive public comment on non-agenda items during special meetings of the Board.

7. The total time allotted to public comment on agenda items shall be limited to no more than fifteen (15) minutes subject to the discretion of the Board Chair.

8. During public comment, the Board may direct staff to respond to your concern or consider the matter for a subsequent Board meeting item. The Board cannot guarantee that any item submitted for consideration will be presented to the Board at the meeting immediately following the request.

9. The Board reserves the right to increase or decrease the total time allowed for public comment, or total topic time, depending on the topic and the number of persons wishing to be heard upon motion of the Board Chair. The Board Chair may direct staff to survey the Request to Speak forms and may ask that additional persons speak only if they have something new to contribute.

10. Please keep your devices muted when you are not speaking (including during staff presentations). All attendees will have the option to unmute themselves only when recognized by the Board Chair, President, or their designee.

11. To facilitate orderly discussion, the Board Chair or President may elect to recognize speakers during periods in which the Board Chair has called for public comment periods only.

12. In compliance with the Americans with Disabilities Act (ADA) and upon request, SPS may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Valeria Torres at vtorres@summitps.org or 650-544-5754.

13. The Board invites members of the public with specific school site questions to submit them directly to the Executive Director of the school site and/or the Senior Director of Schools. The Board will direct the Executive Director and/or the Senior Director of Schools to coordinate responses to any formal requests presented during public comment. The appropriate staff member will furnish answers to questions.

Board of Directors

Name	Present	Not Present
Andy Thompson	Present	Not Present
Anisha Munshi	Present	Not Present
Blake Warner	Present	Not Present
Bob Oster	Present	Not Present
Diego Arambula	Present	Not Present
Steven Humphreys	Present	Not Present

3. Public Comment

This period is reserved for speakers who would like to provide public comment

Speakers should submit an online Request to Speak form, which is linked in the Meeting Agenda.

Staff will call each speaker forward, at which time their microphone will be unmuted and they may proceed with their comment. We anticipate each speaker will have 3 minutes.

4. Consent Agenda

- a. Proposed Action to Approve Teleconference Board Meetings in Response to COVID-19 Pursuant to Assembly Bill 361 (2021) Request for approval for Resolution declaring Local State of Emergency
- b. Appointment recommendation of Leslie Zhe Liao to the Summit Public Schools Washington Board of Directors

SUMMIT PUBLIC SCHOOLS BOARD OF DIRECTORS SPECIAL MEETING
March 17, 2022



Proposed Action to Approve Teleconference Board Meetings in Response to COVID-19 Pursuant to Assembly Bill 361 (2021)

Mission

To prepare a diverse student population for success in a four-year college or university and to be thoughtful, contributing members of society. We leverage our work to have a broader impact on public education in America.

REQUESTED ACTION

This is an item for action. Staff recommend approving a resolution in connection with the use of teleconferencing for meetings of the Board of Directors and each committee thereof.

BACKGROUND / HISTORY

Pursuant to Assembly Bill 361, effective October 1, 2021, the Board of Directors may hold wholly virtual, teleconference Board meetings by complying with the special rules under Government Code section 54953(e) of the Ralph M. Brown Act in any of the following circumstances:

- there is a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
- there is a proclaimed state of emergency and the board meets for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- there is a proclaimed state of emergency and the board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

CURRENT CONTEXT

In the interests of public health and safety, and informed by actions of state and local officials, staff recommend that the Board of Directors makes the necessary findings to invoke Assembly Bill 361 to hold meetings by teleconference as detailed in the attached Resolution.

ATTACHMENTS

- Resolution of the Board of Directors for Teleconference Board Meetings pursuant to Special Rules in Government Code Section 54953(e)

RESOLUTION OF THE BOARD OF DIRECTORS OF SUMMIT PUBLIC SCHOOLS FOR TELECONFERENCE BOARD MEETING PURSUANT TO SPECIAL RULES IN GOVERNMENT CODE SECTION 54953(e)

WHEREAS, pursuant to Assembly Bill 361, effective October 1, 2021, the Board of Directors of Summit Public Schools (“Summit”) may hold wholly virtual, teleconference Board meetings by complying with the special rules under Government Code section 54953(e) of the Ralph M. Brown Act in any of the following circumstances:

- (A) there is a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing;
- (B) there is a proclaimed state of emergency and the board meets for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- (C) there is a proclaimed state of emergency and the board has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

WHEREAS, the State of California has been in an active state of emergency due to the COVID-19 pandemic since the Governor’s Proclamation of a State of Emergency issued on March 4, 2020, which remains in place;

WHEREAS, Summit operates charter schools in the Counties of Contra Costa, San Mateo, and Santa Clara (each referred to individually herein as a “County”);

WHEREAS, the Public Health Officer of each County has declared a local emergency due to the COVID-19 pandemic, which remain in place;

WHEREAS, local officials in each County have recommended that public bodies subject to the Brown Act continue to meet remotely due to the ongoing public health emergency, for reasons including the fact that the nature of public meetings is to bring together stakeholders from across the community, online meetings (teleconference) present the lowest risk of transmission of COVID-19, the challenges with fully ascertaining vaccine status, and the need to enable those who are immunocompromised or unvaccinated to safely continue to fully participate in public governmental meetings;

WHEREAS, the California Department of Public Health and Centers for Disease Control have each cautioned that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the United States, is more transmissible than prior variants of the virus, that it may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others, resulting in rapid and alarming rates of COVID-19 cases and hospitalizations;

WHEREAS, Summit has an important interest in protecting the health and safety of those who participate in its public meetings, including students, parents, staff, and other stakeholders;

WHEREAS, Summit's public meetings have characteristics that give rise to imminent risks to health and safety of meeting participants, such as the fact that Summit's meetings bring together stakeholders from across multiple counties, the indoor setting of meeting facilities, the potential presence of unvaccinated individuals attending meetings, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in its public meetings, and the challenges with fully ascertaining and ensuring compliance with safety recommendations at such meetings; and

WHEREAS, now, in the interests of public health and safety, and informed by actions of state and local officials, this Board of Directors hereby makes the necessary findings to invoke Assembly Bill 361 to hold meetings by teleconference.

NOW, THEREFORE, this Board of Directors of Summit does hereby find, resolve, and order as follows:

Section 1. The foregoing recitals are incorporated herein.

Section 2. It is appropriate and necessary for the Board and each Board committee of Summit that is subject to the Brown Act to meet by teleconference under the special rules in Government Code section 54953(e) due to the following:

- (a) The State of California and each County is currently in a declared state of emergency due to the COVID-19 pandemic;
- (b) State or local officials have imposed or recommended measures to promote social distancing; and
- (c) As a result of the ongoing state of emergency due to the COVID-19 pandemic, meeting in person would present imminent risks to the health or safety of attendees.

Section 3. Effective immediately and so long as there is a declared state of emergency due to the COVID-19 pandemic, the Board hereby delegates to Summit's Finance Committee, pursuant to Article VII, Section 1 of the Bylaws and Corporations Code section 5212(a), the authority to consider and, if appropriate, make the necessary findings at least every thirty (30) days in order for the Board and each Board committee of Summit that is subject to the Brown Act to continue to meet by teleconference under the special rules in Government Code section 54953(e); provided, however, that the Board shall also have the authority to make such findings from time to time.

Section 4. The Chief Executive Officer or designee, acting alone or together, is(are) hereby authorized and directed to take or a cause to be taken all such other actions as may be required to fulfill the purposes of the foregoing resolutions.

Section 5. All actions heretofore taken by the directors, officers, employees, or agents of Summit Public Schools with respect to the purposes of the foregoing resolutions and the purposes of the Resolution approved by this Board of Directors at a meeting held on

October 21, 2021 relating to AB 361 (2021) including, but not limited to, the meeting or meetings held subsequent thereto are hereby approved, confirmed, and ratified.

Section 6. This Resolution shall become effective upon its adoption by the Board.

PASSED AND ADOPTED by the Board of Directors of Summit Public Schools on this 17th of March of 2022, by the following vote:

AYES: _____

NOES: _____

ABSTAIN: _____

ABSENT: _____

Chair of the Board of Directors of
Summit Public Schools

ATTEST:

Secretary of the Board of Directors of
Summit Public Schools

SUMMIT PUBLIC SCHOOLS BOARD OF DIRECTORS MEETING
March 17, 2022



Appointment to the Summit Public Schools Washington Board of Directors

Mission

To prepare a diverse student population for success in a four-year college or university and to be thoughtful, contributing members of society. We leverage our work to have a broader impact on public education in America.

REQUESTED ACTION

This is an item for action. Staff recommend the Board of Directors appoint Leslie Zhe Liao to the Board of Directors of Summit Public Schools Washington, a Washington nonprofit organization ("Summit Washington").

BACKGROUND / HISTORY

Summit Public Schools, a California nonprofit corporation, is the sole member of Summit Washington. Pursuant to the Bylaws of Summit Washington, the Board of Directors nominates and appoints the Directors to serve on and has the power to remove Directors serving on the Summit Washington Board of Directors. The Bylaws of Summit Washington Board has strong local control and is ultimately responsible for the operation and activities of the Washington schools.

Pursuant to the Bylaws of Summit Washington, the number of Directors shall be no less than three and no more than nine. Currently, the Directors of the Summit Washington Board are, Mafara Hobson, Stefan Weitz, and Shirline Wilson. Ms. Liao has attended a Summit Washington board meeting as a member of the public.

Ms. Liao has expressed her interest in joining the Board through the candidate recruitment application posted on the Summit website. Director Wilson shared that she "finds her a well qualified candidate with a background in Charter School finance". Ms. Liao's resume is included in this memorandum as an attachment.

ATTACHMENTS

Resume

LESLIE ZHE LIAO, CFA, CPA

Seattle, WA 98058

(503) 481-1973

leslieliao68@gmail.com

CERTIFICATIONS

Chartered Financial Analyst (CFA)

Certified Public Accountant (CPA)

Chartered Retirement Planning Counselor (CRPC)

EXPERIENCE

Senior Director of Finance, May 2020 – Present

Impact Public Schools, Tukwila, Washington

- Lead the Finance department and manage outside accounting firm to ensure accounting records are accurate. Prepare monthly reports necessary for state funding and authorizer.
- Develop and monitor budgets for the whole organization
- Lead on strategy for the finance committee and regularly present to the finance committee
- Codify practices to build redundancy and develop systems that increase efficiency and support the rapid growth of the organization
- Establish a system of internal control for financial operation
- Ensure the organization complies with its fiscal policies, all requirements of the laws, and all requirements of its authorizers and funders. Track changes in applicable legislation and lead implementation of updates as needed.
- Serve as senior leadership for audits

Adjunct Faculty, September 2018 - Present

Portland Community College, Portland, Oregon

- Teach Principal Accounting I & II, Managerial Accounting, Fundamental of Investment, Financials Management, and Income Tax classes

Director of Finance & Investment, February 2014 - April 2020

Coremix Capital, Vancouver, Washington

- Participated in organizational planning and forecasting, developed and maintained company budgets
- Prepared monthly financial statements of 27 operating companies and the entire organization's consolidating financials, also reported on monthly performance and variances
- Managed accounting personnel, helped set up and improve accounting system and process, and streamlined month end close process to shorten delivery time of monthly financial package by 5 days
- Conducted financials analysis to help capital investment decisions, contract negotiation, insurance policy renewal, and other decision-making process
- Generated higher margins by working with sales team at pricing decisions and promotional strategies, and partnering with production team at cost control
- Developed investment strategies, financial and tax plans, sourced and evaluated deals, produced reports and recommendations in accordance to the company's investment goals
- Performed equity market research, valuation and risk analysis, researched and evaluated investment opportunities, and co-managed the firm's \$600 million investment portfolio
- Monitored and analyzed outside managed accounts performance, and communicated with third party managers on a regular basis
- Prepared and participated in mergers and acquisition negotiations and assessment of business value and growth prospects
- Performed board member duties of affiliated companies, including participate in strategic and organizational planning, budgeting, and push for perfection of operating process

Portfolio Manager, December 2011 - February 2014

Westlake Wealth Management, Portland, Oregon

- Developed investment strategies and constructed investment portfolio for clients
- Performed company research for potential investment
- Served on the firm's investment committee and involved in constructing and revising model portfolios
- Monitored client portfolio in respond to life events and capital market expectation consistently, and conducted account reviews on a regular basis
- Performed financial forecast and valuation service for public and private companies

Senior Accountant, December 2011 - August 2013

Wen Jiang CPA & Company, Portland, Oregon

- Prepared tax returns and provided tax planning and forecasting services for individuals and businesses
- Prepared and analyzed financial reports such as company balance sheet and income statement
- Performed valuation service on small businesses for purchase or sale, and valued businesses for buy-sell agreements and for insurance purposes
- Assisted in IPO planning to Chinese companies going public in US stock markets

Financial Advisor, October 2007 - December 2011

Merrill Lynch, Portland, Oregon

- Analyzed clients' information and developed financial strategies to help clients achieve investment goals
- Implemented various asset allocation models and provided investment advices on multiple asset class portfolio, including stocks, bonds, mutual funds, options, currencies, and other alternative investment assets
- Designed retirement and estate plans, tax strategies, and philanthropic solutions according to different clients' needs
- Monitored client portfolio and conducted account review on a regular basis
- Devised and executed business development strategies to attract and acquire new clients

Controller, February 2006 - September 2007

Home Port, Portland, Oregon

- Compiled and analyzed financial information to prepare financial statements, including profit & loss statements, balance sheets, and cash flow statements
- Prepared financial plans and investment proposals, including annual company budgets and real estate project cost estimation
- Analyzed and interpreted monthly variances between budget and actual operating result
- Maintained general ledger and reported business operation
- Created NPV, IRR, DCF models to evaluate implications of new real estate projects
- Prepared business plans and loan documents for debt financing

Accountant, December 2002 - February 2006

HFT International, Portland, Oregon

- Managed and reconciled accounts payable and accounts receivable
- Performed bookkeeping and processed payroll
- Used ROI analysis to evaluate financial implications of launching new products
- Conducted cost benefit analysis to evaluate the payback for operating trade shows in different areas
- Prepared financial statements and assisted with import/export funds management

COMPUTER SKILLS

Microsoft Office Suite, Bloomberg, Thomson, Morningstar, Salesforce, ProcessPro ERP, Business Intelligence, QuickBooks, Peachtree, UltraTax, ATX, TaxWise

LANGUAGE SKILLS

Native Chinese Speaker (Mandarin and Cantonese)

EDUCATION

Master of Science, Financial Analysis

Portland State University, Portland, Oregon

Bachelor of Science, Double Major in Accounting and Finance

Portland State University, Portland, Oregon

**BOARD OF DIRECTORS
OF SUMMIT PUBLIC SCHOOLS**

**RESOLUTION TO APPROVE THE APPOINTMENT OF LESLIE ZHE LIAO TO THE
BOARD OF DIRECTORS OF SUMMIT PUBLIC SCHOOLS WASHINGTON**

WHEREAS, Summit Public Schools Washington, is a Washington nonprofit corporation (“Summit Washington”);

WHEREAS, Summit Public Schools, a California nonprofit public benefit corporation (“Summit Public Schools”), is the sole member of Summit Washington as the term “member” is defined in Section 24.03.065 of the Revised Code of Washington;

WHEREAS, in accordance with the Bylaws of Summit Washington, Summit Public Schools has the right to, among other things, elect or appoint the Directors of the Board of Directors of Summit Washington;

WHEREAS, the number of Directors serving on the Board of Directors shall be no less than three and no more than nine, unless changed by amendment to the Bylaws;

WHEREAS, the Summit Washington Board of Directors currently has three Directors;

WHEREAS, the Board of Directors of Summit Public Schools desires to appoint Leslie Zhe Liao to serve as a Director on the Summit Washington Board of Directors; and

WHEREAS, Leslie Zhe Liao is a strong candidate and willing participant for the Summit Washington Board of Directors;

NOW, THEREFORE, the Board of Directors of Summit Public Schools does hereby approve and order the appointment of Leslie Zhe Liao to the Board of Directors of Summit Public Schools Washington effective upon the adoption of this Resolution.

PASSED AND ADOPTED on this 17th day of March, 2022 by the following vote:

AYES: _____

NOES: _____

ABSTENTIONS: _____

ABSENT: _____

Board Signature

5. Closed Session

The Board is currently convening in closed session pursuant to Government Code Sections 54957, (see Agenda for details)

The Board anticipates returning to open session at approximately 10:25am



6. Open Session

- a. Report out on Actions taken during Closed Session (if any)

7. Meeting Adjournment

