

# OFFICE OF THE SUPERINTENDENT

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Livonia Public Schools

## Memorandum

TO: Members of the Board of Education

FROM: Randy A. Liepa 

DATE: May 16, 2012

SUBJECT: Proposed New Board Member for Hinoki Public School Academy

As I shared with you in last week's update, Hinoki Public School Academy would like to fill a vacancy on their board and in accordance with our charter agreement we must approve their board members.

Enclosed is the information I sent last week – a resume and completed questionnaire for the proposed new board member, H. Renee Nguyen. Please review this information so we can have discussion at the May 21 committee meeting. If Ms. Nguyen meets with your approval, we will include her appointment to the Hinoki board on the agenda of our June 4 regular board meeting.

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# H. Renee Nguyen “Renee Tan”

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## Volunteer Efforts:

- 2003 - present      Parent volunteer for classroom and school events:
- Greenhills School, Ann Arbor, MI (2011 – present)
  - Hinoki International School, Livonia, MI (2011 – present)
  - Ridge Wood Elementary School, Northville, MI (2006 – present)
  - Yokohama International School, Yokohama, Japan (2003-2006)
- 2010 - present      Prepared and delivered warm meals to community families
- Meal Ministry, Our Lady of Victory Parish, Northville, MI
- 2005                  Performed general office duties
- Kalakasan (Empowerment Centre for Migrant Women)  
Kanagawa-Ken, Yokohama, Japan

**Professional Title:**                  CPA, Virginia, since 1993

## Professional Experience:

- Verizon Wireless (1997-2002)  
Southfield, MI                  Prepared the Revenue and Income budgets; reported performance to budgets; provided operational metrics to Executives and Management
- Frontier Communications (1996)  
Bingham Farms, MI              Managed the accounting and reporting of cost of access
- MCI (1992-1995)  
Washington, D.C.                  Prepared monthly financial statements and presentations for Board of Directors, Executives and Management; prepared SEC quarterly and annual filings; prepared schedules for external auditors
- Ernst & Young (1990-1992)  
Washington, D.C.                  Performed financial audits of for-profit corporations in the oil and gas and health care industries; performed financial and compliance audits of international nonprofit organization

## Education:

- MBA (1995)                          George Washington University, Washington, D.C.  
Economics and Public Policy
- French Immersion (1990)              Ecole de Langues de L’Universite Laval, Quebec City, Canada
- BS (1990)                                  Virginia Tech, Blacksburg, VA  
Accounting

**LIVONIA PUBLIC SCHOOLS**  
**Public School Academy Board Member Questionnaire**

Position for which you are applying: **PUBLIC SCHOOL ACADEMY BOARD MEMBER**

Academy Name: Hinoki International School

Full Name (please include middle name): Hien Renee Nguyen, "Renee Tan"

Home Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/Zip

County

Business Name: \_\_\_\_\_

Position and Title: \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Facsimile No. (if available): \_\_\_\_\_

Spouse's Name: Adrian Tan \_\_\_\_\_ Are you a Michigan Resident? yes

Do you have children who plan to attend the academy? Yes; 1 child currently enrolled in the Kindergarten class

Education: B.S. (Accounting), MBA (Economics and Public Policy) \_\_\_\_\_

Employment Experience (for the past 10 years): In 2002, I took a break from professional work when my husband accepted a work assignment in Japan. After our repatriation, I stayed home to take care of our children. I have also been volunteering at the children's schools, for our local communities, and our parish.

Do you hold any professional licenses? If so, please include numbers: Certified Public Accountant, license # 17462

What special skills could you bring to the academy board?

I moved to the U.S. at 6 years old with limited English skills. As a young adult, I enrolled in the French immersion program at L'Universite Laval. More recently, my husband and I lived in Japan with our then young toddlers. These experiences have given me empathy for non-native English speakers trying to fully participate in the community. Also, as a parent of a current Hinoki student (who started the school year knowing only English), I share the challenges and hopes of the English speaking Hinoki families. In addition, I have professional experience in Financial and Compliance Audits, Financial Reporting, and Budgeting. I can draw on my past experiences to support Hinoki.

Previous government appointments: none

For the following questions, all yes answers require detailed responses. Use a separate sheet if necessary:

1. Government Experience List on a separate sheet any experience in or association with, local, state or federal government (exclusive of elective public office but including advisory, consultative, honorary, or other part-time service or positions), with dates of service.
2. Elective Public Office List on a separate sheet all elective public offices sought and held with dates of service. If you serve in another public office do you anticipate that your duties as an Academy board member may be incompatible with your current office?
3. Honors and Award List on a separate sheet all scholarships, fellowships, honorary degrees, honorary society memberships, and any other special recognitions for outstanding service or achievements.
4. Opposition Do you know of any person or group who might take overt or covert steps to attack, even unfairly, your appointment? If yes, please identify and explain the basis for the potential attack on a separate sheet. Yes   
No
5. Miscellaneous List on a separate sheet any factors, other than the information provided above, which particularly qualify you or are relevant to the position to which you have been appointed. Include any special skills.

*CONFLICTS OF INTEREST: (For the following questions, all yes answers require detailed responses. Use a separate sheet if necessary)*

1. Will you or your spouse have any contractual agreements with the Academy? Yes  No
2. Will you or your spouse have any ownership interest in any management company contracting with the Academy?  
Yes  No
2. Have you or your spouse guaranteed any loans for the Academy? Yes  No
3. Will you or your spouse be leasing or selling any real property to the Academy? Yes  No
4. Will you or your spouse be employed at the Academy (either as an employee of the Academy or as an employee of a management company contracted by the Academy)? Yes  No
2. Will you or your spouse sell any supplies, materials, equipment or other personal property to the Academy?  
Yes  No
3. Have you or your spouse provided any start-up funds to the Academy? If so, how much? Yes  No
4. Do you or your spouse, or other close family member, have ownership interest, whether directly or indirectly, in any corporation, partnership, association, or other legal entity which will enter into a contract with the Academy?  
Yes  No

2. Other: Please describe on a separate sheet any other matter in which you are involved which is or may be incompatible or in conflict with the discharge of the duties of the position to which you seek to be appointed or which may impair or tend to impair your independence of judgment or action in the performance of the duties of that position. If there is no matter, please state so.

*ETHICAL MATTERS: (For the following questions, all yes answers require detailed responses. Use a separate sheet if necessary)*

10. Citations Have you ever been cited for a breach of ethics for unprofessional conduct by, or been named in, a complaint to any court, administrative agency, professional association, disciplinary committee, or other professional group? If yes, please provide details  
Yes No X \_\_\_\_\_

10. Convictions Have you ever been convicted of or entered a plea of guilty or nolo contendere or forfeited collateral for any criminal violation other than minor traffic offense? (Minor traffic offenses do not include the Michigan offenses of operating under the influence of liquor, operating while impaired, reckless driving, or the equivalent offenses in other states) If yes, please explain.  
Yes No X \_\_\_\_\_

11. Current Charges Are you now under charges for any violation of law? If yes, please provide details.  
Yes No X

12. U.S. Military Convictions Have you ever been convicted by any military court? If yes, please provide details.  
Yes No X

10. Imprisonment Have you ever been imprisoned, been on probation, or been on parole? If yes, please provide details.  
Yes No X

10. Agency Proceedings: Civil Litigation Are you presently, or have you ever been a party in interest in any administrative agency proceedings or civil litigation which is related in any way to the position to which you seek to be appointed? If yes, please provide details.  
Yes \_\_\_\_\_ No X \_\_\_\_\_

11. Agency Proceedings and Civil Litigation of Affiliates and Family Has any business in which you, your spouse, close family members or business associate are or were an officer, director or partner been a party to any administrative agency proceedings or civil litigation relevant to the position to which you seek to be appointed? If yes, please provide details. (With respect to this question, you need only consider proceedings and litigation that occurred while you, your spouse, close family member or business associate were an officer of that business)  
Yes No X

12. Other Please provide any additional information, favorable or unfavorable which you feel should be considered in connection with your appointment.

*Optional Information:* The following questions are designed to elicit information that will be used to assure that there is maximum diversity in the appointments that are made by the District Board of Education. Responses by applicants are purely voluntary and no applicant should feel obligated to provide response to any of the questions designated as optional.

Male \_\_\_\_\_ Female \_\_\_\_\_

Caucasian African American Mexican American Asian American

Native American Multi-Racial \_\_\_\_\_

Please submit three character references:

Name: Dr. Reba Carruth Relationship to you: friend

Telephone: upon request How long have you known this person? 19 years

Name: Ken Ramirez Relationship to you: friend

Telephone: upon request How long have you known this person? 10 years

Name: Alicia Parsons Relationship to you: Principal, Ridge Wood Elem.

Telephone: 248-349-7602 How long have you known this person? 5 years

CONSENT AND CERTIFICATION

I consent to the release of information concerning my ability and fitness for the position to which I seek to be appointed by my employer(s), schools, law enforcement agencies, and other individuals and organizations, subject to any restrictions which I have included, to Livonia Public Schools Board of Education. I specifically authorize Livonia Public Schools to do a criminal background check on me with the applicable state and federal law enforcement agencies.

I, H. Renee Nguyen, certify that the information provided in this statement is, to the best of my knowledge, true and accurate.

Signature \_\_\_\_\_ Dated \_\_\_\_\_

*Please attach a copy of your resume*

**PLEASE NOTE:** Academy Board Director Questionnaires are subject to public disclosure under the Michigan Freedom of Information Act.