

Special Meeting: Severance
Tuesday, June 12, 2025 at 5:00PM
HOPE – Conference Room
MINUTES

- I. Call to order at **5:00PM**.
In Attendance: **Brian, Kimberly, Patchia, MaiNhia, Don, and Melissa Damon**
Absent: **Staci**



**Creating a Culture of Growth:
Rules of Engagement**

- Listen with an open-mind
- Be bold, bright, and forward-thinking
- Be 100% *in*
- Bring your very best ideas and experiences
- Be collaborative
- Think positive
- Practice humility
- Respect confidentiality
- Think big; look for possibilities
- Ask “why not” instead of “why”
- Follow-through on commitments

- II. **Severance Package Proposal**
- Severance Working Group presented a proposed Severance package for the outgoing Executive Director, Maychy Vu.
 - The Working Group discussed how the Severance proposal was researched.
Severance Proposal:
 - PTO. 100% Payout of PTO. **416.75 Hrs = ~\$29,000**
 - Severance payment = **~\$41,000**
 - Total Package = **\$70,000**
 - Need to confirm: PTO Total, Hourly Rate of Pay, Date of Payment
 - Motion:** Brian motioned to accept the proposal. Patchia Seconded the motion.
 - Board discussed the proposed Severance package motion
 - Brian proposed an amendment to ensure the 80 hours of PTO listed in the contract were not paid out twice (once with the final paycheck & with the Severance).
 - The Board voted to unanimously accept the proposal with the Amendment.
 - The Board will be working with HR and the School Attorneys to confirm final #s and to compose the Severance Package Offer Letter.
 - We hope to send the Offer Letter out soon with all the details to Maychy Vu .. with the hopes to pay it on July 15 paycheck.
 - Letter Sent Monday, June 23
 - Email Notification that Offer Letter sent on Monday, June 23

Adjournment: 5:33PM