

## CONSENT ITEMS

- *December 15, 2016 Minutes*
- *January 24, 2017 Minutes*



**THE MIAMI BOARDING SCHOOL, INC.  
(d/b/a The SEED School of Miami)**

**Minutes of the Meeting of the Board of Directors  
Tuesday, December 15, 2016 at 12 PM**

*Participating Directors:* Aviva Budd, Tery Medina, Melanie Damian, Pamela Dunston, Tom Culmo

*Participating Staff:* Kara Locke, Giovanna Angulo, Jasmine Morgan, Owen Baillie, Sean Regan, Chyla Graham

**Call to Order & Welcome**

Ms. Damian called the meeting to order at 12:08 p.m. and asked new Board member Pamela Dunston to introduce herself. Ms. Dunston introduced herself and noted her interest in helping to attract more students from Palm Beach to the admissions lottery. Ms. Damian also explained that new member Carlos de la Cruz is now a member of the Board, but was unable to join the meeting.

**Consent Items**

Items requiring a vote were rescheduled for January and the meeting continued as an update meeting.

**Chairperson's Report**

Ms. Damian called attention to the Conflicts of Interest Policy, a copy of which previously provided to each Board member. Ms. Damian asked the Board to review the policy and reminded the Board that certification to the policy is required annually. Ms. Damian also reminded the Board of its fundraising goal.

**Program Report**

Dr. Locke directed the Board's attention to the School Success Measures report provided to the Board. Dr. Locke reported that enrollment was steady at 130 students. As the school is approaching the February FTE, leadership staff will continue to engage families and pay attention to any families that may be rumored to be leaving the SEED family. The number of students remaining vs. the number of students dismissed has decreased. Dr. Locke also directed the Board's attention to the report's overview of performance on ACT Aspire, the assessment exam given to all students across SEED network. Dr. Locke highlighted that SEED Miami students were outperforming their other two sister schools, but that Dr. O'Hara is working to increase scores.

Dr. Locke explained to the Board that the SEED network is exploring the prospect of adding a second point of entry at 9<sup>th</sup> grade. Dr. Locke explained that there is a network-wide committee that includes the three Heads of School and SEED CEO Lesley Poole that is discussing the question of "*should we have a second point of entry*" and its implications. Ms. Budd inquired about the process of approval by The SEED Foundation, to which Ms. Damian responded that the Foundation Board approval will follow a recommendation from the committee referenced by Dr. Locke.

**Finance Report**

Ms. Graham reviewed the finance report provided to the Board. Ms. Graham reviewed key changes in the budget and explained that considerable savings have occurred under salaries and rent. A vote to approve the amended budget will take place at the rescheduled meeting. Ms. Damian noted that the school has a budget that requires fundraising of \$680,000 for operations, not including facilities.

**HR Report**

Ms. Angulo reported that a new HR staff member was hired and will start on January 10th. The HR staff member will focus on staff recruitment for Year 4. Ms. Angulo reported that there are currently a few vacancies that need to be filled including one reading teacher, two part-time morning advisors and one licensed mental health counselor.

**Site Report**

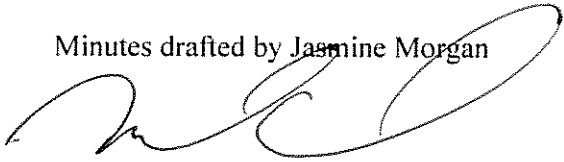
Ms. Damian provided an update on the permanent campus options being pursued. Dr. Locke expressed the benefit of being on a single campus because of the reduction in transportation and food cost at two locations.

**Development Report**

Ms. Damian introduced new hire Owen Baillie, Development Director for SEED Miami. Mr. Baillie provided a summary of his work experience and then provided a status update on fundraising goals.

Meeting adjourned at 1:02 PM

Minutes drafted by Jasmine Morgan

A handwritten signature in black ink, appearing to read 'Melanie Damian', is written over a horizontal line.

Melanie Damian, Esquire  
Chair, The SEED School of Miami Board of Directors



**THE MIAMI BOARDING SCHOOL, INC.**  
(d/b/a The SEED School of Miami)

Minutes of the Meeting of the Board of Directors  
Tuesday, January 24, 2017 at 12 PM

*Participating Directors:* Melanie Damian, Aviva Budd, Virginia Emmons, Tom Culmo, Rob Gordon, Pamela Dunston

*Participating Staff:* Giovanna Angulo, Kara Locke, Owen Baillie, Chyla Graham, Jasmine Morgan

**Call to Order & Welcome**

Ms. Damian called the meeting to order at 12:06 p.m. and explained that the purpose of the meeting was to vote on agenda items originally on the December 15th Board meeting agenda.

**Site Update**

Ms. Damian provided an update to the Board on the options for a permanent campus.

**Consent Items**

A motion to approve the meeting minutes from September 6, 2016 and November 16, 2017 was made, seconded and approved unanimously.

Ms. Graham presented the amendments to the FY17 budget and provided an overview of the changes. Ms. Graham explained that the most significant changes were due to the reduction in rent at Washington Square and the loss of reimbursement funds through the National School Lunch Program. Ms. Graham further explained that a few months of reimbursement under the National School Lunch Program were lost due to a delay in the approval of the paperwork and that the funding cannot reimburse retroactively.

Ms. Damian explained to the Board that the Board would likely have to review additional amendments to the Budget once a permanent site location is selected. A motion to approve the amended budget was made, seconded and approved unanimously.

The meeting adjourned at 12:25 p.m.

Minutes drafted by Jasmine Morgan

Melanie Damian, Esquire  
Chair, The SEED School of Miami Board of Directors