

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

**Minutes of the Meeting of the Board of Directors**  
**Tuesday, March 6, 2018 | 12:00**

*Participating Directors:* Melanie Damian, Tery J. Medina, Dorothy Terrell, Carol Cope, Aviva Budd, Stuart Israelson, Tom Culmo, Rob Gordon, Virginia Emmons

*Participating Staff:* Kara Locke, Giovanna Maldonado, George Cabrera, Tiffany Graver-Smith, Galia Pennekamp, Sean Reagan

**Call to Order & Welcome**

A quorum was established and the meeting was called to order at 12:20. The Chair, Melanie Damian, welcomed members to SEED's academic campus. Ms. Damian provided the Board with an overview of Westview Middle School and explains our co-location with Carrie P. Meek Middle School through a partnership with Miami-Dade County Public Schools.

**Adoption of Minutes**

A motion to approve the minutes of the December 4, 2017 Board meeting (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

**Operational, Financial and Strategic Updates**

*Site Report*

Mr. Reagan provided the Board with an overview of our construction timeline. Fabrication of the modular is underway in Orlando, Florida. Modular construction is expected to be completed by June 1, 2018 and buildings 1, 2, and 3 will be move-in ready by December 1<sup>st</sup> once the foundation and groundwork has been made at our academic site. SEED is able to extend their stay at Hotel Roma, however there are a number of challenges associated with staying at the hotel. Those challenges including plumbing concerns which is driving up our monthly costs. The total project costs for dorms 1 - 4 total \$18 million including hard and soft costs.

*Finance Report*

The loan for the dormitories was approved and we are awaiting documentation. SEED is waiting on confirmation from Building Hope for \$1 million in collateral. \$2.6 million in equity has been raised toward the loan. George Cabrera, Director of Finance has been with SEED Miami now 3

months and settling into his role. George has done a great job of reversing our spending from the operating budget.

#### *HR Report*

Ms. Maldonado, Director of Operations, provided the HR Report. This year has been challenging for academic staffing, specifically for teachers. A science middle school teaching position has been vacant all year. Ms. Maldonado provides the staffing needs going into the 2018-2019 academic school year.

#### *Development Update*

Mrs. Graver-Smith, Director of Development: Annual Giving, provided a development update for SEEDs operations goal. SEED Miami has raised just over 1.2 million this year. This includes scheduled pledge payments and new gifts. This equates to approximately 50% of our annual fundraising goal as of December 2017. SEED's remaining fundraising lift is \$1,254,241 which needs to be raised by May 2018. SEED's plan to accomplish this fundraising goal by meeting with potential supporters and grants. Mrs. Graver-Smith is requesting the Board for support with new introductions within and outside of Miami-Dade County.

Galia Pennekamp, Director of Development: Capital Campaign recently joined SEED Miami's development team and will oversee our capital campaign efforts. Ms. Pennekamp explains her one-on-one meetings with the members of the original capital campaign committee members and the state of their involvement moving forward. Ms. Pennekamp encourages the Board for support with new introductions to SEED, invitations to tour, and more awareness in the community. Ms. Damian requested packets with talking points for all Board members to assist with our branding efforts.

#### *Program Update*

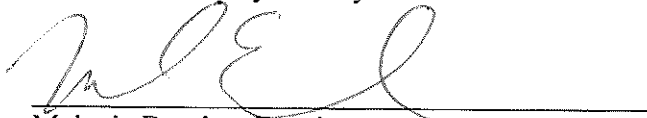
Dr. Locke, SEED Miami's Head of School, provided the Board with a programmatic update. Dr. Locke discusses school safety and security in light of the recent tragic events at Stoneman Douglas school. As a result of this heightened time of anxiety for the SEED families, Dr. Locke explains she is working with school officials to ensure SEED is properly notified during "code red" emergencies. Dr. Locke ensures safety protocols are accurately followed. SEED's mental health team have done a fantastic job at maintaining a positive atmosphere and encouraging students and staff to speak up if they see something. SEED's 8<sup>th</sup> grade girls wanted to coordinate a march on March 14. Additionally, check-in and check-out procedures have changed to reduce the flow of adults in and out of the building, and parents have provided feedback noting they are appreciative of the obvious, visible difference in security measures.

SEED Miami students continue to make tremendous gains academically and socially compared to a traditional day school. Due to Hurricane Irma, 22 students have left the program attributed to facility issues, food services, and safety concerns. SEED has backfilled those seats. Students come to SEED below grade level in reading and math. SEED is not seeing the same upward trend in math that it is in reading. SEED has struggled to find a math and science teacher this academic year.

Current SEED students visited the Board meeting to discuss their goals and aspirations for the future. Scholars shared what they appreciated about a boarding environment and what they would like to see improved. Students are thrilled to have engaged teachers, one-on-one personal attention, a book club, and plenty of homework help. Students are disappointed in the lack of dance, arts, and the food services and quality. SEED students discussed their involvement with sparks such as sewing, SEED TV, and cheerleading, and mentioned where they would like to go to college and what they want to study.

Meeting adjourned

Minutes drafted by Tiffany Graver-Smith

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

Melanie Damian, Esquire

Chair, The SEED School of Miami Board of Directors

