



**THE MIAMI BOARDING SCHOOL, INC.
(DBA The SEED School of Miami)**

Minutes of the Meeting of the Board of Directors

Wednesday, April 29, 2020 | 12:00 pm

Participating Directors: Melanie Damian, Tom Culmo, Carol Cope, Tery J. Medina, Virginia Emmons, Pat Gannon, Stuart Israelson

Participating Staff: Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Tia Diaz-Balart, Derik Washington

Participating Contractors: George Cabrera, Sean Regan

Call to Order & Welcome

A quorum was established and the meeting was called to order at 12:06 p.m. The Chair, Melanie Damian, welcomed members to the quarterly Board meeting.

Consent Items

Adoption of Minutes

A motion to approve the minutes of the March 4, 2020 Board meeting was made (a copy of the proposed minutes was provided in the meeting materials), seconded and passed unanimously.

Virtual Learning Update

Dr. Locke, SEED Miami's Head of School, provided the board with an update on SEED Miami's virtual learning plan including SEED's academic and life skills programming, and therapeutic services; noting adjustments made to the schedule to accommodate both families and staff. Dr. Locke gave an overview of a traditional summer school setting at SEED Miami and plans for virtual summer school. Dr. Locke described the cost in savings as a result of virtual summer school. A motion to approve summer school as a virtual learning program was made, seconded and passed unanimously.

SEED Miami board member, Virginia Emmons noted an increase in food distribution sites over the summer months. A motion was made to share this recommendation, seconded and passed unanimously. Dr. Locke shared Mrs. Emmons' concerns regarding SEED families and food shortages as it relates to student learning. As a result, Dr. Locke noted several community members who have donated to SEED Miami through monetary donations for grocery store gift cards, a virtual bookstore via Amazon, and laptops.

Dr. Locke shared with the board that staff recently prepared the dorm rooms of 260 students at the temporary boarding site, and the school's plans for safely preparing for student belonging pickup. Additionally, Dr. Locke noted she is in conversations with hotel chains to secure lodging for staff who live on campus while the dormitories are completed. Dr. Locke asked the board to share their connections with hotel chains, if any, to find affordable and temporary residences for staff.

Dr. Locke provided the board with an update regarding student applications for the 2020-2021 school year. Dr. Locke gave an overview of a traditional lottery and how SEED will conduct this year's lottery via a ZOOM meeting. A motion to approve a virtual lottery to be conducted on May 14th, 2020 was made, seconded and passed unanimously.

Dr. Locke highlighted virtual attendance rates, best practices including therapeutic offerings, self-care opportunities for staff, spirit week and the online Honors Assembly. Dr. Locke noted, each Head of School from across the network, the SEED Foundation and medical experts have begun preparations for next school year in order to run a boarding school program that is safe and effective amidst of COVID-19.

Dr. Locke introduced Derik Washington, SEED Miami's Director of Student Support Services. Mr. Washington provided the board with an overview of his former role at SEED, his current position and what his team is doing virtually with SEED scholars. SEED board member, Ms. Emmons asked how SEED is supporting families if a child is experiencing challenges at home. Mr. Washington outlined policies and procedures staff and mental health counselors follow to ensure the safety and wellbeing of each child.

Board Chair Update

SEED Miami Board Chair, Ms. Damian provided the board with an update on campus construction including an overview of final payments and a path forward with remediation to the modulares. Sean Regan, the SEED Foundation's Campus Development Manager provided an update regarding duct work, plumbing, electrical work, fire alarm and internet system installation, and permitting for the interior sprinkler system by the District's permitting agency.

Mr. Regan highlighted the completion of the exterior stairwell fabrication which are currently being installed on campus, followed by the covered canopy. Mr. Regan noted, once fabrication and installation have been completed, work can begin on paving, fencing and the basketball courts. Mr. Regan estimated a target completion date of August 1st.

Development Update

Annual Giving:

Mrs. Graver-Smith, SEED Miami's Development Director provided the Directors with an update on SEED Miami's annual fundraising efforts including secured gifts for FY20, and projected gifts expected before June 30th. Mrs. Graver-Smith highlighted community support during the pandemic to support SEED Miami families. Mrs. Graver-Smith provided a brief overview of her 2020-2021 strategic plans and asked the board to support the school's advancement efforts through unique fundraising opportunities and continued introductions. A hard copy of the development report was provided to the board.

Capital Campaign

Mrs. Diaz-Balart, SEED Miami's Development Director, provided the board with an update on secured funds for SEED Miami's capital campaign and a status update with grants. Mrs. Diaz-Balart highlighted the development team's virtual stewardship plan, and noted Howard Kaplan will Chair SEED Miami's Advisory Committee for the capital campaign. Mr. Kaplan's goal is to raise \$2 million over 15 months. Ms. Damian proposed her plans to encourage the committee to raise additional money to support the capital campaign. Mrs. Diaz-Balart provided the board with an update on the "wish list" document as it relates to campus construction that she will circulate to the board upon completion and encouraged the board to forward to their networks.

Finance Update

Mr. Cabrera, SEED Miami's Finance Director, provided an overview of SEED's 4th quarter financials and balance sheet. Copies of the balance sheet and financials were provided to the board. Mr. Cabrera highlighted cost savings as a result of COVID-19 and provided an update with state funding, the PPE and IEDL loans.

Mr. Cabrera provided the board with an explanation of the 2020/2021 proposed budget which included a projection of 320 students and expected pledges. Mr. Cabrera explained the finance team is exploring outsourcing different programs to reduce expenses. Ms. Damian noted the budget does not include the debt service or construction related expenses. Dr. Locke explained an increase in student enrollment which means an increase in salaries due to hiring additional teaching and student life staff. This included a technology teacher, a requirement for seniors. Dr. Locke added a plan to begin making formal offers for new staff immediately but at a staggered

pace. A motion to approve the budget for the 2020/2021 school year was moved, seconded, and passed unanimously.

Meeting adjourned: 1:30

Minutes drafted by Tiffany Graver-Smith

A handwritten signature in blue ink, consisting of stylized, flowing letters, positioned above a horizontal line.

Melanie Damian, Esquire

Chair, The SEED School of Miami Board of Directors