



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

Minutes of the Meeting of the Board of Directors

Wednesday, March 4, 2020 | 12:00 pm

Participating Directors: Melanie Damian, Dorothy Terrell, Tom Culmo, Jason Bloch, Carol Cope, Tery J. Medina, Virginia Emmons, Pat Gannon

Participating Staff: Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Tia Diaz-Balart, Latrice Thomas, Nicole Padro

Participating Contractors: George Cabrera, Sean Regan

Call to Order & Welcome

A quorum was established and the meeting was called to order at 12:05 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 January 15, 2020 Board meeting (a copy of the proposed minutes was provided in the meeting materials) was made. SEED Miami Board member, Jason Bloch requested amendments be made to reflect his comments: SEED Miami board member, Mr. Bloch, proposed a motion to engage additional funding resources including The Children's Trust. He requested that the prior meetings' minutes be amended to reflect such comments which were approved.

Governance Items

Board Member Nomination

Ms. Damian provided the Board with information on proposed Board member, Anne Manning. Ms. Damian reminded the Board, SEED Miami is actively recruiting new Board members and encouraged the Directors to think through their networks as SEED works to expand its leadership on the Board. SEED Miami Board member, Mrs. Cope, recommended her colleague.

Board Chair Update

Permanent Campus Construction Update

SEED Foundation's Campus Development Manager, Sean Regan gave an update on the dormitory installation on SEED Miami's permanent campus. Mr. Regan cited the buildings have been installed and repairs have been completed. Mr. Regan noted the construction schedule is critical to a successful move-in date for Fall 2020. To move in on schedule for the 2020-2021 school year, the stairs and elevator need to be installed. Paving, canopy, sprinkler system and paint will require approximately 8 weeks to complete. Dr. Locke showed a video to the Board to represent the walking path from SEED's academic building to the dormitory, and a hardcopy of the floorplan was provided. SEED Miami Board member Mr. Bloch, asked Mr. Regan about the school board's focus on interior/exterior construction. Mr. Regan noted he would like for the school board to focus their efforts on exterior projects. SEED Miami has approximately 8 weeks to rectify any mold concerns, and pushes delays to June. Mr. Bloch questioned the construction timeline and ramifications for additional delays. Dr. Locke explained an anticipated delay will involve a calendar adjustment to SEED's program and notes the boarding site lease at the Hotel Roma is finalized May 2020.

Dr. Locke provided the Board with an overview of SEED Miami's preparations for the COVID-19 virus including a hardcopy of the letter drafted for families. Mr. Bloch recommended to include a caution about shaking hands. Dr. Locke will add his note to the updated letter for families. Dr. Locke noted precautions taken including additional orders of hand sanitizer, clorox wipes, deep cleaning, digital learning scenarios, and a survey of our student population regarding computer/tablet/cell phone/wi-fi. Dr. Locke also provided the Board with an outline of SEED's first annual college tour. A decision to postpone the college campus tour has not been made.

Advisory Committee Update

Ms. Damian provided the Board with an update regarding SEED Miami's Advisory Committee and Howard Kaplan as potential Chair. A hardcopy of the Advisory Committee Overview was presented to the Board. Mrs. Diaz-Balart gave an overview of Mr. Kaplan's background and his relationship to SEED, including his vision for recruitment efforts, SEED expansion, and raising funds for The SEED School of Miami. Mr. Culmo, SEED Miami Board member, requested a detailed communication plan to ensure messaging is clear for Board members, Advisory Committee members and staff. A motion to establish SEED Miami's Advisory committee was made, seconded and passed unanimously.

Development Update:

Annual Giving

hardcopy of the calendar was provided to the Board. Ms. Damian noted SEED Miami would save money as a result of this calendar change. A motion to amend the calendar for the 2019-2020 school year was made, seconded and passed unanimously.

Dr. Locke provided the Board with an overview of the SAACS Accreditation process, and notes the full accreditation will take place this Fall and is critical for SEED students when applying for college. A hardcopy was provided to the Board.

Dr. Locke gave an overview of staff appreciation week beginning May 4th, 2020, and encouraged the Board to get involved by sponsoring a meal or goody bags.

Dr. Locke gave the Board an update on student enrollment, citing similarities to last year. Dr. Locke also noted changes in policy due to the Marjorie Stoneman Douglas High School Act requiring law enforcement to make the final determination if a student is deemed a credible threat to SEED.

Dr. Locke proudly provided the Board with an update on SEED's network assessment citing SEED Miami's test scores were higher across all core subject areas. Dr. Locke credited the result to enrollment stabilizing and a 9th grade mid-year retreat. Additionally, the SEED network provided a survey to all students. Specific to SEED Miami, students cited staff, "we help our students" and upgrades they are looking to implement in the program included: Cooking, swimming, sports, field trips and music. Dr. Locke noted, SEED is always looking for partnership opportunities to provide additional resources for students.

Lastly, Dr. Locke provided the Board with an update on SEED's staffing needs for the 2020-2021 school year. She noted, SEED Miami's website has current available positions and asks the Board for network recommendations. Dr. Locked introduced Nicole Padro, Director of Middle School Student Affairs and Latrice Thomas, Director of High School Student Affairs. Ms. Padro gave an overview of her background and founding role at SEED Miami. Ms. Thomas provided an overview of her background prior to SEED and founding position. Ms. Thomas and Ms. Padro explained POL's or Presentation of Learning to the Board; a requirement of all SEED Miami students. A hard copy of the rubrics were provided to the Board. Ms. Thomas noted SEED was looking for an inspiring office space to host the POL's and encouraged the Board to join a panel.

Meeting adjourned: 2:10

Minutes drafted by Tiffany Graver-Smith



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