



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

**Minutes of the Meeting of the Board of Directors**

**Wednesday, May 5, 2021 | 12:00 pm**

*Participating Directors:* Melanie Damian, Tery J. Medina, Virginia Emmons, Dorothy Terrell, Jason Bloch, Stuart Israelson, Patrick Gannon

*Participating Staff:* Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Tia Diaz-Balart, Bryan Thompson

*Participating Contractors:* George Cabrera

*Participating Visitors:* Vincena Allen, Vaughn Harris

**Call to Order & Welcome**

A quorum was established and the meeting was called to order at 12:07 p.m. The Chair, Melanie Damian, welcomed members to the quarterly Board meeting.

**Board Chair Update**

*Adoption of Minutes*

A motion to approve the minutes of the March 3rd, 2021 board meeting minutes (a copy of the proposed minutes was provided in the meeting materials), was made, seconded and passed unanimously.

Ms. Damian proposed the following quarterly Board Meeting dates for the 2021/2022 academic year: September 15th, 2021 at noon, December 15th, 2021 at noon, March 2nd, 2022 at noon, and April 20th, 2022 at noon. The board agreed to these new dates.

**Campus Development Update**

Mr. Thompson, SEED Miami's Facilities and Construction Manager, provided the board with an update on completion of the dormitory construction project including the elevator, fencing, and signage. Mr. Thompson highlighted new projects to include security, covered walkways and lobby renovations. Ms. Damian agreed to follow up with M-DCPS regarding the delay on the AC enclosures. Additionally, Mr. Thompson agreed to share design plans for the lobby renovations with Ms. Damian for internal approval, and will then circulate to the rest of the board.

### **Finance Update**

SEED Miami's Director of Finance, George Cabrera, provided the board with an update of SEED Miami's financials and progress as of February 2021, and noted a positive net income. Mr. Cabrera also gave an update on the April financials including an update on the PPP loan. Mr. Cabrera shared an update on the capital related loans with City National Bank and The SEED Foundation. He cited a reduction in the loan with City National Bank due to the removal of the 4th modular from the loan. Mr. Cabrera provided a positive overview of SEED Miami's assets and facilities as it continues to grow to full scale. Mr. Cabrera also cited multiple savings as a result of the pandemic and noted SEED is in a strong financial position. Mr. Cabrera also provided the Board with an overview on the annual management fee with M-DCPS and The SEED Foundation.

Mr. Cabrera provided the Board with an overview on SEED's cash flow and an 8 month view of the budget vs. actuals to show how SEED is trending in savings.

A draft budget of the 2021-2022 school year was presented for approval with the assumption that SEED is returning to normalcy with 315 students. Mr. Cabrera cited an increase in revenue as outlined on the proposed budget. Mr. Cabrera also discussed the 2021-2022 proposed operating budget and fundraising lift. Ms. Damian reminded the Board of SEED Miami's capital fundraising needs going into the next fiscal year. Mr. Cabrera clarified the 2021-2022 school year will return to normalcy and reminded the Board SEED will no longer have such extreme operating expenses now that it is operating on a single campus. Mr. Gannon, SEED Miami Board member, recommended SEED Miami submit quarterly budgets as opposed to annual budgets. Mr. Cabrera agreed to provide quarterly budgets going into the 2021-2022 academic year.

Ms. Damian noted SEED Miami is requesting to renegotiate the management contract with The SEED Foundation based on a full-scale operations over the summer months. Ms. Damian made a motion to approve the 2021-2022 budget (a copy of the proposed budget was provided in the meeting materials), was made, seconded and passed unanimously.

### **Development Update**

#### *Annual Giving*

Mrs. Graver-Smith, SEED Miami's Development Director, provided the Board with an update on her development efforts including recent fundraising efforts, grants, and partnership opportunities. She highlighted recent noteworthy partnerships. Mrs. Graver-Smith provided the Board with an overview of FY22 fundraising goals and also asked the board to support the school's advancement efforts with continued introductions.

#### *Capital Campaign: 41:33*

Mrs. Diaz-Balart, SEED Miami's Development Director, provided the board with an update on her development efforts including grant requests, breakdown of fundraising dollars, and capital loans. Mrs. Diaz-Balart gave an overview of her strategic fundraising plans for FY22 and a plan to streamline campus naming opportunities. Ms. Diaz-Balart encouraged the Board's leadership to help target SEED Miami's capital fundraising goals.



**Human Resources Update**

Ms. Otero, Director of Human Resources and Talent Management, provided the Board with data on staff retention by department, staffing needs and outreach efforts for the 2021-2022 academic year. Ms. Otero agreed to circulate a flyer to the Board with open positions for the 21-22 school year.

**Head of School Update**

Dr. Locke, Head of School, made a motion to approve the 2021-2022 academic calendar ((a copy of the proposed calendar was provided in the meeting materials). The motion was seconded and passed unanimously. Additionally, Dr. Locke sought approval of SEEDs Comprehensive Reading Plan. Dr. Locke explained SEED's plan has not changed since 2013 but this approval will now be conducted annually. A copy of the Comprehensive Reading Plan has been provided to the Board. A motion was made, seconded and passed unanimously. Dr. Locke reminded the Board SEED is still using Fountas and Pinnell's literacy curriculum for middle school as an assessment tool.

Dr. Locke provided the Board with an update on the Charter Renewal Process and noted SEED Miami is in Phase 2 - the contract negotiation stage. SEED is waiting to hear from the District to schedule the CRC, Contract Review Committee to negotiate the terms of the contract which will then need approval from Miami-Dade County Public School Board for the June 2021 meeting.

Dr. Locke also provided the Board with a Cognia Accreditation update. A copy of the full Cognia report was provided to the Board. Dr. Locke highlighted their positive review of SEED standards which includes learning, leadership and resources for schools. SEED scored "Improving or Impacting" which are the two highest categories. Dr. Locke agreed with their findings and overall highlighted this as a successful review.

Dr. Locke provided the Board an update on Student Performance Data including an overview of the network-wide summative assessment MAP scores. Dr. Locke highlighted SEED Miami outperformed their sister schools and saw values added with scores rising, particularly in math. Dr. Locke associates the academic gains to students physically being back in the building. Dr. Locke agreed to keep the Board abreast of any fluctuations in enrollment as a result of the pandemic. Additionally, Dr. Locke noted SEEDs appropriation came through for 315 students.

Dr. Locke provided an overview of the network-wide engagement survey given to both students and staff. Dr. Locke highlighted SEED Miami scored higher for both students and staff in the satisfaction areas and associates.

Dr. Locke introduced SEED Senior, Mr. Harris, who gave a reflection of his time at SEED Miami. He explained his college plans and future career goals.

Dr. Locke introduced Vincena Allen to the Board. Ms. Allen gave a brief overview of her background and her role as Chief Growth Officer at The SEED Foundation. Additionally, she presented a powerpoint (electronic copies were presented to the Board), outlining the Foundation's work around college access and lessons learned and how it can be shared with the broader community. Ms. Allen shared the vision, metrics, and meaningful work of the College Transition and Success team.

Lastly, Dr. Locke provided the board with a graduation update including SEED Miami's college acceptances and awarded scholarships. Dr. Locke explained the surprise scholarship tradition with the other SEED Schools. Dr. Locke asked the Board to help close any minor financial gaps for SEED seniors. She also asked the Board to RSVP for graduation.

Meeting adjourned at 2:08

Minutes drafted by Tiffany Graver-Smith

*The undersigned hereby certifies that he/she is a Director and/or Officer of The Miami Boarding School, Inc., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation & the individual charter schools sponsored by the said Corporation.*

*The minutes were adopted by the Board of Directors at a meeting held on March 3, 2021.*



Date:

9.23.2021

Melanie Damian, Esquire

Chair, The SEED School of Miami Board of Directors