



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

Minutes of the Meeting of the Board of Directors

Wednesday, July 22, 2020 | 9:00 a.m.

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

Participating Staff: Kara Locke, Tiffany Graver-Smith

Participating Contractors: George Cabrera, Sean Regan

Participating SEED Foundation Staff: Lesley Poole

Call to Order & Welcome

The meeting was called to order at 9:03 a.m. by SEED Miami's Head of School, Dr. Locke.

Board Chair Update:

SEED Miami's Chair, Ms. Damian, proposed a motion to approve the minutes of the April 29th, 2020 Board meeting (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 2020/2021 academic year: September 9th, 2020 at noon, December 16th, 2020 at noon, March 3th, 2021 at noon, and April 21th, 2021 at noon. The board agreed to these new dates.

Finance Update:

Mr. Cabrera, SEED Miami's Finance Consultant, provided the board with an overview of SEED's financials and progress.

A motion to approve the FY21 Title I budget, as 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 electronic report and a recap of FY20's development efforts and an overview of FY21 fundraising goals and strategies. Mrs. Graver-Smith asked the board to support the school's advancement efforts through unique fundraising opportunities and continued introductions.

Capital Campaign

Mrs. Diaz-Balart, SEED Miami's Development Director, provided the board with an update on SEED Miami's Capital Campaign and an overview on FY21 fundraising goals and strategies. Mrs. Diaz-Balart noted pending grants and provided the Directors with an overview of virtual tours and the Advisory Committee.

Head of School Update

Approval Items

Dr. Locke presented to the Board an approval for an Out of Field Waiver for SEED Miami professors, Terrod Torrence - Mathematics, Joseph Sconiers - Physical Education, David De Cespedes - Technology, Willencia Stubbs - Drama, Savannah Cayson - Spanish. A motion to approve the Out of Field Waiver for Terrod Torrence, Joseph Sconiers, David De Cespedes, Willencia Stubbs and Savannah Cayson was made, seconded and passed unanimously.

Dr. Locke provided the Directors with an electronic copy and an overview of the Best and Brightest Teacher Recognition program including the determined criteria. A motion to approve the Best and Brightest Teacher Recognition program was made, seconded and passed unanimously.

Additionally, Dr. Locke provided the Directors with an electronic copy and an overview of the Mental Health Plan. A motion to approve the Mental Health Plan was made, seconded and passed unanimously.

Lastly, Dr. Locke provided the Directors with an electronic copy of the Threat Assessment Manual. Dr. Locke gave an overview of the manual and requested a motion to approve the guidelines outlined within the manual. The motion was seconded and passed unanimously.

Programmatic Updates

Dr. Locke provided the Board with an update on student enrollment and attendance during the Innovative Learning period. She noted SEED Miami had fully moved out of the Hotel Roma and the school's plans to host summer school and staff training virtually. Dr. Locke gave the Board an overview of the prevalence of Covid-19 on the SEED Miami community and shared staff feedback on reopening for consideration. Dr. Locke communicated different options for SEED to safely prepare for reopening this fall. This included a hybrid learning and a fully virtual learning option. She shared a copy of the parent survey that was administered for reopening options with the board. With respect to the threat of Covid-19 on the SEED Miami community, the Board agreed to host a future emergency meeting contingent on Miami-Dade County Public Schools plans to reopen in the fall.

Dr. Locke gave an overview of the work that the Covid-19 Task Force is implementing at SEED, including each task force member's role. Ms. Maldonado, SEED Miami's Director of Operations, gave an overview of facilities preparations, supplies, cleaning and meal preparations, and transportation planning. Dr. Locke noted that Jessie Trice Nurses will conduct routine temperature checks when students return to school. Temperature checks will be given to staff, children, families, and any guests to the campus. Additionally, Dr. Locke noted that Jessie Trice offered to send a mobile clinic to SEED Miami to conduct voluntary, free Covid-19 screenings for students, families, and staff prior to the onset of the school year. Dr. Locke communicated that through the SEED network, the Heads of School have consulted with legal counsel regarding reopening plans.

Dr. Locke discussed the need for future Board discussion regarding co-location with Westview Middle given the Covid-19 pandemic. She noted her concerns with Westview Middle School students walking through the SEED Miami hallways on a twice daily basis, utilizing SEED Miami restrooms twice daily while having meals in the cafeteria, and having to establish dining, contact tracing, and cleaning policies in coordination with Westview leadership given that students from both schools are scheduled to share spaces in the SEED building. Lastly, she noted that to date, requests to meet with Westview leadership and the Office of District-Managed Charter Schools had been made by Dr. Locke on multiple occasions. A meeting was conducted on July 21, 2020 with Dr. Locke, Ms. Woods (Principal of Carrie P. Meek) and Dr. Jackson (Office of District-Managed Charter Schools), but no clarity was provided in that meeting as to standards for colocation contact tracing, shared spaces, cleaning, or dining expectations. Ms. Woods stated that MDCPS had not provided her with that information as of yet, and she would circle back to Dr. Locke once she had information to share.

Mr. Bloch, SEED Miami board member, asked the school for a description of the process used to identify and contract vendors for cleaning and supplies. Ms. Maldonado, Director of Operations,

described the process for identifying approved vendors, and the annual contract negotiation process for the school's vendors. Mr. Bloch suggested SEED explore alternative organizations to purchase supplies. Additionally, Mr. Bloch expressed his concerns regarding the estimated cleaning costs associated with the post-positive Covid-19 cleaning services that maintain OSHA standards. Ms. Damian suggested outreach to other vendors to explore cost-savings opportunities. Ms. Maldonado concluded that the received estimates are based off of square footage of SEED Miami and agreed to continue seeking cost-effective vendors for the school to utilize for supplies and services. .

Mrs. Emmons questioned the ramifications should SEED Miami consider starting the school year virtual. Dr. Locke pointed the Board to DOE Order No. 2020-EO-06 outlining the options for school reopening.

Ms. Emmons proposed a motion to convene the Board of Directors on August 3rd should an announcement not be made by the Superintendent of Miami-Dade County Public Schools to discuss a virtual opening for the fall.

Mr. Bloch asked about SEED's current student enrollment. Dr. Locke explained the contract with FL-DOE had SEED's target enrollment of 320 students. SEED's funding appropriation is for 311 students and that will be SEED's target for the remainder of the school year. Dr. Locke commended SEED's Admissions team for their significant recruiting during the pandemic.

Permanent Campus Construction Update

Ms. Damian introduced Sean Regan, The SEED Foundation's Campus Development Manager, to the meeting. Mr. Regan provided the Board with an update on SEED Miami's permanent campus construction including an overview on our contracts with M-DCPS, Mobile Modulares, and our own contractors, in addition to updates on outside paving, canopy and stairwell installation, as well as fire alarms and network wifi installations. Mr. Regan announced FPL connected power to the site. The delay from FPL will not allow the original target move-in date of August 1st. Mr. Regan noted, SEED is now projecting an August 20th move-in date as a result of FPL delays. Mr. Regan highlighted Bryan Thompson's recent work on the ground with the various construction projects.

Ms. Damian agreed to keep the board abreast of any updates.

Meeting adjourned: 1:30

Minutes drafted by Tiffany Graver-Smith



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

The minutes were adopted by the Board of Directors at a meeting held on September 16, 2020.