



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

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

**Tuesday, April 17, 2019 | 12:00 pm**

*Participating Directors:* Melanie Damian, Robert Gordon, Virginia Emmons, Tom Culmo, Jason Bloch, Dorothy Terrell, Carol Cope, Tery Medina

*Participating SEED Miami Staff:* Kara Locke, Luna Otero, Tiffany Graver-Smith, Galia Pennekamp, Tia Diaz-Balart

*Participating SEED Foundation Staff:* Jon Tucker

*Participating Contractors:* George Cabrera

**Call to Order & Welcome**

A quorum was established and the meeting was called to order. The Chair, Melanie Damian, welcomed members to the Board meeting.

**Adoption of Minutes**

A motion to approve the minutes of the January 29, 2019 Board meeting (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

**Chairperson's Report**

Ms. Damian noted Robert Gordon resigned from the Board effective April 17, 2019. SEED is grateful for his leadership and dedication to SEED's mission and children, and looks forward to keeping in touch. 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.

**Site Report**

Ms. Damian noted the construction that began on the initial groundwork came to a stop until the school district authorizes a notice to proceed. Per Miami-Dade County Public Schools, \$4.2 million is needed in escrow in order for construction to remain on schedule, of which, \$2 million has been placed in escrow.. Per Miami-Dade County Public Schools, the remaining balance of a \$2.2 million commitment is needed to proceed with construction. Ms. Damian noted, SEED has extended their current lease with the Hotel Roma and requested they reduce the monthly rent.

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**Development Update**

Ms. Pennekamp, SEED Miami's Development Director, provided the Board with an update on SEED Miami's Capital Campaign. Ms. Pennekamp noted several strategic options being considered to meet

SEED's immediate capital needs. Ms. Diaz-Balart cited several meetings she participated in. Board member, Jason Bloch, noted his concerns with the School District's escrow requirements and fundraising in order to remain on construction schedule.

Mrs. Graver-Smith, SEED Miami's Development Director, provided the Board with an update on SEED Miami's annual fundraising campaign. She shared with the Board noteworthy community events and recent tours. Mrs. Graver-Smith expressed positive progress towards SEED Miami's Annual Giving goals.

Mrs. Graver-Smith, Ms. Pennekamp and Mrs. Diaz-Balart urged the Board to extend invitations to their networks to tour SEED Miami.

#### **Finance Report**

Mr. Cabrera, SEED Miami's Finance consultant, provided materials to the Board and cited several expense savings and his plan to break even or end the fiscal year with a positive net income by June 30th. Mr. Cabrera noted SEED's audit received positive feedback.

#### **HR Report**

Ms. Otero, SEED Miami's Director of Talent Management provided the Board with an update on new hires and pending vacancies for the 2019-2020 school year. Ms. Otero noted 93% of staff are returning for the next academic year, the highest number across the SEED network. Ms. Otero provided the Board information on community partnerships and SEED's Open House in May.

#### **Program Update**

Dr. Locke, SEED Miami's Head of School, provided the Board with a brief overview of the SEED Foundation's 20/20 SEED Committee model and introduced Jon Tucker, SEED Foundation's Special Project Advisor. Mr. Tucker explained SEED's long term vision of success for the network's path forward.

Dr. Locke provided the Board with an overview of the program report including a programmatic update, academic gains, as well as areas of improvement. Dr. Locke noted strategies to recruit new students and proudly announced SEED's lottery date.

Meeting adjourned time: 3:00

Minutes drafted by Tiffany Graver-Smith



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