



**THE MIAMI BOARDING SCHOOL, INC.
(d/b/a The SEED School of Miami)**

**Minutes of the Meeting of the Board of Directors
Tuesday, June 6, 2017 at 12 PM**

Participating Directors: Aviva Budd, Pat Gannon, Melanie Damian, Stuart Israelson, Tom Culmo, Virginia Emmons McNaught

Participating Staff: Kara Locke, Jasmine Morgan, Owen Baillie, Sean Regan, Chyla Graham, Giovanna Angulo

Call to Order & Welcome

A quorum was established and the meeting was called to order at approximately 12:04 p.m.

Consent Items

A Motion to approve the meeting minutes from May 9, 2017 was made, seconded and approved unanimously.

Ms. Damian informed the Board that some interim meetings over the summer may be held prior to the first quarter meeting for FY 2017-18. In response to suggestions to hold the board meetings downtown or a more convenient location than Washington Square, Ms. Damian stated that the meeting location for next fiscal year was to be determined.

Governance Committee Report

Ms. Damian shared that the goal is to recruit 4-5 more board members for fiscal year 2017-18. Ms. Emmons McNaught is meeting with attorney Carol Coap as a potential recommendation for the Board.

Human Resources Report

Ms. Angulo reported that one physical education teacher position was currently vacant, but an offer was made to a candidate to start in July. Ms. Angulo also reported that the vacant science teacher position was filled. Ms. Budd asked if the proposed budget for FY 2018 reflected the new positions. Dr. Locke responded that the budget does reflect the positions and noted that vacancies for FY 2018 have been

posted on the website. Dr. Locke also reminded the Board that the school is actively recruiting for high school faculty and looking for foreign language teachers.

Site Report

Ms. Damian reported that the ground lease was approved by the school board on May 24th and that three additional agreements (academic building lease, management agreement, and construction agreement) are scheduled to be approved on June 21st. The school's change of location was approved at the CRC meeting held yesterday. Ms. Damian requested a vote for approval of the ground lease, a copy of which was provided in the Board materials, and approval of the amendment to the charter contract to reflect the change in location. A motion to approve the ground lease was made, seconded and approved unanimously. A motion to amend the charter contract to reflect the change in location was made, seconded and approved unanimously.

Finance Report

Ms. Graham provided an update on the school's financials since August 30th. Ms. Graham reported that the school was on pace with fundraising and that expenses are under budget as a result of staffing changes. Ms. Graham reviewed the proposed FY 2017-18 budget. Mr. Culmo moved to approve the FY 2017-18 budget. The motion was seconded and approved unanimously, subject to a change proposed by Ms. Budd to separate operations from construction.

Ms. Graham reviewed the current capitalization policy stated in the Inventory Control Policy with the Board and explained that the policy should determine whether bulk purchase items totaling more than \$1,000, but consisting of items individually costing less than \$1,000, and with a useful life of greater than one year will be capitalized and recorded as fixed assets. Ms. Graham noted that the proposed tweak to the policy was suggested by the school's auditors. A motion to amend the capitalization requirements stated in the Inventory Control Policy to record such items in the fixed asset records was made, seconded and approved unanimously.

Development Update

Mr. Baillie provided an update on fundraising dollars to date and the school's remaining lift for FY 2017.

Program Report

Dr. Locke highlight pages 97-98 of the program report provided to the Board which detailed reading level progress from start to end of school year. Dr. Locke also reported that the school administered The Search Institute's Youth and Program Strength assessment to further understand students' experience and to understand why some students leave. SEED had 16 students leave this school year. The program team is looking at their feedback and numbers and trends. Dr. Locke noted that this year was an anomaly of school year in terms of food service and transportation which impacted the quality of life for some of the students who decided to leave.

Dr. Locke reported that the school is currently serving 130 students this year and plans to enroll 240 students next year. There are a few sibling and new ninth grade students who will be joining SEED. Dr.

Locke reported that the new high school director will make sure that students coming to SEED as 9th graders properly adjust.

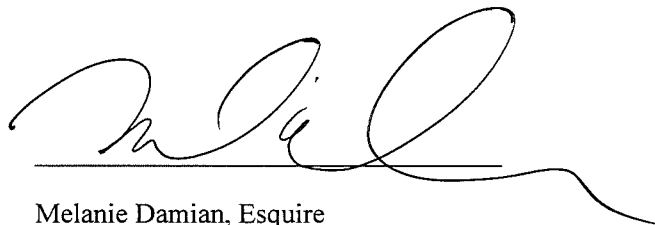
Ms. Budd asked why performance in science had tremendous growth, but not math. Dr. Locke responded that the staff responded to ACT Aspire results which showed that more science instruction was needed. The large growth in science is both evidence of a low start and strong instruction. Dr. Locke also highlighted that the data also shows students who showed growth but are not yet proficient.

Other Announcements

Reflection Ceremony will be held Thursday at 7 p.m. at FMU. The new Chief of Police for Miami Gardens is expected to appear and will be honored.

Meeting adjourned at 1:08 p.m.

Minutes drafted by Jasmine Morgan

A handwritten signature in black ink, appearing to read 'Melanie', is written over a horizontal line. The signature is fluid and cursive.

Melanie Damian, Esquire

Chair, The SEED School of Miami Board of Directors