



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

Minutes of the Meeting of the Board of Directors

Tuesday, December 9, 2014 at 12:00 PM

Location: The SEED School of Miami  
Room 208, Building 1, Florida Memorial University, Miami Gardens, FL

*Participating Directors:* Melanie Damian, Robert Gordon, Virginia Emmons, Terry Medina, Aviva Budd, Judge Cindy Lederman, Michelle Mason (*phone*), Gale Nelson (*phone*)

*Participating Staff:* Kara Locke, Lesley Poole, Fran Allegra, Jasmine-Simone Morgan, Sean Reagan (*phone*)

*Students:* Two student ambassadors were present at the beginning of the meeting.

**Call to Order & Welcome**

A quorum was established and the meeting was called to order at 12:04 PM. The Chair, Melanie Damian, welcomed members and opened the meeting with the introduction of two student ambassadors. The student ambassadors spoke about life at SEED, their favorite classes and career interests.

Ms. Damian welcomed new board members Terry Medina and Judge Cindy Lederman who introduced themselves to the Board.

**Items for Discussion**

*Report of the Governance Committee*

Ms. Damian called the Board's attention to the Governance Committee's recommendation of a potential new Board candidate, The Honorable Ari Porth. The Governance Committee moved that Judge Porth be admitted as a new Director. The motion was seconded and passed by unanimous vote.

**Items of Order**

*Review of Minutes*

A motion to approve the minutes of the September 26, 2014 Board meeting (a copy of the minutes were provided in the Board materials) was made, seconded and passed unanimously.

*Board Member Follow-up*

Ms. Allegra reminded Board members of the following charter requirements: Conflict of Interest Disclosure, Governance Training and MDCPS Background Screening.

SEED Foundation staff member, Jasmine-Simone Morgan, introduced herself and her role in supporting the Board through its first fiscal year.

### **School/Program Updates**

Head of School, Kara Locke, called the Board's attention to the Programmatic Board Report provided in the board packet and provided the following summary:

#### ***Section I – 2014-2015 SEED Miami Leadership Team Structure***

Ms. Locke stated that SEED is required by state law to have a Literacy Leadership Team (LLT) and an Educational Excellence School Advisory Council (EESAC). Ms. Locke summarized the responsibilities of the LLT and EESAC and explained that EESAC meetings are held each quarter and meeting minutes must be posted on website.

#### ***Section II - Program Updates***

##### ***Full-Time Equivalent Student Survey 2***

Ms. Locke explained that the FTE (Full Time Equivalent) survey is a survey provided four times per year and is directly connected to the per pupil calculation. Ms. Locke announced that the school cleared the first audit in October and that the next audit is in February.

##### ***Student Recruitment***

Ms. Locke directed the Board to the report's recruitment and open house timeline. Ms. Locke explained that the Director of Admissions is finalizing the application for next year and will be made publically available January 10, after approval by the county.

##### ***Programmatic Partnerships & Offerings***

Ms. Locke requested board members to recommend any additional organizational that could partner with the school to provide extracurricular programs. Ms. Locke also provided a summary of the Student Ambassador Program ("SAP") and the Student Government Association.

#### ***Section III -2014-2015 Annual Goals***

Ms. Locke reported that she and Ms. Poole met with our state contact about the annual goals and that they have been approved and are waiting to be signed-off. Regarding the first goal of daily attendance, Ms. Budd asked why absences appear. Ms. Locke explained that student absences appear more often during the first quarter because families are getting use to the transportation schedule.

Regarding the Student Enrollment goals, Ms. Locke informed the Board that the State wants to see that we are maintaining the same 60 students that were enrolled this fall and how we are going to set the expectation to retain students. Ms. Locke explained that the goal for the FTE Survey 2 in October was 90% of students will remain enrolled for Survey 3 in February. Retention of 90% of students is also the goal for FTE Survey 4 in June. Ms. Locke explained that the school expects to retain 85% of students for the next school year. This goal is lower to account for students who may decide not to return to SEED after the summer break.

Regarding the Interim Assessment goals, Ms. Locke explained to the Board that the 5% growth goal for the interim assessments administered during the school year is an appropriate goal because the assessment tests do not retest the same material, but instead test the standards taught the previous 6-8 weeks.

Ms. Locke explained that there is no goal for the FCAT because there will be a new test this year called the FSA which will be administered in March 2015 and the results made available in November. Ms. Locke explained that the length of time it takes to receive the FSA test scores is part of the reason why SEED uses its own internal assessments to measure progress.

Ms. Budd inquired about the reading level of SEED Miami students versus the reading level of SEED DC students. Ms. Locke responded that while we cannot compare state testing because each jurisdiction is different, we can compare average reading level which is about the same; however, what is different is that there are more outliers in SEED Miami. Ms. Locke reported that she would like to implement the Wilson Reading System, however the training is intensive and expensive. Ms. Budd inquired about the cost of the Wilson program and if any foundations could fund the cost, and whether SEED can contract with teachers who receive the training to stay employed at the school for a specific time in order to avoid the risk of losing the investment. Ms. Locke responded that the cost of the Wilson program is \$3,000 to implement the program for the first year and \$7,500 per teacher for professional development.

Ms. Locke turned the Board's attention to the Data Report regarding Student Enrollment Data & Trends.

#### **Review of Approvals/Miami-Dade Charter School Compliance**

Ms. Locke turned the Board's attention to the approval of an Out of Field Waiver for faculty member Gidget Williams. Ms. Locke explained that Ms. Williams was hired as a full-time substitute teacher and moved to a full-time science teacher after a science teacher was terminated in October. Ms. Williams will sit for her public school certification exam this spring.

A motion to approve Gidget William's Out of Field Waiver was made, seconded and passed unanimously.

Ms. Locke turned the Board's attention to the approval of Endorsement in English for Speakers of Other Languages (EESOL) for faculty members: Gidget Williams, Charlo Alexandre and Melissa Petersen. A motion to approve the EESOL for Gidget Williams, Charlo Alexandre and Melissa Petersen was made, seconded and passed unanimously.

#### **Operational, Financial and Strategic Updates**

##### *Site Report*

Ms. Allegra reminded the Board that the school will be located on the FMU site for two years. Ms. Allegra reported that next year the FMU site will be occupied by 120 students and therefore current office space will need to become dorms and administrative space relocated. Ms. Allegra explained that the options are to obtain additional space from FMU; occupy Everest College, a college campus 4-5 miles away that will close and vacate its campus this December; and lastly, to occupy a nearby public school building.

SEED Foundation construction consultant, Sean Regan, explained that Everest College is the best option because it has large classrooms, a student bookstore space, room for offices and is only five miles away from Miami Gardens. He also explained that the Everest College building is 50-60 years old and does not need many improvements. Ms. Damian asked about the difference in cost between Everest College and the vacant public school building. Mr. Regan responded that the difference in cost is approximately \$100,000 – Everest College would cost approximately \$975,000 whereas the vacant public school building would cost \$875,000. Ms. Damian responded that SEED would be able to take over a one-year lease, but that a vote on this was not required at this meeting.

Mr. Regan updated the Board on the permanent site and reported that he is in the process of completing the lease negotiation for Kendall Cottages with Miami-Dade County. Mr. Regan explained that the lease will go to county commission for approval likely on January 8th or 9th.

#### *Finance Report*

Ms. Allegra reported to the Board that the school is performing under the proposed budget due to money saved in transportation costs and the staffing of the meal plan. Ms. Allegra affirmed a question from Ms. Budd as to whether the \$375,000 stated in note B1 to the financial report (noted as funds received from FL DOE on November 10, 2014, but not reported because of the timing of the October 31st report) covers the deficit noted next to note B1 in the report. Ms. Budd also inquired about the deficit in the amount of \$76,473 provided next to the Net Income line on the financial report. Ms. Allegra responded that this deficit is explained by intercompany payments as of the close of October 31st and that this line item amount is zero at the time of this Board meeting.

#### *Human Resources*

Ms. Locke provided an update to the Board that the school is continuing to figure out how to retain high performing teachers and help them develop.

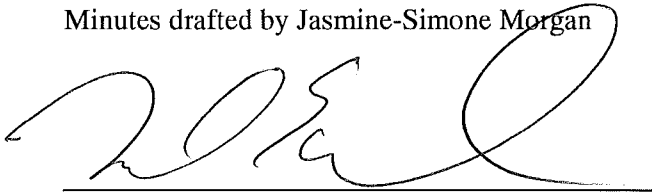
Ms. Allegra suggested planning an interim meeting in late January to review the budget so that Ms. Locke can make teacher hires over the spring break. Ms. Budd noted that money needs to be raised for a capital campaign. Ms. Allegra explained that normally a finance committee would work with the school staff to prepare a budget for board approval. Ms. Damian responded that the Board will prepare the budget since there are only 10 members and develop committees in the next year in compliance with Sunshine Laws. Additionally, Ms. Damian suggested having the interim Board meeting the same day as The SEED Foundation Board meeting on Monday, January 12th.

#### *Legislative Strategy*

Ms. Poole provided an update on the legislative strategy for the school and informed the Board that she will be sending an email to the Board with a list of which legislators SEED will be meeting with and asking the Board whether they want to attend any meetings or speak with any legislators on behalf of the school.

Meeting adjourned at 1:54 PM

Minutes drafted by Jasmine-Simone Morgan

A handwritten signature in black ink, appearing to read 'Melanie Damian', written over a horizontal line.

Melanie Damian, Esquire

Chair, The SEED School of Miami Board of Directors