



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

Minutes of the Meeting of the Board of Directors

Thursday, September 23, 2021 | 12:00 pm

Participating Directors: Melanie Damian, Tom Culmo, Tery J. Medina, Virginia Emmons, Jason Bloch, Patrick Gannon

Participating Staff: Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Luna Otero

Participating Contractors: George Cabrera

Participating Guests: Alejandro Trujillo, Monique Bustamante

Call to Order & Welcome

A quorum was established and the meeting was called to order at 12:04 p.m. The Chair, Melanie Damian, welcomed members to the first quarterly Board meeting.

SEED Miami Audit

SEED Miami's Director of Finance, George Cabrera, thanked the Board for their ongoing work and support throughout the school year. Mr. Cabrera welcomed and introduced the Independent Auditors to the board meeting. The certified public accountants of Verdeja, De Armas & Trujillo, LLP presented The SEED School of Miami's financial statements and the board reviewed and discussed the Independent Auditor's Report.

Board Chair Update

A motion to approve the minutes of the May 5th, 2021 board meeting minutes (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

Dormitory Update

Ms. Damian provided the board with an update on the dormitories and shared information about a pending building envelope evaluation. She offered a copy of a report provided by *Pistorino & Alam, Consulting Engineers, Inc.*, to board members. She will provide an update by the next quarterly board meeting.

Ms. Damian presented information on SEED's progress with the SBA loan. A motion was made to approve the loan application, seconded and passed unanimously.

Lastly, Ms. Damian updated the board with the latest ordinances regarding in-person board meetings.

Finance Update

Mr. Cabrera outlined SEED's summary balance sheet, statement of activities, cash flow, and FY22 proposed budget.

Head of School Report

Dr. Locke provided the Board with an overview on the opening of the 2021-2022 academic year. Additionally, she shared an update on COVID-19 protocols and data.

Dr. Locke shared an overview of student enrollment, programmatic leader bios and program overviews, and their goals for the 21-22 school year.

Lastly, Dr. Locke highlighted learning data and network-wide successes measures, and an update on the inaugural class and graduation.

Development Update

Dr. Locke provided an update on the development team restructuring plan.

Mrs. Graver-Smith provided an overview on the expansion of the development team including two new positions. Additionally, she noted FY21 successes and provided an overview of FY22 progress, goals, and timeline.

Operations Update

Director of Operations, Ms. Maldonado, provided the board with an overview of the Title I Budget. A motion to approve the Title I Budget (a copy of the proposed budget was provided in the meeting materials) was made, seconded and passed unanimously.

Additionally, Ms. Maldonado proposed to the Board a motion to approve an Out of Field Waiver for Corey Winner. The motion was seconded, and passed unanimously.

Ms. Maldonado proposed a motion to approve the Teacher Salary Increase Allocation Plan Approval noting teacher salary increases. The motion was seconded, and passed unanimously.

Director of Talent Management, Luna Otero, provided the board with an update on staff recruitment. Dr. Locke noted the gaps on student life and teaching staff, and the impact on programming.

Lastly, Ms. Maldonado provided an update on SEED Miami's permanent campus construction and projects.

Meeting adjourned at 2:02.

Minutes drafted by Tiffany Graver-Smith

The above “unofficial” minutes of the September 23rd board meeting will be approved at the December 15th, 2021 Board of Directors meeting.

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

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