



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

Minutes of the Meeting of the Board of Directors

Wednesday, May 25, 2022 | 12:00 pm

Participating Directors: Melanie Damian, Alison Harke, Mark Smith, Carol Cope, Tery J. Medina, Dorothy Terrell, Patrick Gannon

Participating Staff: Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Eric Lewis

Participating Guests: K. Hood, Student

Call to Order & Welcome

A quorum was established and the meeting was called to order at 12:10 p.m. The Chair, Melanie Damian, welcomed members to the quarterly Board meeting.

Board Chair Update

A motion to approve the minutes of the March 2, 2022 Board meeting minutes (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

Board Expansion

Ms. Damian proposed the nomination of Nancy Hector and Alise Johnson. (A copy of their biographies were provided in the meeting materials). Ms. Damian shared their professional and philanthropic accomplishments with the Board. It was confirmed a vote will not be conducted until the nominees visit with SEED Miami's Head of School, Dr. Locke, and tour the campus.

Board Member Confirmation

Ms. Damian gave an overview of Jon Tucker's professional accomplishments and stressed he would be a great asset to programmatic elements of the Board. A motion to approve Jon Tucker as an officer of the Board was made, seconded and passed unanimously.

Board Meeting Dates

Ms. Damian proposed and confirmed to the Board a summer meeting date of July 20th at 10:00 to confirm any approvals items in advance of the 2022-2023 academic year. Additionally, a motion to approve the following quarterly Board meeting dates were made, seconded, and passed unanimously.

- Q1: September 21, 2022
- Q2: November 16, 2022
- Q3: March 15, 2023
- Q4: April 26, 2023

Development Report

Mrs. Graver-Smith, SEED Miami's Director of Institutional Advancement provided an update on programmatic and capital fundraising progress, Plan B loan, and accomplishments. She also highlighted SEED Miami's inaugural Legacy Ceremony.

Finance Report

Dr. Locke provided the Board with an update on the Finance Director candidates. Ms. Maldonado provided a comprehensive overview of the FY23 Budget (copies of the budget were provided in the meeting materials). Per the recommendation of the Finance Committee, Ms. Damian proposed a motion to approve the FY23 budget. The motion was seconded and passed unanimously.

Campus Development Report

Ms. Maldonado provided the Board with an overview and construction schedule for various projects to be completed at SEED Miami.

Admissions & Enrollment

Dr. Locke introduced Eric Lewis, Director of Admissions and Enrollment Management. She gave an overview of Mr. Lewis's role and general responsibilities.

Mr. Lewis presented a chart which illustrated the projected enrollment for the 2022-2023 school year as well as the total applications per grade level. Mr. Lewis noted, while SEED's total capacity for the school year is capped at 320 students, the target of 340 listed in the chart account for projected attrition and waitlist.

Head of School Report

Dr. Locke provided the Board with an update on SEED Miami's current COVID numbers and related protocols. Additionally, she gave an update on enhanced safety and security measures being enforced at SEED for the academic campus. Dr. Locke noted her concerns to safeguard the various entry points shared between our co-location agreement with Carrie P. Meek/Westview K-8 Center.

2022 - 2023 School Calendar

Dr. Locke explained the differences on the proposed calendar from M-DCPS. Ms. Damian proposed a motion to approve the 2022-2023 school calendar. The motion was seconded and passed unanimously.

FHSAA Guidelines

Dr. Locke provided the Board with an overview of the FHSAA guidelines (A copy of the FHSAA Bylaws were provided in the meeting materials). Dr. Locke shared her enthusiasm and desire for the SEED Miami community to participate in competitive athletic leagues, and noted Mr. McClear will be SEED Miami's

full time Athletic Director moving into the 22-23 academic year. A motion to adopt the bylaws and policies that govern FHSA guidelines for SEED Miami's athletic program was made, seconded, and passed unanimously.

2022 Commencement Ceremony

Dr. Locke shared a brief narrative of SEED Miami's graduation ceremony and highlighted the Class of 2022 accomplishments including a list of college acceptances.

Senior Leadership

Dr. Locke gave an overview of the new Senior Director of Campus Life position and provided the Board with a job description. Dr. Locke proudly discussed Derik Washington's growth at SEED and highlighted his transition into this role. Dr. Locke also provided the Board with a copy and brief overview of the 2022-2023 Organization Chart.

Human Resource Update

Dr. Locke provided the Board with an update on current vacancies and an update on available positions for the 2022-2023 academic year.

Enrollment Update

Dr. Locke provided the Board with an update on student enrollment including trends and implications.

Class of 2022 Update

Dr. Locke proudly highlighted the Class of 2022 college acceptance data and made comparisons to our sister schools across the SEED network.

Presentation of Learning

Dr. Locke introduced sixth grade scholar, K. Hood. Ms. Hood presented her Presentation of Learning (or POL).

Meeting adjourned at 1:58.

Minutes drafted by Tiffany Graver-Smith

The undersigned hereby certifies that he/she is a Director and/or Officer of The Miami Boarding School, Inc., a not-for-profit corporation organized and existing under the laws of the State of Florida, and that the above is a true and correct copy of the meeting minutes of the Board of Directors of said corporation & the individual charter schools sponsored by the said Corporation.

The minutes were adopted by the Board of Directors at a meeting held on July 20, 2022.


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