

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

**Minutes of the Meeting of the Board of Directors
Monday, December 4, 2017**

Participating Directors: Melanie Damian, Tery J. Medina, Stuart Israelson, Tom Culmo, Virginia Emmons, Aviva Budd, Rob Gordon, Dorothy Terrell

Guests: Andrew Kaplan

Participating Staff: Kara Locke, Giovanna Maldonado, George Cabrera, Tiffany Graver-Smith, Jasmine Morgan, Sean Regan

Call to Order & Welcome

A quorum was established and the meeting was called to order by the Chair, Melanie Damian.

Governance Items

Ms. Damian nominated Andrew Kaplan and Jason Bloch to the Board. A motion to elect Mr. Kaplan and Mr. Block to the Board was made, seconded and approved unanimously.

Consent Items

A motion to approve the minutes of the October 12, 2017 Board meeting (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

Operational, Financial and Strategic Updates

Site Report

Ms. Damian discussed the plan to complete construction by summer 2018. Ms. Damian also reported that SEED Miami was able to find a nearby hotel property that was vacant to serve as temporary housing for students and residential staff. Ms. Damian reminded the Board that the plan is to install four modular dormitories over time and walked through the ideal timeline for completing the construction. Ms. Damian also reported that SEED Miami has advanced conversations with banks to finance the construction.

Finance Report

Mr. Cabrera introduced himself as the new finance director for SEED Miami. Mr. Cabrera reviewed three different budgets included a comparison of the approved vs the proposed revised budget and a budget that separates the operating budget from the capital budget. The

appropriation dollars from the state were approximately \$6.1MM and not \$6.3MM, therefore the enrollment count has shifted from 240 to 232 students. SEED Miami met this FTE count in July with a healthy waiting list. Mr. Cabrera reviewed changes proposed in the revised budget which reflects changes to the budget due to the hurricane.

A motion to approve the revised budget was made, seconded and passed unanimously.

The spending of Title I funding was also discussed. SEED Miami will receive approximately \$98,425 in Title I funds, of which approximately \$93,000 will be spent on salaries. A motion to approve the allocation of Title I funds was made, seconded and passed unanimously.

The Board also discussed the need to replace former finance director Chyla Graham as the authorized account holder for the Bank of America corporate credit card account. A motion to replace Ms. Graham with George Cabrera, Director of Finance for SEED Miami, as the authorized account holder for the Bank of America corporate credit card account was made, seconded and passed unanimously.

HR Report

Ms. Maldonado reported that the former director of development at Breakthrough would be joining SEED Miami as the new development director for the capital campaign.

Development Report

Ms. Damian gave an update on the school's operating fundraising goal.

Program Report

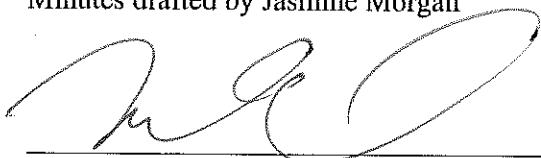
Dr. Locke reviewed the program report with the Board. Dr. Locke reviewed student withdrawal numbers and reported that while five students withdrew, their seats were filled with new students and at the time of the report the student enrollment was at 233 students. The school has had zero dismissals to date and credits this in part to improved programmatic changes to help young men adjust to the program, focusing on school culture and onboarding. Dr. Locke gave an update on the progress of the cohort of students who have entered SEED as 9th graders. Dr. Locke reviewed the ACT Aspire periodic assessment results. Dr. Locke explained that in order to increase math competency, the school is requiring students to take a double block of math in the same way that literacy courses have been taught as a double block to increase literacy skills. The Board discussed whether there could be STEM or other types of grants that could support the cost of providing a double block of math. The cost is equivalent to the hiring of five staff members or approximately \$200,000.

Dr. Locke requested an out of field waiver for social science teacher Esprit Boyd. Ms. Boyd is certified in social science, but has been doing a phenomenal job filling-in to teach 9th grade physics. A motion to approve an out of field waiver for Ms. Boyd was made, seconded and approved unanimously.

Announcements

An announcement was made that the Q3 board meeting would be held at Westview.

Meeting adjourned at 1:48 p.m.
Minutes drafted by Jasmine Morgan



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

