



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

**Minutes of the Meeting of the Board of Directors**

**Wednesday, December 15, 2021 | 12:00 pm**

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

*Participating Staff:* Kara Locke, Tiffany Graver-Smith, Giovanna Maldonado, Charri Allen, Merrell McDuffie

*Participating Contractors:* George Cabrera

*Participating Guests:* John Deharte

**Call to Order & Welcome**

A quorum was established and the meeting was called to order at 12:12 p.m. The Chair, Melanie Damian, welcomed members to the quarterly Board meeting. Dr. Locke, SEED Miami Head of School, welcomed and introduced SEED Miami's School and Community Partnerships Coordinator, Merrell McDuffie, to the Board meeting. Mr. McDuffie outlined his role at SEED Miami and provided an overview of National School Choice week including scheduled activities.

**Board Chair Update**

A motion to approve the minutes of the September 23, 2021 board meeting minutes (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

*Board Expansion*

Dr. Locke explained the need to expand the Board and asked the Directors to think through their professional networks. SEED Miami Board Chair, Melanie Damian, proposed the nomination of Alison Harkey and provided the Board with an overview of her professional accomplishments. Dr. Locke explained next steps with Ms. Harkey including a visit with Dr. Locke and tour of SEED Miami.

**Head of School Report**

*Programmatic Updates:*

Dr. Locke provided the Board with an overview on current student and staff demographics.

#### *Enrollment Update*

Dr. Locke outlined student gender distributions, post Covid trends with student enrollment including growth year student data and the positive correlation between a growth year student and graduation rates. Dr. Locke noted the current number of students currently enrolled at SEED Miami and that SEED Miami has paused on enrollment due to its staffing shortage.

#### *Special Populations Programming & Overview*

Dr. Locke introduced Charri Allen, Director of ESE/ESOL Services, and provided an overview of her role at SEED Miami and accomplishments. Ms. Allen shared her passion for her work and the special population at SEED Miami. She provided the Board with an outline of staff supports and noted impressive academic gains. She attributes much of SEED's success to the critical relationships built between SEED staff and students. Tery J. Medina, SEED Board member, commended Ms. Allen on her accomplishments.

#### *Class of 2022 College Application Update*

Dr. Locke provided the Board with an update on the Class of 2022. This included acceptances thus far and an overview of SEED Miami's Senior Internship beginning in the Spring.

#### **Finance Update**

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

#### **Development**

Mrs. Graver-Smith provided an update on programmatic and capital fundraising progress, goals, and accomplishments. Mr. Cabrera provided an overview of the SBA loan.

#### **Operations Update**

Giovanna Maldonado, Director of Operations, and Bryan Thompson, SEED Miami's Facilities and Construction Manager, provided the board with an update on completion of the dormitory construction project including the elevator, fencing, security project, elevators, and lighting.

Ms. Maldonado proposed to the Board a motion to approve an Out of Field Waiver for Connor O'Brien. The motion was seconded, and passed unanimously.

Additionally, Dr. Locke and Ms. Maldonado provided an overview of SEED Miami's compensation analysis and salary structure for the 22-23 academic year. This included local market trends and pay scale, and an increased staff trajectory for next school year.

Dr. Locke provided an overview and timeline of the Human Resources process and budget. Dr. Locke noted staffing shortages in education across the country and outlined SEED Miami's current staff and staffing goals including a change in payscale to match the needs of educators.

Dr. Locke welcomed SEED student, Mr. Deharte. Mr. Deharte discussed his role as a Senior at SEED Miami and outlined his hobbies and passions. He also reflected on his journey at SEED beginning in the 6th grade and listed his plans for college.

Meeting adjourned at 2:12.

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 March 2, 2022.*



---

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