



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

**Minutes of the Meeting of the Board of Directors
Tuesday, October 12, 2017**

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

Participating Staff: Kara Locke, Giovanna Maldonado, Owen Baillie, Tiffany Graver-Smith, Jasmine Morgan

Call to Order & Welcome

A quorum was established and the meeting was called to order. The Chair, Melanie Damian, welcomed members back to the start of the 2017-2018 academic year.

Audit Review

Ms. Damian turned the meeting over to Alex Trujillo of Verdeja, De Armas & Trujillo, LLP to present the independent audit to the Board. Mr. Trujillo reminded the Board that MDCPS requires the audit to be posted. Mr. Trujillo specifically noted during his presentation that expenses increased by approximately 20% since the previous year. Mr. Trujillo also noted that this is to be expected because of the increase in students. Ms. Damian noted that expenses for this year increased as a result of Hurricane Irma. Referencing revenue funds from DOE and MDCPS, Ms. Damian also noted that the school will not reach a stabilization point until year 8. A motion to approve the audit as presented by Verdeja, De Armas & Trujillo, LLP was made, seconded and passed unanimously.

Consent Items

A motion to approve the minutes of the June 6, 2017 Board meeting (a copy of the proposed minutes was provided in the meeting materials), subject to the spelling correction of Carol Cope's name, was made, seconded and passed unanimously.

A motion to approve the minutes of July 27, 2017 Board meeting (a copy of the proposed minutes was provided in the meeting materials) was made, seconded and passed unanimously.

Governance Items

Amendment to FY18 Board Meeting Dates

A motion to change the Q2 meeting date of the FY 2017-18 meeting dates from Tuesday, December 5, 2017 to Monday, December 4, 2017 was made, seconded and passed unanimously.

Re-election of Board of Directors and Election of Officers

A motion to re-elect the following individuals as the Board of Directors and Officers was made, seconded and passed unanimously:

Board of Directors –

Aviva Budd
Thomas Culmo
Melanie Damian
Patrick Gannon
Robert Gordon
Stuart Israelson
Virginia Emmons McNaught
Tery Medina

Officers –

Melanie Damian, *Chairperson*
Robert Gordon, *Vice Chairperson*
Patrick Gannon, *Secretary/Treasurer*

Committees –

Governance Committee

Virginia Emmons McNaught, *Chair*
Melanie Damian

Finance & Audit Committee

Patrick Gannon, *Chair*
Melanie Damian
Thomas Culmo

Executive Committee

Melanie Damian, *Chair*
Virginia Emmons

Board Candidate Recruitment

Chair, Melanie Damian, provides the Directors with a brief introduction to proposed Board members, Dorothy Terrell and Carol Cope (a copy of their biographies were provided in the meeting materials). A motion to approve Ms. Terrell and Ms. Cope as members of the Board of Directors was made, seconded and passed unanimously.

Operational, Financial and Strategic Updates

Site Report

Ms. Damian announced that we have opened our academic program at our permanent site at West View Middle School located in Opa Locka. The residential program was temporarily housed at a hotel in Coconut Grove. Due to Hurricane Irma, students were temporarily displaced and the hotel in Coconut Grove did not reopen. During the displacement, SEED Miami operated as a traditional day school but this was not sustainable. Commissioner Bovo and Senator Rubio suggested a vacant hotel located on 12th Ave. in Opa Locka as a temporary option during our construction of permanent modular dorms on the West View campus. The hotel is a short ten minute drive from the academic site and holds 103 units. A copy of the lease for the hotel in Opa Locka was included in the Board packet. A motion to approve the lease with the hotel in Opa Locka was made, seconded and passed unanimously.

Finance Report

Giovana Maldonado, Director of Operations, provided the finance report to the Board. Ms. Maldonado reported that the August and September financials have not been completed due to the transition of Chyla Graham as the Director of Finance.

HR Report

Ms. Maldonado provided the Human Resources report. SEED Miami has a vacancy for Director of Finance and is in the final stages of hiring for that position; the selected Director of Finance will be present at the December Board meeting. SEED Miami is in the final interview stages to hire a Director of Student Support Services and an offer will be presented within two weeks. Vacant positions also include 6th grade science and 9th grade civics. Offers are expected to be made shortly. SEED Miami will be fully staffed by mid-November.

Development Report

Owen Baillie, Director of Development, provided a fundraising overview and announced upcoming fundraisers: Give Miami Day and the Dream Ceremony.

Program Report

Kara Locke, Head of School, provided an overview of the school calendar and changes due to Hurricane Irma. A motion to approve the amended SEED Miami academic calendar was made, seconded and passed unanimously. Dr. Locke reported that two teachers, Tamia Spells and Willecia Stubbs, are in the process of receiving ESOL certifications. A motion to approve an ESOL waiver for Ms. Spells and Ms. Stubbs was made, seconded and passed unanimously.

Dr. Locke, reported that SEED Miami has retained 90% of its staff which is a good indicator of staff satisfaction. Dr. Locke reported 11 student withdrawals because of frustrations with displacement due to Hurricane Irma. Admissions is actively recruiting to fill those open seats. SEED Miami is currently piloting the 9th grade entry point. Staff continues to track academic and social skills data to see if the 9th grade entry point is successful. Dr. Lock turned to the program report provided in the Board packet. Students' FSA results show the greatest area of need is currently in mathematics. SEED Miami will be rolling out the Eureka Math curriculum and is eager to see the results from this program. Dr. Locke also explained that a double period

of math which resulted in better scores, but also impacts the budget. Ms. Damian suggested seeking a donor to fund an investment in SEED Miami's math program. Dr. Locke also reported that writing performances continue to rise and SEED Miami attributes the success to providing students with a stand-alone writing course. Board member, Tery Medina asked whether adding additional math classes would take away from the writing instruction. Dr. Locke explained that additional math instruction is provided through a targeted instruction block that is already part of the after school program and does not take away from the writing instruction.

Meeting adjourned.

Minutes drafted by Tiffany Graver-Smith

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