# PHOENIX
INTERNATIONAL

# Board General Meeting Minutes
## August 28, 2024, 6:30 pm // Remote via Zoom

| Time | Agenda Items | Presenter(s) |
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| **Call to Order @** | **Call to Order -**<br>● Roll call (roster and committees)<br>　○ **No**:<br>　○ **Yes**: All present<br>　○ **Staff**:<br>　○ **Non-Staff:** *If decisions are needed and there is no quorum, then we will not move forward.<br><br>The meeting was called to order by Guy Johnson. As this was the first board meeting for many of the members, Mr. Johnson explained that the board follows Robert's Rules of Order. Mr. Johnson explained the board's voting process, emphasizing the use of unanimous consent for routine decisions and email voting for confidential matters. The process is managed in coordination with the Secretary.<br><br>**Previous Meeting Minutes**<br>● Vote to approve previous minutes. Minutes approved with edit to include Monique Walker's last meeting.<br><br>. | Guy |
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| | **PISOTA Finance 101**<br><br>Mr. Johnson provided an overview of the services EdOps provides to the board. He announced that EdOps would be retained for another year, with the intention of bringing these services in-house in the following year. Mr. Johnson discussed the reliance on private donations to supplement the Per Pupil Funding (PPF), which covers basic operational costs. The county had suggested reducing music and arts teachers, which is contrary to the school's mission. Private donations are crucial to maintaining these programs. Mr. Johnson also gave an overview of the type of fundraising that has been done to date.<br><br>Alison McNiel inquired whether the new board members had received copies of the bylaws. Mr. Johnson confirmed that he would send the bylaws to all members.<br><br>Jeff Krishak introduced himself to the new board members and provided an overview of the services that EdOps provides. The goal of the presentation was to provide insight into PISOTA's budget and also train the board to know which KPIs should be monitored and questions that they should be asking. Mr. Johnson also spoke to the complexity of Capital Expenses. Mr. Krishak proceeded by showing a breakdown of revenue and expense benchmarks as well as revenue sources. It was noted that PISOTA's funding profile is not diversified and is heavily reliant on PPF. | |

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| | After an explanation of the importance of PPF to PISOTA's budget, Mr. Johnson noted the importance of the board/district relationship maintenance.<br><br>Mr. Krishak differentiated between governance (the "what") and management (the "how") and detailed the board's duties of care, loyalty, and obedience. He also outlined the oversight functions and the role of the Finance Committee.<br><br>Mr. Johnson reiterated the need for a Finance Committee, ideally consisting of the Board Treasurer, two board members, the Executive Director (ED), and the CFO. This committee would meet monthly before the full board meeting.<br><br>Mr. Krishak described budgeting as an iterative process involving the Board of Trustees, Leadership Team, and Finance Function. He emphasized the importance of continuous monitoring and adjusting of the budget. Mr. Krishak outlined key questions related to KPIs, including cash days on hand, gross margin targets, and enrollment projections. He stressed the importance of understanding variances in budget performance. Mr. Krishak will provide a detailed financial report and variance analysis at the next board meeting. The main revenue driver for the school remains student enrollment, which is closely linked to funding.<br><br>Mr. Johnson provided an overview of the Maryland Blueprint funding and its expected impact on the school in the coming years. He referenced additional resources for board members to understand this funding in detail.<br>*https://blueprint.marylandpublicschools.org/*<br><br>*https://www.msn.com/en-us/news/us/maryland-gov-wes-moore-says-blueprint-education-policy-may-need-adjustments/ar-AA1oYdlI*<br><br>*https://www.mdcsp.org/* | |
| | **Mission Moment**<br><br>Angelica Jackson shared that PISOTA began its second school year on August 26, 2024. 250 scholars enrolled, up from 175 in the previous year. Over $5K in in-kind donations were raised, and the school conducted a virtual enrollment session with over 600 applications.<br><br>Ms. Jackson also shared that PISOTA has new staff, and is partnering with Arts for Learning to provide professional development for teachers. Some transportation issues existed for some scholars, but the opening week was a success with teachers already starting their content.<br><br>Ms. Jackson gave an overview of Young, Black & Giving Back: #Give828, which a is a national fundraising campaign that takes place on August 28 (828) each year to support Black-led and Black-benefitting organizations.<br><br>CharlRe' Slaughter-Atiemo, MD and Monique Walker expressed their congratulations on the opening of the new school year. | |
| | **Meet-and-Greet**<br><br>Board members were divided into Zoom breakout rooms for the purpose of getting to know each other. | Exec. Board |

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| | **October In-Person Retreat**<br><br>The board decided to hold November 1 as an in-person retreat. | | | | |
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| Adjourn | **Adjourn**<br><br>Derek Johnson made the motion to adjourn. | | | | |

| August 28, 2024 | | | | | |
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| **Motion for Vote** | | | | | |
| | **Raised By** | | | | |
| | **Outcome** | | | | |
| **Jovel "Hef" Ford** | | | | | |
| **Ashley Jenkins** | | | | | |
| **Derek A. Johnson** | | | | | |
| **Guy Johnson, JD** | | | | | |
| **Alison T. McNeil** | | | | | |
| **Lakitha Owens, PhD** | | | | | |
| **CharlRe' Slaughter-Atiemo, MD** | | | | | |
| **Latika S. Vines** | | | | | |
| **Angelica Jackson** | **STAFF** | **STAFF** | | | |
| **Rickkay King** | **STAFF** | **STAFF** | | | |

| Date | Primary Topic/Action | Responsible Committee |
|---|---|---|
| All meetings | ● Progress against Strategic Plan<br>● Committee Updates | |