

FRANKLIN PHONETIC SCHOOL

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FRANKLIN PHONETIC SCHOOL, INC.

BOARD MEETING AGENDA

Wednesday April 26th, 2023 at 3:45pm

Zoom meeting Audio or Video

Phone # 309-205-3325

Meeting ID # 998 3873 5443

Passcode # 964966

Call to Order

- Approval of Prior Board meeting minutes from April 3rd, 2023 and Corporate Board Meeting Minutes from March 31st, 2023.
- Approval of Financial Report from April 1st thru April 19th, 2023

New Business

- Teacher Resignation 23-24 (Rachel Vespeller & Tasha Weeks)
- Adoption of training to meet State requirements for Epilepsy Foundation action Plan

Old Business

- Prescott Valley Campus Update
- Big 5 Building update

Set Next Meeting

Meeting Adjourned

Franklin Phonetic School-Board Meeting Minutes

Thursday, April 3, 2023

Meeting at: Franklin Phonetic Primary School, 6116 E. Hwy 69, Prescott Valley, AZ 86314

Call to order: 3:49 p.m.

On Phone: Kristen Goode, Cindy Franklin, Tom Franklin, Clydene Dechert, Audrey Wright, Alison Alva, Dusti Lewis-Richter

Absent: Leo Condos, Lane Burkitt, Neil Wright

Approval of prior meeting minutes: Motion to approve prior meeting minutes was made by Tom Franklin, seconded by Clydene Dechert and passed unanimously.

New Business:

- **Financial Report(s):** The school safety grant payments were received for January – March. The Dyslexia grant payments were received for February and March. The school website is currently being designed and should be ready soon for the board to look at it. A motion to accept the monthly financial report was made by Clydene Dechert, seconded by Tom Franklin and passed unanimously.
- **Teacher Contract Approval 23/24:** Twenty-two (22) certified contracts have been signed and returned. One position is still needing to be filled is Jr. High English teacher/ELL teacher. A motion to approve the signed teacher contracts was made by Tom Franklin, seconded by Clydene Dechert and passed unanimously.
- **Revised P,V, Mission and Vision Statement:** Edit to the Mission statement: take out the first and before the word safe. This edit will make it less of a run on sentence / statement. A motion to approve the new mission and vision statement was made by Tom Franklin and seconded by Alison Alva and passed unanimously.
- **Child Find:** We need to inform parents about Child Find for children that are 4 years old or younger. If a teacher gets a parent who says their 4 year old or younger child is having difficulties, then the teacher needs to fill out the child find referral form. The form then must be given to the Sped. Director. A motion to accept the child find parent information and form was made by Alison Alva, seconded by Clydene Dechert and passed unanimously.

Old Business:

- **Prescott Valley Campus Update:** 3rd – 8th grade state testing began today. The Fourth Grade Opera was moved from the end of March to Wednesday, April 19 due to snow-days.

- **Big 5 Building Update:** We have received the certification of occupancy for the new building. The new building (Big 5) needs items to be moved. The new building also needs to be cleaned after the remodel. The carpet squares will be moved in next weekend. P.E. can be moved in before the end of this school year.

Next meeting: Wednesday, April 26, 2023 at 3:45 p.m.

Adjourn: Motion to adjourn at 4:08 p.m. was made by Alison Alva, seconded by Clydene Dechert and passed unanimously.

Franklin Phonetic Primary School, Inc.

March 31st, 2023

Corporate Board Meeting Location – Zoom Call Phone # 346-248-7799 Meeting ID # 995 1652
1708 Passcode ID # 774137 March 31st, 2023 at 2:00pm

Corporate Board Meeting Minutes for March 31st, 2023 at 2:00pm

Before the meeting was called to order Melanie Arcuri sent an email to the board president Dr. Cindy Franklin and forwarded to other members, there was a conversation regarding the email between board members that were on the call before the board meeting was called to order regarding the situation. Melanie then injected you guys don't obviously know when someone else is on the line and said that she was just going to save the time of everyone including herself and resign as a board member.

Call to Order at 2:07pm

In attendance (on line zoom call) Leo Condos, Tom and Cindy Franklin, Alison Alva, Neil & Audrey Wright, Clydene Dechart

Absent – Lane Burkitt

Looking at the bylaws of the corporate board meeting a board member can be dismissed with or without cause Cindy mentioned Leo then chimed in and said we do not need to vote her off we need to vote to accept her resignation as she just resigned. Neil Wright motioned to accept her resignation Clydene Dechart second all in favor Tom & Cindy Franklin, Leo Condos, Alison Alva, Audrey Wright.

2nd issue – Compensation for health insurance, phone and internet. Audrey Wright motioned and Neil Wright seconded all in favor Leo Condos, Tom & Cindy Franklin, Alison Alva, Clydene Dechart to pay Melanie Arcuri only health insurance until June 30, 2023 but to cancel the phone and internet as soon as possible as it has been roughly two months since Cindy Franklin has been able to reach Melanie via email or phone for school business.

Tom Franklin motioned to adjourn meeting Clydene Dechart second all in favor Cindy Franklin, Leo Condos, Neil & Audrey Wright, Alison Alva.

**Franklin Phonetic Primary School, Inc.
PV Income Statement 4-1-23 thru 4-19-23**

	Current Month
Revenues	
Cont/Donations Private	2,926.23
Cont/Donations Private	0.00
Miscellaneous Revenue	0.00
State Equalization Assistance	254,496.14
Prop 301 - 1011	0.00
Prop 301 - 1012	0.00
Prop 301 - 1013	0.00
Prop 202-Instructional Improve	0.00
Prop 123	0.00
Title 1	27,000.00
Title 2	3,120.00
IDEA Basic	8,500.00
IDEA Preschool	200.00
School Safety Grant	15604.72
Dyslexia Training Grant	3,000.00
SEI Budget - Comprehensive	2,335.00
Title III	0.00
Paid Lunches	525.20
Fund Raisers	0.00
Fund Raisers	0.00
Extracurricular Activities Fee	32.00
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Total Revenues	302,134.57
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Cost of Sales	<hr/>
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Total Cost of Sales	0.00
	<hr/>
Gross Profit	302,134.57
	<hr/>
Expenses	
Teachers - Certified	96,285.52
Substitute Teachers	8,892.62
Other - Non-Certified	0.00

**Franklin Phonetic Primary School, Inc.
PV Income Statement 4-1-23 thru 4-19-23**

	Current Month	
Employee Insurance	3,750.43	
Social Security	16,393.43	
Retirement Plan	16,390.35	
Long-Term Disability	150.56	
Miscellaneous Purchased Servic	450.20	*** Yellow Page Ad for Next year
Telephone & Postage	0.00	
Continuing Education	0.00	
Supplies	34.54	***Science Supplies
Curriculum Supplies	246.52	
Books, Periodicals, & Inst. Ai	0.00	
Dues & Fees	0.00	
Miscellaneous Expense	0.00	
Miscellaneous Purchased Servic	0.00	
P/C Insurance	0.00	
Supplies	0.00	
Dues & Fees	0.00	
Travel & Conferences	0.00	
Other - Non-Certified	15,801.84	
Employee Insurance	976.59	
Workers Compensation Insurance	830.00	
Miscellaneous Purchased Servic	0.00	
Repair and Maintenance - Equip	11,340.87	***Blue Bird Bus repair
Furniture & Equipment Rental	4,361.45	***Copier Leases
Telephone & Postage	1,116.52	
Internet Services	156.96	
Travel	0.00	
Supplies	771.47	***Cleaning Supplies
Dues & Fees	0.00	
Miscellaneous Expense	1,310.52	***Mastercard Payment
Financial Services	0.00	
Other - Non-Certified	7,441.36	
Employee Insurance	0.00	
Miscellaneous Purchased Servic	0.00	
Water/Sewer	0.00	
Cleaning & Disposal Services	0.00	
Lawn Care	0.00	
Security Services	0.00	

**Franklin Phonetic Primary School, Inc.
PV Income Statement 4-1-23 thru 4-19-23**

	Current Month	
Repair and Maintenance - Build	280.00	***EEI Elan Electric repir
Repair and Maintenance - Equip	722.76	***Vehicle Repair
Land and Building Rental	730.00	
P/C Insurance	0.00	
Supplies	0.00	
Natural Gas/Propane	526.56	
Electricity	0.00	
Employee Insurance	0.00	
Miscellaneous Purchased Servic	0.00	
Repair and Maintenance - Equip	0.00	
Student Transportation Service	0.00	
Supplies	0.00	
Gasoline	0.00	
Due & Fees	0.00	
Teachers - Certified	7,113.54	
Teacher Aides	40,328.60	
Employee Insurance	1,096.00	
Continuing Education	0.00	
Instructional Aids	0.00	
Teachers - Certified	8,872.78	
Continuing Education	0.00	
Stipend - Title III	0.00	
Contracted Counselor/Therapist	1,402.50	
Teachers - Non-Certified	9,113.66	
Contracted Counselor/Therapist	8,886.25	
Miscellaneous Purchased Servic	1,500.00	***Website Design and Maint etc
Supplies	0.00	
Teachers - Certified	0.00	
Employee Insurance	0.00	
Continuing Education	25.91	
Employee Insurance	815.12	
Continuing Education	0.00	
Teachers - Certified	4,284.62	
Other Food	2,167.95	***Café
Dues & Fees	0.00	
Supplies	0.00	
Dues & Fees	(280.00)	***Refund on yearbook


**Franklin Phonetic Primary School, Inc.
PV Income Statement 4-1-23 thru 4-19-23**

Field Trips	Current Month <u>200.00</u> ***Arizona Dream Gym
Total Expenses	<u>274,488.00</u>
Net Income	<u><u>\$ 27,646.57</u></u>

To the Admin Team at Franklin Phonetic School Prescott Valley,

It is with great regret that I need to rescind my acceptance of the teaching contract for the upcoming school year. I have enjoyed my time at Franklin and will greatly miss the students and staff that I have gotten to work with this past year. At this time I need to pursue a job opportunity that offers benefits and pay that will fully cover my expenses. I will complete the remainder of the 22-23 school year as per my current contract. I thank you for this opportunity and will miss working as a part of the Franklin Family.

Rachel Vespeller



4/18/23

To the board at Franklin Phonetic School,

I need to rescind my contract due to unexpectedly moving. My husband, our two kids and I are selling our house because we are financially struggling and need to move from the area. This was a quick decision as we are falling behind in bills and the equity in our house will help us catch up. I didn't expect or think this would happen. I am so sorry as I really wanted to work there and be a part of the Franklin team. We are financially struggling and adding a \$3000 bill will really push us over the edge.

There are several reasons I feel like I should be allowed out of my contract, most importantly I am giving a 3 month notice before the school year begins for teachers. I believe the \$3000 is to protect Franklin from having to pay a substitute or if a teacher leaves in the middle of the school year. Franklin hasn't invested any money or time into me as an employee, therefore I do not owe money back to the school for any costs my employment caused. Per the Arizona Statute ARS 15-545 that is mentioned in the contract, it applies to certified teachers and I am not a certified teacher. Again, I am giving 3 months notice and it is not during the school year. I am moving and physically can not be at the school when I do not live in town.

Thank you for your time,

Tasha Weeks
(928) 707-1695

Arizona Seizure Action Plan

Student's Name: _____ Date of Birth: _____ Allergies: _____
 Emergency Contact: _____ Best Phone Number: _____

Seizure Information

Seizure Type	Length	Frequency	Description
Seizure triggers or warnings			
Student's response to seizure			
Care after seizure			

Parent complete →

Green Zone (Less than 2 minutes):

- Stay CALM and track duration
- Swipe VNS magnet x 1 if present
- Keep SAFE - Protect head, do not restrain
- Contact family about seizure
- Turn on SIDE if not awake (do not place anything in mouth)
- May return to class per parent approval
- TIME seizure length

Provider completes →

Yellow Zone (2 to _____ minutes):

- Stay with student. Call for assistance
- Prepare rescue treatments

Red Zone (Greater than _____ minutes):

- Give rescue medication (Below)
- Call 911 if seizure does not end 5 minutes after rescue medication is given

Rescue medications:

- For **prolonged** seizure give:
 - Diazepam _____ mg rectally
 - Clonazepam ODT _____ mg between cheek/gums
 - Midazolam/diazepam _____ mg in the nose
 - Other: _____
 - For **cluster** of _____ seizures in _____ minute give:
 - Diazepam _____ mg rectally
 - Clonazepam ODT _____ mg between cheek/gum
 - Midazolam/diazepam _____ mg in the nose
 - Other: _____
- (Potential adverse effects include sedation, confusion, respiratory depression)

Medical emergencies (Call 911):

- Difficulty breathing after seizure
- Serious injury or seizure in water
- Seizure does not end 5 minutes after rescue medication is administered

Other: _____

Always take seizure action plan and emergency medication for school activities, sports, and field trips. Close adult supervision when swimming or climbing.

 Health Care Provider Signature Printed Name Office Phone Date

 Parent/Guardian Signature Student Signature (when applicable) Date