

FRANKLIN PHONETIC SCHOOL

6116 EAST HIGHWAY 69
PRESCOTT VALLEY, ARIZONA 86314

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Franklin Phonetic School –
Board Meeting Agenda
Wednesday August 24th, 2022 @ 3:30pm

Call to Order

Approval of prior meeting minutes from July 5th, 2022 board meeting.

New Business:

- Financial Report
- New Playground Rules need added (attached) also no breakfast food on playground
- Volunteer Visitor Policy – A.R.S. 15-183 (c5) states that parents do not need a fingerprint clearance card in order to volunteer. Need to double check this statute to make sure we are following all rules.

Old Business:

- Prescott Valley Campus Update
- Big 5 Update

Adjourn meeting

Next Meeting:

Franklin Phonetic School-Board Meeting Minutes
Tuesday, July 05, 2022

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

Call to order:

2:00 p.m.

On Phone: Kristen Goode, Dusti Lewis-Richter, Cindy Franklin, Tom Franklin
Melanie Arcuri, Clydene Dechert, Audrey Wright, Neil Wright, Lane Burkitt, Alison Alva, Leo
Condos

Approval of prior meeting minutes: Motion to approve June 7th and June 13th Meeting minutes was made by Clydene Dechert, seconded by Alison Alva and passed unanimously.

New Business:

- **FY2023 Approved Budget (with discussed changes):** Changes were made on page 1 of 4 to the 200 Special Education portion. The numbers changed but the total amount of money did not change. The subtotal line #27 continues to be .01%; some numbers are in different areas to be like previous years. Motion to approve the budget for 22/23 was made by Melanie Arcuri, seconded by Clydene Dechert and passed unanimously.
- **Emergency Protocol Plan:** Page numbers were corrected / updated in the table of contents in the handbooks / emergency binders.

Old Business:

- **Prescott Valley Campus Update:** Mrs. Goeke and Ms. Goode was interviewing for five paraprofessional positions, a second grade position and custodian position. An offer for the second grade position was given to one of the candidates. The other positions should be filled by the end of the week of 7/8/22.
- **Big 5 Building Update:** ConKer Construction Company is continuing to work on the Big 5 building remodel. Draw needed for Big 5 will be needed soon. When ESSER funds are exhausted project fund from the bond will be used to pay the rest of the contracted amount. The deposit of the \$30,000 has been paid. \$40,512.08 has been paid for fire sprinklers, doors and hardware, plumbing / underslab and the supervision and labor for the work.

Next meeting: Wednesday, August 24, 2022 at 3:30 p.m.

Adjourn: Motion to adjourn at 2:12 p.m. was made by Melanie Arcuri, seconded by Alison Alva and passed unanimously.

Paraprofessional (Teachers Aides) Duties

1st Aide in the Morning:

- Be on time on the playground.
- Straighten up -balls, hoops, and ropes, unlock balls, pick up jackets and put in lost and found.
- (It is not your job to put chairs down, sharpen pencils before school or get classroom ready)
- If you are scheduled for playground, you must be on playground.

During Wet or Cold Weather:

- If ~~35~~ 35 degrees or below, elementary children will go into the lunchroom before school.
Grades 4th-8th will go to the library or auditorium. Teachers should plan on retrieving their students by 8:00 a.m. from these areas as they will become crowded. (As per employee handbook).

Aides should have:

- Walkie Talkie
- Whistle
- Clipboard
- Passes
- Plastic bag of band-aids
- Plastic bag of wipes
- Scrapes may be cleaned and bandaged on the playground with wipes and band-aids.
- Serious injuries or cuts and scrapes: take student to the nurse.
- Extensive injuries: have someone bring the nurse to you!
- fanny packs/blue folder

While on Playground Duty:

- Do not sit down.
- Do not stand in one place. Move around.
- Cell-phones are not to be seen on playground. (No texting ,taking or making phone calls.)
- No food or drinks (other than water) on playground at recess time.
- Do not **EVER** leave students on playground un-supervised!

- If you need to leave: (restroom, phone call etc.) Be sure there are enough aides watching. Be sure to let others know where you are going.
- Keep your eyes on students. Be sure they are following rules, playing nice and are safe.
- Keep an eye on anything or anyone unusual (around fences, Circle -K side or otherwise). If someone or something makes you feel nervous or seems strange let *admin* know. (You might also make sure other aides are aware.) She will either check out situation or call police.
- There are set times for recesses, but they can be at teachers choice. Special classes sometimes get in the way.
- After recesses are over, teachers will come and pick up their classes. Aides or students (all grades) are supposed to clean up playground before going inside.
- Be sure when your students are lining up to go inside that they have their lunch boxes, backpacks, water bottles and jackets. These should be in your classroom bucket. Be sure buckets are emptied daily and kept clean.

Playground Rules: *No food on playground @ lunch recess.*
 • *No students on the ramps during recess time.* (j.r. high)

- Students are to listen and obey all adults on duty.
- Students must have a pass to leave playground. They may not leave area to retrieve balls in the rocks or parking lot without permission. Students must ask permission to use restroom.
- Formal Basketball games will not be held on our court except during PE times. All other times, you may shoot hoops or play "HORSE" unless the play becomes too rough. Line up and take turns shooting at the basket. NO long-distance shots are allowed! *No hanging from basketball/soccer nets.*
- Hula Hoops and all other school toys must be used according to manufacturer's directions.
- You are there to supervise students and be sure they are safe. You are not there to play with them (push on swings, turn ropes etc.)
- Students are not allowed to pick up (or throw) rocks!
- All children must face the same direction on the swings. While waiting for a turn, *on the side* students must count to 100 after which it will be their turn. *No climbing swingset.*
- Children may not twist or sit on top of the bars. They may not twist on the swings. They are also not allowed to EVER jump off the swings.
- Jackets should be worn when cold or put into buckets, not on equipment or tables.
- Do not let student grab each other. They are to keep their hands to themselves.
- *No standing on turtles.*
- *Students must only be in designated areas at all times.*
- *No climbing/standing on shade structures.*

- Use jump ropes just for traditional jumping (no helicopter).
- No hanging on trees.
- No wall ball.
- Students are to go the proper direction on the slides and monkey bars. No climbing up the slides. Climb up the tires on play set not down them.
- No toys are allowed on the playground during school hours unless provided by the school (balls, yoyos, or other items brought from home). They are to be taken away. At another time they may be returned with the understanding not to bring them back.
- No hitting, shoving, pushing, kicking, or touching others in a rough manner. Play fighting is not allowed at our school. Students must keep their hands to themselves.
- Kickball or soccer must have an adult referee. No drop kicking the ball. Any student who repeatedly kicks the ball over the fence or high into the air will lose the privilege of playing kick ball or soccer for the rest of the day. Only kick on soccer area (sand).
- Digging should be done in the sand pit by the turtles, not under the slides, swings, or sidewalks. Standing and or jumping off turtles is not allowed. Throwing sand is also not allowed.
- Playing Tag is not allowed. (Children get too rough and people end up getting hurt.)
- No jumping on the Bridge. Children may walk across.
- Absolutely NO jumping off of the Swiss Cheese!
- When on teeter totter, children must hold on and never "bump" on the ground.
- Soft balls only on the four sided basket. (located on elementary side).
- No jumping off of the bleachers. sitting only is allowed.
- Do not let students spin on the top bars. Those bars are to be used for chin-ups or pull-ups. (We had someone get hurt while doing this.) No flips/hand on @ all times.
- Junior High students must be sitting at tables if having a snack before school.
- No PDA (Public Displays of Affection) (hand holding, kissing etc.)
- Students on the Junior High side are to only use outside drinking fountains and restrooms.
- Spider - hands on @ all times (no gloves).
- Stay off the fences.

Playground Rule Breaking Consequence

- No sitting/standing on stairs.
- No gymnastic type movements.

- If a child breaks playground rules once, give them a warning. (unless severe infraction)
- Rules broken twice, child will walk laps around the playground.
- If severe, call principal and involve student's teacher. (It's a good idea to keep teachers aware of problems with their students on playground.)

- If a child gets into trouble at recess, the classroom teacher should inform the parents by a note or phone call. If the playground infraction was serious enough, the child should be penalized on a classroom behavior plan.
- Students may not leave campus during school hours unless accompanied by the parent or guardian. (Per handbook).

Employee Children

If your child is involved in a conflict, you are requested to seek the help of another staff member. Do not administer discipline yourself. Be careful when dealing with your friend's children, if you are in doubt; ask for assistance from another employee. During the working hours of 7:45 and ~~3:30~~, employee children should not be in the rooms with their parents. They should remain in the areas that are common to any other student within their grade level. It is important that all children be treated fairly and that employee children are not granted any special privileges or restrictions.

Whistle

Whistle is blown 5 minutes before actual class time in the morning and at lunch.

This gives students plenty of time to round up their stuff and get in line to go inside. Teachers must come out and get their class.

- DO NOT leave any class outside. If you are the last aide outside and there is still a class waiting for their teacher, stay with them until teacher arrives.
- Never leave students unsupervised.
- Whistle is also blown to get students attention when needed.

Children are Not allowed in the classroom unless an adult is present

Dismissal:

- Teachers should have students out 5 minutes early for dismissal. No earlier! If they are teaching a class afterschool they are to be sure an aide is watching their class. If not teaching they should be helping keep class quiet during dismissal.

- ALL AIDES MUST BE AT DISMISSAL. If you have subbed for a class you must still be at dismissal unless you are teaching and after school class.
- If assigned a spot to load you must be at your spot on time and listening to the name and number called. Load children quickly and safely.
- If watching classes, make sure they are in correct area and being quiet, also paying attention to name and number called.
- No Homework Is Done At Dismissal!
- No cell-phones at dismissal!
- Once children have left campus they are not allowed to return.(unless accompanied with a parent)
- When busy at dismissal- all must be paying attention for it to go smoothly. This is not visiting time. Please pay attention!

Friday dismissal is a little different. Busier! Again please pay attention. The quicker we get children in cars the sooner most of us get to go home. On Fridays we have a scheduled time to be off work. Usually if all the children in your class have been picked up you may leave. (Sometimes a little early if not busy.)If your scheduled time to leave has come up and you still have children from your class, you must stay until they are picked up. Unless someone is available to stay and watch, (usually there is one person who stays later on Fridays to cover this problem.)

Aides in the Classroom

Every classroom and teacher is different. Our job is to help and work with our teachers to make the classroom run smoothly. Some teachers will have you do more than others. You will figure out what works for them by asking questions and communicating.

Usual Jobs:

- | | |
|--|--|
| ○ Helping children with work | ○ Possible grading |
| ○ Making and keeping track of homework | ○ Covering class when Teacher has meetings |
| ○ Sharpening pencils | ○ Reading Groups |
| ○ Helping Special teachers | ○ Recesses |
| ○ Making copies | |
| ○ Keeping teachers informed on playground issues | |

Many times you might be asked to cover for your teacher if they are sick or attending a meeting etc.

Follow your teacher's plans and do the best you can. Do not be afraid to ask for help.

- If an aide is missing or subbing, the aide from the other class in same grade must be shared between both classes.

Position Title: Paraprofessional (Classroom Aide)

Purpose of Position:

To assist the classroom teacher in presenting the prescribed school curriculum to student in a matter that is consistent with school policy and results in required student achievement.

Principle Responsibilities:

- Circulate the room to help teacher insure that lessons are being properly completed.
- Work with small groups of children under teacher supervision.
- Grade papers for teacher, if a score key is provided.
- Provide coverage on playground at recess and lunch periods to relieve teacher.
- Paraprofessionals and teachers should walk students to and from playground or special areas at all times. The teacher should pick up the students from the playground or special areas as the paraprofessional may be assigned other duties
- Paraprofessionals have been employed to supervise students in groups so that the classroom teacher can work one on one with students needing extra help during class time.
- The paraprofessional should be available to free the teacher to assist students.
- Be self motivated!
- Stay busy!
- Help where and when needed!
- Ask questions if you need too.
- Be organized.

Misc.

- students need to walk to and from areas.
- Students enter campus through the walking gate & using the cross walk.
- Walk up and down stairs.
- Only pick up balls from parking lots after duty has ended (Don't send students) on elem. side

Franklin Phonetic School Inc.
PV Income State ment 8-1-22 thru 8-15-22

| | Current Month |
|---|---|
| Revenues | |
| Cont/Donations Private | 348.32 |
| State Equalization Assistance | 242,655.07 |
| Prop 301 - 1011 | 0.00 |
| Prop 301 - 1012 | 0.00 |
| Prop 301 - 1013 | 0.00 |
| Prop 202-Inst Improvement | 7,399.36 |
| Fund Raisers | 285.14 |
| | 285.14 |
| Total Revenues | 250,687.89 |
| Cost of Sales | |
| | 0.00 |
| Total Cost of Sales | 0.00 |
| Gross Profit | 250,687.89 |
| Expenses | |
| Teachers - Certified | 50,266.06 |
| Substitute Teachers | 1,244.62 |
| Other - Non-Certified | 615.00 |
| Employee Insurance | 89.46 |
| Social Security | 8,088.06 |
| Retirement Plan | 6,028.23 |
| Long-Term Disability | 156.02 |
| Miscellaneous Purchased Servic | 3,180.00 ***Fence, Tree Repair from Accident |
| Continuing Education | 2,095.42 ***Orton - Gill Plus Training Virtual Nov 12th thru 11-20-22 |
| Supplies | 0.00 |
| Curriculum Supplies | 1,292.66 ***Mystery Science |
| Books, Periodicals, & Inst. Ai | 0.00 |
| Miscellaneous Expense | 263.75 ***Raffle Prizes, Agendas etc. |
| Miscellaneous Purchased Servic | 0.00 |

Franklin Phonetic School Inc.
 PV Income State ment 8-1-22 thru 8-15-22

| | Current Month | |
|--------------------------------|----------------------|---------------------------------------|
| P/C Insurance | (990.00) | ***Over Payment |
| Other - Non-Certified | 9,277.47 | |
| Employee Insurance | 0.00 | |
| Workers Compensation Insurance | 0.00 | |
| Miscellaneous Purchased Servic | 2,850.00 | *** IT Services |
| Repair and Maintenance - Equip | 0.00 | |
| Furniture & Equipment Rental | 0.00 | |
| Telephone & Postage | 1,760.01 | |
| Internet Services | 140.99 | |
| Supplies | 171.84 | ***Cleaning Supplies |
| Dues & Fees | 430.00 | ***Prescott Chamber of Commerce |
| Miscellaneous Expense | 0.00 | |
| Other - Non-Certified | 1,929.05 | ***Cleaning |
| Miscellaneous Purchased Servic | 0.00 | |
| Water/Sewer | 0.00 | |
| Cleaning & Disposal Services | 0.00 | |
| Security Services | 227.48 | |
| Repair and Maintenance - Build | 190.13 | |
| Land and Building Rental | 0.00 | |
| P/C Insurance | 840.00 | |
| Supplies | 37.58 | |
| Natural Gas/Propane | 486.90 | |
| Electricity | 0.00 | |
| Miscellaneous Purchased Servic | 34.36 | |
| Student Transportation Service | (3,200.00) | *** Ace Hardware |
| Gasoline | 0.00 | |
| Teachers - Certified | 6,899.44 | |
| Teacher Aides | 19,771.61 | |
| Teachers - Certified | 4,436.39 | |
| Stipend - Title III | 0.00 | |
| Teachers - Non-Certified | 4,556.83 | |
| Miscellaneous Purchased Servic | 7,500.00 | |
| Supplies | 0.00 | *** Site License & Website Design Etc |
| Teachers - Certified | 0.00 | |

Franklin Phonetic School Inc.
PV Income Statement 8-1-22 thru 8-15-22

| | Current Month | |
|----------------------|---------------|-----------------|
| Teachers - Certified | 203.40 | |
| Other Food | 354.60 | ***Café |
| Dues & Fees | 185.00 | ***Renew Permit |
| Supplies | 146.77 | *** Music |
| Dues & Fees | (20.00) | ***Refund |
| Field Trips | 0.00 | |
| | <hr/> | |
| Total Expenses | 131,539.13 | |
| | <hr/> | |
| Net Income | \$ 119,148.76 | |
| | <hr/> <hr/> | |