

# **FRANKLIN PHONETIC SCHOOL**

6116 East Highway 69  
Prescott Valley, Arizona 86314

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## **FRANKLIN PHONETIC SCHOOL, INC.**

### **BOARD MEETING AGENDA**

**Wednesday January 10th, 2024 at 3:45pm**

**Zoom meeting Audio or Video**

**Phone # 669-900-9128**

**Meeting ID # 956 0853 4653**

**Passcode # 351344**

#### **Call to Order**

- Approval of Prior Board meeting minutes from November 29th, 2023 & Emergency December 21<sup>st</sup>, 2023. Also a corrected copy of the October 26<sup>th</sup>, 2023 meeting minutes.
- PV Income Statement – December 1<sup>st</sup> thru December 31<sup>st</sup>, 2023 & January 1<sup>st</sup> thru January 8<sup>th</sup>, 2024.

#### **New Business**

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#### **Old Business**

- Prescott Valley Campus Update

#### **Set Next Meeting**

#### **Meeting Adjourned**

# Franklin Phonetic School-Board Meeting Minutes

Thursday, October 26, 2023

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

**Call to order:** 3:46 p.m.

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

Absent: Leo Condos, Lane Burkitt

**Approval of prior meeting minutes:** Motion to approve September 28<sup>th</sup> meeting minutes was made by Clydene Dechert, seconded by Alison Alva and passed unanimously.

**PV Income Statement:** The state equalization payment decreases in October and increases in November. Motion to accept the Prescott Valley income statement was made by Audrey Wright and seconded by Tom Franklin and passed unanimously.

## **New Business:**

- **New Changes to Student Handbook-** Include apple watches or other internet ready devices in the handbook section about phones. Add that water bottles need to be clear to prevent sugary drinks or prohibited beverages (alcohol) on campus. Exceptions would be allowed with students who had an IEP. Eliminate statement in the handbook about afterschool EL classes. A motion to accept these changes to the student handbook was made by Alison Alva, seconded by Clydene Dechert and passed unanimously.

## **Old Business:**

- **PTO Bylaws:** Leo still has not reviewed / redone the PTO Bylaws. We may need to find someone else to do it if Leo is not able to do it soon. PTO may be able to get help writing the bylaws through Legal Zoom. The school would pay for the fees from Legal Zoom. We will give Leo the deadline date of 11/06/23 to review / rewrite the PTO bylaws. It would be best if the PTO had a bank account that is not attached to the school accounts.
- **Prescott Valley Campus Update:** 10/27/23 is the Library open house showcasing the new media center that will be open for parents to use Friday afternoons after dismissal. We have increased enrollment by 18 students and some staff have come back or decided not to retire since the change in administration.

**Next meeting:** Wednesday, November 29 at 3:45 p.m.

**Adjourn:** Motion to adjourn this board meeting at 4:05 p.m. was made by Alison Alva, seconded by Clydene Dechert and passed unanimously.

# Franklin Phonetic School-Board Meeting Minutes

Wednesday, November 29, 2023

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

**Call to order:** 3:48 p.m.

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

Absent: Neil Wright

**Approval of prior meeting minutes:** Motion to approve October 26<sup>th</sup> meeting minutes was made by Clydene Dechert, seconded by Tom Franklin and passed unanimously.

**PV Income Statement:** Payroll has been paid and ended the month with \$29,000. There are three payroll dates in December. Many things on the income statement will be reimbursed from the 21<sup>st</sup> century grant. We have been reimbursed for the previous year's audit accounting fees. Motion to accept the Prescott Valley income statement was made by Tom Franklin and seconded by Clydene Dechert and passed unanimously.

## **New Business:**

- **June 30<sup>th</sup>, 2023 Audit (Annual Audit)-** The Audit was turned in on time. There were no bad findings. It was suggested that old account payable checks need to be archived. The cash on hand requirement for the bond company has been met. The Audit has been posted for the bond company. A motion to accept the June 30<sup>th</sup>, 2023 Audit was made by Alison Alva, seconded by Audrey Wright and passed unanimously.

## **Old Business:**

- **Prescott Valley Campus Update:** PTO was given money to get the bylaws from our accountant to open the bank accounts needed. The Fire Marshall came for the yearly inspection one month ago, the carpets squares in the Falcon's Nest gym had to be taken down. The band room has been drywalled. PTO is planning on having a fundraiser to pad the gym walls. The choir concert will be on 11/30/23. Band concert, Jr. High Theater Performance and K-3 concert are taking place in December. The Franklin Band won an award for the Prescott Light Parade. Franklin will be participating in two parades the weekend of December 2<sup>nd</sup>. Enrollment is holding steady. All teaching vacancies have been filled. The new shelving in the library is very nice

**Next meeting:** Wednesday, January 10<sup>th</sup>, 2024 at 3:45 p.m.

**Adjourn:** Motion to adjourn this board meeting at 4:05 p.m. was made by Audrey Wright, seconded by Clydene Dechert and passed unanimously.

# Franklin Phonetic School-Emergency Board Meeting Minutes

Wednesday, December 21, 2023

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

**Call to order:** 1:32 p.m.

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

Absent: Leo Condos, Neil Wright

## **New Business:**

- **Teacher Resignation-** Mr. Stubbe (Jr. High Math Teacher) has turned in his resignation due to medical / health reasons. Mrs. A is moving to math from science. Mr. Hill a previous teacher at Franklin is coming back to teach science. A motion to accept the resignation of Mr. Stubbe without penalty was made by Audrey Wright, seconded by Clydene Dechert and passed unanimously.

**Next meeting:** Wednesday, January 10<sup>th</sup>, 2024 at 3:45 p.m.

**Adjourn:** Motion to adjourn this emergency board meeting at 1:36 p.m. was made by Alison Alva, seconded by Clydene Dechert and passed unanimously.



**Franklin Phonetic Primary School, Inc.  
PV Income Statement 12-1-23 thru 12-31-23**

	Current Month	
Retirement Plan	11,840.49	
Long-Term Disability	134.92	
Miscellaneous Purchased Servic	140.00	*** Orkin Pest control
Continuing Education	0.00	
Supplies	482.75	*** Art - Refund Shutterfly- After School Supplies for 21st Century
Curriculum Supplies	1,553.68	*** Blackboard Connect Annual Fee - Student Council - Art
Books, Periodicals, & Inst. Ai	0.00	
Dues & Fees	0.00	
Miscellaneous Expense	0.00	
Miscellaneous Purchased Servic	0.00	
Supplies	0.00	
Travel & Conferences	0.00	
Other - Non-Certified	21,397.32	
Employee Insurance	1,295.33	
Workers Compensation Insurance	0.00	
Miscellaneous Purchased Servic	0.00	
Repair and Maintenance - Equip	0.00	
Furniture & Equipment Rental	(2,074.53)	*** Refund - End of Old Xerox Lease Agreement
Telephone & Postage	958.88	
Internet Services	145.98	
Advertising	0.00	
Travel	0.00	
Supplies	1,148.73	*** Cleaning Supplies & Battery's for Exit Signs
Supplies-FF & E < \$5000	0.00	
Dues & Fees	0.00	
Interest	0.00	
Miscellaneous Expense	4,350.80	*** Mastercard
Other - Non-Certified	13,451.70	
Miscellaneous Purchased Servic	0.00	
Water/Sewer	0.00	
Cleaning & Disposal Services	0.00	
Security Services	140.00	
Repair and Maintenance - Build	0.00	
Repair and Maintenance - Equip	0.00	
Land and Building Rental	730.00	
P/C Insurance	0.00	
Supplies	0.00	

**Franklin Phonetic Primary School, Inc.  
PV Income Statement 12-1-23 thru 12-31-23**

	<b>Current Month</b>	
Natural Gas/Propane	699.31	
Electricity	0.00	
Miscellaneous Purchased Servic	19.60	*** Yavapai County Education
Student Transportation Service	0.00	
Gasoline	0.00	
Teachers - Certified	25,163.40	
Teacher Aides	57,504.36	
Employee Insurance	1,593.84	
Teachers - Certified	19,087.87	
Contracted Counselor/Therapist	0.00	
Teachers - Non-Certified	10,767.69	
Contracted Counselor/Therapist	9,073.75	
Miscellaneous Purchased Servic	1,500.00	*** Website Maint
Supplies	0.00	
Teachers - Certified	0.00	
Teachers - Non-Certified	240.00	
Employee Insurance	815.12	
Continuing Education	0.00	
Teachers - Certified	0.00	
Other Food	75.00	*** Caf�
Dues & Fees	0.00	
Travel	0.00	
Supplies	0.00	
Uniforms	0.00	
Dues & Fees	0.00	
Field Trips	0.00	
	358,892.87	
<b>Total Expenses</b>	<b>358,892.87</b>	
<b>Net Income</b>	<b>\$ 1,556.18</b>	

**Franklin Phonetic Primary School, Inc.  
PV Income 1-1-24 to 1-8-24**

	<b>Current Month</b>
Revenues	
<b>Cont/Donations Private</b>	<b>0.00</b>
<b>Miscellaneous Revenue</b>	<b>0.00</b>
<b>State Equalization Assistance</b>	<b>239,270.65</b>
<b>Esser Grants-PV</b>	<b>0.00</b>
<b>Prop 301 - 1011</b>	<b>0.00</b>
<b>Prop 301 - 1012</b>	<b>0.00</b>
<b>Prop 301 - 1013</b>	<b>0.00</b>
<b>Prop 202-Inst Improvement</b>	<b>13,483.89</b>
<b>Prop 123</b>	<b>0.00</b>
<b>Paid Lunches</b>	<b>0.00</b>
<b>Fund Raisers</b>	<b>0.00</b>
<b>Extracurricular Activities Fee</b>	<b>0.00</b>
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<b>Total Revenues</b>	<b>252,754.54</b>
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Cost of Sales	
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<b>Total Cost of Sales</b>	<b>0.00</b>
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<b>Gross Profit</b>	<b>252,754.54</b>
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Expenses	
<b>Teachers - Certified</b>	<b>16,550.76</b>
<b>Substitute Teachers</b>	<b>0.00</b>
<b>Other - Non-Certified</b>	<b>0.00</b>
<b>Employee Insurance</b>	<b>0.00</b>
<b>Social Security</b>	<b>1,898.64</b>
<b>Retirement Plan</b>	<b>1,146.19</b>
<b>Long-Term Disability</b>	<b>22.21</b>
<b>Miscellaneous Purchased Servic</b>	<b>0.00</b>
<b>Continuing Education</b>	<b>0.00</b>
<b>Supplies</b>	<b>0.00</b>
<b>Curriculum Supplies</b>	<b>0.00</b>
<b>Books, Periodicals, &amp; Inst. Ai</b>	<b>0.00</b>



**Franklin Phonetic Primary School, Inc.  
PV Income 1-1-24 to 1-8-24**

	<b>Current Month</b>
Dues & Fees	0.00
Miscellaneous Expense	0.00
Miscellaneous Purchased Servic	0.00
Supplies	0.00
Travel & Conferences	0.00
Other - Non-Certified	0.00
Employee Insurance	0.00
Workers Compensation Insurance	0.00
Miscellaneous Purchased Servic	0.00
Repair and Maintenance - Equip	0.00
Furniture & Equipment Rental	0.00
Telephone & Postage	0.00
Internet Services	0.00
Advertising	0.00
Travel	0.00
Supplies	0.00
Supplies-FF & E < \$5000	0.00
Dues & Fees	0.00
Interest	0.00
Miscellaneous Expense	0.00
Other - Non-Certified	0.00
Miscellaneous Purchased Servic	0.00
Water/Sewer	0.00
Cleaning & Disposal Services	0.00
Security Services	0.00
Repair and Maintenance - Build	0.00
Repair and Maintenance - Equip	0.00
Land and Building Rental	0.00
P/C Insurance	0.00
Supplies	0.00
Natural Gas/Propane	0.00
Electricity	0.00
Miscellaneous Purchased Servic	0.00
Student Transportation Service	0.00
Gasoline	0.00
Teachers - Certified	2,700.00
Teacher Aides	0.00

**Franklin Phonetic Primary School, Inc.  
PV Income 1-1-24 to 1-8-24**

	<b>Current Month</b>
Employee Insurance	0.00
Teachers - Certified	0.00
Stipend - Title III	0.00
Contracted Counselor/Therapist	0.00
Teachers - Non-Certified	0.00
Contracted Counselor/Therapist	0.00
Miscellaneous Purchased Servic	0.00
Supplies	0.00
Teachers - Certified	0.00
Teachers - Non-Certified	0.00
Employee Insurance	0.00
Continuing Education	0.00
Teachers - Certified	0.00
Other Food	0.00
Dues & Fees	0.00
Travel	0.00
Supplies	0.00
Uniforms	0.00
Dues & Fees	0.00
Field Trips	0.00
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<b>Total Expenses</b>	<b>22,317.80</b>
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<b>Net Income</b>	<b>\$ 230,436.74</b>
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