

**WINTERBERRY CHARTER SCHOOL
ACADEMIC POLICY COMMITTEE dba WINTERBERRY CHARTER COUNCIL**

Draft minutes

12/19/24

6 pm at 4334 Spenard Road

Anchorage Alaska 99517

Attendance: Mary Alexander, Neil Brauer, Jennifer Fuller, Shana Garrels, Sarah Glaser, Trevor Holm, Ruger Johnsen, Julie Pepe-Phelps, Nick Perry, Becky Porter, Molly Towner, Shannon Uffenbeck

I. Opening

- A. Motto of the Social Ethic by Rudolf Steiner

*"The healing social life is found
when in the mirror of each human soul
the whole community finds its reflection
and when in the community
the virtue of each one is living."*

- B. Song

- C. Excitement Sharing and Welcoming

II. Approval of Minutes

Shannon Uffenbeck moved to approve the December 4 special session minutes.

Trevor Holm seconded the motion. The December 4 minutes were approved.

The November 21, 2024 minutes need some details added and will be approved at the January meeting.

III. Approval of Agenda

Shannon Uffenbeck moved to approve the agenda. Sarah Glaser seconded the motion. The agenda was approved.

IV. Community Comments [3 minutes each] *Please note: This is the public's time to talk and the board's time to listen. Winterberry Charter Council does not hear complaints against students or personnel in public session. It is not the board's practice to engage in discussion or to answer questions during community comments. Commenters' names will be recorded in the minutes. Thank you.*

V. Informational and Committee Reports

A. Administrator's Report (Julie Pepe-Phelps)

Attached

B. Faculty Report (Sarah Glaser)

In Spanish class, the students have been learning about the 9-day tradition of Las Posadas (the shelter). Upper and lower grades paired up to celebrate.

Festivals this month- Festival of Light and Spiral Walk

PLC (professional learning community) groups have been working on literacy and math topics.

C. WPG Report (Colleen and Kelly)

No report

D. Budget Report (Shana Garrels)

E. Safety (Julie)

F. Outdoor Site Committee (Julie)

Working with the city to finalize the as-built.

G. Legislative Policy Committee

a. Alaska Reads Act

No report

H. Treasurer report (Trevor)

Trevor and Shana Garrels have met to discuss the budget.

I. DEI Subcommittee (Shannon)

Need to attach

J. Election Subcommittee (Mary)

Elections will be held at Winter Faire.

K. Conflict Resolution Subcommittee (Becky)

They are gathering information- compiling and reading through different documents.

January 10 is the next meeting (2pm at the school).

L. Strategic Planning Subcommittee (Neil)

No report

M. Principal Hiring Committee (Ruger)

Attached

VI. Business

A. 24/25 School Wide Topic / Focus for 3 bodies.

Moved to January 2025

B. Adjustment of board seats

Shannon Uffenbeck moved to change Mary Alexander from Seat H to Seat L.

Shana Garrels seconded the motion. The WCC voted unanimously to move Mary from seat H to seat L.

B. Calendar Discussion

Moved to January 2025

VII. Closing

a. Gratitude

b. Adjournment:

Ruger Johnsen moved to adjourn. Jennifer Fuller seconded the motion. The meeting was adjourned at 8:28pm.

Principal's Report for WCC

11-21-24

Julie Pepe-Phelps

Winterberry's Mission: Growing the innate potential of each child.

Winterberry's Vision: To receive the children in reverence, educate them in love and send them forth in freedom.

HEART

- Please read **Winterberry Business** newsletter each Thursday for highlights of each week and upcoming events. Great timely information and feature articles!
- Working on **20th anniversary 2005-2025 of Winterberry/Alumni gatherings**—if interested, please contact me.
- Thank you for our **delicious Thursday lunches** and please remember to include a recipe for our Winterberry recipe binder!

HANDS

- **G.A.R.D.E.N. fundraiser** recognition and thanks to WPG!
- **Lantern Walk** was well attended and we had lots of great feedback from parents
- **Parent Workshops starting up again soon**-Please consider sharing a talent
- **Holiday Family support**---watch for info in newsletter
- **Trailside Aftercare**—starting 5 days/week beginning Dec. 2
- **Proper outdoor gear**---please send students with warm outside clothing (i.e. jacket, snowpants/snowsuit, hat, mittens/gloves)

HEAD

- **Parent-Teacher Conferences** well attended
- **Remote learning days**/no more snow days
- **Winter Benchmark Testing Window** for MAP and mClass Dec 2-13
- **Winter Assembly** Dec. 5th at 6:30pm

Current Facility issues/repairs: Emergency lights/ballast repairs building wide, heating inconsistencies, elevator phone line

Our highest endeavor must be to develop free human beings who are able of themselves to impart purpose and direction to their lives. The need for imagination, a sense of truth, and a feeling of responsibility—these three forces are the very nerve of education.

Rudolf Steiner



December 2024 Budget Report

- FY25 Adjusted Budget numbers finalized
 - Based on October Oasis Count (261.54 vs. 250 estimate)
 - Increase in funds \$221,642
- FY26 Budget sent to ASD Budget
 - ASD school board continue to work on district FY26 Budget
 - ASD estimated deficit of \$107 million
 - Balancing budget means increase BSA \$1500 or loss of 598 jobs
 - Realistic estimate \$680 one-time BSA
- If assuming increase by Legislation of \$680 for FY26
 - \$173,400 increase (based on 255 students)
 - Should know by April

Anchorage School District Projected Annual Funding District-Wide and Charter School Funding based on State Foundation Funding Formula FY 2024-2025 Revenue Based on OASIS Reconciled Count GENERAL FUND														
UPDATED - 12/6/2024														
1506 1510 1530 1550 1560 1570 1595 1540 1545 6.61% 4.44% 2.17%														
Summary of General Fund Sources	Line	Total District	Alaska Native	Aquarian	Eagle Academy	Highland Academy	Bilke Schule	STREAM	Winterberry	Family Partnership	Frontier	Total Charter	Facilities Based	Correspondence
Total Local Contribution	1	220,771,992	1,560,650	1,733,393	1,047,946	1,071,376	2,078,271	960,275	1,357,268	2,829,665	1,957,155	14,595,999	9,809,179	4,786,820
Local Interest Earnings (projected)	2	7,000,000	49,483	54,961	33,227	33,970	65,896	30,447	43,035	89,720	62,055	462,794	311,019	151,775
Total State Foundation Funding (line #20)	3	297,287,458	2,098,515	2,330,792	1,409,111	1,440,617	2,794,529	1,291,225	1,825,038	3,804,885	2,631,672	19,626,385	13,189,829	6,436,557
State Funding Outside BSA	4	49,110,954	347,168	385,595	233,117	238,329	462,214	213,614	301,926	629,462	435,371	3,246,895	2,182,062	1,064,833
State Education Ratfile	5	150,000	1,060	1,178	712	728	1,412	652	922	1,923	1,330	9,917	6,665	3,252
Total Federal Impact Aid (projected)	6	15,464,459	109,319	121,419	73,406	75,047	145,577	67,265	95,073	198,210	137,093	1,022,409	687,105	335,303
Total General Fund Sources	7	589,784,863	4,166,197	4,627,338	2,797,519	2,860,067	5,547,999	2,563,478	3,623,261	7,553,864	5,224,677	38,964,399	26,185,859	12,778,540
Related Services Personnel (based on AADM)	8	346,262	(55,091)	(61,188)	(36,992)	(37,819)	(73,363)	(33,898)	(47,911)	-	-	(346,262)	(346,262)	-
Net Funding (used to calculate I/C)	9		4,111,106	4,566,150	2,760,527	2,822,248	5,474,636	2,529,580	3,575,350	7,553,864	5,224,677	38,618,137	25,839,597	12,778,540
Indirect Cost (4% of funding less ops and maint)	10		(142,290)	(169,101)	(91,438)	(92,226)	(180,647)	(89,279)	(120,506)	(290,481)	(195,477)	(1,371,445)	(885,487)	(485,958)
Repayment of prior ASD funding	11		-	-	-	-	(116,491)	-	-	-	-	(116,491)	(116,491)	-
Other Changes to School Funding	12		-	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments to Net Funding	13		(142,290)	(169,101)	(91,438)	(92,226)	(297,138)	(89,279)	(120,506)	(290,481)	(195,477)	(1,487,936)	(1,001,978)	(485,958)
Total School Budget	14	589,784,863	3,968,816	4,397,049	2,669,089	2,730,022	5,177,497	2,440,301	3,454,845	7,263,383	5,029,200	37,130,201	24,837,618	12,292,583
FY 25 Adopted RR Budget Funding	14a		3,547,244	4,528,199	2,932,289	2,716,537	5,119,619	2,503,061	3,233,203	9,341,619	4,654,509	38,576,280	24,580,152	13,996,128
Net Change	14b		421,572	(131,150)	(263,200)	13,485	57,878	(62,760)	221,642	(2,078,236)	374,691	(1,446,078)	257,467	(1,703,545)
%Actual AADM	15	14,129	11,709	12,080	13,053	13,630	10,691	13,335	13,210	7,178	7,186	9,906	12,196	7,181
Special Services/CTE Revenue (page 2, line 7 - line 5 X line 1)	16		535,799	567,370	359,778	353,955	713,507	329,679	438,239					

Safety Committee Meeting

Parking Lot

The parking lot has been super slippery.

Action: Ms. Pepe-Phelps will continue to put the red cones out for walkers between the north side and sidewalk side of the parking lot.

Action: Mr. Edwin will spread more ice melt on the sidewalks and parking lot.

Review of meeting 11/21/24

Emergency backpacks: Nurse Katrina is meeting with each teacher to check their backpacks (still ongoing).

CPR classes: Ms. Shana has left messages but not heard back from the CPR providers re: availability.

Spinning equipment: Bumps are down.

Red Phones: Ms. Pepe-Phelps scheduled ACS and ASD IT to come on December 18th to look at the phone in the elevator and ensure the integrity of the red phone lines.

Flip charts: Ms. Colleen is still working on the changes to the flip charts.

Emergency Equipment: Ms. Pepe-Phelps has the completed EAP in the lobby. Ms. Colleen is waiting for warmer weather to bring in the emergency tubs from the sheds.

Driving on Campus: Drivers are doing a better job of driving. Ms. Shana took a picture of the “Drive 5” sign and a moose for the newsletter.

STAR presentation: Our request for presentations January 27-31 has been sent to STAR.

Raptor: ASD will roll out Raptor, TBA.

Winterberry Safety Meeting
11-21-24

Review of Minutes from 9/18/2024 meeting

Items

Preparing for Fire Inspection: passed

Action: Mr. Edwin will maintain the fire lane, clearing the snow.

Drills: Completed/Logged/Scheduled

Emergency Backpacks: Nurse Katrina’s presentation/inspection of the backpacks is rescheduled TBA

Emergency Release forms: Completed

Faculty Bringing backpacks to drills, evacuations, field trips and Nature Walks: Completed

Review of Anaphylaxis/Allergy Protocols: Completed

Pick up and Drop off: Great job with radios, safety vests and consistency.

Play Yard: New Rules Implemented

Teachers Locking their doors: We are still not in a rhythm of locking the doors when classrooms are empty.

Action: Ms. Pepe-Phelps will review the requirement in the staff meeting 11/21/2024-done.

Epi-Pens Reviewed: Completed

Record all Emergency Contacts for Faculty and Staff: Completed

Required ASD Health Screenings: Completed

CPR Classes: Update~ ASD might pay for the UAPs (Ms. Shana and Ms. Colleen) to get trained, however, Ms. Pepe-Phelps would prefer all faculty and staff are trained.

Action: Ms. Shana will look for a vendor and schedule a training for all faculty and staff.

Safety Committee Meeting Minutes

11/21/24

Ms. Pepe-Phelps

Ms. Shana

Ms. Colleen

Nurse Katrina

Play Yard

Spinning Equipment: A lot of head bumps are happening on the spinning equipment. Some when two students are playing and some when a student gets off the equipment and is so dizzy they fall and hit their head.

Action: Ms. Pepe-Phelps will bring a new rule to faculty that one student at a time and that students pause after they get off the equipment.

Action: Nurse Katrina will go to each classroom and discuss safety on the play yard.

Red Phones

The red phones are analog phones used for emergencies.

There are two 1) under Ms. Colleen's desk 2) in Sped

The other analog phone lines at Winterberry are the fax and elevator. The line for the elevator is not working.

Action: Ms. Pepe-Phelps will continue to talk with ACS, ASD and the elevator company to fix the issue.

Flip Charts

The flip charts need updates.

Action: Ms. Colleen will update and redistribute the flip charts by 12/13/2024

Emergency Equipment

Action: Ms. Pepe-Phelps will put a copy of the ASD EAP in the lobby and give one to each teacher.

Action: Ms. Colleen will bring one of the emergency tubs into the building and the second tub will remain in the Connex.

Action: Ms. Shana will be a lock box for the Connex key to be left outside for emergencies.

Driving on Campus

Traffic is moving too quickly.

Action: Ms. Pepe-Phelps will make a new "We drive 5" sign

Action: Ms. Pepe-Phelps will assign a staff member to hold the sign (when the weather warms up a bit).

STAR presentations

Action: Ms. Colleen will contact STAR and schedule presentations in late January or early February.

Action: Ms. Colleen will advertise STAR presentation 2 and 1 week before the offering with topics covered and how to opt out.

Raptor

ASD is implementing a visitor management system (Raptor) during the 2024-25 school year to aid in the standardization of visitor check-in procedures in all schools and add an extra layer of safety for students and staff. The Raptor visitor management system allows visitors, staff and students to sign-in or sign-out using the self-service kiosk. Currently, ASD is putting Raptor terminals in all schools for free.

Action: Raptor will come to Winterberry on a mobile cart that connects to Wi-Fi.



2025 Principal Hiring Committee

December 19th 2024 WCC Report

Committee membership update:

- 1) 7 candidates:
 - a. Jeremy Crawford (Faculty)
 - b. Shana Garrels (Staff)
 - c. Bree Kessler (Community)
 - d. Aubree Wattenbarger (WPG)
 - e. Kelly Dufort (WPG)
 - f. Ruger Johnsen (WCC)
 - g. Molly Towner (Faculty)
- Resigned: Meggan Judge (Community)

Progress and cost update

- 1) Completed two committee meetings: Dec 2nd and Dec 16th (meeting minutes attached)
- 2) Coordination meeting with Robyn Harris and ASD HR. Meeting minutes attached.
- 3) Determined overall execution plan and schedule. See attached Process Flow Diagram.
- 4) Determined roles and responsibilities of Committee

Cost: no costs incurred. Budget will be prepared and presented to WCC when more information is available.

Summary of identified risks

- 1) Ms. Pepe-Phelps must formalize her resignation before the position can be posted
- 2) Per ASD HR, any new staff or faculty that are to be hired for 2025/26 are strongly recommended to be hired by the current principal prior to June 30, 2025

Recommendations and actions for WCC

- 1) Job posting is activated February 1st 2025 and closed February 28th, 2025 (approval required)
- 2) Contract is based on the current Anchorage Principal Association Agreement (2023-2026) and Salary range offered is APA Grade 5, range A to G. (approval required)

2025-2026 Salary Schedule

	A	B	C	D	E	F	G	H	I	J
1	105,311	107,417	109,565	111,756	113,991	116,271	118,596	120,968	123,387	125,855
2	109,064	111,244	113,469	115,739	118,053	120,414	122,823	125,280	127,784	130,340
3	112,284	114,530	116,821	119,157	121,540	123,970	126,449	128,979	131,559	134,191
4	110,162	112,365	114,613	116,905	119,243	121,628	124,061	126,541	129,072	131,654
5	112,365	114,613	116,905	119,243	121,628	124,061	126,541	129,072	131,654	134,287
6	115,562	117,873	120,231	122,635	125,088	127,590	130,142	132,744	135,399	138,106
7	117,557	119,908	122,306	124,751	127,246	129,793	132,388	135,035	137,736	140,491
8	117,557	119,908	122,306	124,751	127,246	129,793	132,388	135,035	137,736	140,491
9	124,604	127,097	129,639	132,231	134,875	137,573	140,325	143,130	145,993	148,913

Note: WCC has budgeted a principal salary of \$122,000 for 2025/2026