



WINTERBERRY CHARTER SCHOOL
ACADEMIC POLICY COMMITTEE dba WINTERBERRY CHARTER COUNCIL

AGENDA

3/20/24

6:00pm @ Winterberry Charter School
Anchorage, AK

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 Welcome
d. Centering Moment

II. Approval of Minutes

III. Approval of Agenda

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) – Report Attached
b. Faculty Report (Kim & Jennifer)
c. WPG Report (Colleen)
d. Budget Report (Shana) – Report Attached

- e. Safety (Julie)
- f. Outdoor Site Committee (Julie)
- g. Legislative Policy Committee (Molly)
- h. DEI Committee (Shannon) – No update
- i. Election Committee (Mary) – No update
- j. Conflict Resolution Committee (Becky) – No update
- k. Strategic Planning Committee (Neil)
- l. Principal Hiring Committee (Ruger) – Report Attached

VI. Business

- a. Principal Feedback Survey – Move to April Meeting
- b. Parent Request: Investigate whether WB’s practices around bullying behavior are congruent with best practices, uphold Alaskan law, and align with ASD guidelines.
 - i. Executive Session: Specific Parent Concern
 - ii. Action Item: Either create a committee or task an already established committee to research anti-bullying policies and bring recommendations back to the WCC for consideration.
- c. Principal Contract Considerations
- d. Principal Hiring
 - i. Executive Session: Interview question discussion

VII. Closing

- a. Adjournment:

Principal's Report for WCC

3-20-25

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!
- **Weekly Virtues**-aim to build awareness and support positive relationship traits, emotional intelligence and social skills.

HANDS

- **Parent Workshops**—any requests? I am happy to provide parent education anytime!
- **Trailside Aftercare summer program**-sign up forms at front desk
- **Ski/Walk Day** was officially cancelled (due to no snow!) but classes did fun outdoor activities
- **Girls on the Run**-launched this week and had their first practice on Monday

HEAD

- **Parent-Teacher Conferences Feb. 26/27** Very well attended
- **Teachers had Professional development Feb. 28** Eurythmy and Curative Ed
- **Lottery open until March 20**—be sure to spread the word about Winterberry!
- **Spring testing Window** opens Mar.24 AK Star/MAP and mClass
- **Faculty S.T.A.R. training Mar. 20**

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



March 2025 Budget Report

- FY25 Accounts
 - General Fund
 - Budget: \$3,454,845
 - Est. 64.8% (\$2,239,122) spent as of today
 - Maintaining within budgeted amount
 - Unallocated Account-Encumbered Funds \$1,029,222
- Alaska Legislation in Session
 - House Bill No.69
 - House passed bill after amendments were made-3/12/2025
 - In Senate; at Education and Finance Committee
 - Hearings being held on 3/17, 3/19, 3/21
 - Charter school budget changes
 - May carry forward up to 10% of unrestricted funds (*general budget*)
 - Change district administrative cost from deduction of 4% to 8%
 - Increase BSA \$1000
 - FY26 \$6960 BSA
 - Reading incentive grants
 - \$450 per student for K-3 and 4-6
 - Based on state assessments
 - [HB No. 69 Bill](#)
 - [HB No. 69 Changes Explained](#)



2025 Principal Hiring Committee

March 20th 2025 WCC Report

Committee membership update:

- 1) Seven members:
 - a. Jeremy Crawford (Faculty)
 - b. Shana Garrels (Staff)
 - c. Aubree Wattenbarger (WPG)
 - d. Kelly Dufort (WPG)
 - e. Ruger Johnsen (WCC)
 - f. Molly Towner (Faculty)
 - g. Woodrie Burich (Community)

Progress and cost update:

- 1) Completed 7th committee meeting March 4th (minutes attached).
- 2) Job posting closed Feb 27th. Total of 28 qualified candidates applied.
- 3) The Committee member composition was reviewed by Shannon (WCC Chair) and Ruger (PHC Lead) to determine if the existing membership was functional and represented the Winterberry community for the purposes of the PHC. No changes were made.
- 4) Currently in the process to select four to six candidates for 1st Round of interviews; plan to confirm list during PHC meeting #8 on March 18th. Update will be provided at WCC meeting.
- 5) 1st Round interview questions and scoring as recommended by the PHC are posted here:
<https://asdk12ak.sharepoint.com/:f:/r/sites/wcc/Shared%20Documents/2025%20Interview%20Questions?csf=1&web=1&e=tvO3KC>
Remember: questions are confidential and not to be shared outside of WCC & PHC per ASD policy.

- 6) Suggested 2nd Round interview questions are also located in the same folder. These are questions that were generated by the PHC and decided to be more appropriate for 2nd Round than 1st. They are posted for the consideration of WCC.
- 7) Refer to Flow Chart 250318 for additional process details.

Cost: no costs incurred.

Summary of identified risks:

- 1) 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
- 2) ASD may require WCC to sign a confidentiality agreement to perform and participate in the 2nd Round interviews. PHC to follow up and advise.

Recommendations and actions for WCC:

- 1) Review and approve 1st Round interview questions. Send comments and questions to Ruger in advance of the March 20th WCC meeting.
- 2) There is the potential for a 2nd Round candidate to be from out of town. WCC to consider paying for travel costs to complete in-person interviews.
- 3) Determine structure and format for 2nd Round interviews.

Meeting Minutes (draft)

Date: 04 March 2025

Attendees: Shana Garrels, Ruger Johnsen, Molly Towner, Aubrey Wattenbarger, Kelly Dufort

1. Come to order: 5:15pm
2. Process update. Screener and questions urgently needed. WCC wants to see questions by 17th.
3. Reminder of fair and open process; we are a WCC committee with a specific job to do.
4. Candidate packages: managed by Shana. Discussion of process, confidentiality, and individual responsibilities.
 - a. We may work individually
 - b. We may not remove materials from the room in which they are kept
 - c. The folders must be kept under lock and key
 - d. We must sign confidentiality agreements
 - e. We must faithfully attempt to remove personal bias and score each candidate fairly using the screening tool
 - f. Timeframe: we need to finish our initial screenings by March 17.
5. Next meeting: March 18 to finalize pool of round 1 candidates
6. Week of March 24-29–Round 1 interviews
7. Work Session: we refined and finalized the screener, questions, and first-round rubric
8. Adjournment: 8:10pm

HIRING PROCESS FLOW CHART

18-Mar-2025

Notes:
1) Ms. Pepe-Phelps must submit retirement paperwork prior to Post Position requisition

