

WINTERBERRY CHARTER SCHOOL  
ACADEMIC POLICY COMMITTEE dba WINTERBERRY CHARTER COUNCIL

**Approved Minutes**

11/21/24

6 pm at Winterberry, Handwork room

Attendance: Mary Alexander, Neil Brauer, Jennifer Fuller, Shana Garrels, Sarah Glaser, Robyn Harris (Charter school, choice school director), Colleen Heany-Meade (acting WPG/WCC acting liaison), Trevor Holm, Ruger Johnsen, Nick Perry, Julie Pepe-Phelps, Becky Porter, March Stover, 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**

Sarah Glaser moved to approve the September 19, 2024 minutes. Neil Brauer seconded the motion. The September 19, 2024 minutes were approved.

Shana Garrels moved to approve the October 10, 2024 minutes. Trevor Holm seconded the motion. The October 10, 2024 minutes were approved.

**III. Approval of Agenda**

Shannon Uffenbeck moved to approve the agenda. Nick 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 sessions. 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 Reports

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

Attached

### B. Faculty Report (Sarah Glasser)

The lantern walk went well. The Festival of Light and spiral walk are coming up soon. The faculty has been working in PLC (professional learning community) groups- K-2 (literacy focus), 3-5 (math focus), 6-8 (math focus).

### C. WPG Report (Colleen Heany-Meade)

Voted to approve \$400 toward a wool rug for kindergarten.

G.A.R.D.E.N raised over \$23,000.

The Beautiful Bazaar brought in less money than expected.

The family dance lost money.

The WPG is considering moving the auction to fall and/or holding it every other year. This will be discussed further at the December meeting (December 12).

First week of December, there will be a toy swap in the lobby.

### D. Budget Report (Shana Garrels)

#### a. FY26 Budget. **VOTING** to Approve

Shana reviewed a packet of information about the FY26 budget, including historical information back to 2012.

Neil Brauer moved to approve the FY26 budget in the amount of \$3,343,355.00. Sarah Glaser seconded the motion. The motion passed unanimously.

### E. Committee Reports

#### 1. Administrative Committees [answers to principal]

##### a. Safety

Attached

##### b. Outdoor Site Committee

#### 2. WCC Subcommittees

##### a. Legislative Policy Committee

###### - Alaska Reads Act

No report

##### b. Grant Committee

No report

## VI. Business

### A. New members.

a. Identify open positions on board

b. Identify interested individual(s)

Mary Alexander is interested in joining the WCC.

c. Approval to board seat(s) **VOTING** on Membership

Mary Alexander was voted in as a new member. (Seat H)

### B. 24/25 School Wide Topic / Focus for 3 bodies.

a. Dates-March 22 is proposed.

b. Topic-WCC suggests inclusivity.

c. Party Committee & Topic Committee

### C. Committees

a. Treasury Committee (Trevor)

Instead of creating a subcommittee, Trevor (WCC treasurer) and Shana Garrels (business manager) will meet as needed.

b. DEI Committee (Shannon)

Meeting notes attached.

c. Election Committee (Becky)

Mary is the new election subcommittee chair. The election will happen during the Winter Faire.

d. Conflict Resolution Committee – needs attention

Mary Alexander, Shana Garrels, Becky Porter, Julie Pepe-Phelps, and Shannon Uffenbeck are interested in being part of the committee. They will find a date for the first meeting.

e. Strategic Planning Committee (Neil) **VOTING** on Charter

Proposal for a Strategic Planning Subcommittee is attached.

(Should this be attached?)

It was proposed that the information-gathering phase could be completed this year, to capture as much historical knowledge as possible) and strategic planning next year (after hiring a new principal).

Mary Alexander moved to approve the committee.

Trevor Holm seconded the motion. The motion carried.

f. Principal Hiring Committee (Ruger) **VOTING** on Charter Proposal was emailed by Ruger Johnsen to the WCC.  
Mary Alexander moved to approve the committee. Rich Perry seconded the motion. The committee was approved.

D. Calendar Discussion  
Next meeting is December 19 at the House of Harley.

**VII. Closing**

a. Gratitude

b. Adjournment:

Neil Brauer moved to adjourn the meeting. Becky Porter seconded the motion.  
The meeting was adjourned at 9:18pm.

*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.*

## Principal's Report for WCC

11-21-24

Julie Pepe-Phelps

### HEART

- Please read the **Winterberry Business** newsletter each Thursday for highlights of each week and upcoming events. Great timely information and feature articles!
- Working on **20<sup>th</sup> 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, snow pants/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. 5<sup>th</sup> 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

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.

## Meeting Notes

Attendees: Sarah Glaser, Jennifer Fuller, Colleen Heaney-Mead, Kelly Dufort, Shannon Uffenbeck

Date: October 21, 2024

I. A very unofficial call to order

II. Roundtable introductions and motivations for joining this committee

III. Discussion of committee goals, potential organization, & purpose a. Discussion summary: i. The idea of bringing Justice, Equity, Diversity, and Inclusion to Winterberry is complicated and important work. In our meeting, we identified a few recurring themes to bring to the WCC for its strategic planning: 1. Non-violent communication is a tool that has been foundational to how our school approaches justice; however, faculty training has not been as robust as it has been in the past and, as it currently stands, can act as a barrier for parents wanting to communicate injustices. Regularly and systematically providing non-violent communication training to all faculty and interested Winterberry community members is critical for our current model. We also discussed the idea of having non-violent communication liaisons outside of faculty/administration to support those not individuals unfamiliar with or intimidated by NVC and needing help navigating conflict.

2. It is important to acknowledge the lands in which we live and incorporate Indigenous culture into our curriculum and school festivals.

3. EVERYONE BELONGS HERE. Waldorf pedagogy stands on principles that embrace our common humanity and the equality of all people, however Waldorf education was founded in Western Europe over a century ago and as such that context is deeply entrenched in its curriculum and festivals. As a school, we strive to build upon that which is true, beautiful, and good; and using an appreciative inquiry model incorporate new perspectives that represent our 21<sup>st</sup> century children. Finally, we explicitly reject those aspects of Steiner's writings that we find dissonant with our values. In particular, we acknowledge and expressly reject Steiner's writings that contain racist, misogynistic, and otherwise bigoted viewpoints.

ii. We have formulated a few short-term goals to work on before our next meeting. 1. Recruit more members to the JEDI committee.

2. Investigate pathways for bringing non-violent communication training to faculty and Winterberry community members.

3. Investigate the role of JEDI ambassadors.

IV. Proposed agenda items for the next meeting a. Call to order

b. Roundtable introductions

c. Setting priorities for the JEDI committee

d. Discuss options for NVC training for JEDI

## What is a strategic plan?

A strategic plan is a document that helps an organization align its mission, vision, and values with actionable strategies to optimize the allocation of resources and adapt to threats and opportunities. A good strategic plan ensures that decision making is proactive rather than reactive as an organization adapts to opportunities, threats, and unforeseen changes.

## Why does winterberry need a (new) strategic plan?



A strategic plan is critical for ensuring that Winterberry's founding principles and values are respected, while also making sure that the school remains relevant in a time of technological, political and social change. Winterberry is celebrating its 20th anniversary this year, and has the distinction of being one of the longest continually operated charter schools within the Anchorage School district. Over the past 20 years, through the dedicated work of its administration, staff, parent body, and students, Winterberry has grown, largely organically, into the school it is today. Winterberry is no longer in a phase of rapid growth. Its stability and tenure as a charter school is an asset, but can also encourage complacency. A strategic plan, which clearly outlines future goals, actions, and metrics of success will ensure that Winterberry adapts and grows intentionally over the coming years.

### **Strategic Plan Development process Outline**

*Winterberry's strategic plan development will be informed by a range of resources, and ultimately will be approved by the WCC. The sources will include:*

- *Winterberry's existing charter*
- *Parent Surveys*
- *Teacher Surveys*
- *Input from the three bodies (WCC, WPG, Staff)*
- *Alaska Charter law*

### **Pre-Planning**

- 1. Formalize WCC Strategic Planning Subcommittee (October 2024)**
- 2. Assign Strategic Planning Facilitator (Should be WCC member and appointed by WCC vote)**
- 3. Set up Strategic planning team that includes representation from**
  - WCC
  - Admin
  - Faculty
  - WPG
  - Student(s)?

### **Planning Process**

- 1. Propose/Refine Mission (If necessary) "Grow the innate potential of each child"**
- 2. Propose Goals (*The goals established in this step will guide the following Data Gathering and Analysis step*)**
- 3. Internal Analysis (*Below are examples of some "internal" categories that could be analyzed*)**
  - a. Faculty

- i. Satisfaction
  - ii. Recruitment / Retention
- b. Curricula
  - i. Degree of adherence to Waldorf Curricula
  - ii. Alaska Content Standards
- c. Governance
  - i. Three body Structure
- d. Culture
  - i. Community
  - ii. Diversity
- e. Students
  - i. Performance
  - ii. Happiness
  - iii. Ease of transition to High School

**4. External Analysis (*Below are examples of some “internal” categories that could be analyzed*)**

- a. Culture
  - i. Social Changes
  - ii. New Technology
- b. Government
  - i. Laws that affect Charter Schools
  - ii. Attitude towards school choice
  - iii. Content Standards
- c. Funding

**5. Summarize Findings in SWOT Analysis**

**6. Define specific performance goals based on analysis**

- a. Strategies
- b. Targets
- c. Monitoring Benchmarks

**7. Develop an Implementation Plan for each goal and assign for each goal**

- a. Action items
- b. Resources
- c. Monitoring Objectives
- d. Timeline

## **Finalize Plan**

- 1. WCC vote and approval**
- 2. Publish (internal) Plan**
- 3. Execute Implementation Plans**