

WINTERBERRY CHARTER SCHOOL  
ACADEMIC POLICY COMMITTEE dba WINTERBERRY CHARTER COUNCIL

**Minutes**

12/20/23

6 pm at Winterberry, Handwork Room

Attendance: Neil Brauer, Jennifer Fuller, Shana Garrels, Chris Griffith, Trevor Holm, Ruger Johnsen, Nick Perry (zoom), Becky Porter, Julie Pepe-Phelps, Marc Stover, Molly Towner, Shannon Uffenbeck (zoom)

**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 –October 18, 2023**

Jennifer Fuller motioned to table the approval of the October minutes until the February meeting. Neil Brauer 2nd. The motion carried.

There was no meeting in November.

**III. Approval of Agenda**

Trevor Holm moved to approve the agenda. Neil Brauer 2nd. 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.*

**There were no community comments.**

## V. Informational Reports

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

**Attached**

B. Faculty Report (Jennifer Fuller)

**There have been many meaningful and fun events in December- Assembly, Festival of Light, Spiral Walk.**

**The faculty is grateful for all of the parent volunteers.**

**The upper grades have been holding fundraising events- bake sales and jewelry sales.**

C. WPG Report

**No report**

D. Budget Report (Shana Garrels)

**Shana gave the budget report.**

E. Committee Reports

1. Administrative Committees [answers to principal]

a. Safety

**Safety committee meeting notes from December 15, 2023 meeting attached.**

**There was a stay put today right before pickup time after a teacher and 2 parents heard something that sounded like a car backfiring from the direction of the woods. The SRO and Jason Hlasny (charter school director) were contacted. The school was taken off stay put, and children were released from the classrooms out the front door.**

2. WCC subcommittees

a. Open Conversation about Subcommittees

Possible addition of a D.E.I. committee.

b. Legislative Policy- stay up to date on policies including the Alaska Reads Act.

**Open invitation to school community members to join subcommittees, to include WPG and faculty members.**

c. Grant Committee

d. Outdoor Site Committee

**The committee aligned the scope of the project with the funding allocation. Working with the procurement division of ASD to review**

**different contract models and came to the conclusion that a lump sum contract with open bidding will work best. Preparing documents and bid packages, which should be ready at the end of January/beginning of February to award the contract in the spring for work to be done in summer.**

**e. Election Committee- Election planning needs to be on the January agenda for the February election.**

**No later than December of each year, the chair appoints a committee of 3- a current teacher, parent (not WCC), and WCC member. The election committee will be made up of Jennifer Fuller (faculty), Becky Porter (WCC), Shannon Uffenbeck (non-WCC parent. Julie will send an email to set a meeting date in early January.**

- a. Open Seats
- b. Election Process
- c. Officers

## **VI. Business**

- A. Policy and Procedure Review: 5 minutes reminder on item of choice
  - a. Discuss topic TBD (I will bring the bylaws and charter)
- B. Gratitude
- C. Adjournment:

**Becky Porter moved to adjourn the meeting. Neil Brauer seconded the motion. The meeting was adjourned at 8:00pm.**

Attachments:

Principal's Report for WCC

12-20-23

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. We have a new format---Take a look!
- Working on 20th anniversary of Winterberry/Alumni gathering—if interested, please contact me.
- Missing our SpEd teacher and colleague, Ms. Lorrie Miner November 11
- Festival of Light Grade 2 Dec. 12.
- Solstice Spiral Dec. 20 for Kindergarten, Gr. 1 and Hybrid
- Alumni panel and tea 12/18

HANDS

- Outdoor Site Committee continues to meet on Wednesday's at 2pm
- Classroom and school cleaning
- Outdoor gear---every day. All students must be prepared for the weather, for outside recess and for Movement class.
- X-country skiing season coming soon!

HEAD

- Winter Assembly great success!
- Faculty studies this semester- wrapping up
- Parent Workshops-Please consider sharing your talent

- Zoom meetings with other Waldorf Charter School principals
- DEI (Diversity/Equity/Inclusion) Faculty discussions on-going
- MTSS/PBIS District training
- MAP and mClass testing window Dec. 5-14 Make ups 12/18-21
- Tutoring groups (except for Tier 3 mClass)- this year only

Safety Committee Meeting

12/15/23

Ms. Pepe-Phelps

Ms. Shana (telephonic)

Ms. Colleen

Nurse Katrina

Ms. Ula (absent)

**Title IX Presentations:**

We are required to offer Personal Safety Presentations once each semester. We were unable to schedule for first semester. We did send home the informational handouts to each family. We also messaged out the opt-out information through the classroom teachers and in the newsletter.

ACTION: STAR HAS CONFIRMED THEY HAVE TIME IN THEIR SCHEDULE THE WEEK OF FEBRUARY 5<sup>TH</sup>.

ACTION: NURSE KATRINA, MS. ULA AND MS. JORDAN WILL ATTEND SELECTED CLASS PRESENTATIONS SO THAT WE MAY PROVIDE SIMILAR PRESENTATIONS IN-HOUSE

**Building Safety:**

Fire Inspection

We past our Fire Inspection on 12/13/23. There are a few issues that inspector Dee will review within 30 days.

ACTION: Ms. Shana SCHEDULED A FIRE EXTINGUISHER INSPECTION, A FIRE PANEL, FIRE SPRINKLERS AND BACK FLOW INSPECTION WITH GMW 12/21/23 @ 1PM

ACTION: HAVE THE SNOW REMOVED FROM INFRONT AND BEHIND THE FIRE FENCE

ACTION: ASSIGN MR. EDWIN TO REVIEW THE EMERGENCY LIGHTS AND EXITS ON A MONTHLY BASIS.

ACTION: MS. SHANA WILL ORDER A TESTING STICK, TO TEST THE LIGHTS AND EXIT SIGN BATTERIES

### Emergency Release Forms

We have updated the Nurse's, Front Desk's and Principal's Emergency binders. The binders for the Front Desk and the Principal are in their emergency back packs. The nurse has her binder in her cabinet with the other medical binders.

### Fire Proof Cabinet:

This is a preference of the insurance company.

ACTION: MS. SHANA CHECKED THE LOWER 48 AND THE SHIPPING IS TOO EXPENSIVE. MS. SHANA WILL CHECK WITH ASD TO SEE IF THEY CAN SHIP OR IF THEY HAVE ANOTHER OPTION.

### Blinds:

ACTION: 12/15/23 BLINDS WERE ORDERED FOR THE NURSE'S OFFICE, THE BUSINESS OFFICE, THE PRINCIPAL'S OFFICE

### Intercom:

The new intercom system was installed. It works great in the classrooms and we have used it for informational announcements and drills. We cannot hear the intercom outside, the offices, the conference rooms, the hallways in the new addition.

ACTION: WE WILL CONTACT THE INTERCOM COMPANY.

### UPDATE

#### Keys:

The building was re-keyed over the summer.

#### Drills:

We will be up-to-date with all our drills next week when we complete our last fire drill for the semester.

ACTION: CONTINUE TO STAY UP TO DATE ON DRILLS

ACTION: TEACHERS MUST REMEMBER TO LOCK THEIR DOORS DURING DRILLS. IT TAKES EXTRA TIME TO CHECK CLASSROOMS THAT HAVE NOT BEEN SECURED

ACTION: MS. PEPE-PHELPS WILL SHARE THE FIRE UPDATES WITH FACULTY AND STAFF