

# Foster Elementary Charter School

## Charter Board Meeting Minutes



**Date:** 03.11.25

**Time:** 06:00 PM

**Location:** Foster LMC & Online

### Mission

Stephen Foster Elementary Charter School creates partnerships among students, staff, parents and community members to serve a diverse population of learners comprised of neighborhood and open enrolled students in grades 4K-5.

### Vision

Stephen Foster Elementary Charter School develops independent learners who: honor diversity; show respect for themselves, others and the environment; and seek to use their unique strengths to lead efforts to improve the world around them.

To join the meeting via Google Meet link:

<https://meet.google.com/pyr-vtfj-jhr>

To request free childcare during an in person Board meeting, email [FosCharter@gmail.com](mailto:FosCharter@gmail.com) at least one day in advance.

### Linked Documents & Media –

[February Charter Board Minutes](#)

[2024-2025 Board Member Contact Information](#)

[2024-2025 Charter Board Meeting Dates](#)

TOPIC		FACILITATOR
<b>Attendance</b>		Cortney
<b>Present</b> Susie Buche Kraig Knorr Cortney Dvorachek Brandi Andrews Sarah Wylie Kelsi Van Fossen Kali Jenneman	<b>Absent</b> Jamie Johnston (Excused) Jennifer Kary (Excused)	
<b>Announcements</b> <ul style="list-style-type: none"><li><a href="#">Wisconsin Charter Schools Summit</a> - (From Charter Council meeting notes) We recommend at least one member of every charter attend</li></ul>		Susie

<p>(Charter administrator, Charter Teachers, Governance President, other governance members, etc.). It is a great time for a school team to attend. - (AI) will be attending and (is) encouraging every charter participate in some capacity. It is a free event and a chance to connect with charter folks from around the area to learn. Here is the <a href="#">LINK</a> to sign up.</p> <ul style="list-style-type: none"> <li>o Susie would like to send a team to the Summit. Let her know if you would like to attend.</li> <li>• Charter Board Member Resignation <ul style="list-style-type: none"> <li>o Tami Webb will step down immediately.</li> <li>o Kraig Knorr will step down at the end of the school year.</li> </ul> </li> </ul>	
<p><b>Call to Order</b>  <b>Approval of Minutes (see Linked Documents &amp; Media)</b>  <b>Changes/Additions? No</b>  <b>Motion to approve by:</b> Sarah Wylie     <b>Seconded by:</b> Susie Buche  <b>Result of Vote:</b> Carried</p>	<p>Susie</p>
<p><b>Administrator Report</b></p> <ul style="list-style-type: none"> <li>• Celebrations</li> <li>• General <ul style="list-style-type: none"> <li>• Health Updates: Two teachers at Foster have been diagnosed with breast cancer. Students and families have been informed.</li> </ul> </li> <li>• Future Planning <ul style="list-style-type: none"> <li>o Positions have closed for 1.0 special education and 1.0 Grade 2 Teacher <ul style="list-style-type: none"> <li>• Interviews were held last week for the 2nd-grade and special education positions. With 27 applicants for 2nd grade, an offer has been made, and we are awaiting a response. For special education, two candidates with special education licensure were interviewed, and one has accepted a position at Foster. His prior experience includes the Richardson School and McKinley SEBD program.</li> </ul> </li> <li>o Recruitment Update <ul style="list-style-type: none"> <li>▪ 43 student applicants <ul style="list-style-type: none"> <li>• K - 24</li> <li>• 1 - 6</li> <li>• 2 - 7</li> <li>• 3 - 5</li> <li>• 4 - 0</li> <li>• 5 - 1</li> </ul> </li> <li>• Currently, 32% of students at Foster are charter applicants, with projections increasing to 44% next school year. Additionally, 21 kindergarten students have accepted spots for the upcoming year.</li> </ul> </li> <li>o <a href="#">Charter Renewal Agenda</a> <ul style="list-style-type: none"> <li>• The team has met four times, establishing goals for success in the initial meeting. Surveys were created to gather input on the charter, and responses have been reviewed. In</li> </ul> </li> </ul> </li> </ul>	<p>Kelsi</p>

<p>the next meeting, data will be cross-referenced to develop action steps.</p>	
<p><b><u>Programs &amp; Services Committee</u></b></p> <ul style="list-style-type: none"> <li>• 5th Grade Leadership Project <ul style="list-style-type: none"> <li>• The 5th grade team will try to incorporate a leadership project this year, with the understanding from the board that the team is using new resources that may not align as seamlessly as previous years.</li> </ul> </li> <li>• Remove 6th grade from charter <ul style="list-style-type: none"> <li>• Jennifer Kary will create a draft of the current charter and remove 6th grade.</li> </ul> </li> </ul>	<p>Cortney</p>
<p><b>Business Services Committee</b></p> <ul style="list-style-type: none"> <li>• EIN number complete</li> <li>• Will need a motion and vote to open a Charter Board bank account and transfer money from 'Managed by Charter Board' subaccount and Scrips subaccount under FFN <ul style="list-style-type: none"> <li>◦ discussion on updating bylaws to capture new account, money handling guidelines, and protocols for grant process</li> </ul> </li> <li>• (From Charter Council meeting notes) Budget process - This topic came up at the end of our meeting. With the Activity Accounts moved into Skyward, questions came up about the time to get reimbursement checks, or check requests, etc. There is a two-week cycle for issuing checks, etc. If you submit a day before the designated day, you might get it within 2-3 days. However, if you submit something the day after the issuance of checks, it will be two weeks before they run checks again. Simply put, checks are not being processed daily or weekly. <b>All schools (staff only) are encouraged to use the school's P-Card.</b> All checks are to be made out to AASD and not individual schools. All site secretaries that handle money/budget have the schedule of when checks are issued. If anyone has any questions, please contact Shawn Tassone or Dianne Wittman in the business office. <ul style="list-style-type: none"> <li>◦ The Foster Charter board will be looking at a different process <ul style="list-style-type: none"> <li>• Foster Charter Board will pull the monetary funds from AASD (Foster site activity sub-account 140: ALL INSTRUCTIONAL- MNG CB) and open our own bank account that will be managed by the Foster Charter Board. Employee Identification Number has been completed, so that an account can be opened.</li> <li>• Kraig and Jamie will draft a process for grant requests and may meet with Lynsi and Kelsi to refine the details.</li> <li>• Kraig will inform FFN that the charter Scrip account has been moved into our own account.</li> </ul> </li> </ul> </li> </ul>	<p>Kraig/pJamie</p>

<ul style="list-style-type: none"> <li>• Vote 1: Create a checking and savings account with Fox Communities Credit Union to house Foster Elementary Charter Board Funds by Treasurer and Business Services Chair Kraig Knorr and Vice President Jamie Johnston or Secretary Cortney Dvorachek</li> </ul> <p><b>Motion to approve by:</b> Sarah Wylie    <b>Seconded by:</b> Brandi Andrews</p> <p><b>Result of Vote:</b> Carried 6-0</p> <ul style="list-style-type: none"> <li>• Vote 2: Make the request through Kelsi Van Fossen to AASD to move the money under Foster site activity sub-account 140: ALL INSTRUCTIONAL- MNG CB. The current balance is \$13157.39.</li> </ul> <p><b>Motion to approve by:</b> Sarah Wylie    <b>Seconded by:</b> Brandi Andrews</p> <p><b>Result of Vote:</b> Carried 6-0</p> <ul style="list-style-type: none"> <li>• Vote 3: Move the Scrip account from the FFN account at Fox Communities Credit Union to our newly created account at Fox Communities Credit Union. The current balance is \$7989.31.</li> </ul> <p><b>Motion to approve by:</b> Brandi Andrews    <b>Seconded by:</b> Kali Jenneman</p> <p><b>Result of Vote:</b> Carried 6-0</p>	
<p><b>Policy Review Committee</b></p> <ul style="list-style-type: none"> <li>• Voting for elected positions</li> </ul>	Kraig
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>• Adding class size caps for charter applicants to bylaws-governance board handbook <ul style="list-style-type: none"> <li>◦ examples: <a href="#">Highlands</a> and <a href="#">Fulton</a> <ul style="list-style-type: none"> <li>▪ Recommendations will be given in a future meeting</li> </ul> </li> </ul> </li> <li>• Yard Signs <ul style="list-style-type: none"> <li>▪ Jamie is absent and will report out at the next meeting.</li> </ul> </li> </ul>	Susie, Jamie
<ul style="list-style-type: none"> <li>• <b>New Business-</b></li> </ul>	Jamie, Susie
<p><b>Adjournment</b></p> <p><b>Motion to adjourn by:</b> Kraig Knorr    <b>Seconded by:</b> Kali Jenneman</p> <p><b>Result of Vote:</b> Carried</p>	<p><b>Minutes submitted by:</b> Cortney Dvorachek</p>
<p><b>Topics for Future Meetings</b></p> <ul style="list-style-type: none"> <li>• Future Outside funding</li> <li>• Current Site Budget</li> <li>• Pick me up for staff with card from charter board</li> </ul>	

**NEXT MEETING:** Tuesday, April 8, 2025, at 06:00, **Foster LMC & Zoom**

The Foster Charter Board generally meets on the 2nd Tuesday of each month except July, unless there are conflicts with the school calendar or activities, or when the Board's work requires additional meeting time. An Important Dates document is published at the beginning of each school year; any deviations from this schedule are recorded in Board Agendas & Minutes. (Emergency schedule changes are communicated by the most efficient method available at the time.)

PLEASE NOTE:

Once editing for publication is completed by the Foster Charter Board Secretary & President, a .pdf version of this document must be 1) saved to the FosCharter Google account, 2) emailed to Foster Staff & all others requesting it, 3) published on the Foster School district website, & 4) emailed to Deb Barraza at AASD to be included in district records. 6/24