

# Foster Elementary Charter School

## Charter Board Meeting Minutes



**Date:** 05.13.25

**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 –

[April Charter Board Minutes](#)

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

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

[Authorizer Expectations](#)

TOPIC		FACILITATOR
Attendance		Cortney
<b>Present</b> <ul style="list-style-type: none"><li>● Kraig Knorr</li><li>● Jamie Johnston</li><li>● Susie Buche</li><li>● Cortney Dvorachek</li><li>● Kali Jenneman</li><li>● Kelsi Van Fossen</li><li>● Aaron Shoemaker</li><li>● Brandi Andrews</li></ul>	<b>Absent</b> <ul style="list-style-type: none"><li>● Jen Kary (Excused)</li><li>● Sarah Wylie (Excused)</li></ul>	

<p><b>Announcements</b></p> <ul style="list-style-type: none"> <li>• Please consider joining a team to represent Foster at the WI Charter Schools Summit. (See email message below for additional info.) Contact a Charter Board officer to join. <ul style="list-style-type: none"> <li>○ Hello Governance Board Members! <b>Join Us for the Wisconsin Charter Schools Summit!</b> We invite you and your entire governance board to attend the <b>Wisconsin Charter Schools Summit</b> in Oshkosh on <b>June 16-17</b>. While governance board presidents often attend events like these, this summit is designed for <b>your whole board</b>—an opportunity to grow together and redefine <b>Best Practices for charter boards</b>. Meaningful change takes a team!</li> <li>○ The <b>DPI is covering your registration and meal costs</b>, and the hotel attached to the convention center is offering a <b>state rate of \$90/night</b>. Your board will only need to cover the cost of one dinner.</li> <li>○ <a href="#">Follow this link</a> for more information, registration and details on the schedule.</li> <li>○ Share the thank you notes from the students for the board’s contribution to the Heckrodt field trips</li> </ul> </li> </ul>	<p>Susie</p>
<p><b>Call to Order</b>  <b>Approval of Minutes (see Linked Documents &amp; Media) Changes/Additions? No</b>  <b>Motion to approve by:</b> Susie Buche     <b>Seconded by:</b> Kali Jenneman  <b>Result of Vote:</b> Carried</p>	<p>Susie</p>
<p><b>Administrator Report</b></p> <ul style="list-style-type: none"> <li>• <b>Celebrations</b> <ul style="list-style-type: none"> <li>○ Kindergarten orientation was a well-attended event, filled with excitement from both students and their families. Families had the opportunity to learn more about the upcoming school year, ask questions, and get a glimpse of the warm and welcoming environment their children will be a part of.</li> </ul> </li> <li>• <b>General</b> <ul style="list-style-type: none"> <li>○ PD for 25-26</li> <li>○ Hiring Updates - Hiring 2 SPED Paraprofessionals and 0.5 Health Room Para</li> <li>○ <a href="#">Upcoming Events</a> <ul style="list-style-type: none"> <li>▪ Foster will not participate in the district-wide professional development next year. Instead, we will ensure full compliance with Act 20 by providing the required training independently and focusing on the needs of the building.</li> <li>▪ Looking ahead to next year, Foster will have three special education paraprofessionals on staff. Two of these positions will need to be filled through the hiring process.</li> </ul> </li> </ul> </li> </ul>	<p>Kelsi</p>

<ul style="list-style-type: none"> <li>▪ Additionally, Theresa Kersten will be retiring at the end of the school year from her role as our health room paraprofessional.</li> <li>▪</li> <li>● <b>Future Planning</b> <ul style="list-style-type: none"> <li>○ Charter Renewal Team Recommendations:           <ul style="list-style-type: none"> <li>▪ Mission/Vision</li> <li>▪ Leader in Me</li> <li>▪ <a href="#">Charter Renewal Agenda</a></li> </ul> </li> <li>○ <a href="#">DRAFT Governance Board Handbook</a> <ul style="list-style-type: none"> <li>▪ Following a comprehensive Charter Renewal process—which included input from a wide range of stakeholders through surveys and discussions—the team is recommending a revised mission and vision for Foster. As part of this renewal, the team is also proposing the adoption of the <i>Leader in Me</i> program to further support student leadership and school culture.</li> <li>▪ Kelsi is requesting board approval to move forward with implementing <i>Leader in Me</i> beginning in the 2025–2026 school year.</li> </ul> </li> </ul> </li> </ul> <p><b>Motion to approve by:</b> Cortney Dvorachek <b>Seconded by:</b> Brandi Andrews</p> <p><b>Result of Vote:</b> Carried</p> <ul style="list-style-type: none"> <li>● Kelsi is requesting board approval for funding of up to \$8,000 to support the first year of implementing <i>Leader in Me</i>, beginning in the 2025–2026 school year. Additional grants and alternative funding sources are being explored to help support the program's implementation and sustainability moving forward.</li> </ul> <p><b>Motion to approve by:</b> Susie Buche <b>Seconded by:</b> Brandi Andrews</p> <p><b>Result of Vote:</b> Carried</p>	
<p><a href="#">Programs &amp; Services Committee</a></p>	<p>Cortney</p>
<p><b>Business Services Committee</b></p> <ul style="list-style-type: none"> <li>● Budget review (monthly requirement?)       <ul style="list-style-type: none"> <li>○ The charter board checking account with Fox Communities is now set up, and paper checks are in the mail. Kraig and Jamie are currently listed on the account. Kraig has shared the 2024–2025 charter board budget and will need to work with Lynsi and Kelsi to transfer the charter board funds currently held in the district account.</li> </ul> </li> </ul>	<p>Kraig/Jamie</p>

<ul style="list-style-type: none"> <li>○ With the charter board's own account now established, the Business Services Committee will need to develop a grant request process to manage and allocate funds effectively.</li> </ul>	
<p><b>Policy Review Committee</b></p> <ul style="list-style-type: none"> <li>● Voting for elected positions <ul style="list-style-type: none"> <li>○ Nominations &amp; vote for member at large open seats can happen at any time through the school year</li> <li>○ Nominations &amp; vote for the officer seats will be included in the June meeting actions</li> <li>○ Kraig will solicit the team to build the slate for June <ul style="list-style-type: none"> <li>▪ Kraig will be stepping down as treasurer following the June meeting. In addition, the secretary and president positions will also be open as of June. The board will need to vote for these open positions at the next meeting.</li> </ul> </li> </ul> </li> </ul>	Kraig
<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>● Create Foster Governance Board AND Family handbooks <ul style="list-style-type: none"> <li>○ The charter board needs to be in compliance with the AASD authorizer expectations by September 1.</li> </ul> </li> <li>● Future outside funding</li> <li>● Staff Recognition from Charter Board</li> </ul>	Susie, Jamie
<p><b>New Business</b></p> <ul style="list-style-type: none"> <li>● Summer Meeting Dates/<a href="#">2025-2026 Meeting Dates</a> <ul style="list-style-type: none"> <li>○ August 12, 2025 will be the first meeting of the new school year.</li> </ul> </li> <li>● End of the Year Bash <ul style="list-style-type: none"> <li>○ Will take place on June 5 4:30-7:30</li> </ul> </li> <li>● Procedure needed for changes to meeting dates (&amp; publication of changes)?</li> <li>● Committee Members (also add Aaron to website &amp; members doc) <ul style="list-style-type: none"> <li>○ Progs &amp; Services: Susie, Jamie, Courtney, Jennifer, Sarah, Kali</li> <li>○ Business Services: Kraig, Sarah, Aaron</li> <li>○ Policy Review: Kraig, Susie, Jamie, Aaron</li> </ul> </li> </ul>	Courtney, Jamie, Susie
<p><b>Adjournment</b>  <b>Motion to adjourn by:</b> Jamie Johnston    <b>Seconded by:</b> Kali Jenneman  <b>Result of Vote:</b> Carried</p>	<b>Minutes submitted by:</b> Cortney Dvorachek
<p><b>Topics for Future Meetings</b></p> <ul style="list-style-type: none"> <li>● Title I Spring Update</li> </ul>	

**NEXT MEETING:** Tuesday, June 10, 2025, at 06:00, Foster LMC & Virtual

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