

**Minutes**  
**Aurora Charter School**  
**July 18th, 2013**

**Present:** Carmen V. Narciso, Rob Harvey, Bianca Boomer, Matthew Cisewski, Eva Rodriguez

**Absent:** Eric Cameron

**Others Present:** Oscar Avina, Cheryl Avina

The meeting was called to order at 8:38am

Agenda:

- 1. Financial Statements:**
- 2. Audubon Meeting: (Attended by Board Chair: Rob Harvey)**
  - a. The State of Minnesota is requiring more audit responsibilities of authorizers of charter schools.
  - b. By-Laws for Aurora Charter School must be revised and strengthened.
  - c. Goals of Aurora Charter School must be aligned with the goals of the Authorizer. The purpose of this is to strengthen accountability tools used by the school and give the authorizer more data points to measure charter schools effectiveness.
  - d. Presentation of all data collected should be reflected in a comprehensive manner.
- 3. School Improvement Plan:** Each year a school improvement plan (SIP) form is completed by all employees of ACS. The current form does not allow for employees to elaborate enough for the administration to get a clear picture of how to make improvements. The school board will draft a new SIP form for the 2013-2014 school year.
- 4. MSBA Policy Services:** Aurora Charter School Board has proposed purchasing the Minnesota School Board Association Policy Services. The cost of this service is ~\$1700.00. The ACS Board has committed time in each subsequent meeting to tailoring certain policies to the needs of Aurora Charter School. Upon receiving the school policies ACS will adopt the policies laid out in the MSBA policy services handbook. Carmen V. Narciso motioned to approve the purchase and adoption of the MSBA policy services. Bianca seconded the motion. The motion was unanimously approved.
- 5. Aurora Charter School Strategic Plan:** Attached
- 6. Adjourn:** Matthew made a motion to adjourn the meeting. Bianca seconded the motion. The meeting was adjourned at 4:05pm.

**Aurora Charter School  
Strategic Plan  
Policies/Procedures**

The Mission of Aurora Charter School is to operate a center of learning that embraces academic excellence and celebrates the gift of Latino culture.

<b>Action Steps</b>	<b>Parties Responsible</b>	<b>Measurements</b>	<b>Timeline</b>
Revise By-Laws	School Board	Review consideration of By-Laws with legal oversight	Monthly: Until complete or by 2015
Policy and Procedure Adoption	School Board	Review and Revise policies as needed	Monthly 1-2 policies per board meeting.
Staff Committees	All Teachers	Create Staff Committees	Monthly meetings
Web-Site	Administration and School Board	Include all statutory requirements	As needed
Hand Books	School Board	Revise student/parent/employee handbooks	By August 1 <sup>st</sup> , 2014
Surveys	Administration and School Board	Sourcing survey options	Calendar year Dec. 2013/Jan. 2014