

Codman Academy Charter Public School  
Board of Trustees

Tuesday August 20, 2024  
4:00pm

[Virtual Only, join us via Zoom:](#)

Meeting ID: 816 2055 4214

Passcode: board

*Codman's mission is to provide an outstanding, transformative education to prepare students for success in college, further education, and beyond.*

*We educate the whole student: mind, body, and character. With the city and world as our classroom, we build a school community rich in rigorous academics and daily experiences of discovery. We continue to support our alumni in realizing their potential after graduation.*

Rick Holden, Dawn Leanness, Yves Salomon-Fernandez, Patrick White, Heather Geary, Julia Bott, Soyica Jackson, Monet Brathwaite, Bill Walczak, Kimberley Williams, Ibrahim Wanu, Sebastian Hamilton

Agenda

- I. Call to Order at 4:06 PM By Rick Holden
  - Action Item: Approve minutes from [July 15, 2024](#)
  - Yve Motions to approve, Dawn seconds. No discussion.  
Approved
- II. General Public Comment
- III. Board President Report
- IV. Head of School Report
  - [Head of School Report](#)
  - We have just launched our school year with the return of our teachers
  - We wanted to set the mission and vision and the bar for this school year.
  - Adult Learning Highlights:
    - We are going into our last day of our 5 day PD on the culture of achievement
    - Goal is to come together as one to create a culture of achievement to ensure that we have the best outcomes possible for students.
    - We can't have a high level of learning without a strong culture.
  - Dr. Bott: When we thought about the overarching objective for adult learning. We wanted to spend time getting to know each

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other. Additionally we wanted to build a strong culture and climate. This learning was informed by our school improvement plan

- Dr. Williams: Shared the work around “My Journey” to Codman and how it built community for all. When you get to know people more personally it builds on and informs the work.
- Dr. Bott: we closed out the day by providing an opportunity to reflect and learn about what the standard of excellence looks like in a school. We engaged in a data story on day 2 and what aligned and what was misaligned. We then took the culture of achievement and then crosswalked it with existing documents. We came up with buckets and got their feedback. We were drilling down to a coherent vision of what excellent instruction looks like. This was continued on day 4
- Dr. Williams: Culture and instruction go hand and hand, what we are normed is that the whole child is the work. This work is connected. We spent the afternoon looking at Tier 1 of the triangle. What does every child get: crew, SEL curriculum and Community circle. This was informed by the SEL signature practices
- Dr. Ciesla: In the video we shared with faculty and staff he shared an example of how if you order a drink at any Starbucks it will taste the same. It doesn't vary depending on where you are. We want to ensure that we are norming what this looks like at Codman
- Julia Bott: Day 3 we covered operations, we then discussed storytelling and branding then we engaged in a community based scavenger hunt that included partnerships, key community resources.
- Dr. Williams: Day 4, we went deeper into tier 2 and tier 3 supports. What are the supports we can provide for students who might need a little bit more. Normally your base should be about 75% of your students in green, however what we are seeing in the data at Codman our triangle is inverted. We have a lot more students showing up as needing additional support. We know that when provided the proper resources they will thrive.
- Dr. Bott: A big shout out to our school leaders, instructional coaches and department heads who have facilitated this work and for the outstanding shared leadership. Teams were able to meet today to dig into unit and lesson plans. It turns out we are an EL school that was not implementing the curriculum with fidelity
- Heather Geary: Tomorrow we will talk about special education and the new IEP. As well as the special education profile and universal support in Tier 1 to ensure access for all students. Additionally we will lean into how to create language rich environments for our MLLs

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- Dr. Bott - We will close out with this concept of a braid. We will give people time in the afternoon to do some intentional planning for their first 4 days of school with strong routines and how to get them into the learning and curriculum. If we weave learning, thinking, grappling into the first week of school we can set the tone for our amazing students.
- Dr. Ciesla: I would like to reiterate how proud I am of this team. I would like to shout out Patrick and Syica the engagement, planning and support they brought to this event. It was really exciting to see the team come together.
- Dr Ciesla:
  - Family Engagement, I had the pleasure of celebrating some of our students. I have gotten to know some of the students during their breaks at the health center. I was really excited to be a part of their celebration. We had 22 students participate in the summer internship and got to have that experience in health care. We are excited about the new opportunities what will happen with our new team
  - We have a light opening tomorrow Popsical and popcorn with our principals tomorrow. If you can make it
  - Schedule Update:
    - a) Staffing Update: 6 open positions. None are detrimental to us opening
  - Students enrollment:
    - a) Currency we are 336 with a goal of 345
    - b) We are working through our list and opening seats as needed.
    - c) We anticipated opening at close to full enrollment.
  - School Opening:
    - a) Grade 9 starts on thursday everyone returns on the 26th.
    - b) We are excited to see the students return they make a school a school
    - c) We have hit a nice cadence and ready to do the hard work
- Yves Salomon-Fernandez: We have been reading what has been happening at the exam schools. What do you see as the impact of the shift in the exam school?
- Dr. Ciesla: right now I don't see any adverse effects on us as they move toward a more equitable process. Some parents may not believe that this is equitable, these families are likely choosing independent and private schools.
- Dr. Ciesla: One of the things that was hard in past practice was that we didn't have the time to develop our teachers. I'm lucky to have Dr. Bott and this team, who will build out the arc of learning and will continue this work throughout the school

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year every Friday. We always say that feedback is a gift and Dr. Bott and the team go through it every night and then make adjustments. We also need to inspect what we expect. So this will also mean coaching and observation to ensure that it is being applied.

- We need to clearly tie the adult learning target with our strategic plan. If we can't do that then we need to rethink that session or activity. That is why an arc of learning is so important
- Rick Holden: Parents are going to want to come to Codman, collectively you will be building a want to be engaged in the school and professionals will want to join this work. I believe people will be interested in being part of this work.

V. Action Items

- Indemnification review

VI. Finance Committee Report

- [Finance Board Packet June, 2024](#)
- We met on the 19th. We reviewed the previous school years financials.
- The financials are undergoing an audit.
- We ended the year on a really positive note with a surplus of 9K on a 12 million dollar budget this is not problematic. The key lever is that we have restricted grants.
- Key variations: Student costs were up, open data dashboard a resource the school uses was not budgeted for. The other was professional fees for John Cristolini to set things up for policy this year. Also we had an increase in substitutes due to vacancy.
- We will be working with Derrick and his team to make revisions to the budget with his team based on the specific costs that they see based on the work they are doing.
- In December or January we vote on the budget.
- We did end the year on a lower enrollment number. The 345 is the key number to hold. Ending below 345 leaves us at a deficit.
- The school is raising a lot of money but they go into different buckets and we will be discussing how much should be invested vs what we should hold as rainy day funds.

VII. New Business

- Bylaws Update
  - The bylaws have been updated and we will send them out for review
  - The committees have been included in the bylaws as well as the role of the board.
- Board Committees

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- Action Item: To be approved in the September meeting
  - Finance committee will be a combination of school and foundation board members
  - Academic Committee will include Derrick and Julia and possibly one or two other people
  - Action: Share with board members. If someone would like to be someplace else please let us know before it goes out
- Head of School Goals
    - Part of Derrick coming on board is his setting up his goals. In September we will need to review and vote on it. We will review
    - Ask Dawn Leanness, Yves Salomon-Fernandez and Bill Walczak to meet with Derrick before our next meeting to review the goals.
    - Meet with Derrick and review those objectives and make modifications as needed
    - They are set for 2025-2028 with an annual review.
    - Complete by September 30th
  - Action Item: List of board meetings with some where we are in person. Would like to have a couple of meetings in person at the school.

VIII. Adjourn

- Motion to close Sebastian Hamilton second Bill Walczak all in favor 100% adjourned at 5:10pm

Enclosures

- [Minutes from July 15, 2024](#)
- [Head of School Report August 20, 2024](#)
- [Finance Board Packet June, 2024](#)