

Codman Academy Charter Public School
Board of Trustees

Tuesday, September 17, 2024

4:00pm

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

Meeting ID: 816 2055 4214

Passcode: board

Attendees: Rick Holden, Derrick Ciesla, Ibrahim Wanu, Bill Walczak, Dawn Leanness, Tiana Stephens, Regina Campbell-Malone

Other Attendees: Elizabeth Reynolds Lupo, Julia Bott, Soyica Jackson, Heather Geary, Monet Brathwaite, Kimberly Williams,

Agenda

I. Call to Order

- 5:03 pm by Rick Holden
- Action Item: Approve minutes from [August 20, 2024](#) moved Bill Walczak second by Ibrahim Wanu. Decision minutes approved. Discussion none - 100% in favor.

II. General Public Comment

- No comment

III. Board President Report

- We have a couple things later on that we will talk about including the bylaws and then approve them so the state is in good standing with us.
- We will send a list of board meeting dates

IV. Head of School Report

- [Head of School Report](#)
- Things are going well
- You see all of our beautiful children enjoying our fish tank on the second floor. It is bringing a lot joy to our community
- Encourage board members to come out and see our students in action. We are excited about the spirit of sports and it is perfect weather we have been having to be out in the community with our students.
- Before I hand it to Julia I want to say that it is important to have solid systems and structures which is what we have been focusing on to ensure that our teachers are skilled practitioners and able to carry out the work of teaching and learning
- Julia Bott - I wanted to frame the conversation first by giving a very high level overview of the strategic plan and then zoom in how we are intentionally using

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cycles and to support teaching learning. We have common planning time and structures that are new in the lower school. We are doing intensive work in our literacy data establishing small groups. We have launched our ILT and instructional rounds to ensure

- We will practice norming the observations as an ILT before we go on learning walks in real time.
- Alternating by month either full school or upper/lower school
- We mapped backwards about what students needed to know, what do teachers need to be skilled at, then what does leadership need to do to support and what the desired outcomes are.
- This is the theory of action that we drafted as a senior leadership team. The column on the right is what students should be able to do because we actually worked backwards. We centered on some key ideas and skills.
- From this we identified instructional priorities and desired outcomes. This starts with excellent planning. It is really complex to do good instructional planning. We are norming educators on what it means to be on the same page for the criteria of success. We don't want to have an experience where teachers have vastly different expectations and that they need to know and understand how to use assessment to drive instruction. Things like Dibels, mid and end of unit assessments etc.
- We have a responsibility to teach to the bar while also addressing those
- Rick Holden - what are you seeing and what are your thoughts on how it is coming together?
- Julia - I will talk more deeply about the Friday professional development which is a lot of work to differentiate for six teams. The school leaders are doing tremendous work with this. We are in varying spaces within the classes the structures have been developed but it takes time to build educator knowledge and skill and when I walk the building people are in varying places and have varying skills.
- Dr. Ciesla - We are taking the skills and really breaking them down and getting them to think about high quality work and skills..
- Dr. Williams - For climate and culture this was developed with the leadership team. It is something that has been reviewed with Deans and Social Workers. Within the CPT and PD structure we will build out the cycles for coaching. All members value our mission and vision. When we think about that goal and our conversation this summer, we wanted to hold onto what makes codman what it is. What does it mean to be a crew? My background is really around building systems and structures around social emotional learning, building out new strategies while also holding to the core of codman. Goal two is around field work, collaboration, and service learning and that they have opportunities to participate in service learning. We are braiding all of these things together so that students have a voice.
- Dr. Bott we drafted as a team goals that aim us toward the bar as a school. When we look at research of where students are supposed to be, we want to

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work toward that goal. We want to work toward achievement and growth for all students and we also want to ensure that they are reaching their IEP goals.

- We are doing a 4 part arc over the course of the year and re -norming on what excellent teaching looks like. Part one Unit planning. We want to know what we are driving toward and what success looks like. We do use high quality instructional materials but teachers need time to norm and internalize this work and the materials. Move away from planning day to day and being reactionary and move toward having essential questions (open ended questions over a unit) Our coaches will then use this work to be sure that they see evidence of the practices that we said we would see is happening
- Dr. Ciesla - As you know we are still looking to fill some key roles including the college and career position. When our students came back the seniors had a lot of anxiety and now they don't have that individual to help guide them. We were at a loss on what to do and we reached out to our resources. We found an organization Campus Bound that works with individuals to guide them through the process. They have committed to working with all 36 students ensuring they have one to one support to navigate the process. We have had colleges in every day. We have many students interested in applying ED. If you have an interest in sitting with our students and sharing your insight into your story and your process it would be appreciated. Last friday we launched the process with the common app, how to build their resume and planning out the college tours. Tomorrow we are going to Lasell university. We have a great partnership with this university that provided five scholarships to allow teachers to get their masters for free in ESL or Special education. We also had an opportunity for some of our paraprofessionals to take two courses for free.
- Update On open positions and enrollment shout out to Rachel and Melita for managing our enrollment. We are confident by October 15 we will be at full enrollment.
- Food service needs to be filled soon due to the first reporting period being this week.
- Shout out Monet and RL - Open house and Community block party 5-8 pm

V. Action Items

- Bylaws Update Vote
 - Discussion: Please be sure to understand our role as it pertains to our role in oversight and participation
 - Rick Holden - Motion to approve the bylaws Bill first board tiana second. No discussion 100% in favor.
- Board Committees Vote
 - Discussion or questions about committees
 - Rick Holden Motion to approve the committees. Bill Walczak motions to approve Tiana Stephens seconds. Discussion none. All in favor 100%

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- **Approval of Head of School Goals**
 - **Dawn Leanness: we talked about transitioning the action steps to three overarching goals. He will work on making those drafts and the feedback to allow him to have time to meet the needs of his role. He will finish drafting those and we will meet again next week. We will review progress next week and then present the goals in the October Board meeting.**

VI. Finance Committee Report

- **We met with auditors to go over the preliminary findings.**
- **They will share results in the October Board meeting and we will have a clean audit with no flags which is a big deal**
- **Next month we will have some update on our finances as well.**

VII. New Business

- **Working on the Codman Scholarship fund**
 - **Currently our plan is to launch this in January. Jamie Diana, Monet and Rick. We will keep everyone in the loop after we meet with the foundation committee.**
 - **This is an exciting opportunity. We are looking to establish an investment fund that would start with 1000 per student and build up over time. If you are in kindergarten you will see a compounding. Each year we will add 30K to replace the new students coming in but hopefully more.**
 - **We will be working with Monet on internal and external communication**
 - **The second part would be launching financial literacy and building strength and understanding and how it ties into what this fund is doing but also how to handle your financial literacy as you move toward graduation.**

VIII. Adjourn

- **Motion to adjourn the meeting Bill second Regina meeting adjourns at 6:04 PM**

Enclosures

- **Minutes from [August 20, 2024](#)**
- **[Head of School Report Sept 17, 2024](#)**