

Codman Academy Charter Public School
Board of Trustees

Tuesday, January 7, 2025
5:00pm

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

Meeting ID: 816 2055 4214

Passcode: board

Attendees: Rick Holden, Derrick Ciesla, Bill Walczak, Ibrahim Wanu, Regina Campbell-Malone, Yves Salomon-Fernandez, Dawn Leanness, Sebastian Hamilton

Other Attendees: Elizabeth Reynolds Lupo, Julia Bott, Monet Brathwaite, Chetna Naimi, Patrick White, Melita Garrett, Heather Geary

Minutes

I. Call to Order

- Meeting called to order at 5:05 PM
- Action Item: Approve minutes from [December 3, 2024](#). Bill first, Second Sebastian. No discussion. One abstain, Minutes pass

II. General Public Comment

- No public comment

III. Board President Report

- Head of school mid year review and update
- Update on annual event

IV. Head of School Report

- Derrick Ciesla:
 - The schools are running like clockwork a huge thank you to my team
 - Updates on our progress, updates, highs and lows
 - Our focus this year is student outcomes. We believe in servicing the whole child socially, emotionally and academically. We are working toward fiscal stability. We are hoping the work we are doing will result in excitement for new recruits to join Codman.
 - I worked hard to put a team together that could get down and dirty and do the work that needed to be done. It is full steam ahead. We have had our ups and downs but we are coming together, but what I know is that this is the team that will lead us to success. At the end of the year we will have a lot of progress.
 - Excellence in teaching and planning as well as excellence

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in climate and culture.

- We are working on building an infrastructure for data informed teaching practices. Including CPT, MTSS and our educator training and advancement
- Dr. Julia Bott:
 - The way I organized the academic component of the report was around a vision, strategic action, desired outcomes, and high leverage action that we are taking as a faculty
 - We have made a lot of purposeful shifts
 - Excellence in planning - Revised the DCAP to ensure implementation of HQIM. See Codman Mid Year Report for action steps that were taken to support this effort.
 - Development of ILT to support the work of defining high quality teaching and learning and the principles of backward design for purposeful adult and student learning.
 - Conducted three instructional rounds to date that include our coaches and our partners at EL and Lynch.
 - In the report we shared some of the baseline data that was what grounded the work we are doing. We were able to use this baseline data to inform data cycles in our CPT. We are also using CPT data cycles to support students' progress. We are coming up on our mid year progress monitoring to identify evidence of progress.
 - Aligned and coherent in PD, CPT and Rounds so we have the same messages being reinforced throughout all the opportunities we have with adult learning.
 - Our walkthrough data indicates that we are making significant progress in all domains observed during our instructional rounds
 - We still have work to do on active student learning.
 - We are coming up on our Mid year progress monitoring and will make adjustments to our strategic improvement plan for the second 90 days of the school year.
 - We are really trying to be intentional about using our Strategic Improvement Planning tool to move instruction and outcomes for students.
- Derrick Ciesla:
 - We are sharing our location and inspecting what we expect. This is coming out of the hard work that is coming out of the PD, rounds and CPT. As you can see from September to December you see vast improvements, but we have to keep going. We have some educators who are experts and driving the work. We also have some who are new to the profession. We want to be known as a school that is dedicated to teacher

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development where teachers can really develop in their practice.

- We also have students who are plateauing for some reason. Those students are coming to MTSS and SST to allow our team to support and plan an intensification of student support. This may lead to Special Education and referring students.
- We found that our SPED compliance rate was at 32% at the time of our arrival. For our SPED coordinator it could be overwhelming. The work that Heather has done has been extraordinary going from 32% to 67%. Additionally we have transitioned our platform to a platform that is more robust.
- Heather Geary
 - The system we were using didn't have the capacity to show comprehensive data on compliance and tracking and is better aligned with the new IEP. Additionally we are able to do a transfer process from BPS to Codman within 24 hours for students entering our school. This will allow us to have access to full records in a much faster manner.
 - We started the transition process in Mid November.
 - I have taken over the reports, progress reports and meetings to ensure that we are in compliance at the LMS. We have brought in a person to support this work in the US as well.
 - Our goal right now is to improve our compliance rate as quickly as possible.
 - We are also providing targeted training for our staff on the system and compliance as required by the state
 - This is also in preparation for our TFM
- Derrick Ciesla
 - We build IEPs around student needs and not teachers' needs. This data will help us determine FTE needs, groupings etc. this year and in the years coming up as we project for what will be needed next year.
- Bill W. - I know we had staffing challenges in SPED how are we doing with that?
- Derrick Ciesla
 - This has been a real challenge for us. We have contracted out to fill the gap for now, but we really want to build capacity within. The SPED teachers we have now are transparently not certified so we have worked with our partnership with Lasell to support them in the licensing process and to recruit heavily for next year.
 - Thinking about high school we transition to thinking about what happens after Codman. We have rebuilt the

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program starting in grade 6-12

- We partnered with Campus bound so that each student had individualized supports with common app, FAFSA, CSS profile.
- Students have acceptances in hand and choices
- First thing one of the seniors said when I returned was I've been accepted to 12 colleges and wait listed at one.
- We also want to see the persistence and success in college. We want them to reach out to us as they matriculate on to college and ensure that they excel and do well.
- RL - Financial literacy program will be built into Internship course. For this initial year we will launch this work in grades 10-12. We will work to expand this down to grade 6 in the upcoming years.
- Derrick Ciesla
 - We just launched ParentSquare for the full district
 - We are at 99.4% contactability for our families
 - It includes two way communication including alerts, direct messaging, newsletters and community boards
 - We are planning nights of student celebrations, we have had some other community events.
 - Enrichment and Athletics
 - Integrated enrichment into the school day
 - We have dual enrollment allowing them to graduate with college credits
 - Enrollment
 - We reached full enrollment this year
 - We have redone the web page to be language inclusive
 - We have had a lot of updates to the building to meet need
- Melita Garrett
 - We are fully enrolled at 345
 - As we roll into the new recruitment year. We have a new banner that is scheduled to arrive in the next week and half that will be posted outside the great hall as well as posters that will be going to local community centers.
 - We have a sibling recruitment night to support families who are working toward
 - February open house and allows families to tour the school and talk to us first hand and see the school in action
- Monet Brathwaite
 - The goal was moved to 1 million
 - Today we did get an award letter from Charles Hayden.

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That moves us to about 60% meeting for our goal

- One of the primary focuses was to meet, cultivate and steward our current donors especially with an almost entirely new leadership team so they can get to know us.
- One of the challenges that we faced was that there was not a lot of historical donor information. I have been working on building out a comprehensive donor database to allow us to tailor our interactions with them.
- Personalizing our stewardship including hand written thank you cards, phone calls and opportunities to connect
- In the next half of the year we are looking to introduce more events for interaction and to celebrate donor giving.
- Systems and structures are in place now and we are starting to see the impact of the efforts. The steps we are taking are so important to improve outcomes for students.
- [Codman Mid Year Report - January 2025](#)

V. Finance Committee Report

- Dawn Leanness - We don't have our typical report because we are off with our cadence of meetings due to the holidays. We did discuss a proposal for the updated rental suggestion.
- At the next meeting we will have a proposal budget for next year. We would vote if people are comfortable with it. We recommend voting in at the February meeting but if not we can give the traditional one month and vote in March. A vote in February will allow for offer letters to go out on time.

VI. Academic Committee Report

- Yve - Other than the report that was put together for tonight. Julia has been doing a great job leading the team through looking at the data and the key levers to ensure that we are meeting our goals as outlined in the strategic improvement plan
- Julia - we will be sharing some updates on our use of time in the February meeting and our recommendations based on the finding

VII. New Business

- Interim Review of Head of School
- Annual Event Update - Monet Brathwaite
 - Thursday April 10, 2025
 - 6:00 - 9:00 PM at Southline
 - Introducing a silent auction in addition to the live auction
 - Inviting all board members to participate on the host

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committee.

- Proposed in person BoT meeting March 4th
 - This would allow us to have more face time and connection with Derrick and the foundation board

VIII. Adjourn

- Sebastian second Regina adjourned the meeting at 6:16 PM

Enclosures

- Minutes from [Dec 3, 2024](#)
- [Codman Mid Year Report January 2025](#)

