

**Wilmington Education Improvement Commission – PEACE Committee**  
Charter School of Wilmington, Room 201  
Meeting Minutes – May 12, 2015

**Co-chair Yvonne Johnson brought the meeting to order at 6:07 p.m.**

**Welcome and Meeting Introduction**

After a brief discussion, it was decided that the minutes will be sent out via email because a quorum was not present and could be achieved that way. Yvonne Johnson stated that she will be reaching out to people who have committed to the committee, but have not participated recently to try to address the quorum issue.

Next meeting will be June 9<sup>th</sup>, no meeting in July, second Thursday in August. Meetings will be changed to the second Wednesday of each month beginning in September.

Yvonne Johnson asked each member of the committee and members of the public who were present to introduce themselves.

**Areas of Focus**

Yvonne Johnson asked each member of the committee to silently read over the mandate/goals of the PEaCE Committee. After providing a few minutes for reflection, Yvonne Johnson asked if any members had any questions or comments on the mandate/goals. There was a brief discussion and the committee worked to define phrases like “developing strategies” and clarified that that would be developing recommendations for policymakers.

Yvonne Johnson talked about some of the work she has been doing with Dr. Godowsky, the Delaware Secretary of Education, to advocate for Delaware to be one of the fifteen states that receives funds designated in the Every Student Succeeds Act to create Family Engagement Centers. The committee discussed what the Family Engagement Centers could look like in Delaware and what services they could provide.

Elizabeth Lockman, Commission Vice-chair noted that the first volume in the Solutions for Delaware Schools series had been released. She reminded the committee that every committee was expected to produce a similar document. Staff members from the Institute for Public Administration provided the committee with ideas for what could be included in their volume. The staff members also provided feedback on creating a timeline for committee work.

The committee returned to a discussion about the committee’s goals and tried to identify potential deliverables. The committee also discussed whether the information they would need has already been collected by another group, or if they would have to conduct their own survey. One committee member also stressed the importance of ensuring the sustainability of whatever proposal the committee decides on.

A staff member from the Institute for Public Administration noted that there could be some overlap in what the PEaCE Committee is looking for and what other committees are also looking into, particularly the Meeting the Needs of Students in Poverty Committee. The committee discussed inviting experts, district representatives, or representatives of other WEIC committees to their upcoming meetings. The committee also discussed doing a site visit to local schools with great parent engagement and visits to other cities to look at other models.

The committee refocused on the process that they will use to come up with recommendations. The committee chair assigned two people to work on creating a vision statement for the committee. The committee also decided to change the name “success pillars” to “goals.” This will align the committee’s strategic plan to match best practices. The committee chair also assigned two members of the committee to create a mission statement for the committee based on the mandate. Both the vision statement and mission statement will be due to the committee at the next meeting for consideration.

The committee discussed what they meant by “safe environment,” that it was less about physical safety, and more about parents feeling comfortable and welcome in the schools. After the discussion, the committee decided to change the descriptor “safe” to “inviting” or “supportive.”

The committee discussed splitting into smaller groups, with each group assigned a different goal, but decided that the entire committee would work to address one goal at a time.

One committee member suggested identifying specific schools to use as a starting point for the committee’s work, where they could begin implementing recommendations that could then be scaled up to the entire city and beyond.

## **Conclusion**

The committee chair reviewed the work plan and what should be accomplished by the next committee meeting. The staff will create a Google Drive folder where committee members can begin sharing resources with one another. A member of the committee also asked for samples of communication that is sent out to parents. The committee will also be reaching out to schools and scheduling a few field visits for the fall.

The meeting adjourned at 7:00 pm.

**Wilmington Education Improvement Commission  
Parent, Educator, and Community Engagement Committee  
Attendance at the 5/12 Meeting**

**PEaCE Committee Members**

Yvonne Johnson, Co-Chair  
Henry Harper  
Donavon Alderman

Pati Nash  
Angela Wilson  
Renee Duval

**Members of the Public**

Bill Doolittle

Tizzy Lockman

**Institute for Public Administration Staff**

Kelly Sherretz  
Elizabeth Burland  
Annie Gould

