

WILMINGTON LEARNING COLLABORATIVE

**March 9, 2023
6:00 PM - 7:14 PM**

Attendees: Dorrell Green, Superintendent Red Clay; Lincoln Hohler, Superintendent Brandywine; Dan Shelton, Ed.D, Superintendent ChristinaAdriana Bohm, Ph.D, Red Clay Board Member; Jennie Yeow, Red Clay Parent; Donald Patton, Mayoral Appointee; Starr Wilson, Brandywine Parent; Shanette Graham, Christina Parent; Janis McElrath, Former Educator; Sophia Hughes, Red Clay Student Representative;

Absent: ; Reverend Shanika Perry, Brandywine Board Member; Alethea Smith-Tucker, Christina Board Member; Taryn Johnson, Christina Student Representative;

TOPIC	TIME	NOTES
Welcome/Housekeeping	6:00 pm.	<ul style="list-style-type: none"> ● Donald Patton called for a roll call of members. <ul style="list-style-type: none"> ○ Quorum was not established. Meeting was placed on hold until additional members attended virtually. ○ Quorum was received at 6:08 p.m. ● Donald Patton gave Wilmington Learning Collaborative (WLC) overview <ul style="list-style-type: none"> ○ Voluntary collaborative across multiple school districts: Brandywine, Red Clay and Christina. WLC's goal is to improve outcomes for students by empowering educators, school leaders and respective communities. WLC seeks to create a framework for community engagement; impact to improve student achievement and wellness; improve educator retention rates and reduce impact of student mobility and trauma in our area. ● Donald Patton moved to approve the March 9, 2023 agenda and Lincoln Hohler seconded. <ul style="list-style-type: none"> ○ Motion was approved. ● Dr. Adriana Bohm moved to approve the February 23, 2023 meeting minutes and Jennie Yeow seconded. <ul style="list-style-type: none"> ○ Motion was approved ● Public Comment: Name called - no response.
Update - Project Management	6:12 p.m.	<ul style="list-style-type: none"> ● Donald Patton and the subcommittee Chair met with Delaware State University (DSU) to discuss the next step. Mr. Patton stated that the fiscal negotiations surrounding the contract

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		<p>are still being deliberated with the Department of Education (DOE). The process of onboarding students and parents in addition to a governance model has been designated for April 2023. Subcommittee chair has requested feedback on a Saturday in April. Subcommittee wants to have the meeting as soon as possible.</p>
<p>Update - Executive Director</p>	<p>6:14 p.m.</p>	<ul style="list-style-type: none"> ● Jennie Yeow reported the job posting is active and Dr. Cora Scott has shared the posting on various sites. DOE has continued to offer additional support through the Human Resources Department. Subcommittee discussed the framework for recruitment, and community participation. Star Wilson and Ms. Yeow will discuss with Empower Schools their level of support for recruitment and selection as outlined in their proposal. ● Donald Patton added that there are two groups recommended to speak with regarding the search on a national level. Empower Schools and Sylvia Flowers will share their contacts with the Wilmington Learning Collaborative subcommittee. These are strictly additional options. ● Dorell Green wanted clarification on will the subcommittee making the decisions or will it come back to the WLC Council. Donald Patton confirmed that the subcommittee will be bringing the discussions back to the WLC Council for final vote. ● Lincoln Hohler inquired if there are any applicants thus far. Donald Patton stated that at last view there were seven local applicants. Mr. Patton stressed that he is unsure if Philadelphia, New Jersey and Maryland have access to sites and wants to make sure that the posting is in as many sites as possible. Timelines need to be considered and that is why these organizational conversations are occurring. Ms. Alethea Smith-Tucker and her subcommittee will report back their findings so the WLC Council can determine the final direction.

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Update - Financial Management	6:19 p.m.	<ul style="list-style-type: none">● Jennie Yeow, the subcommittee and the district Chief Financial Officers (CFOs) recommends that the WLC have its own bank account and not have a district fiscal manager for operating funds. WLC Liaisons will be searching commercial banks and accounting firms/certified public accountants (CPAs) so that the WLC Council will be able to receive funding outlined by the Department of Education. Kim Klein, Associate Secretary of Operations Support for the DOE, clarified that the WLC Council can submit a budget for fiscal year (FY) 2023 then separately submit FY24 budget. A preliminary budget will be presented to the WLC Council for a vote at the next WLC Council meeting (March 23, 2023).● Donald Patton called for clarity on the channeling of WLC funds through the districts.● Dorell Green clarified that programmatic monies will be funded through the districts but the operating budget and expenses will flow through the WLC. Two buckets: <u>programs</u> tied districts; and <u>operating</u> contracted services, discretionary, and the Executive Director.● Donald Patton asked for examples of the funding buckets. Dorrell Green spoke that transportation and child nutrition are examples of programmatic funds that go beyond State funded allocations. Contracts with DSU, Empower Schools, salaries are operating examples.● Donald Patton reiterated again that the subcommittee group is looking to create recommendations for an outside organization to be the fiscal house for the WLC Council funds.● Lavina Jones-Davis asked that working groups be stated for the student representatives. Donald Patton highlighted<ul style="list-style-type: none">○ Project Manager subcommittee<ul style="list-style-type: none">■ A group that will assist with moving the WLC Council work along such as setting up guidelines, onboarding, define questions for interviews of Executive Director○ Financial subcommittee○ ByLaws subcommittee<ul style="list-style-type: none">■ ByLaws are not needed initially but will need to be readdressed should we utilize an outside organization for a funding source.○ Additional subcommittee may arise as needed.● Lincoln Hohler started to comment that WLC Liaisons will be researching the CPAs but Donald Patton interrupted to clarify that it has been the process that the WLC Liaisons have reached out to Donald Patton on various items but due to the newness of the process, a mechanism
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		<p>needs to be devised on what terms and who reaches out to the WLC Liaisons. A conversation between Mr. Patton and Rev. Shanika Perry occurred recently and Rev. Perry was concerned that there is not a clear process. Together, they will be working on the process over the next two weeks and will come back at the next WLC Council meeting with a clear understanding on how to utilize the WLC Liaisons in the future. Mr. Patton indicates that at this point the WLC Liaisons are still employed by the districts and need to take that into consideration.</p> <ul style="list-style-type: none"> ● Lincoln Hohler completed his statement by indicating that his concern was “where to start” for searching with CPA and/or the financial institution. Should that be better suited for the district CFOs? WLC Liaisons work with CFOs? ● Donald Patton stated that a definition of role is needed as it relates to the WLC Liaisons. The Retreat (April Saturday) would create specific roles for WLC Liaisons across the three districts. Goal is to have an Executive Director, funding organization and WLC Liaisons all defined. ● Dr. Dan Shelton that he reached out to Delaware Alliance for Nonprofit Advancement (DANA) and he states that most members start as a nonprofit so they will have no issue with WLC joining membership. Second item, DANA is putting together a list of CPAs and banks that work with nonprofits. ● Lincoln Hohler asked Dr. Dan Shelton to explain DANA for the student representatives' understanding. ● Dr. Dan Shelton pulled up DANA's website and stated their proper name (listed above). The agency sets up and supports nonprofits within the State of Delaware. DANA is an advocate, assists with services and supports only nonprofits through partnerships in all sectors. ● Donald Patton stated that since DANA wasn't a part of tonight's agenda that this topic will need to be tabled until the next WLC Council meeting (3/23/2023). ● Dorrell Green clarified that Kim Klein stated that placeholders need to be submitted with the approximate allocation which he feels can be comfortably brought to the full board at the next meeting for approval. Start up funding: DSU/Empower Schools, 7 million dollars for planning year and solidify items (i.e., secure legal counsel, DANA and continue Executive Director process). FY24 budget will need to be submitted after June 30, 2023.
Bylaws Update	7:34 p.m.	<ul style="list-style-type: none"> ● Dr. Dan Shelton stated that the legal counsel names have been narrowed down to three. Tuesday, March 21, 2023, meetings with two have been confirmed and one pending. After the conversations, the subcommittee will have a recommendation for the March 23, 2023 WLC Council meeting. Please add to the agenda.

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<p>New Business</p>	<p>7:35 p.m.</p>	<ul style="list-style-type: none"> ● Dr. Adriana Bohm inquired about the number of applicants for the Executive Director position. Donald Patton indicated that there were six applicants but Mr. Patton stated that he didn't see where the applicants were coming from. Mr. Patton clarified his understanding from Rev. Shanika Perry is that the subcommittee will get the applicants in lump sum (i.e., five received in a week - the subcommittee gets all five). A deeper conversation is needed for a cutoff. ● Jennie Yeow indicated that the applicant deadline is the end of March. ● Dorrell Green stated that he raised the issue last meeting (2/23/23) that it is a 30 day applicant window (ending 3/22/2023) but nationally has a different deadline. The subcommittee needs to be mindful of extending it or giving a steadfast deadline. ● Donald Patton stated he is unaware of the costs associated with listing in journals or advertising which again would need to be brought to the WLC Council for a vote. ● Dr. Dan Shelton stated that it is appropriate to vote on extending the applicant deadline. ● Dr. Adriana Bohm made a motion to extend the Executive Director applicant deadline "until filled" and Star Wilson seconded. <ul style="list-style-type: none"> ○ Motion was approved. ● Paul Dunford stated that it is \$2,200 to post in the National top jobs for every week for a superintendent position and \$1,003 to post for a director position. Due to our position, the cost will probably be higher. ● Jennie Yeow indicated that in the DRAFT FY23 budget there is a line for advertising ● Dorrell Green stated that WLC Liaisons definition falls under the Project Management section. A priority should be to create a contract with DSU/Empower Schools and be officially secure. Uniformed information needs to be communicated since each district has schools and boards that need to be informed. Mr. Green stressed the urgency for moving forward since there are questions surrounding next school year, timelines so that the rumor mill does not take over and everyone can make informed decisions. ● Donald Patton shared that there are a lot of things happening behind the scenes through the subcommittees. June 1, 2023 is the target for having the Executive Director but the quality and number of applicants is crucial not just to fill a position. Mr. Green agrees with the statements yet states that it pushes the timeline back which pushes the landscape analysis and needs assessment. For communication purposes, Mr. Green wants across the board consistency with communication which Mr. Patton agrees. Dr. Bohm echoed Mr. Green's statements
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include that a key summer heavy duty enrichment opportunities will be missed. Getting the Executive Director on board as soon as possible because in the Fall starts FY24 summer enrichment planning. Mr. Green later reiterated the need for community engagement within the three districts through the WLC Liaisons.

- Jennie Yeow had a question surrounding DOE working with the WLC Council on the contract. Donald Patton clarified that DOE is not working on the contract but working on the funding for the contract with DSU/Empower Schools.
- Lincoln Hohler asks to have a professional courtesy email to the seven applicants stating the deadline extension. Donald Patton disagreed with that due to the deadline now being “until filled”. Jennie Yeow will take this conversation to the subcommittee. Due to the date initially listed, Mr. Green stated that there is not a need for a courtesy email especially since that might unintentionally imply that the applicant made it through the selection process. Mr. Green states that extending the deadline does not exclude anyone who has already applied. Mr. Green states that a courtesy email from the subcommittee should be sent to those current applicants stating the extension.
- Shanette Graham questioned that the six applicants had an expectation of 3/22/23 being the closing date. Donald Patton states that the 3/22/2023 deadline is before the next WLC Council meeting. The subcommittee will review the applicants for the 3/22/2023 deadline and should the subcommittee feel the applicants do not meet the criteria then the next round of applicants will have the “until filled” deadline per Donald Patton. Mr. Patton also stated that the subcommittee will have had time to have conversation with the two entities regarding “national” job posting and will make a recommendation at the next WLC Council meeting (3/23/2023) with a vote to extend search.
- Star Wilson communication with potential applicants. Will a DRAFT letter and the status of extension and/or their application not moving through the selection process. Also, will this be something the subcommittee will need to address? Donald Patton confirmed that the subcommittee would be responsible for drafting the letters and bringing them to the WLC Council for vote.
- Donald Patton stated that should anyone from the WLC Council have anything to contribute to any of the subcommittees that they communicate directly with the chairperson who would then distribute to the subcommittee accordingly. Anything that our subcommittees are handling will

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		<p>be brought to the WLC Council for a vote.</p> <ul style="list-style-type: none"> ● Donald Patton states that there are three prongs to the WLC: school leaders, parents and teachers. The Executive Director does not have to be on board in order to get community involvement. Lavina Jones-Davis reiterates that the roles and responsibilities of the WLC Liaisons needs to be clarified. Mr. Patton again states that the April Retreat will define roles and responsibilities. Paul Dunford clarified that parent council has been a part of his role for the last 18 months: Parent University. Each district is doing parent engagement differently. Donald Patton clarified that the WLC Liaisons have already been tasked with creating the Parent Council and that the report would be given at the next WLC Council meeting. Mr. Patton states the point he wanted to make is that the Parent Council needs to start being activated. Susan Huffman states that the MOU outlines what the parents and community need to be involved with; however, does not indicate what that will look like and that is a necessary conversation. Dorrell Green wants to empower the schools. All three districts handle parent involvement differently. ● Janis McElrath states that she will need additional information on her role with training teachers since the MOU does not detail her role and responsibilities. Donald Patton clarified that the positions outlined in the MOU were for people to be a part of the WLC Council and not to directly be involved with teachers but as an input as a whole based perspective that others on the Council may not have. Roles of the WLC Council are all inclusive. Mr. Patton, Ms. McElrath and Rev. Shanika Perry will discuss and clarify the expectations that Ms. McElrath mentioned.
Adjournment	7:14 p.m.	<ul style="list-style-type: none"> ● Dorell Green motioned to adjourn the meeting and Dr. Adriana Bohm seconded. <ul style="list-style-type: none"> ○ Motion was approved.