

SC-SIC Board of Trustees
Quarterly Meeting Minutes
November 5, 2010
Colonial Life Building, Columbia, SC

Board Members Present: Carlos Primus (Chair); E'Lane Rutherford (Vice Chair); Virginia Alston Brown (Secretary); Gary Alexander; Sandra Lindsay-Brown; Bob Grant; Michael Guarino; Bob Hanley; Bonnie King; Ellen Still; Fred Washington, Jr.; Lina Wehbi.

Staff Members Present: Cassie Barber (Executive Director); Tom Hudson (Associate Director); Claudia Wolverton (Public Information Director); Diane Jumper (Senior Council Specialist); Karen Utter (Council Specialist).

The meeting was called to order by Mr. Primus at 10:00 a.m.

The minutes from the August 27, 2010, Board meeting were approved.

Executive Director's Report

Executive Director Barber thanked all for attending. Her full written report is included with these minutes.

Ms. Barber also introduced to the Board Ms. Karen Utter, new part-time Council Specialist with SC-SIC. Ms. Utter is an attorney formerly from Washington, DC. While no longer actively practicing law, Ms. Utter has experience in working with non-profits, mediation, advocacy, volunteer service, and training. Ms. Utter stated that she understands the goals of the SC-SIC and looks forward to helping parents feel empowered and assisting with goal setting training.

The Executive Director also mentioned SC-SIC's upcoming annual budget testimony to the SC Education Oversight Committee, scheduled for November 15. Ms. Barber asked if any Board member would consider providing testimony this year. Mr. Alexander volunteered to testify relative to local SIC efficacy and the outcome of goals that have been set by schools and their SICs.

Chairman Primus excused himself from the meeting due to professional commitments. The remainder of the meeting was chaired by Vice Chair Rutherford.

Staff Reports

Associate Director Hudson reported on SC-SIC initiatives, training and Board-related matters. A copy of his report is attached to these minutes. Mr. Hudson also stated that the Board's spring meeting date had not yet been determined and that the Board should consider doing so. The date of Friday, April 29, 2011, was suggested and will be circulated to all Board members for consensus.

Ms. Wolverton, SC-SIC Public Information Director, reported on communications and technology issues. Her full report is included with these minutes.

Ms. Jumper, SC-SIC Senior Council Specialist, presented a report on her work with the

state's Palmetto Priority Schools. This report is attached to these minutes.

New Business

Stemming from discussion of local SIC goals and the role of SC-SIC to help foster continuous improvement on various levels in the local schools, it was moved and seconded to establish an Ad Hoc Committee on Best Practices to assist in this effort. Board members to serve on this committee are Mr. Alexander, Mr. Grant, Mr. Hanley, and Mr. Washington. Ms. Utter, SC-SIC Council Specialist, will serve the committee in a staff capacity.

Committee Reports

Advocacy Committee Chair Rutherford reminded Board members of their vital roles as advocates not only for SC-SIC but public education as well. She encouraged members to attend local SIC meetings, and if possible, state level meetings such as those of the EOC and State Legislature with SC-SIC staff. Board members were also encouraged to write to newly-elected state level officials, House members and local school board members to congratulate them on their election.

Membership/Development Committee Chair Still reminded the Board that with newly-approved bylaws changes, Board membership now represents six geographical areas of the state rather than U.S. Congressional districts. The committee asked for recommendations of a representative from the state's CSRA region (Aiken area), and several Board members offered suggestions toward identifying prospective candidates.

In the absence of Awards/Conference Committee Chair Sylleste Davis, Associate Director Hudson reported that the SC-SIC Annual Conference is scheduled for Saturday, March 19, 2011, and suggested two possible venues for the event: St. Andrews Middle School, where last year's conference was held or Keenan High School. Both are located in Columbia. Mr. Hudson also stated that the Riley School Improvement Award deadline for Level One applications will be Friday, November 19. Materials and scoring sheets will be distributed to Board members for judging shortly thereafter, to be returned to SC-SIC staff prior to the Christmas holiday.

In closing, Executive Director Barber mentioned that a Board strategic planning session still needs to be scheduled. Ms. Barber will make arrangements for a facilitator for the session. Board members discussed and approved using the Friday, February 4, 2011, Board meeting for this session, with the possibility of beginning the session on the evening of Thursday, February 3, 2011. A location for the meeting will be explored and forwarded to the Board for approval at a later date.

The meeting was adjourned at 2:05 pm.

Respectfully Submitted,
Virginia Alston Brown
SC-SIC Board Secretary

Cassie Barber, SC-SIC Executive Director

Activities:

- Submitted budget request and justification to the Education Oversight Committee.
- 2nd Annual SIC District Contact and District Parental Liaison Meeting – 68 in attendance.
- Attended Achievement Gap Conference.
- Presented proposal to coordinate SC-EPFP to Board. Proposal accepted.
- Met with Yvonne McBride and Frank White, SCDE Office of Youth Services; our collaboration begun last year will continue. Joint training for SIC District Contacts and District Parental Involvement Liaisons will be held October 1 at the State Museum.
- Presented to new superintendents at training sponsored by SCDE.
- Attended Community Learning Center Meeting sponsored by Riley Institute at Nevitt Forest Elementary.
- Facilitated SC-EPFP Leadership Forum in Charleston.
- Continuing to work with SCDE on Grad Nation and Family and Community Engagement.
- Met with Bud Ferillo, director of USC's Initiative for South Carolina's Future to discuss partnership opportunities.
- Met with Beth Howard, SCDE Special Projects Office to develop plan for goal setting in Palmetto Priority Schools.

Funding:

- Submitted budget request and justification to the Education Oversight Committee.
- SC-SIC received \$35,000 from SCDE Special Projects Office to conduct training for Palmetto Priority Schools.

Key Actions:

- Hired Karen Utter, Council Specialist.

PROGRAM REPORT TO THE BOARD

11/05/10

Tom F. Hudson, SC-SIC Associate Director

TRAININGS

Scheduled: Basics Orientation: 11/08 – Allendale (Jumper); 11/09 – Barnwell 19 (Jumper); 11/09 – Florence 1 (Hudson); 11/11 – Lee (Jumper); 11/11 – Colleton (Hudson); 11/18 – Horry (Hudson); 11/22 – Fairfield (Jumper)

Completed: 21 Trainings (Basics; Principals/Chairs; District Contacts); 753-plus trained

UPCOMING ITEMS

Regional Advocacy Trainings: Charleston (12/04); Columbia (01/22); Greenville (early Feb.?). Run up to joint Legislative Advocacy Day (02/23) in Columbia. Concept is to train individuals on how to advocate prior to legislative session; send them to State House in February with specific advocacy points. Joint effort with LWV and AAUW. LAD to be co-sponsored by SC-SIC, LWV, AAUW and United Methodist Women. To be hosted by Epworth Children's Home in Columbia.

Media Release: Draft release on new Board members in packet. Ask that those referenced make comments on content prior to issuance Monday, 11/08.

Riley Awards: Deadline for Level One applications, 11/19. Level One applications out for judging 11/29, to be returned by 12/20. Honor Roll & Semi-finalists announced by 01/10. Deadline for Level Two applications, 02/04. Level Two application judging, 02/11 in Columbia. Finalists notified by 02/16. Riley winner announced 03/19 at annual conference in Columbia.

BOARD-SPECIFIC ITEMS

Board Committees: Committee descriptors prepared; sign-up sheets going around.

Board Meeting Dates: Quarterly meeting dates set for 2010-11 except for spring. Need some discussion and determination of best date. Conference and Riley judging dates have been set; Legislative Advocacy Day to be held 02/23.

Board Membership/Terms: Membership/Development Committee will need to recommend appointment. Committee will also need to recommend appointments based on bylaws requirements concerning membership.

Board Bylaws: Approved/updated Bylaws included in Board packet.

Claudia Wolverton, SC-SIC Public Information Director

SC-SIC Member Network - SIC Membership update status

- Number of schools that are completely updated: 556*
- Number of schools that are partially updated: 21
- Number of schools that are not updated: 524**
- Number of schools that are in compliance: 493*
- Technically, as the due date for reporting School Improvement Council Membership is November 15, at this time there are no schools that are out of compliance.

**Includes those schools such as charter schools that are not mandated by law to convene School Improvement Councils*

***Does NOT include those schools such as charter schools that are not mandated by law to convene School Improvement Councils*

Annual “Report to the Parents” Member Network upload/download feature

The Board has expressed some concern that there may be a public perception that the production of Reports is directly supervised by the SC-SIC. Poorly designed Reports posted on the Member Network site could lead to an undesirable assessment of this office. A suggestion was put forward that links to Reports on school websites be utilized on the Member Network. However, I am asking the Board to consider the following complications associated with this recommendation:

- School websites are updated frequently. Therefore, the URL for a webpage may change at any time and, consequently, appear as a “dead” link on our Member Network site. The probability of this occurring is quite high. As dead links on websites are exceedingly undesirable, I am advising that we not employ this method.
- The same misperception of direct Report supervision by this office may be assumed, regardless of whether the Report is viewed via link to the school site or direct download.

To resolve this issue, I am proposing that we include a statement on the Member Network site, to be placed beside the Download button, briefly explaining that individual Councils create their unique Reports without input from this office.

Report to the Parents downloadable template

I am in the process of creating a downloadable, brochure-format Report to the Parents template to be posted on the SC-SIC website. As most schools have access to both Microsoft Word and Publisher products, we plan to include templates based on both. Content suggestions will appear in sections of the brochure. The user will be able to delete the content suggestion and replace it with their language.

Diane F. Jumper, SC-SIC Senior Council Specialist

1. Palmetto Priority Schools were contacted to identify principals and schedule on-site visits; 12 new principals (several are first-year principals) are assigned this year.
2. On-site visits have been made to all 37 schools (one principal was unavailable and did not have anyone assigned to meet with me and I must reschedule). Discussion with principals and/or their designees occurred about benchmarks achieved last year, benchmarks anticipated for this year, elected and appointed membership, balanced representation, ex-officio membership, numbers of meetings held per year, bylaws, functions of the council, and training needs. This discussion served as informal training for those principals not cognizant of various statutory requirements and served as review for experienced principals. Principals were informed of the opportunity to volunteer for participation in Goals Setting Training in the spring, with 5 schools (Allendale Fairfax High, Whale Branch Elementary, Lee Central Middle, W. G. Sanders Middle, Eau Claire High) volunteering and several others expressing interest. (Reports were written for all visits and submitted to the executive director.)
3. Trainings were held as follows: District Contact State Meeting, Spartanburg 7, Berkeley County, Dillon 2, Charleston County (2 trainings), Greenville County, Florence 4, Marion 2, Hampton 2, Marlboro County. Future trainings include Allendale County, Barnwell 19, Lee County, Fairfield County.
4. Numbers of phone calls and emails have been responded to/initiated.