

**SC SIC Board of Trustees
Quarterly Meeting Minutes
Colonial Life Building, Columbia, South Carolina
Friday, November 22, 2013**

Board Members Present: Ellen Still, Chair; Sylleste Davis, Immediate Past Chair Gary Alexander; James Blassingame; Justin Blum; Bruce Field; Jason Fulmer; Bob Grant; Bonnie King; Luanne Kokolis; Myriam Torres; Fred Washington, Jr.

Staff Members Present: Cassie Barber, Executive Director; Tom Hudson, Associate Director; Karen Utter, Coordinator, Programs and Research.

The meeting was called to order at 10:07 a.m. by Ms. Still, who welcomed all to the meeting. She asked the Board to remember Board member Jeff Nicholson's daughter (recovering from surgery); Vice Chair Michael Guarino's wife (recovering from heart surgery); Mr. Hudson's son (battling cancer); and Ms. Barber's sons (who lost their apartment to a fire).

Minutes of the Board's August 30, 2013, meeting were presented and approved, with Mr. Fulmer moving and LTC(R) Blum seconding. Mr. Alexander and Mr. Washington abstained as they were not present at the August 30 meeting.

Executive Director's Report

Ms. Barber presented highlights from her report outlining key actions and selected activities since the Board's last meeting. She referenced that in spite of challenging times faced by SC-SIC, training numbers were up and SIC membership compliance through the SC-SIC Member Network has also increased. Ms. Barber stated that she had reached out to individual SIC District Contacts and superintendents to encourage membership reporting. The entirety of the Executive Director's report is included in these minutes.

Staff Reports

Mr. Hudson shared highlights of his report, including scheduled local SIC trainings across the state during the fall. Mr. Hudson also referenced other areas of focus. The entirety of his report is included in these minutes.

Mr. Hudson also presented the report of SC-SIC Digital and Web Director Claudia Wolverson. The entirety of Ms. Wolverson's report is included in these minutes.

Ms. Utter highlighted her report and supplied some preliminary feedback on SC-SIC's "Engagement for Outcomes" pilot project. Her full report is included in these minutes.

Ms. Utter, who works part-time for the SC-SIC office and part-time for the Center for Educational Partnerships, provided an update on the CEP. She is the only support staff member within the College of Education dedicated to the CEP, assisting Dean Lemuel Watson and Assistant Dean Allison Jacques (who now serves as CEP co-director). Ms. Utter shared some of

the Dean's vision and goals for the CEP over and above the five individual program areas contained within it.

Ms. Still lead a brief discussion of CEP funding and stressed the need for the Board to advocate for it and specifically, funding for SC-SIC.

The Board broke for lunch at 11:45 a.m.

Presentation

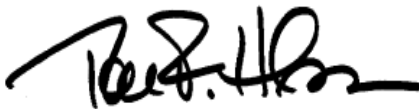
When the Board reconvened, Ms. Still introduced guest speaker Ms. Charmeka Childs, State Deputy Superintendent of Education for School Effectiveness. Ms. Childs outlined points of the state's waiver request to the federal government from certain aspects of the Elementary and Secondary Education Act (ESEA), as well as the State Department of Education's implementation efforts of the Common Core State Standards (CCSS).

Under Old Business, Board members signed up for participation on various Board committees (Advocacy, Awards/Conference, Membership/Development, Bylaws). The Board was reminded of the upcoming SC-SIC Annual Meeting scheduled for Saturday, March 22, 2014.

Under New Business, Mr. Washington informed the Board that he would be stepping down from membership on the Board due to personal reasons. Ms. Still and the Board members present expressed to him sincere thanks for his many and valuable contributions to the Board, to SICs and to education.

The Board adjourned at 2:35 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Tom F. Hudson', written in a cursive style.

Tom F. Hudson,
Interim Executive Director for
Amelia Butler McKie,
SC-SIC Board Secretary

Cassie Barber, SC-SIC Executive Director**Key Actions:**

- Presentation to State Board of Education
- Submitted annual program report and budget request to Dean Watson
- Met with Dean Watson regarding SC-SIC participation in the Center for Educational Partnerships (CEP)
- Participated in a variety of New Carolina Education Task Force events/activities
- Purchased and installed refurbished network printer/copier/scanner
- Submitted proposal to Dean Watson requesting funding to hire two part-time Council Specialists and to offset travel costs for work with New Carolina

Funding:

- Request for Council Specialists positions granted; search in progress
- Budget request submitted to the Education Oversight Committee by Dean Watson did not include an increase over the current year's allocation
- Dean Watson has met with Governor Haley and Superintendent Zais to request inclusion of the CEP in their FY'14 budgets
- The current budget is insufficient to bring Karen Utter to full-time status; Collaborated with Dean Watson to share Karen's time, making her a full time, temporary employee. Changed her title to Coordinator of Programs and Research to accurately reflect her duties
- Working with current budget projections provided by Debra Williams which indicate a budget shortfall of approximately \$8,000
- Efforts continue to secure grants and/or contracts
- Outreach to individual donors and foundations on behalf of SC-SIC because other departments and colleges have priority within the University
- CEP paid for purchase on network printer – SC-SIC pays monthly contract

Activities (selected):

- Collaborated with Karen Utter and Amanda Farwick to prepare Mott Foundation proposal
- Supported Karen Utter during orientation of SICs involved in empowerment evaluation initiative
- Conducted training for pre-service teachers at USC Sumter
- Conducted SIC Advocacy Training in Fairfield; Colleton
- Conducted Beyond the Basics Training in Aiken
- Conducted SIC Basics Training in Hampton 1; Hampton 2; Richland 1; Florence 1; Williston 29
- Attended Public Education Partners Conference
- Facilitated two sessions of SC Education Policy Fellowship Program and Leadership Retreat

Tom F. Hudson, SC-SIC Associate Director**TRAININGS**

Conducted: SIC Basics, 11/21/13, Dorchester Career & Tech Center (Hudson); SIC Basics, 11/19/13, Williston 29 (Barber); SIC Basics, 11/19/13, Lexington-Richland 5 (Hudson); SIC Chairs, 11/19/13, Lexington-Richland 5 (Hudson); Beyond SIC Basics, 11/18/13, Aiken (Barber/Hudson); SIC Basics, 11/18/13, Chester (District Contact); SIC Basics, 11/18/13, Clarendon 1, (District Contact); SIC Basics, 11/11/13, Hampton 2 (Barber); SIC Basics, 11/11/13, Charleston (District Contact); SIC Basics, 11/05/13, Lexington 1 (Hudson); SIC Basics, 10/24/13, Florence 1 (Barber); SIC Basics, 10/24/13, Marlboro (Utter); SIC Basics, 10/21/13, Marion (Hudson); SIC Chairs, 10/21/13, Charleston (District Contact); SIC Basics, 10/17/13, Beaufort (Hudson); SIC Basics, 10/17/13, Richland 1 (Barber); SIC Basics, 10/15/13, Richland 2 (Hudson); SIC Basics, 10/15/13, Orangeburg 5 (District Contact); SIC Basics, 10/14/13, Colleton (Hudson); SIC Leadership & Advocacy, 10/14/13, Colleton (Barber); SIC Basics, 10/09/13, Orangeburg 3 (Hudson); SIC Basics, 10/08/13, Hampton 1 (Barber); SIC Basics, 10/07/13, Greenville (Hudson); SIC Basics, 10/07/13, Sumter (District Contact); SIC Basics, 10/03/13, Calhoun (Hudson); SIC Overview, 10/02/13, USC Upstate at Sumter (Barber); SIC Basics, 10/01/13, Williamsburg (Hudson); SIC Basics, 09/26/13, Fairfield (Hudson); SIC Leadership & Advocacy, 09/26/13, Fairfield (Barber); SIC Basics, 09/30/13, Sumter (District Contact); SIC Basics, 09/23/13, Lexington 4 (District Contact); SIC Basics, 09/19/13, Kershaw (Hudson); SC-SIC Annual District Contact Meeting, 09/13/13, Columbia (All).

Overview: 25 staff conducted sessions (19 SIC Basics; 2 SIC Leadership & Advocacy; 1 SIC Chairs; 1 Beyond SIC Basics; 1 SIC Overview; 1 SC-SIC District Contact Meeting). 8 District Contact conducted sessions (7 SIC Basics; 1 SIC Chairs). Total number trained: 875+.

Scheduled: SIC Basics, 12/05/13, Jasper (Hudson); SIC Overview, 12/09/13, USC Upstate at Sumter, (Barber/Hudson).

OTHER ITEMS (selected)

- Prepared four (4) issues of *SIC Clips & Quips*
- Assisted in preparation of *Council News* newsletter
- Drafted organizational description for Mott Foundation Letter of Inquiry
- Fall conference of NC and SC chapters of NSPRA in Asheville, 11/06 to 11/08/13
- SC Chapter of NSPRA Fall mini-conference in Columbia, 09/20/13
- Participated in two meetings of New Carolina's "TransformSC" communications advisory committee
- Workshop proposal accepted for 2014 SCASA I3 conference

Claudia Wolverton, SC-SIC Digital and Web Director**SC-SIC Website**

Training dates for SIC training are being scheduled and posted to the website. The latest *Council News* (Volume 35, Issue 1) and the latest *SIC Clips & Quips* (Volume 6, Issue 5) are posted to the site's Home page and to the Publications and Downloads page. Current Home page highlights include links to these publications and reminders to schedule SIC training, report SIC memberships and apply for the Riley Award.

SC-SIC Member Network

Total number of SIC members reported as of 11/18/13: 13,031

Total number of SICs in compliance as of 11/18/13: 897 (includes 3 "Career, Tech and Other" category schools. These schools are not mandated to convene SICs.)

Total number of SICs out of compliance as of 11/18/13: 236

Total number of schools falling under laws governing SICs as of 11/18/13: 1130 (This figure does not include schools that convene SICs but are not mandated to do so.)

Digital and Web Director Claudia Wolverton conducted a brief session on the SC-SIC Member Network at the SIC District Contact meeting on 09/13/13.

Report to the Parents Uploads

SC-SIC Member Network users uploaded 422 *Reports to the Parents* in 2010-11, 553 in 2011-12 and, to date, 643 for the 2012-13 school year, up from 581 on 08/30/13. The deadline for uploading the 2012-13 *Reports* to the Member Network was 06/01/13. Councils are encouraged to continue to upload their *Reports* after the deadline. We predict that more schools will continue to upload their *Reports* via the Member Network as they appear eager to share them and are strongly encouraged to do so by the majority of the school districts.

Reports are due to the parents and community by April 30 and are available for public viewing via the View the SIC Members (Read-Only) link on the SC-SIC Member Network.
(<https://sic.ed.sc.edu/network/>)

The Report files uploaded by schools offer public, accessible information about what Councils across South Carolina are doing and accomplishing.

Social Media

The SC-SIC Twitter account now has 1,266 followers (up from 1,193 as of 08/30/13). Use of Twitter by SC-SIC provides a communications conduit to education groups and professionals across the country as well as accelerated access to education and civic engagement news, blogs

and journal articles and immediate contact with the community. Media personnel, political figures and key education players in South Carolina and beyond often “retweet” or mention @SCSIC (our Twitter “handle”) in their tweets, continuing to raise our public profile and advancing a key strategic planning goal. Among @SCSIC followers are several educators and organizations from other states and countries. Also of great use is the accessibility of breaking news obtainable through Twitter lists of media and SC politicians.

SC-SIC’s Facebook Page has 542 “Likes” (up from 513 as of 08/30/13). Many links to information and articles that are shared on Twitter are also posted here, though less in number due to the real-time immediacy and faster pace of Twitter. Facebook, like Twitter, serves to increase our search engine rankings, again advancing our public profile. We encourage Councils to have their own Facebook pages and /or Twitter accounts to facilitate communication among members and to inform the school community of ongoing projects.

It should be noted that each quarter has shown a gradual increase in Facebook and Twitter followers. Social media has proven to be an essential tool in maintaining the SC-SIC public presence and in facilitating information flow.

Council News HTML Newsletter

The Council News electronic newsletters are emailed to all SIC members and friends that share their email address with us. They are posted to the SC-SIC website at <http://sic.sc.gov/publicationsanddownloads/Pages/CouncilNewsandArchives.aspx>.

SIC Clips & Quips

Clips and Quips are sent out to the SC-SIC listserv as needed. Archived Clips and Quips are retained on the SC-SIC website at <http://sic.sc.gov/publicationsanddownloads/Pages/SC-SICClipsandQuips.aspx>.

SC-SIC listserv

At this time the primary SC-SIC listserv of members and friends consists of approximately 11,144 email addresses. By the 11/15/13 reporting deadline all reported SIC member addresses will have been added to the listserv; the listserv will continually be updated as other SIC members are reported past the deadline. Other addresses will be deleted as requested; subscribers are also able to independently leave the list. It should be noted that we have found roughly 20-30 percent of reported email addresses are not valid.

Other listservs

SC-SIC also maintains listservs for school principals, SC-EPFP graduates and friends, School Improvement Council Chairs, and SIC District Contacts.

Karen Utter, Coordinator, Programs and Research**I. Programs and Research****Implementing SIC Evaluation Initiative pilot program**

Continued to attend monthly meetings of Harbison West SIC and to provide technical assistance between meetings. Harbison West's progress has been outstanding, given that when I started working with them in December of last year, they did not have any goals or activities in place. Harbison West's SIC now has three goal areas that they are working in: anti-bullying, healthy lifestyles, and classroom websites.

- The anti-bullying activities are being carried out primarily through the school guidance counselor/SIC member. She has implemented two activities thus far, and the survey/evaluation results have been positive.
- Harbison West's SIC connected their school with Dr. Collin Webster, a physical education professor at the USC College of Education and as a result, Harbison West will be participating in Dr. Webster's pilot program to increase physical activity levels among elementary school students. The program will bring USC graduate students to Harbison West to work directly with students and physical education teachers. A needs assessment will be conducted this spring, and implementation is planned for fall 2014.
- Not wanting to wait until next year to begin an activity, the SIC Healthy Lifestyles chair is planning to implement a program beginning in January 2014 that will challenge students (and possibly parents and teachers) to increase their physical activity levels. At the request of the SIC, Harbison West's principal has also appointed a school-wide Healthy Lifestyles committee that will include an SIC representative and school staff who work in areas that impact student health and nutrition (e.g. school nurse, school counselor, cafeteria supervisor, physical education teacher, etc.) in order to better coordinate department activities and to develop comprehensive health and nutrition initiatives.
- Harbison West's principal, at the request of the SIC's technology committee chair, has revived the school's committee of administrator and teacher representatives to work on developing and implementing common minimum standards for classroom websites, and to provide teachers with any additional professional development they need to create and maintain such websites. At the urging of the SIC, the school committee will first survey parents for their input using several different methods before it begins development of the standards.

- The Harbison West SIC has obtained grant monies to cover the cost of becoming a partnership school with the National Network of Partnership Schools, and several members are planning to attend a training at Francis Marion University to form a family engagement action team.

In September, I met with three of the four new SIC's joining the Evaluation Initiative to introduce myself and to talk briefly with them about how SC-SIC would be partnering with them during the coming year.

On Saturday, September 21, we hosted representatives from all four new SICs (Fairfield Middle School in Winnsboro; Walhalla Middle School in Oconee County; Wallace Elementary – Middle School in Marlboro County, and Mauldin Elementary School in Greenville County) at an orientation at the College of Education in Columbia. This was a one-half day program that included a session on research and practice in family and community engagement, an introduction to the steps of the SIC Evaluation Initiative planning, implementation and evaluation process, and a lunch for all attendees.

In October, I travelled to all four new schools to facilitate a special 2-hour meeting for each SIC to identify an area of need or concern that they wanted to focus on. In preparation, each SIC chair was asked to provide their members with a copy of the relevant portions of their school's five-year strategic plan, their most recent school report card and ESEA ratings, and the full results of the SC Department of Education's annual school climate survey of parents, teachers and students. I walked each SIC through this data, and then solicited additional input on needs and areas of concern.

I provided follow-up technical assistance during the following three weeks to help the SIC chairs identify goals and activities in their identified areas of concern. This included a call with Dr. Karen Mapp at Harvard University during which she provided me with suggestions and information for our two SICs who are focused on reaching "hard-to-reach" parents in our two highest need schools.

I have attended November SIC meetings at all four schools, and their current status is as follows:

- Fairfield Middle is interested in pursuing an evidence-based Parent Teacher Home Visitation Project recommended by Dr. Mapp, and has scheduled a meeting with the District Superintendent to discuss acquiring resources to help bring the program to their school. In addition, I am assisting them in documenting the "Elite Ladies" program that their SIC chair developed herself last year. I have also obtained the assistance of Dr. Diane Monrad at the College of Education to code student essays collected by the District at the request of the SIC that describe the students' vision of the ideal school.

- Walhalla Middle School's chair facilitated a follow-up to our initial meeting to narrow the focus of the two areas of need that the SIC identified in October: implementing a mentor-tutor program and improving family engagement. They have formed committees and selected committee chairs around each, and they are working on developing their specific goals and measurable objectives for their December meeting.
- In their October meeting, Mauldin Elementary School had identified recruiting additional community resources and partners as the area they wanted to work on. The SIC chair and principal subsequently engaged in further discussion, however, and decided that they would like to gather and review additional data both on the school and on teacher needs before committing to an area of focus. For their December meeting, they are planning to have one of their SIC members (who has a PhD in statistics and works for the Greenville School District) present a comprehensive report explaining additional data that he will gather. They will then work on developing a plan to gather input from teachers, either through focus groups, surveys, a group meeting, or a combination of these tools.
- Wallace Elementary-Middle is reviewing an evidence-based program, also recommended by Dr. Mapp that would provide teachers and volunteers with training in how to provide families with intensive support in setting and meeting individual and class academic goals for students.

Obtained assistance in analysis of data for new SC-SIC Basics evaluation form

We have obtained the assistance of Dr. Allison Jacques, Assistant Dean for Assessment at the USC College of Education, in entering the data from our new Basics evaluation form into an app that will provide us with an analysis of the data. A graduate student of Dr. Jacques is currently performing the data entry and analysis work, but eventually, Dr. Jacques is planning to train me in the application so that we will have the in-house capacity to sustain this effort.

Assisted with September District Contacts Meeting

Handled registration and gave brief presentation on the SC-SIC Evaluation Initiative.

II. Funding

We submitted the proposal and budget that I prepared requesting support from the Scansource Charitable Foundation in Greenville for Mauldin Elementary School's participation in the SIC Evaluation Initiative. A decision is expected in December.

I met with the College of Education Development Director Amanda Farwick and Charles Pulliman, Assistant Director of Development for Corporate and Foundation Relations at the University of South Carolina to talk about the possibility of approaching the C.S. Mott Foundation for funding for SC-SIC. Tom Hudson and I are now in the process of preparing a draft letter of inquiry to C.S. Mott that USC will submit on our behalf.

III. Professional Development

I am attending a graduate level course this fall in Organizational Psychology with Professor Abe Wandersman, in the USC Department of Psychology. My work for the course will include development of a technical assistance plan – based on the current research – to support our work with SIC's in the SC-SIC Evaluation Initiative.

IV. Assignment to USC COE Dean Watson to assist in coordinating launch of Center for Educational Partnerships

- Drafted EOC program report for CEP
- Developed draft mission statement and master calendar for CEP
- Recruited moderator and members for CEP panel on teacher/student needs for professional development in technology and coordinated all aspects of panel appearance at IT-oLogy Summit on Computing Education
- Drafted and coordinated content for CEP website
- Developed list of potential CEP affiliates and drafted invitation letter
- Scheduled and drafted agendas for CEP group meetings