

**SC-SIC Board of Trustees
Quarterly Meeting Minutes
Colonial Life Building, Columbia, South Carolina
Friday, February 7, 2014**

Board Members Present: Ellen Still (Chair); Michael Guarino (Vice Chair); Amelia McKie (Secretary); Gary Alexander; James Blassingame; Bob Grant; Donna Hooks; Bonnie King; Luanne Kokolis; Jeff Nicholson; Thessa Smith; Myriam Torres.

Staff Members Present: Tom F. Hudson, Interim Executive Director; Karen Utter, Coordinator, Programs and Research.

After coffee and networking, the meeting was called to order at 10:06 a.m. by Board Chair Still.

The minutes from the Board's November 22, 2013 were approved unanimously as drafted on a motion by Mr. Guarino, seconded by Rev. Blassingame.

The Chair and Interim Executive Director Hudson provided an update on former SC-SIC Executive Director Cassie Barber. She has moved, is transitioning and is faring well. Ms. Still noted that prior to her departure, Ms. Barber recommended that USC College of Education Dean Lemuel Watson appoint Mr. Hudson as Interim Executive. The recommendation was accepted and Mr. Hudson is in place and positively moving forward.

Mr. Hudson noted that three part-time Regional Council Specialists are in the final processes of being hired by SC-SIC, with one in the Central Savannah River Area (CSRA) and two in the Pee Dee area to begin later in February once all paperwork is finalized by the USC HR department. Funding for these Council Specialists (salary, travel and other expenses) will come from Center for Educational Partnership funds at USC, not the SC-SIC budget. These positions cannot be guaranteed beyond June 30, 2014, but Mr. Hudson stated the during the remainder of the current fiscal year, he hopes that these Council Specialists, whom are all highly-qualified, will work directly with identified SICs in their areas to help bring SC-SIC's focus back more into the mode of providing direct services to local Councils needing more assistance.

Ms. Still stated that Dr. Watson has also agreed that the travel expenses going forward in the current fiscal year for Ms. Utter's work on SC-SIC's "Engagement to Outcomes" pilot project will be borne by the Center for Educational Partnerships. Both Ms. Still and Mr. Hudson expressed their desire to have Ms. Utter classified officially as full time SC-SIC staff. Currently, she holds two part-time positions – 20 hours weekly working for SC-SIC and 20 hours weekly working for the CEP. Conversations with the Dean regarding this classification are ongoing, as Ms. Utter's skill set is valued by the SC-SIC office.

At this point, Board conversation turned to permanently filling the SC-SIC Executive Director position. Mr. Guarino made a motion for the Board to enter Executive Session for the purpose of discussing personnel matters. Rev. Blassingame seconded the motion, which was approved unanimously.

The Board went into Executive Session at 10:57 a.m., with Mr. Hudson and Ms. Utter leaving the room.

Executive Session was concluded at 11:24 a.m.

A motion was made by Mr. Guarino that the Chair speak with Dean Watson, asking for a specific time frame regarding filling the Executive Director vacancy; to share that the Board supports Mr. Hudson as the Interim Executive Director; to recommend that the vacancy be posted for no more than five days for internal applicants only no later than February 28, 2014; and that the position be filled no later than May 1, 2014.

Mr. Nicholson seconded the motion, which was approved unanimously.

Board Chair Still stated that the Board's anxiousness to fill the position in no way reflects Mr. Hudson's ability to fill the position, but to assist in planning for the beginning of the 2014-15 school year.

Interim Executive Director's Report

Mr. Hudson noted that the number of SC-SIC trainings is up, and highlighted a number of other areas. His full report is included at the end of the minutes. Additionally, he referenced SC-SIC funding, stating that while a budget shortfall was projected at the Board's last meeting, it did not appear that there will be a shortfall for 2013-14. Mr. Hudson stated that he spoke with Melanie Barton of the Education Oversight Commission and SC-SIC funding appeared to be going well to date in the General Assembly. CEP funding has been included in both Governor Haley's proposed budget as well as Superintendent Zais's budget. Mr. Hudson reminded the Board that the 2014 SC-SIC Annual Meeting was scheduled for March 22 at St. Andrews Middle School in Columbia and noted that Mr. Guarino was able to secure a \$750 donation from Verizon to help offset meeting costs.

Questions about St. Andrews Middle School location - it charges a usage fee, but it's centrally located and the leadership at SAMS is supportive of SC-SIC and has traditionally been very accommodating.

Staff Reports

Mr. Hudson provided highlights from the report of Claudia Wolverton, SC-SIC Digital and Web Director. Ms. Wolverton's full report is included in these minutes.

Ms. Utter touched on several aspects of her report, the entirety of which is included in these minutes.

Board Chair Still introduced Thessa Smith as a new Board member. Ms. Smith previously served on the SC-SIC Board of Trustees for several terms.

The Board broke for lunch at 11:50 a.m.

The Board reconvened at 12:33 p.m. for a working lunch.

Board Committees

Rather than break into separate committees, it was the consensus of the Board that the entire take part in committee conversations.

Advocacy Committee

In light of SC-SIC funding now being part of the Center for Educational Partnerships, it was recommended by Mr. Hudson that the name of the committee be changed to "Outreach/Advocacy." It was additionally suggested that the committee look at other outreach efforts that can be made to SICs. As such a name change would impact the Board's Bylaws, the Board will vote on the change at its next regularly scheduled meeting.

Committee Chair Guarino encouraged Board members to please sit in on SIC meetings within their regions and offer SICs some tips as to what they can focus on and generally, offer assistance. Ms. Utter has created a chart for the SIC Listening Tour initiative. She can approach SIC District Contacts and ask for help in finding contacts at a particular schools if Board members require assistance in making the appropriate SIC contacts. Ms. Utter will again send a mailing to Board members pertaining to the Listening Tour.

Awards/Conference Committee

Committee Chair Sylleste Davis was not in attendance at the meeting, however Mr. Hudson shared that the SC-SIC Annual Meeting will be held Saturday March 22, 2014, at St. Andrews Middle School, Columbia. Staff has met numerous times to discuss the Annual Meeting and

information regarding the day's activities will be posted to the web soon. Mr. Hudson noted that the day will be composed of general session only, with the forecast of going back and forth every other year between only general sessions and a mixture of general/breakout sessions. The working title of the meeting is "The Power of Partnerships."

Mr. Grant and Mr. Alexander stated that they will assist SC-SIC staff to brainstorm going forward to look at alternative venues which suit SC-SIC needs, are readily accessible and cost-effective.

Mr. Hudson stated that the Level 2 deadline for the Riley Award for SIC Excellence is February 14. Judges will meet to review submissions on Friday, February 21. He will secure a space to meet, with judging to start around 10:00 a.m. A box lunch will be provided and the hope is to wrap up by early afternoon. An outside independent panel will meet in early March to review the five finalists for the award and select a winner for 2014.

Membership/Development Committee

Committee Chair Nicholson stated the need to look for opportunities for grants and funding to support SC-SIC. Additionally, the committee and Board Chair need to find a Lowcountry replacement for Fred Washington as has stepped down from the Board. The committee plans to hold a conference call and will come back to the next Board meeting to present and share ideas. Mr. Nicholson said that all Board members should feel free to share ideas with committee members.

Old Business

No old business was brought forth, but Mr. Hudson expressed his appreciation for the thoughts and concerns of Board members regarding the prolonged illness of his son, Matt.

New Business

There being no new business brought to the floor, Ms. Smith made a motion to adjourn. Mr. Grant seconded the motion and the meeting was adjourned at 1:32 p.m. The Board's next regularly scheduled meeting is set for Friday, June 13, in Columbia.

Respectfully Submitted,

Amelia Butler McKie
Secretary
SC-SIC Board of Trustees

Tom F. Hudson, SC-SIC Interim Executive Director

Training:

Conducted: SIC Basics, 01/27/14, Charleston (District Contact); SIC Basics, 01/25/14, Charleston (District Contact); SIC Basics, 12/09/13, USC Upstate at Sumter (Hudson); SIC Basics, 12/05/13, Jasper (Hudson).

Overview: Year-to-Date: **37** training sessions conducted statewide reaching **1,025** individuals (an approximate 15% increase over 2012-13). Staff conducted sessions - **27** (20 SIC Basics; 2 SIC Leadership & Advocacy; 1 SIC Chairs; 1 SIC Beyond the Basics; 2 SIC Overview for Education Students; 1 SIC District Contact Meeting. District Contact conducted sessions – **10** (9 SIC Basics; 1 SIC Chairs).

Scheduled: SC-SIC Annual Meeting, 03/22/14, Columbia.

Key Actions (selected):

- Conducted interviews and hiring process for three (3) part-time Council Specialists.
- Coordinated transition of SC-SIC operations with outgoing Executive Director Cassie Barber. Was named Interim Executive Director by Dean Lemuel Watson.
- Met with Dean Watson 01/30/14 regarding SC-SIC operations going forward, Interim Executive Director's role, planned initiatives, potential to bring Karen Utter on full time in SC-SIC.
- Met with CEP other directors 02/05/14.

Funding:

- Education Oversight Committee recommendation of funding for CEP for 2014-15 at same level as 2013-14. EOC presentation to House Ways & Means subcommittee this week was positive with outlook of subcommittee support.
- CEP funding included in Governor's Executive Budget and that of Education Superintendent Dr. Mick Zais. SC-SIC proviso through USC left untouched.
- Funding for three (3) part-time Council Specialists (salary, fringe, travel, supplies) to be borne by CEP. Additionally, Dean Watson has stated that travel and supply expenses related to the SC-SIC "Empowerment for Outcomes" pilot project will also be borne by the CEP.
- Projected SC-SIC budget shortfall of \$8,000 reported at last Board meeting currently erased by savings in vacancy in Executive Director's position. Full fiscal impact will not be known for several months.
- \$750 donation from Verizon Wireless to SC-SIC Fund will help offset costs of SC-SIC Annual Meeting.
- Efforts continue to secure grants and/or contracts

Activities (selected):

- Ongoing coordination of SC Education Policy Fellowship Program.
- Attended annual Riley Institute Wilkins Award Dinner, 01/14/14, in Columbia.
- Presented to SC-EPFP class, "Here's My Number; Call Me, Maybe – Advocating with Elected Officials," 01/17/14.
- Met with Dr. Baron Holmes and Karen Utter, 01/23/14, to brainstorm collaborative efforts of SC-SIC and Middle Grades Initiative regarding Read to Succeed bill currently before the legislature.
- Met with SCPTA Executive Director Lorene Welch and SCPTA President Clifford Fulmore regarding increased collaboration with SC-SIC. Prepared article on PTA/SIC roles for SCPTA newsletter.
- Attended Riley Institute Diversity Leaders Initiative Midlands Class reception, 02/05/14, in Columbia.
- Coordinated judging for Level One annual Riley Awards. Seven (7) selected to proceed to Level Two. Deadline for Level Two portfolios is 02/14/14. Tentative date for judging Level Two portfolios is 02/21/14.
- To attend SC/NSPRA Winter Mini-Conference, 03/07/14, in Spartanburg.
- To attend Riley Institute OneSC conference, 02/28/14 to 03/02/14, in Hilton Head.

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

Over 1,025 SIC members and associates have been trained to date; training dates and locations are posted on the SIC Training Dates and Locations page of the SC-SIC website (<http://sic.sc.gov/TrainingAndResources/Pages/SICTrainingDatesandLocations.aspx>). Current Home page highlights include recognition of the 7 School Improvement Councils named to the SC-SIC Honor Roll for 2014.

SC-SIC Member Network

- Total number of SIC members reported as of 02/03/14: **14,010** (up from 13,031 as of 11/18/13).
- Total number of SICs in compliance as of 02/03/14: **983** (up from 894 as of 11/18/13). This number 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 02/03/14: **150**. (Down from 236 as of 11/18/13.)
- Total number of schools falling under laws governing SICs as of 02/03/14: **1,130** (This figure does not include the 3 schools that convene SICs but are not mandated to do so.)
- Percentage of SICs in compliance: **87**. Percentage of SICs out of compliance: **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, 645 for the 2012-13 school year, up from 643 on 11/18/13. The deadline for uploading the 2012-13 *Report 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. The *Report to the Parents* is due April 30 of each year; at the appropriate time we will ask the Councils to ensure that their *Reports* for the 2013-14 school year are uploaded by 06/01/14.

Reports 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 1,342 followers (up from 1,266 as of 11/18/13). 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 follow @SCSIC and 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, organizations and media personnel 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 564 “Likes” (up from 542 as of 11/18/13). 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

SIC Clips & Quips are sent out to the SC-SIC listserv as needed. Archived *Clips & 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 11,239 email addresses. Addresses are deleted by individual request; subscribers are also able to independently leave the list. While exact numbers are not available, judging by the small number of returned emails received we have reason to believe that the great majority of these emails are valid. 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**

Continued to Implement *Engagement for Outcomes* Pilot

- Completed a Written Guide for Technical Assistance Providers
- Began using new tracking logs to document the number and type of technical assistance contacts made and to record observations of SIC meetings
- Created new teaching aid for program
- Set up conference call for Wallace SIC with developer of Academic Parent Teacher Teams to discuss possibility of bringing program to Wallace
- Continued to provide technical assistance to participating SICs during and between their monthly meetings.

Developing research-based model listing factors impacting level of parent engagement

Met with Allendale Missionary to discuss possible avenues of outreach to Allendale SICs

II. **Funding**

- Completed revisions to letter requesting funding for *Engagement for Outcomes* for submission by the USC COE Development Office to the C.S. Mott Foundation.

III. **Professional Development**

- I will be attending a practicum with other graduate students. My project will involve creating additional documentation and training modules for *Engagement for Outcomes*.

IV. **Assignment to Center for Educational Partnerships**

- Met with Tom Hudson and Baron Holmes to discuss possible role for SICs in Read to Succeed legislation
- Worked on multiple assignments for Co-Director Allison Jacques