SC SIC Board of Trustees
Quarterly Meeting Minutes
Colonial Life Building, Columbia, South Carolina
Friday, June 13, 2014

Board Members Present: Ellen Still, Chair; Amelia McKie, Secretary; Gary Alexander; James Blassingame; Bob Grant; Donna Hooks; Bonnie King; Retha Ross; Myriam Torres.

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

The meeting was called to order at 10:44 a.m. by Ms. Still, who welcomed all to the meeting.

Ms. Still observed that a quorum of the Board was not present at the meeting. Therefore, before any action taken by the Board at this meeting becomes an official action of the Board, it must subsequently be confirmed either by an electronic poll of the full Board between meetings or a vote of a quorum of the Board present at a subsequent Board meeting. .

Minutes of the Board's February 7, 2014, meeting were presented and preliminarily approved. (Minutes were approved in full June 20, 2014, by electronic vote of the Board.)

The Board next considered proposed amendments to Article 5, Section 2 of the SC-SIC Board of Trustees Bylaws (Advocacy Committee). Staff provided members of the Board with a written copy of the proposed amendments by email in advance of the meeting. The amendments would change the name of the committee from "Advocacy Committee" to "Outreach/Advocacy Committee." The amendments would also require that the committee report to the full Board "regularly" rather than "quarterly."

Mr. Hudson explained that the proposed amendments reflect the Board's reduced role in direct advocacy to the General Assembly since SC-SIC became part of the Center for Educational Partnerships at the USC College of Education. He also stated that it is expected that the scope of the committee's work will broaden to include SC-SIC outreach activities such as the Board of Trustees Listening Tour.

A motion was made and properly seconded to approve the proposed changes to Article 5, Section 2 of the bylaws. The motion was preliminarily carried. (The amendments were approved in full June 20, 2014, by el3ectronic vote of the Board.)

Report of the Interim Executive Director

Mr. Hudson presented highlights from his written report outlining key actions and selected activities since the Board's last meeting. His full written report is included at the end of these minutes.

At this point in the meeting, Ms. Still brought the Board up-to-date on the status of the search for a permanent Executive Director, which is hoped to be concluded for the start of the new school year.

Report of the Digital and Web Director

Mr. Hudson presented the report from SC-SIC Digital and Web Director Claudia Parnell. Ms. Parnell's full written report is included in these minutes.

Report of the Coordinator, Programs and Research

Ms. Utter provided an overview of her written report, which is included in these minutes.

After concluding the staff reports, the Board discussed new initiatives for the fall. Ms. Still and staff are working on a new handbook to replace the current Basics Handbook. The new text will represent a shift in focus from compliance with legislative mandates to strategies for effective action, emphasizing SICs a catalyst for school improvement. The new handbook will include specific online links that readers can use to find additional information and examples on the SC-SIC website of things like SIC nominations forms, ballots, meeting agendas, etc.

There was also some discussion of the impact of the new Read to Succeed legislation on SIC duties and how it will affect parents and families in general. Suggestions for communicating with SICs about the new legislation included preparing a newsletter article and producing a "flipped classroom" type video about Read to Succeed that could be posted online.

Mr. Hudson and the Board also discussed issues related to the upcoming SC-SIC Board of Trustees elections, which are typically held during the summer months. There are several vacant positions on the Board resulting from current members reaching the end of their terms of office, as well as the departure of the Dean's representative, Dr. Bruce Field. The Board expressed their appreciation for his invaluable service to SC-SIC while serving on the Board.

The Board also discussed whether it has become too large and that, as a result, members no longer feel a real sense of responsibility to attend meetings because they think there are enough other members to carry on in their absence. It was suggested that the Board might reduce the number of representatives from each region, and it was noted that the Midlands is currently overrepresented on the Board. There was discussion of ways to bring the Board back into geographic balance. Any action on the make-up and size of the Board could require amendment of the Board's bylaws, for which a notice of at least 30 days is called for.

Mr. Hudson also noted that following the election for Board membership, the Board must ballot on officers for the 2014-15 school year.

In concluding the meeting, Mr. Hudson suggested August 29th and September 5th as possible dates for the next meeting. Meeting dates for the remainder of the year will be set at the next Board meeting. Other suggestions for future meetings included having Ms. Utter conduct a "Getting to Outcomes" (GTO) seminar with the board or scheduling an overnight Board retreat to give new members in particular an opportunity to get to know each other.

There being no further business before the Board, the meeting was adjourned at 1:28 p.m.

Respectfully Submitted,
Amelia B. McKie, SC-SIC Board Secretary

REPORT TO THE BOARD   **06/13/14**

Tom F. Hudson, SC-SIC Interim Executive Director

Training:

Conducted: SIC Basics, 05/20/14, Johnsonville High, Florence 5 (Hudson); SIC Basics, 05/06/14, Charleston Southern University (Hudson); SC-SIC Annual Meeting, 03/22/14, Columbia.

Overview: Year-to-Date: **40** training sessions conducted statewide reaching **1,217** individuals (an approximate 20% increase over 2012-13). Staff conducted sessions - **30** (21 SIC Basics; 2 SIC Leadership & Advocacy; 1 SIC Chairs; 1 SIC Beyond the Basics; 3 SIC Overview for Education Students; 1 SIC District Contact Meeting; SC-SIC Annual Meeting. District Contact conducted sessions – **10** (9 SIC Basics; 1 SIC Chairs).

Scheduled: SIC Basics, 09/23/13, Calhoun County (Hudson); SIC Basics, 10/23/13, Marlboro County (Hudson).

Key Actions (selected):

- Completed USC College of Education Q-Com Report on SC-SIC, 03/17/14, and participated in Q-Com Review, 03/20/14.
- With SC-SIC staff, coordinated 2014 SC-SIC Annual Meeting, 03/22/14.
- Participated in Center for Educational Partnerships directors' retreat, 03/25/14.
- Met with SCPTA Executive Director and President 05/08/14 to discuss summer training partnerships and goal setting training for SCPTA State Board.
- Met with fellow CEP directors 05/30/14 to plan panel presentation for SCASA I3 Conference, 06/16/14.
- Coordinating with Karen Utter on joint presentation on "Engagement for Outcomes" project to SCASA I3 Conference, 06/18/14.

Funding:

- SC-SIC funding through CEP (EIA funds, $715,933 total; $127,303 for SC-SIC) and USC Proviso ($100,000) remains at FY13-14 level in General Appropriations bill approved by House and Senate.
- Funding for three (3) part-time Regional Council Specialists (salary, travel, supplies) borne by CEP in FY13-14 to expire 06/30/14. Conversations being had with Dean Watson ongoing for possible partial continuation (salary) by CEP in FY14-15, contingent on funding and demonstrated need.
- Part-time offer (20 hours per week) made to Karen Utter for FY14-15, contingent on SC-SIC funding.
- Efforts continue to secure grants and/or contracts

- Projected SC-SIC budget shortfall of $8,000 reported at last Board meeting currently erased by savings in vacancy in Executive Director's position, with surplus in most accounts. Efforts ongoing to purchase needed supplies, materials and equipment to reduce any surplus which will have to be surrendered 07/01/14.

Activities (selected):

- Attended Riley Institute OneSC conference, 02/28/14 to 03/02/14, in Hilton Head.
- Attended SC Chapter, National School Public Relations Association (SC/NSPRA) Rewards for Excellence Luncheon, 04/11/14, in Columbia. Second term as SC/NSPRA President will expire 06/30/14.
- Ongoing coordination of SC Education Policy Fellowship Program, to include participation in Institute for Educational Leadership's Washington Policy Seminar, 04/25 to 04/30/14.
- Met again with Dr. Baron Holmes and Karen Utter, 05/06/14, to brainstorm collaborative efforts of SC-SIC and Middle Grades Initiative regarding Read to Succeed legislation.
- Served as judge for Greenville Technical College Charter High School senior project presentations, 05/12/14.
- Attended meeting of Harbison West Elementary SIC to present certificate for participation in "Engagement for Outcomes" project, 05/13/14.
- Prepared copy for three (3) issues of *SIC Clips & Quips* (02/24/14; 04/21/14; 05/29/14). Worked with Claudia Parnell to redesign logo for re-naming of email updates to "In the Loop" beginning 07/01/14.
- Coordinated copy preparation for two (2) issues of *Council News* (03/14/14; 05/07/14). Ended contract with Constant Contact for electronic newsletter, with future editions to be sent via in-house Outlook format and listserv. Anticipated annual savings: $1,200.
- In process of preparing, conducting and submitting annual EPMS review process for Claudia Parnell.
- Preparing preliminary report for Interim Executive Director's annual review with Dean Watson, scheduled for 06/30/14.
- Provided ongoing supervision of Regional Council Specialists, to include conference calls, email support, report review.

REPORT TO THE BOARD 06/13/14

Claudia Parnell, SC-SIC Digital and Web Director

SC-SIC Website

Over 1,217 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. Current Home page highlights include recognition of the winner of the 2014 Riley Award for School Improvement Council for Excellence, the Okatie Elementary SIC, the Harbison West Elementary SIC for participation and performance as part of SC-SIC's "Engagement to Outcomes" pilot project, and the latest editions of *Council News* and *SIC Clips & Quips*.

SC-SIC Member Network

- Total of schools falling under laws governing SICs as of 06/09/14: 1,131 (This figure does not include three (3) schools that convene SICs but are not mandated to do so and reflects the addition of one (1) new school since 02/03/14.)
- Total of SIC members reported as of 06/09/14: 14,278 (up from 14,010 on 02/03/14).
- Total of SICs in compliance as of 06/09/14: 1,017 (up from 983 on 02/03/14). This number includes three (3) "Career, Tech and Other" category schools, which are not mandated to convene SICs.
- Total of SICs out of compliance as of 06/09/14: 117. (Down from 150 on 02/03/14.)
- Percentage of SICs in compliance: 90%. Percentage of SICs out of compliance: 10%.

As is typical, percentages have shown a steady in-compliance increase since this school year's reporting deadline of 11/15/13. (Last quarter's reported compliance percentages were 87% and 13%, respectively.) On 11/18/13 compliance percentages were 79% in compliance and 21% out of compliance.

SIC Report to the Parents **Uploads**

To date, SC-SIC Member Network users have uploaded 719 *SIC Reports to the Parents* for the 2013-14 school year. This reflects a steady yearly increase in uploads since the function was first initiated in 2010.

422 *Reports* were uploaded to the database in 2010-11; 553 in 2011-12; and 645 in 2012-13. The deadline for uploading the 2013-14 *Report* was 06/01/14. Councils are encouraged to continue to upload their *Reports* after the deadline.

SICs have demonstrated a willingness to share their *Reports* via the Member Network database and are strongly encouraged to do so by a majority of the school districts. By mandate, the *Report to the Parents* must be distributed to the community by April 30 of each year; SICs voluntarily upload *Reports* to the Member Network. The *Report to the Parents* offers publicly accessible information about what Councils across South Carolina are doing and accomplishing.

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/.

Social Media

The SC-SIC Twitter account (@SCSIC) now has 1,465 followers (up from 1,342 as of 02/03/14). 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 on a wide variety of topics, 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.

SC-SIC's Facebook Page has 576 "Likes" (up from 564 on 02/03/14). 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. Local SICs are encouraged by SC-SIC to have their own Facebook pages and /or Twitter accounts if permitted by district policy.

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

Council News (SC-SIC electronic newsletter)

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

SIC Clips & Quips (periodic email updates)

Clips & Quips is sent out to the SC-SIC listserv on an as needed basis. Archived *Clips & Quips* are retained on the SC-SIC website at http://sic.sc.gov/publicationsanddownloads/Pages/SC-SICClipsandQuips.aspx.

SC-SIC listservs

The primary SC-SIC listserv of members and friends currently 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

- Harbison West completed formal participation in pilot – evaluations very positive.
- All four additional pilot schools will continue to participate through December 2014.
- Three of these four pilot schools are set up to complete planning activities over summer and begin implementation as school begins in fall 2014.
- Fourth school has experienced problems with organizational capacity that we will attempt to address with the principal and chair over the summer.
- Successfully connected pilot school with WACH Fox 57, which culminated in broadcast of story on SIC's ongoing group mentoring program for middle school girls.
- Continued to provide technical assistance to participating SICs during and between their monthly meetings.
- Produced two SC-SIC newsletter articles on how SICs can use surveys to improve effectiveness using resources and research developed for Engagement for Outcomes.
- Continued work in converting other materials, tools and research developed for Engagement for Outcomes schools into more generic formats for use by all SICs and to develop Spanish language resources.
- Reported on progress toward SIC outcomes to SC-SIC Annual Meeting. Will also report on this with Tom Hudson at SCASA summer institute in Myrtle Beach.

SC-SIC Annual Meeting

- Provided update on Engagement for Outcomes program, engaged with principals interested in program, and provided miscellaneous planning and logistical support.
- Assisted in Developing Technical Assistance Needs Assessment for use by new Regional Council Specialists.
- Developed checklists to assist Regional Council Specialists in the Pee Dee and CSRA regions assess current levels of SIC functioning and identify priority needs for technical assistance beginning in Fall 2014.

Read to Succeed

- Reviewed legislation and met with Tom Hudson and Baron Holmes to discuss language mandating new SIC role in school literacy plans as well as other opportunities for SC-SIC and SICs to support family and community engagement requirements in Read to Succeed bill.

Family and Community Engagement Book Program

- We have now exhausted our supply of the Steve Constantino family engagement books that we received as a donation from the SC DOE when it closed one of its offices.   As we continue to receive a small but steady stream of requests for these resources, we would like to restock our supply and continue to make these books available if funds permit.

II.   Funding

- Mott Foundation did not invite SC-SIC to submit full proposal to fund Engagement for Outcomes. They advised that, while the program is in their funding area, they are currently focused on funding groups with a national or regional reach who then disburse grants to state and local organizations that provide direct services, such as SC-SIC.
- Our USC College of Education Development Director Amanda Wilson left the College this month to resume her real estate career, and the College has decided not to fill her position. Through our work on the Mott proposal, however, our office has developed a good relationship with a member of the University's central development office who will be available to help us submit proposals as we identify other potential funders.

III.   Professional Development

- Completed a practicum course on GTO™ with Professor Abraham Wandersman in the Department of Psychology at USC. Professor and fellow students critiqued and advised on continued development of SC-SIC's Engagement for Outcomes program.
- Attended one-day workshop sponsored by United Way and the Center for Excellence to Prepare Teachers of Children of Poverty on Issues related to learning, poverty and schools.