SC SIC Board of Trustees
Quarterly Meeting Minutes
Diocesan House, Trinity Cathedral Campus, 1115 Marion Street, Columbia, SC
Friday, September 12, 2014

Board Members Present: Michael Guarino, Chair; Amelia McKie, Vice-Chair; Donna Hooks, Secretary; Ellen Still, Immediate Past Chair, Gary Alexander; James Blassingame; Justin Blum; Jason Fulmer; Bob Grant; Allison Jacques; Bonnie King; Luanne Kokolis; Retha Ross; Myriam Torres.

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

The meeting was called to order at 10:34 a.m. by Ms. Still who welcomed all to the meeting.

Ms. Still reviewed the selection process for SC-SIC Executive Director, and she and the Board congratulated Mr. Hudson on his selection as the new director.

Minutes of the June 12, 2014, meeting were presented and approved.

New Board member Dr. Allison Jacques was introduced and welcomed to the Board.

Board officers were installed: Chair – Mr. Guarino; Vice Chair – Ms. McKie; Secretary – Ms. Hooks; Immediate Past Chair – Ms. Still

Ms. Still was recognized and thanked by the Board for her service as Chair.

Outgoing members Mark Bounds, Sylleste Davis, and Bruce Field were recognized and thanked for their service as Board members.

Ms. Still, Outgoing Chair, thanked the Board for their support.

Mr. Guarino, Incoming Chair, thanked the Board for their attendance and looks forward to working with an excellent team as the incoming chair.

Committee Chairs were appointed: Awards/Conference – Ms. Still; Outreach/Advocacy – Ms. McKie; Membership/Development – Jeff Nicholson.

Report of the Executive Director

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

Report of the Digital and Web Director

Mr. Hudson presented highlights from Claudia Parnell's written report outlining the SC-SIC website, member network, SIC Report to Parents uploads, social media, Council News, SIC Clips and Quips, and the SC-SIC listservs. Ms. Parnell's full written report is included at the end of these minutes.

Report of the Coordinator, Programs and Research

Ms. Utter presented highlights from her written report including programs and research, funding, and professional development since the Board's last meeting. Her full written report is included at the end of these minutes.

Old Business

None

New Business

- Mr. Hudson will e-mail committee sign-up the beginning of next week. Board members are asked to respond via e-mail.
- November 21, February 27, and June 12 were set as the Board meeting dates for 2014 – 2015.
- Discussion was held about combining the SIC Annual Meeting with the Morgridge Family Foundation Share Fair which will be held at River Bluff High School, Lexington, on March 7, 2015.
- Corrections were made to Board contact information.

Presentation

Dr. Baron Holmes, with the SC Children's Law Center, presented an overview of the *Read to Succeed Act*. A written copy of the overview is included at the end of these minutes. Of special interest was Section 140 C which states that each school must include training and support to parents in consultation with the School Improvement Council.

Our next meeting is scheduled for Friday, November 21.

The meeting adjourned at 1:38 p.m.

Respectfully submitted,

Donna Hooks
Secretary

Tom F. Hudson, SC-SIC Executive Director

<u>**Training:**</u>

<u>Scheduled</u>: SIC Basics, 09/16/14, Greenville (Hudson); SIC Basics, 09/23/14, Calhoun (Hudson); SIC Basics and SIC Leadership, 09/25/14, Fairfield County (Utter, Hudson); SIC Basics, 09/29/14, Orangeburg 5 (Hudson); SIC Basics, 10/07/14, Richland 2 (Hudson); SIC Basics, 10/16/14, Richland 1 (Utter); SIC Basics, 10/20/14, Beaufort (Hudson); SIC Basics, 10/23/14, Marlboro (Hudson).

<u>Other</u>: Annual SIC District Contact Meeting, 10/10/14, Columbia.

<u>**Funding:**</u>

- 2015-16 EIA Program Report for Education Oversight Committee due to Dean Lemuel Watson by 09/18/14.
- Efforts were made to purchase needed supplies, materials and equipment to reduce surplus surrendered 07/01/14. Final amount of funds surrendered from operating account (USC $100,000 proviso) approximately $3,000; from grant account (EIA funding) approximately $1,500.
- Contract renewed with SC Education Policy Fellowship Program Board for SC-SIC coordination of SC-EPFP for 2014-15 ($5,000).

<u>**Selected Activities:**</u>

- Panel presentation with other CEP directors as SCASA I3 Conference, 06/16/14.
- Co-presented workshop with Karen Utter on "Engagement for Outcomes" at SCASA I3 Conference, 06/18/14.
- Participated in annual review with Dean Watson and Assistant Dean Allison Jacques, 06/30/14.
- Prepared and mailed out letter to district superintendents seeking SIC District Contact appointments for 2014-15 and encouraging district SIC training, 06/30/14.
- Met with SC-EPFP Board, 07/01/14.
- Prepared, conducted and submitted EPMS annual review for Claudia Parnell.
- Prepared copy for *In the Loop* (Volume 1, Issue 1) emailed 07/08/14. *In the Loop* (Volume 1, Issue 2) scheduled to go out the week of 09/08/14.
- Attended SC/NSPRA Executive Board Meeting, 07/24/14.
- Conducted goal and visioning training session with SCPTA Executive Board, 07/26/14.
- Attended state coordinators meeting for Education Policy Fellowship Program in Washington, DC, 08/01/14 to 08/03/14.
- With other CEP directors, met with SC Future Minds to discuss CEP collaboration on 10/02/14 one-day conference, 08/18/14.
- Participated in CEP directors meeting, 08/26/14.
- With other CEP directors, met with representative from Morgridge Family Foundation at River Bluff HS, planning for 03/07/14 Share Fair conference, 09/04/14.
- With other CEP directors, met with representative of Tri-County Cradle to Career to discuss possible future collaborations, 09/05/14.

Selected Activities, continued:

- Attended afternoon session of SC/NSPRA Back to School Briefing, 09/05/14.
- Ongoing work with SC-SIC Business Manager Debra Williams on budget and projections for 2014-15.
- Ongoing work on revisions to SIC Handbook.
- Concluding revisions to SIC Basics and SIC leadership training modules.
- Ongoing work in developing *SIC 180*, three-minute video clips on relevant topics for SC-SIC website.
- Ongoing work in coordinating, with SC Department of Education Office of School Leadership, SC Education Policy Fellowship Program, with first session scheduled for 09/19/14.
- Engaged in planning and preparation for Annual SIC District Contact Meeting scheduled for 10/10/14.

Claudia Parnell, SC-SIC Digital and Web Director

SC-SIC Website

The 2013-14 Training Schedule has been archived on the SIC Training Dates and Locations page of the SC-SIC website, http://sic.sc.gov. There are currently nine SIC trainings scheduled for the 2014-15 school year.

Current Home Page highlights include reminders to Councils to report their SIC membership to SC-SIC by November 15, a description of and link to *In the Loop* (SC-SIC newest emailed publication for SIC members and friends) and a link to competitions and workshops currently being offered by SC Economics. Offerings for SIC brochures and lapel pins are featured, as is the link for the current issue of the SIC handbook, *The Basics* (Seventh Edition). SIC District Contacts and members are being asked to download and use this version of the Handbook while the latest edition is in production.

SC-SIC Member Network (includes data from the 2013-14 school year)

- Total number of schools falling under laws governing SICs as of 06/09/14 (2013-14 school year): **1,131** (This figure does not include three schools that convene SICs but are not mandated to do so, and reflects the addition of one new school since 02/03/14.) These are the latest available figures.
- Total number of SIC members reported as of 06/09/14 (2013-14 school year): **14,278** (up from 14,010 on 02/03/14). To date, 769 members have been reported in advance of the November 15 reporting deadline.
- Total number of SICs in compliance as of 06/09/14 (2013-14 school year): **1,017.** (This number includes three "Career, Tech and Other" category schools, which are not mandated to convene SICs.)
- Total number of SICs out of compliance as of 06/09/14 (2013-14 school year): **117.**
- Compliance numbers for the 2014-15 school year will be available after the November 15 deadline.
- Percentage of SICs in compliance for the 2013-14 school year: **90%.**

Report to the Parents Uploads

811 *Reports to the Parents* were uploaded by SC-SIC Member Network users in the 2013-14 school year. This reflects a steady yearly increase in uploads since the function was first initiated in 2010.

421 *Reports* were uploaded to the database in 2010-11, 564 in 2011-12 and 690 in 2012-13. Councils are encouraged to continue to upload their *Reports* after the deadline, so *Reports* for earlier years may continue to be added.

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*.

Report to the Parents Uploads, continued

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 to the Parents* offers publicly accessible information about what Councils across South Carolina are doing and accomplishing.

Social Media

The SC-SIC Twitter account now has 1,617 followers (up from 1,465 as of 06/13/14). 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. Among *@SCSIC* followers are several educators, political figures, 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, education outlets and those involved in the South Carolina political landscape.

The SC-SIC Facebook Page has 588 "Likes" (up from 576 on 06/13/14). Many links to information and articles that are shared on Twitter are also posted here, though less in number due to the real-time posting 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 an 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.

In the Loop

In the Loop is the latest email blast offering from SC-SIC and replaces the former *SIC Clips & Quips*. It serves to keep SIC members and friends informed of events, dates, news, and other happenings. *In the Loop* is sent to all SIC members and supporters who share their email addresses with us; the first issue can be found on the SC-SIC website at *http://sic.sc.gov/publicationsanddownloads/Pages/SC-SICIntheLoop.aspx*.

SIC Clips & Quips archive

The *Clips and Quips* archive is retained on the SC-SIC website at *http://sic.sc.gov/publicationsanddownloads/Pages/SC-SICClipsandQuips.aspx*.

Council News

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*.

SC-SIC listserv

At this time the primary SC-SIC listserv of members and friends consists of over 11,300 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.

Other listservs

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

Karen Utter, SC-SIC Coordinator, Programs and Research

Programs and Research

Continued to Implement *Engagement for Outcomes* Pilot

- All four SICs remaining in the pilot program have confirmed their desire to participate through December 2014. They are beginning to meet this week.
- At least one of the SICs has reported in on planning activities they conducted during the summer months. Three of the four SICs are well positioned to hit the ground running this fall with the specific goals and activities that they developed last year. The emphasis in working with these schools will be to move to the active implementation of plans and to conduct simple evaluation exercises.
- The fourth school has experienced problems with organizational capacity. SC-SIC will be working with the principal to strengthen the SIC as an organization before attempting to return to work on the GTO steps.
- With Tom Hudson, presented session at SCASA Summer Institute in Myrtle Beach on the *Engagement for Outcomes* program.
- Continued work in converting materials, tools and research developed for *Engagement for Outcomes* schools into more generic formats for use by all SICs.

Family and Community Engagement Book Program

- A portion of the small surplus that SC-SIC had at the end of the fiscal year was used to purchase approximately 15 additional family engagement guidebooks by Steve Constantino as well as five copies of *Beyond the Bake Sale* by Karen Mapp et al. We received over 20 requests for the Constantino book over the past year – a significant percentage of which came from the state's rural, high need school districts.

Publications

- Completed a draft tri-fold SIC outreach brochure targeting parents and community members in particular. The brochure is intended for distribution by local SICs at SIC tables at school events, by the school office, or as otherwise needed, and can be modified for individual use. It is expected that this brochure will be translated into Spanish, and that it will be part of a series that will include brochures targeting high school students and teachers.
- Began work on the new SC-SIC handbook intended to replace the current *Basics* Handbook.
- Developed draft sample SIC parent election ballot with instruction sheet and a sample SIC parent candidate statement sheet with background sheet. It is expected that these will be posted on the SC-SIC website with other samples, examples and fact sheets about holding elections for different types of SIC representatives. They will also be referred to in the new Handbook as examples that can be accessed on the SC-SIC website.