

**SC SIC Board of Trustees  
Quarterly Meeting Minutes  
Colonial Life Building, Columbia, SC  
Friday, June 12, 2015**

Board Members Present: Amelia McKie, Vice-Chair; Donna Hooks, Secretary; James Blassingame; Jeff Nicholson; Thessa Smith; Ellen Still; Myriam Torres.

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

The meeting was called to order at 10:46 a.m. by Ms. McKie.

Minutes of the February 27, 2015, meeting were presented and approved.

**Presentation**

Bradley Mitchell, Director of the Office of Virtual Education, SCDE, and Sarah Lee, Team Leader for Virtual SC, presented an update on Virtual SC. They gave a summary of the program including content areas and courses, current statistics and data, and learning solutions and support for schools and districts. In addition, they answered questions and sought support from board members.

**Review of SC-SIC Staff Reports**

Mr. Hudson presented highlights from his written report outlining trainings, funding, and activities since the Board's last meeting. Ms. Utter presented highlight from her written report including the *Engagement for Outcomes* Pilot, CEP Family Academies, Read to Succeed, Resources for Hispanic Parents, and Understanding the School Improvement Process. Both full written reports are included at the end of these minutes along with a written report from Claudia Parnell, SC-SIC Digital and Web Director.

**Committee Reports**

- *Awards/Conference*: Members discussed concerns and shared ideas for improvement for the annual conference. Further discussion will be held at the August meeting. Mr. Hudson shared a flyer regarding sponsors for the 2016 Dick and Tunky Riley Award. Discussion was held regarding publicity and keeping sponsors long term.
- *Outreach/Advocacy*: No report
- *Membership/Development*: Mr. Nicholson reported that Class of 2015 members Jason Fulmer, Donna Hooks, Amelia McKie, Michael Guarino, and Thessa Smith are interested in continuing to serve on the board. He is awaiting a response from Luanne Kukolka. Two board vacancies still exist; Mr. Nicholson is seeking individuals from the Charleston and the Central Savannah River areas to fill them. Mr. Nicholson suggested that board members and staff review a section from SC SIC bylaws, Article 3 – Membership, Section 1: Membership Requirements and Eligibility. ("It is also expected that all sitting

members of the Board of Trustees will provide some level of financial support to SC-SIC efforts through charitable contributions within their individual means.”) Further discussion will be held at the August meeting.

**New Business**

- *Board Elections:* Mr. Hudson reported that elections will be held via an e-mail ballot in July. Election of officers will follow.
- *2015 – 2016 Meeting Dates:* The first meeting will be held on Friday, August 21, 2015. The remainder of the meeting dates will be determined at the August meeting.

**Old Business**

None

Our next meeting is scheduled for Friday, August 21, 2015.

The meeting was adjourned at 2:00.

Respectfully submitted,



Donna Hooks

Secretary

**Tom F. Hudson, SC-SIC Executive Director****Training**

- 24 training sessions conducted to date (19 SIC Basics; 1 SIC Leadership; 1 SIC Chairs; 1 SIC District Contact Meeting. 1 SC-SIC Annual Meeting), reaching over 600 participants.
- Upcoming CEP Family Academy, 06/13/15, Marlboro County High School.
- Over summer, staff will review approach to scheduling training, particularly for those districts which have not hosted sessions in recent years.

**Funding**

- Both House and Senate budgets include CEP funding at level of \$715,933.
- Both House and Senate budgets include USC proviso of \$100,000 for SC-SIC.
- An additional amount of \$13,000 in CEP FY 14-15 funds was approved by the Dean for SC-SIC efforts on behalf of the CEP, specifically the CEP Family Academies. As the FA in Saluda was cancelled (to be held in the Fall), leaving only the FA scheduled for Marlboro 06/13/14, half of these funds were voluntarily returned to the CEP.
- Budget projections for SC-SIC to date show sufficient funding from all sources to meet anticipated needs for the remainder of FY14-15.

**Selected Activities**

- Participated in focus group regarding SCDE advocacy and outreach efforts, 03/02/15.
- Coordinated 2015 SC-SIC Annual Meeting in conjunction with Share Fair Nation, 03/07/15, at River Bluff High School.
- Issued media releases on Riley Award winner, SC-SIC Legislator of the Year, and SIC Advocate of the Year, 03/07/15 and 03/09/15.
- Made presentation on SCSIC 03/11/15 to State Board of Education.
- Attended SCPTA reception 03/13/15.
- Ongoing work in coordinating, with SC Department of Education Office of School Leadership, SC Education Policy Fellowship Program. Sessions held in Columbia on 03/20/15, 05/15/15, and 06/08/15 (graduation and final session).
- Prepared copy for *In the Loop* (Volume 1, Issue 9) emailed on 04/02/15.
- Attended national EPFP Washington Policy Seminar 04/17/15 through 04/22/15.
- Attended SC/NSPRA Rewards for Excellence luncheon, 04/24/15.
- Attended CEP directors meeting, 04/27/15.
- Attended All College Meeting, 04/28/15.
- Participated in several conference calls relative to SC-EPFP with staff from Institute for Educational Leadership (IEL) and national EPFP.
- Prepared copy for *Council News* (Volume 37, Issue 2) circulated on 06/02/15.
- Ongoing work with SC-SIC Business Manager Debra Williams regarding FY14-15 budget.
- Preparing EPMS staff review for 06/19/15 deadline.

**Claudia Parnell, SC-SIC Digital & Web Director****SC-SIC website**

We have begun meetings with SC.gov discuss a redesign of the SC-SIC website. SC.gov is the official government Web portal for the State of South Carolina and the hosting agency for the SC-SIC site. The new interface will feature a more sophisticated color palette, top-driven navigation, and streamlined content.

**SC-SIC Member Network**

- Total schools falling under laws governing SICs as of 06/09/15: **1,135** (This figure does not include 3 schools that convene SICs but are not mandated to do so.) These are the latest available numbers reported to us by the schools and/or districts.
- Total schools reporting SIC membership as of 06/09/15: **1,078** (This number includes 4 schools that are not mandated to convene SICs.)
- Total schools that had not updated their SIC membership as of 06/09/15: **61**
- Total schools that had partially updated their SIC membership as of 06/09/15: **11**
- Total SIC members reported as of 06/09/15: **14,067**
- Total SICs in compliance as of 06/09/15: **1,018**. (This number includes 4 “Career, Tech and Other” category schools, which are not mandated to convene SICs.)
- Total SICs out of compliance as of 06/09/15: **121**.

As of 06/09/15, **90%** of South Carolina’s SICs were in compliance with state statute.

**Report to the Parents Uploads**

**600** *Reports to the Parents* were uploaded to the SC-SIC Member Network for the 2014-15 school year as of 06/09/15. This number represents **53%** of all schools mandated to convene SICs. This follows the trend of increasing activity in *Report* uploads. Councils are encouraged to continue to upload their *Reports* after the deadline of June 1 and have done so in years past. We expect this practice to maintain and to see an increase in the number of uploads of the 2014-15 *Report*.

**850** *Reports to the Parents* were uploaded to the database for the 2013-14 school year by 06/09/15. This reflects a steady yearly increase in uploads since the function was first initiated in 2010. 421 *Reports* were uploaded to the database for 2010-11, 562 for 2011-12, and 691 for 2012-13.

SICs have demonstrated a willingness to share their *Reports* via the Member Network 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.

*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 **1,882** followers (up from 1,786 as of 02/27/15). 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 social media and media professionals from South Carolina and 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 **630** “Likes” (up from 625 as of 02/09/15). 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. Posts are updated each business day.

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.

**Karen Utter, SC-SIC Coordinator of Council Services**

**SC-SIC Programs and Research**

***Engagement for Outcomes Pilot***

- Four parents from three different *Engagement for Outcomes* SICs (Walhalla, Fairfield, and Harbison-West) were selected to serve on the State Superintendent's Parent Advisory Committee. Parents reported that they discussed pilot program with the Superintendent at first meeting. Selection also generated press coverage in Anderson's local newspaper.
- Have received reports of positive feedback from SIC members in Mauldin and Walhalla Middle School. Walhalla SIC chair received school leadership award from principal. In presenting the award before an audience of parents, the principal talked about how pilot program changed his perception about the value of SICs. Email from Mauldin SIC member commented that this had been a good year for their SIC due to the very successful Science Night organized and implemented by SIC as part of pilot.
- Concluded *Engagement for Outcomes* with remaining school: Wallace Elementary Middle School in Marlboro County. Capacity-building strategies for Wallace in final months included facilitating a meeting with all teachers during their April professional development period to create an inventory of family engagement activities currently being implemented in different classrooms. School received a written summary of teacher inventory that was organized around Epstein's six types of family engagement, as well as suggested next steps to develop unified communication plan for all classrooms as well as increasing outreach in other areas of family engagement.
- Completed and distributed step-by-step guide for Wallace SIC to use in pursuing goals in four areas that the SIC identified as areas of interest: developing and advocating for adoption of changes to current parent volunteer application process; possible adoption of school uniforms; implementing plans for electing student representative to the SIC; and helping teachers/administrators build unified communication networks of all classrooms and families.
- Wallace SIC cancelled its May meeting at which they were to graduate, receive final training in continuous improvement and sustainability, and complete exit surveys. Over the last several months, individual SIC members have shown significant growth in knowledge and skills needed to increase SIC effectiveness, and SC-SIC has provided members with detailed plans to guide SIC activities through the end of the next school year. It is unclear, however, whether they will take these next steps without continued support from the state office. Will explore ways to provide remote support and/or continued support from volunteers in the region.
- Currently compiling data and writing closing report on pilot program and continuing to work on converting materials, tools and research developed for *Engagement for Outcomes* schools into more generic formats for use by all SICs.
- Under consideration is a plan to recruit all of the schools in a single, small district to participate in a 12-18 month *Engagement for Outcomes* program in which all schools express a commitment to working on goals and activities that are connected to the new Read to Succeed law.

**Dick and Tunky Riley Award for SIC Excellence**

- Completed development of informational flyer designed to recruit a sponsor or sponsors who are willing to donate a monetary prize for the 2016 Riley Award finalists.
- Began scanning and archiving case statements for all prior Riley Honor Roll applicants. Selecting case statements and examples of best practices from prior years' applicants for posting on SC-SIC website. This continues to be one of the most requested resources from SIC members.

**Basics Training Assessments and Follow-Ups**

- Compiled paper surveys completed by Basics Training participants at the training site and arranged for data entry and analysis of results by USC COE staff. Results should be available no later than August 1.
- Distributed follow-up survey via Survey Monkey to all Basics Training participants who provided their email addresses. Survey asks participants to rate their Basics training again in light of their experiences on an SIC during the 2014-15 school year.

**SIC Sample Bylaws**

- Updated sample bylaws, adding language on new SIC duties under Read to Succeed.

**SC-SIC Book Distribution Program**

- We continue to receive and fill requests from SICs for free family engagement texts. We expect to be able to replenish our supplies, which are almost completely depleted, before the end of the fiscal year.

**Center for Educational Partnerships (CEP)**

**Share Fair Nation**

- Attended post Share Fair debriefing meeting with staff from SCDE and USC COE.
- Submitted list of volunteer organizations and templates developed by our office to SCDE for use in future Share Fair events.

**CEP Family Academies (Saluda and Marlboro)**

- Accompanied Tom Hudson on walk-through of Saluda and Marlboro facilities; prepared and distributed notices and requests for assistance with Family Academies to local SIC chairs; assisted in other aspects of logistical planning.
- Created new SC-SIC presentation on "Creating Effective School-Family Partnerships."

- Set up and worked CEP/SC-SIC table at Marlboro "Summerfest" street festival to recruit participants for Marlboro Family Academy. Event also yielded new contacts that will be helpful to SICs in the area.

### **New Programs, Services, and Resources Under Development**

#### **Read to Succeed**

- Attended SCDE meeting on development of State Reading Plan; reviewed and commented on early draft. Several SC-SIC comments relating to SIC role and importance of family engagement showed up in the final draft. Discussed possible SCDE timeline for developing school reading plans that would include points at which schools should be consulting their SICs.
- Completed drafts of several online "tools" for Read to Succeed toolkit for SICs. Includes one-page overview of law; list of things that parents need to know about Read for Succeed; and a list of suggested SIC goals and related activities. Separate toolkits will be developed for Pre-K through 3rd grade and 4th-12th grade.
- Reviewed issues related to implementation of Read to Succeed with Dr. Baron Holmes and Dr. Diane Stephens.

#### **Resources for Hispanic Parents**

- Compiling guide and lists of resources for dedicated section on SC-SIC website.

#### **Understanding the School Improvement Process**

- Met with Roy Stehle, Federal and State Accountability Director at SCDE, to discuss ways that we can better connect SICs with the actual school improvement planning process. SC-SIC is exploring development of a one-page timeline or chart that would describe specifically what it looks like when an SIC is "actively engaged" in the development of their school's five-year plan and monitoring its progress through yearly updates.