

**SC SIC Board of Trustees  
Quarterly Meeting Minutes  
Conference Call  
Friday, February 26, 2016**

Board Members Present: Donna Hooks, Secretary; Justin Blum; Bill Evans; Jason Fulmer; Bob Grant; Luanne Kokolis; Jeff Nicholson; Sheri Sebuck; Thessa Smith; Ellen Still; Myriam Torres.

Staff Members Present: Tom Hudson, SC-SIC Executive Director; Karen Utter, SC-SIC Coordinator of Council Services; Claudia Parnell, SC-SIC Digital and Web Director.

The meeting was called to order at 10:04 a.m. by Ms. Hooks.

Minutes of the August 21, 2015, meeting were presented and approved.

**Review of SC-SIC Staff Reports**

Mr. Hudson presented highlights from his written report outlining trainings, presentations, funding, and activities since the Board's last meeting. He updated that currently SC-SIC is at the same funding level as last year. Mr. Nicholson requested that Mr. Hudson apprise the board monthly on the budget status.

Ms. Utter presented highlights from her written report outlining trainings, resources, awards, meetings, and professional development since the Board's last meeting.

Ms. Parnell presented highlights from her written report outlining the updated SC-SIC website, member network, social media, and communication since the Board's last meeting. She announced that the new website is scheduled to go live the week of February 29. The address will remain the same but pages will be more modern and in keeping with current trends.

Full written reports are included at the end of these minutes.

**Old Business**

- *Bylaws Update: Article 3, Section 1* – A motion was made by Mr. Nicholson to update the Bylaws as presented. Seconded by Col. Blum. Motion carried.
- *Board Web Bios:* Mr. Hudson asked board members to update their biographical information as SC-SIC transitions to the new website and to e-mail Mr. Hudson of any changes, corrections, or additions at their earliest convenience.

**New Business**

- *2016 SIC Annual Meeting:* Mr. Hudson shared the draft agenda for 2016 SIC Annual Meeting. He pointed out that Dr. Torres is part of the program, that presentations by Riley Award Honor Roll schools will be spread out throughout the day and that the Honor Roll schools will also participate in a question and answer panel.

- *Advocate of the Year Recommendation:* Ms. Utter recommended a joint nomination for Dora Leonard and Lorilei Swanson, parent SIC representatives, as Advocate of the Year . Both have demonstrated exceptional leadership and commitment to building SICs and parent engagement in both Walhalla Middle School and Walhalla High School.
- *Legislator of the Year Recommendation:* Mr. Hudson recommended Honorable Mia McLeod, representative for SC House District 29, as Legislator of the Year.
- *Board Elections – Class of 2019:* Mr. Hudson updated that three board members are not eligible to stand for re-election. Discussion was held about reducing the number of board members so that each class would have five members. Mr. Hudson will e-mail the full board to seek their opinion regarding this matter.

Mr. Hudson announced that an e-mail requesting assistance from board members for the annual meeting will be coming next week.

Our next meeting is scheduled for Friday, June 10, 2016 in Columbia.

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,



Donna Hooks  
Secretary

Tom F. Hudson, SC-SIC Executive Director

### Training

**25 Sessions; 410 Participants**

09/21, Orangeburg 4, SIC Basics (Utter); 09/24, Fairfield, SIC Basics (Malloy); 09/24, Fairfield, SIC Leadership (Utter); 09/24, Greenville, SIC Basics (Welch); 09/28, Orangeburg 3, SIC Basics (Hudson); 09/29, Colleton, SIC Basics (Utter); 09/29, Colleton, SIC Leadership (Hudson); 10/20, Lex-Rich 5, SIC Chairs (Hudson); 10/20, Lex-Rich 5, SIC Basics (Hudson); 10/20, Richland 2, SIC Basics (Utter); 10/26, Blackville-Hilda, SIC Basics (Hudson); 10/26, Calhoun, SIC Basics (Hudson); 10/29, Beaufort, SIC Basics (Hudson); 11/03, Marion, SIC Basics (Hudson); 11/06, SIC District Contact Meeting (Hudson, Utter, Parnell, Grant); 11/09, Marlboro, SIC Basics (Utter); 11/12, Jasper, SIC Basics (Utter); 11/16, Orangeburg 5, SIC Basics (Inabinette); 11/19, Richland 1, SIC Basics (Utter); 12/01, Williamsburg, SIC Basics (Utter); 12/01, Williamsburg, SIC Leadership (Hudson); 01/21, Oconee, SIC Basics (Sanders); 01/25, Hampton 2, SIC Basics (Hudson); 01/28, Sumter, SIC Basics (Utter); 02/16, Lee, SIC Basics (Hudson).

### Presentations

**Completed** – 12/14, Race to the Top Grant School Districts (Hudson); 01/25, Dean’s Alliance (Hudson); 01/28, Forest Lake Sertoma Club (Hudson).

**Scheduled** – 04/21-04/22, 3<sup>rd</sup> Annual School Behavioral Health Conference (with Karen Utter), Myrtle Beach; 06/20, 2016 SCASA Innovative Ideas Institute (with Karen Utter), Myrtle Beach.

### Funding

Center for Educational Partnerships (CEP) EIA Program Report submitted to Education Oversight Committee 10/02. Included a request of additional \$50,000 for SC-SIC to “replace” funding lost since 2008. Total SC-SIC request of EIA funds - \$177,303. Anticipated funding through EOC recommendation, Governor’s Executive Budget, SDE Budget Request, and House Committees – same level of funding as FY15-16: \$227,303.

### Selected Activities

- Participated in several conference calls relative to SC-EPFP with staff from Institute for Educational Leadership (IEL) and national EPFP.
- Ongoing work in co-coordinating SC-EPFP. Sessions held 09/18, Columbia; 10/15-16, Spartanburg; 11/13, Columbia; 12/11, Columbia; 01/08, Columbia; 02/17, Day at the State House. Largest class in program history (22).
- Attended EPFP Coordinators meeting, Washington, DC, 12/04-12/06.
- Served as parent representative, State Superintendent’s School Safety Task Force and State Regulation Subcommittee, December 2015 through February 2016.
- Attended CEP directors meetings, 09/28 and 11/04.
- Ongoing work with SC-SIC Business Manager Debra Williams regarding FY15-16 budget.
- Ongoing work on new SC-SIC materials and resources.
- Ongoing work in responding to local SIC inquiries and issues.
- Prepared copy for three (3) issues of *SC-SIC’s In the Loop*, 10/14, 11/11, 2/11
- Prepared copy for *Council News* newsletter, Vol. 37, Issue 2, 12/18.

**Selected Activities (continued)**

- Issued three (3) news releases: SC-EPFP Fellows 15-16, 10/12; SIC 2016 Honor Roll, 01/13; Riley Award finalists, 02/16.
- Served as table moderator for SC Education Partners Conference 10/14, in Columbia.
- Attended joint SC/NSPRA – NCSPRA fall conference in Wilmington, 10/21-10/23.
- Attended EOC EIA subcommittee meeting 11/09.
- Met 11/10 with Charleston Communications Director Erica Taylor to work on district's SIC participation, compliance, and training.
- Attended Riley Institute Diversity Leaders reception, 01/26, in Columbia.
- Represented CEP and SC-SIC at Riley Institute Wilkins Awards Dinner honoring State Senator Clementa Pinckney, SC Governor Nikki Haley, and Charleston Mayor Joe Riley, 01/12, in Columbia.
- Scheduled to attend Riley Institute DLI OneSC event, 03/03-03/05, Hilton Head Island.
- Scheduled to attend Washington Policy Seminar of EPFP, 04/11-04/16, Washington, DC.
- Scheduled to attend NSPRA National Seminar, 07/16-07/21, Chicago, IL.

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

**Update on New and Existing Tools, Training, and Technical Assistance**

- Delivered the following trainings: Basics: Orangeburg 4, Colleton, Richland 1, Richland 2, Marlboro, Jasper, Williamsburg, Sumter; Advanced: Fairfield County
- Visited the following schools to provide individualized technical assistance: Saluda High School, Saluda County School District, (mini basics and organizational guidance); Kennedy Middle School, Aiken County Public School District, (review of SIC self-assessment and goal setting); Walhalla High School (Oconee County School District, (two-hour goal-setting meeting); Fairfield Middle School, Fairfield County School District, (gave informal chat on family engagement in middle school as part of monthly "Coffee with the Principal;" Lexington Middle School (Lexington School District One, ("Student Voices" project).

***In the works***

- Ridgeland Elementary School SIC, Jasper County School District, requested that SC-SIC visit their school for follow up to Basics training (tentatively scheduled for 02/29).
- Met with Dent Middle School SIC chair (Richland 2) in anticipation of two-hour goal-setting meeting this spring.
- Developed contact with SC Head Start Association – will give presentation on the importance of family engagement in the transition to kindergarten and beyond at the Association's 2016 Fatherhood Conference in Myrtle Beach.

**District Contacts Meeting**

- Via Survey Monkey, surveyed District Contacts on training needs in advance of meeting
- Led discussion of survey results with District Contacts

**Completed New SIC Resources**

- Bylaws Toolkit
- Effective Meetings Toolkit
- Tip sheet on SIC Goals and Project Ideas under Read to Succeed
- New Quarterly "District Contact Digest" for SIC District Contacts

**New Tools and Trainings under Development**

- A series of several short, online training modules to be recorded in the USC College of Education video classroom
- Additional tools for new SC-SIC website
- Revised SIC Advocacy guidelines
- An addition Riley Award booklet on Best SIC Organizational Practices
- A record retention schedule for SICs under SC FOIA
- Additional components of Read to Succeed toolkit

**Development of Resources for Spanish Speaking Families**

- Have identified several candidates who are qualified to translate the new SIC Handbook and will be sending out requests for quotes for this work by the end of February

**Riley Award for SIC Excellence**

- Coordinated Level 1 and Level 2 judging processes
- Independent Judges Panel has been identified and will meet 03/04 in Columbia to select the 2016 winner

**2016 SC-SIC Annual Meeting**

- Secured meeting site -- EdVenture Children's Museum
- Assisted in drafting out agenda, developing theme (school climate) and recruiting speakers
- Registration currently open online on the SC-SIC website

**Engagement for Outcomes**

- Prepared new application, brochure, program timeline, and other materials for use in recruiting new EFO class this spring

**Continuing Professional Development**

- 10/15, attended #ParentCamp family engagement event at US Department of Education in Washington, DC.
- 12/15, completed graduate-level course, "Introduction to Education Research," through the USC College of Education online program; course focused on increasing capacity to systematically assess the validity of education research studies.
- 12/15, completed one-half day course on conflict resolution strategies through USC Human Resources Department.
- 01/16, completed one-half day course on performance metrics through USC Human Resources Department.

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

Work nearly finished on the new SC-SIC website. Hosting agency sc.gov will conduct its final review of the site the week of 02/22, after which it will go live. The web address, <http://sic.sc.gov>, will not change; individual pages within the site will have new addresses.

**SC-SIC Member Network**

The total number of schools falling under laws governing SICs as of 02/26/16 is now **1,126**. This is the latest available number reported to us by the schools and/or districts.

**SIC Report to the Parents Uploads**

**700 Reports to the Parents** were uploaded to the SC-SIC Member Network for the 2014-15 school year as of 02/19/16. This number represents 62% of all schools mandated to convene SICs. This follows the trend of increasing activity in *Report* uploads. SICs are encouraged to upload their *Reports* up to and even after the deadline of 06/01 and have done so in years past. We expect this practice to continue and to see an increase in the number of uploads of the 2015-16 *Reports*.

**851 Reports to the Parents** were uploaded to the database for the 2013-14 school year by 02/19/16. 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 **689** 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 *SIC Report to the Parents* must be distributed to the community by 04/30 of each year; SICs voluntarily upload *Reports* to the Member Network.

**Social Media**

The SC-SIC Twitter account now has **2,138** followers (up from **1,961** as of 08/21/15). 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 **673** “Likes” (up from **627** as of 08/21/15). 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.

Facebook, like Twitter, serves to increase our search engine rankings, again advancing our public profile. Social media has proven to be an essential tool in maintaining the SC-SIC public presence and in facilitating information flow.

**In the Loop (periodic updates for SIC members and friends; delivered via email)**

*In the Loop* is the email blast offering from SC-SIC. 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; current and archived issues can be found on the SC-SIC website.

**Council News (SC-SIC Newsletter; delivered via email)**

The *Council News* electronic newsletter is emailed to all SIC members and friends that share their email address with us. Current and archived editions are posted to the SC-SIC website.

**SC-SIC listserv**

At this time the primary SC-SIC listserv of members and friends consists of approximately **17,759** email addresses. Addresses are deleted by individual request; subscribers are also able to independently leave the list.

**Other listservs**

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