

**SC-SIC Board of Trustees**  
**Quarterly Meeting Minutes**  
**Friday, June 10, 2016**  
Colonial Life Building  
Columbia, SC

Board Members Present: Michael Guarino, Chair; Amelia McKie, Vice Chair; Ellen Still, Immediate Past Chair; Gary Alexander; James Blassingame; Bonnie King; Jeff Nicholson; Shari Sebuck; Myriam Torres.

Voting Proxies Submitted By: Justin Blum; Bob Grant; Jason Fulmer; Luanne Kokolis.

Staff Members Present: Tom F. Hudson, SC-SIC Executive Director; Karen Utter, SC-SIC Coordinator of Council Services.

The meeting was called to order at 10:04 a.m. by Mr. Guarino.

Minutes of the February 26, 2016 Conference Call were presented and approved.

**Review of Staff Reports**

Mr. Hudson and Ms. Utter presented highlights from their written reports and took questions from Board members. The Board discussed possible strategies to increase the capacity of principals to facilitate the growth of SICs in their schools. Also discussed were suggestions on how to increase SIC visibility among state superintendents, school boards, and other specific school stakeholder groups and the possibility of producing a short motivational video.

Full written reports for Mr. Hudson, Ms. Utter, and Digital & Web Director Claudia Parnell are included at the end of these minutes.

**Old Business**

- *2016 SIC Annual Meeting Recap.* Mr. Hudson reported that the annual meeting was well received by participants and that the meeting space at EdVenture Children's Museum created an environment that was conducive to interaction with participants. Attendance was on par with prior years. Appreciation was expressed to Dr. Torres for her presentation with Ms. Mayra Garcia on reaching out to Latino families.
- *Board Class Size.* A motion was made that beginning with the election of the Class of 2019 (in July 2016), the size of each Board class will be reduced by one (1) member each to five (5) members when each class comes up for election (Class of 2019, July 2016; Class of 2020, July 2017; Class of 2021, July 2018). It was noted that this action does not require an amendment of the bylaws. The motion was seconded and carried.

- *Board Web Bios.* Mr. Hudson asked board members to update their biographical information as SC-SIC transitions to the new website and to notify Mr. Hudson of any changes, corrections, or additions at their earliest convenience.

### **New Business**

- *SC-SIC Budget.* Mr. Hudson reported to the Board that SC-SIC's funding for the current fiscal year will remain at the same level as last year.
- *SC-SIC Summer Work.* Mr. Hudson reported that priority is being placed on completing a series of short video training modules that will be available to members through a link on the SC-SIC website. Work is also progressing on additional toolkits and "Read to Succeed" Act materials for SICs.
- *SC-SIC Board and Board Officer Elections.* Board and Board officer elections for the Class of 2019 will be conducted over the summer months.
- *Future Meetings - Schedule and Format.* Mr. Hudson raised for Board consideration and possible action: "that beginning in FY16-17, the SC-SIC Board of Trustees shall hold at least one (1) of its regularly scheduled quarterly meetings via conference call, with the suggestion that the Winter meeting, typically scheduled in January or February, will be conducted in this manner." A brief discussion followed. Determination of the Board's meeting schedule will be made at the Board's next regularly scheduled meeting.

### **Staff Presentation: It Takes Two to Tango**

- Mr. Hudson and Ms. Utter reprised this presentation on the components of effective school outreach to families, which was first given at a session of the SC School Behavioral Conference (Myrtle Beach) in April 2016.

The Board's next meeting is scheduled for Friday, August 26, in Columbia.

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,  
Karen M. Utter for  
Donna Hooks, Board Secretary

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

**Training**

**Completed FY15-16:** 28 sessions (SIC Basics; SIC Leadership; SIC Chairs; SIC Goal Setting; Specialized SIC training), with over 575 participants.

**Scheduled FY16-17:** 10/25, Kershaw, SIC Basics (Hudson).

**Presentations**

**Completed** – 04/21-04/22, 3<sup>rd</sup> Annual School Behavioral Health Conference (with Karen Utter), Myrtle Beach.

**Scheduled** – 06/06-06/07, Blue Ribbon Schools of Excellence Schools, Communities & Law Enforcement Summit (with Karen Utter), Columbia; 06/20, 2016 SCASA Innovative Ideas Institute (with Karen Utter), Myrtle Beach.

**Funding**

- Year-end financials for SC-SIC through 06/30 are stable, with adequate resources to provide for expenditures with little to no excess revenue.
- \$1,650 provided by CEP for SC-SIC Digital & Web Director Claudia Parnell to attend Google Analytics training in Columbia.
- \$1,800 provided by CEP to develop a Spanish translation of the SIC Handbook.
- Additional \$2,575 in CEP funding has been tentatively approved for SC-SIC Coordinator of Council Services Karen Utter to attend a five-day seminar, “Closing the Achievement Gap: Strategies for Excellence with Equity,” in late June at Harvard University, Boston, MA.
- \$227,303 in total SC-SIC funding included in FY16-17 budget as submitted by the General Assembly to the Governor (\$127,303 in EIA funds through the USC Center for Education Partnerships; \$100,000 from Proviso 20.2 (USC – School Improvement Council). We await the Governor Haley’s veto message, but anticipate no change as these funds were included in the Executive Budget earlier this year.

**Selected Activities**

- Participated in several conference calls relative to SC-EPFP with staff from Institute for Educational Leadership (IEL) and national EPFP, including a national budget task force.
- Ongoing work in co-coordinating SC-EPFP. Sessions held in Columbia on 03/25 and 05/13, with graduation ceremonies held 06/07. The Washington Policy Seminar of national EPFP was held in DC 04/13-04/16.
- Attended as parent representative, State Superintendent’s School Safety Task Force and State Regulation Subcommittee, 03/08.
- Served as entry reviewer, SC/NSPRA Rewards for Excellence, Columbia, 03/11.
- SC-SIC Annual Meeting, Columbia, 03/19.
- Attended EPFP Coordinators meeting, Washington, DC, 04/11-04/13.
- Attended All College Meeting, 04/26.

Selected Activities (continued)

- Attended SC/NSPRA Rewards for Excellence luncheon, Columbia, 04/29.
- Attended CEP directors' meeting, 05/03.
- Meeting with Charleston Superintendent Gerrita Postlewait, Communications Director Erica Taylor, and local education advocates on SIC roles and responsibilities within the district, 05/23.
- Issued three (3) news releases: 2016 Riley Award Winner, 03/19; SIC Advocates of the Year, 03/22; SC-EPFP 15-16 Graduates, 06/08.
- Prepared copy for *Council News* newsletter, Vol. 37, Issue 3, 06/09.
- 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.
- Numerous phone calls, emails, correspondence, and visits to the State House regarding SC-SIC funding for FY16-17.
- Scheduled to attend NSPRA National Seminar, 07/16-07/21, Chicago, IL.

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

**Trainings and on-site technical assistance**

Developed and delivered the following trainings:

- New family engagement training delivered with T.H. at South Carolina School Behavioral Conference (Myrtle Beach) (also participated in one-day pre-conference stakeholder meeting on school behavioral health/co-facilitator of implementation committee)
- National Summit of Schools, Communities and Law Enforcement (Columbia) (also developed templates for use by conference participants in developing individual Blueprints for Community Action and facilitated action plan sessions with T.H.)
- New training focused on importance of fathers' engagement in transition to kindergarten at: South Carolina Head Start Association Fatherhood Conference (Myrtle Beach) (May)

In the works:

- Developing new presentation for SCASA I3 Conference on using the SEDL/USDOE dual capacity-building framework for school-family partnerships. (scheduled to deliver with T.H. June 20)
- Developed 3 sets of PowerPoint slides for use in 20 minute video training modules on (1) Organizing Your SIC; (2) Operating Your SIC; and (3) Local SIC Duties. Currently developing script to accompany slides. T.H. to tape before beginning of 2016 school year.

Visited the following schools to provide individualized technical assistance:

- Ridgeland Elementary School (Jasper District) (reviewed Basics with Principal & SIC Chair).
- Dent Middle School (Richland 2) (facilitated SIC review of student data and needs assessment on school climate)

**Tools**

Completed New Tools

- Updated Riley Award Activity Guides to include 2016 SIC finalists' activities.
- FAQ's about SICs for website

For District Contacts

- Completed May issue of *District Contact Digest*

Tools under Development

- Contracted with Ms. Mayra Garcia to translate new SIC Handbook into Spanish. Expect translation work to be completed by June 30. Exploring possibility of producing podcast or video in Spanish communicating basic information about SICs.
- Drafted new brochure promoting SC-SIC on-site training and technical assistance opportunities

Tools under Development (continued)

- Revised SIC Advocacy guidelines
- Additional online resource booklet on Best SIC Organizational Practices
- A record retention schedule for SICs under the SC Freedom of Information Act (FOIA)
- Additional components for online Read to Succeed toolkit

Family Engagement Text Distribution Program

- New book offered is by Brad Currie, "All Hands on Deck: Tools for Connecting Educators, Parents, and Communities." Author tweeted thanks for featuring his book on our homepage
- 14 requests for copies since putting the notice on SC-SIC website in the beginning of April
- Looking to include brochure or other promotional material together with book in the future

**Other Activities**

Connecting with Other Organizations

- Met with new Family and Community Engagement Coordinator at SC Dept. of Education and discussed possibility of partnering on family engagement focus group and study group for school parent liaisons
- Met with Office of School Transformation at SC Dept. of Education to discuss possibility of providing Engagement for Outcomes and/or principal training on SICs for priority schools.
- Met with Baron Holmes and Cindy Van Buren on ways to support implementation of Read to Succeed Act.
- Meeting scheduled (June 9) with Melissa Stropolis at SC Children's Trust regarding Adverse Childhood Experiences (ACEs) program.
- Served as a judge for state PTA awards (April)

Riley Award for SIC Excellence

- Coordinated meeting of Independent Judges Panel to select the 2016 Riley Award winner and coordinated details relating to awards presentation
- Transcribed and transmitted copies of judges scoring sheets from Level 1 and Level 2 to all entrants

2016 SIC Annual Meeting

- Assisted in producing March 19 SC-SIC Annual Meeting and presentation of 2016 Riley Award and SIC Advocates of the Year Award

Engagement for Outcomes

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

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

The redesigned SC-SIC website is now live and may be viewed at <http://sic.sc.gov>

**SC-SIC Member Network**

The total number of schools falling under laws governing SICs as of 06/02/16 is now **1,126**. This is the latest available number reported to us by the schools and/or districts.

**The Center of Educational Partnerships (CEP) Website**

SC-SIC Digital & Web Director Claudia Parnell has worked with state government's (and SC-SIC's), web hosting agency sc.gov to recreate and update the CEP website. She is currently adding content to the new site in preparation for the launch. She is also enrolled in and will take a class in "Google Analytics" this month, which will enable her to track and determine website traffic for this site and the SC-SIC site. By taking a lead role in accomplishing these duties and functions, SC-SIC becomes an even more key partner with in the CEP.

**SIC Report to the Parents Uploads**

**548** *SIC Reports to the Parents* for 2015-16 have been uploaded to the *Member Network* as of 06/02/16. This number represents 49% of all schools mandated to convene SICs. SC-SIC requests that schools upload their *Reports* by June 1, but they may upload *Reports* at any time. The trend has been for schools to continue to upload *Reports* after the June 1 deadline, so we anticipate an increase in this figure. There is no state mandate to upload *Reports* to the *Member Network*; April 30 is the state-mandated deadline for schools to distribute *Reports* to the greater school community.

**722** *Reports to the Parents* were uploaded to the database for the 2014-15 school year by 06/02/16. 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. Again, because schools can upload *Reports* at any time, for any year, this number may increase.

*SIC Reports to the Parents* 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 SICs across South Carolina are planning and accomplishing.

**Social Media**

The SC-SIC Twitter account now has **2,217** followers (up from **2,138** as of 02/26/16). 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

@SCSIC strategic planning goal. Among @SCSIC followers are several educators, political figures, organizations, and social media and media professionals from South Carolina, 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 **702** "Likes," up from **673** as of 02/26/16. 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, or SEO, (Search Engine Optimization), advancing SC-SIC's public profile. Social media has proven to be an essential tool in maintaining the SC-SIC public presence and in facilitating information flow.

### **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, local SIC Chairs, SIC District Contacts, and other supporters of SC-SIC.