

**SC-SIC Board of Trustees
Quarterly Meeting Minutes
Friday, August 26, 2016**

Diocesan House, Episcopal Diocese of Upper SC
Columbia, SC

Board Members Present: Amelia McKie, Chair; Donna Hooks, Vice Chair; Shari Sebuck, Secretary; Ellen Still, Past Chair; Bob Grant; Sherri Horton; Bonnie King; Luanne Kokolis; Myriam Torres.

Voting Proxies Submitted By: Justin Blum; Jason Fulmer; Jeff Nicholson; Thessa Smith.

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 10:18 a.m. by Ms. McKie in her capacity as Vice Chair.

Minutes of the Board's June 10, 2016 meeting were presented with an amendment from Mr. Hudson noting voting proxies from Ms. Horton and Ms. Smith. The minutes were approved as amended.

Installation of New Board Officers

Ms. McKie, Ms. Hooks, and Ms. Sebuck were installed in their newly-elected offices for 2016-17 as Chair, Vice Chair, and Secretary, respectively.

Acknowledgement of Outgoing Board Members

Mr. Grant, Ms. King, and Ms. Still were recognized for their service as their terms on the Board have expired. Each was presented with a commemorative plaque from the Board and SC-SIC honoring their contributions.

Additionally, Mr. Mike Guarino was recognized in his absence for his two terms serving as Board Chair.

Review of Staff Reports

Mr. Hudson and Ms. Utter presented highlights from their written reports and took questions from Board members. Full written reports for Mr. Hudson, Ms. Utter, and Digital & Web Director Claudia Parnell are included at the end of these minutes.

Guest Speaker

Ms. Yolanda Anderson, Director of the SC Department of Education's Office of Family and Community Engagement, presented to the Board information about her office's efforts, after which the Board temporarily adjourned for Board photographs and to prepare for a working lunch.

2016-17 Board Committee Membership

Board members present were asked to express their wishes for serving on various Board standing committees for 2016-17. Member of these committees for the coming year will be:

- Outreach/Advocacy – Ms. Hooks, Chair; Ms. Sebuck; Dr. Cooks
- Membership/Development – Ms. Horton, Chair.
- Awards/Conference – Dr. Torres, Chair; Dr. Kokolis.
- Bylaws – Mr. Guarino, Chair; Ms. McKie.

Additional members of these committees will be added at the Board's next meeting in November.

New Business

The Board determined that its meeting dates for the 2016-17 year will be: Friday, November 4, 2016; Friday, January 27, 2017 (via conference call); and Friday, May 5, 2017.

Mr. Hudson informed the Board that SC-SIC is looking toward Saturday, March 4 or Saturday, March 11, 2017, as prospective dates for the 2017 SC-SIC Annual Meeting in Columbia.

Also under new business, Ms. Utter lead a Board conversation regarding SC-SIC's Riley Award for SIC Excellence, funding for the award, and strategies to make applying for the award more attractive to schools across the state.

Old Business

There was no old business discussed by the Board. The Board's next meeting is scheduled for Friday, November 4, in Columbia.

The meeting was adjourned at 1:59 p.m.

Respectfully submitted,
Shari Sebuck, Secretary
SC-SIC Board of Trustees

Tom F. Hudson, SC-SIC Executive Director

Training

Completed FY15-16: 30 sessions (SIC Basics; SIC Leadership; SIC Chairs; SIC Goal Setting; Specialized SIC training), with over **675** participants.

Scheduled FY16-17: 09/08, Lexington-Richland 5, SIC Basics and Tips for Chairs (Hudson); 09/15, Charleston, Principals and SICs (Hudson); 09/16, Annual SIC District Contact Meeting; 09/20, Lexington 3, SIC Basics (Utter); 10/20, Marlboro, SIC Basics (Utter); 10/25, Kershaw, SIC Basics (Hudson); TBD, Horry, SIC Basics; TDB, Charleston, SIC Basics and SIC Leadership.

Presentations

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

Funding

- FY15-16 SC-SIC financials resulted in a surplus of approximately \$6,000. This surplus came in handy to offset a deficit in the year-end budget for another Center for Educational Partnerships (CEP) office.
- Total SC-SIC funding included in FY16-17 budget stands at \$227,303 (\$127,303 in EIA funds through the USC Center for Education Partnerships; \$100,000 from Proviso 20.2 (USC – School Improvement Council). Financials for SC-SIC are currently stable, with adequate resources to provide for planned and contingency expenditures.
- Through an MOA with the SC Education Policy Fellowship Program (SC-EPFP), SC-SIC will receive funding of \$7,230 in FY16-17 to coordinate the program for the school year. (This is an increase over the previous years' funding of \$5,000.)

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 FY16-17 class currently stands at 13, with several more applications anticipated. First session will be held on 09/09 in Columbia.
- Attended CEP directors' meeting, 07/11.
- Attended NSPRA National Seminar, Chicago, 07/16 to 07/21.
- Attended SCDE School Improvement Advisory Group, 07/26, in Columbia.
- Attended EPFP coordinators meeting in Washington, DC, 08/04 to 08/06.
- Prepared copy for *Council News* newsletter, Vol. 37, Issue 5, 06/23.
- Assisted with copy preparation for SIC Basics online training modules (to be videotaped and posted to SC-SIC website soon).

Selected Activities (continued)

- Ongoing work with SC-SIC Business Manager Debra Williams regarding FY16-17 budget.
- Ongoing work on new SC-SIC materials and resources.
- Ongoing work in responding to local SIC inquiries and issues.
- Numerous phone calls, emails, and correspondence.
- Scheduled to attend SC/NSPRA Fall Conference in Greenville, 10/12 to 10/14.

Karen Utter, SC-SIC Coordinator of Council Services

Trainings and on-site technical assistance

- With Tom Hudson at SCASA I3 Conference - SEDL/USDOE dual capacity-building framework.
- PowerPoint slides and outlines for use in three 20 minute video training modules on (1) Organizing Your SIC; (2) Operating Your SIC; and (3) Local SIC Duties. Tom Hudson scheduled to tape first module August 31.
- Content updates to on-site *Basics* training.
- Scheduled Trainings - SIC Basics, Lexington 3 (Sept. 20); SIC Basics Marlboro (Oct. 20).

2016 SIC District Contact Meeting

- Scheduled for Sept. 16 at EdVenture Children's Museum in Columbia.
- With Tom Hudson, recruited speakers and developed meeting agenda.

SIC Tools

- Spanish translation of SIC Handbook completed. Dr. Torres is currently reviewing for quality control. Once review is complete, document will be ready for formatting and posting on our website. A limited number of print copies will be available through the SC-SIC office upon request.
- Completed new brochure promoting SC-SIC on-site training and technical assistance opportunities. Copies distributed to all 2016-17 District Contacts and as we fulfill book requests. Will look for other opportunities to disseminate -- e.g. Basics trainings.
- Developed contact list of parent liaisons in all SC school districts (for internal use).
- Annual Timeline for SIC District Contacts added to District Contact toolkit.
- Created and distributed package to all SIC DC's for 2016-17 school year including (1) welcome letter, (2) one pager describing basic DC duties and responsibilities, (3) new annual timeline for DCs, and (4) new SC-SIC training and technical assistance brochure.
- Wrote 3rd quarter issue of District Contact Digest. Developed and distributed DC needs survey via Survey Monkey.
- Additional components of the "Read to Succeed" Act toolkit are under development.

Family Engagement Text Distribution Program

- Book currently offered is by Brad Currie, "All Hands on Deck: Tools for Connecting Educators, Parents, and Communities." We are now sending out a brochure on all SC-SIC services together with the book.

Technical Assistance and Other Activities

- Follow-up meeting with new Family and Community Engagement Coordinator at SC Dept. of Education and discussed -- continued to discuss possibility of partnering on study group for school parent liaisons.
- Met with Melissa Strompolis at SC Children's Trust regarding Adverse Childhood Experiences (ACEs) program and attended ACEs training program. Will be listing this as new training opportunity on SC-SIC website.
- Met with Tom Hudson and two Richland 2 teachers on NEA's national ESSA implementation team to discuss how SICs can be involved in state-wide implementation and other possible partnership opportunities.
- Participated in SCDE advisory group on implementation of the "Read to Succeed" 3rd Grade retention requirements. Worked with team in developing timeline and in addition, created several templates for forms and letters that were adopted by SCDE.
- Reserved SC-SIC table at Marlboro County "MASH" street fair in September and Fairfield County's "Rock Around the Clock" festival in October. Will invite districts' SICs to send representative/materials -- opportunity for them to gain visibility in their communities.
- Updating application for 2017 Riley Award process. Will be posted online by first week of September.
- Created draft of comprehensive plan to increase awareness of/applications for Riley Award for review.

Engagement for Outcomes

- Met with Dr. J.R. Green, superintendent of Fairfield County Schools, about having a cluster of schools in district participate in Engagement for Outcomes.
- Received favorable response from Elementary and Middle school, but not High School.
- Looking at other options.

Professional Development

- Completed week-long class at Harvard's Graduate School of Education on "Closing the Achievement Gap" which included sessions on parent education and family engagement.

Claudia Parnell, SC-SIC Digital and Web Director

SC-SIC website

The redesigned SC-SIC website is now live and may be viewed at *sic.sc.gov*.

SC-SIC Member Network

The total number of schools falling under laws governing SICs as of 08/26/16 is 1,126. This is the latest available number reported to us by the schools and/or districts.

Report to the Parents Uploads

632 *Reports to the Parents* for 2015-16 were uploaded to the *Member Network* as of 08/25/16. This number represents 56 percent 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.

725 *Reports to the Parents* were uploaded to the database for 2014-15 by 08/26/16. 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.

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 planning and accomplishing.

Social Media

The SC-SIC Twitter account now has 2,273 followers (up from 2,217 as of 06/10/16). 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 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 719 “Likes,” up from 702 as of 06/10/16. 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), 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 at <http://sic.sc.gov/Pages/IntheLooparchives.aspx>.

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 at <http://sic.sc.gov/Pages/CouncilNewsarchives.aspx>.

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, SIC District Contacts and SC school superintendents.