

**SC-SIC Board of Trustees**  
**Quarterly Meeting Minutes**  
**Friday, January 27, 2017**  
*Via Conference Call*

Board Members Present: Amelia McKie (Chair); Donna Hooks (Vice Chair); Shari Sebuck (Secretary); Gary Alexander; James Blassingame; Sallie Cooks; Bill Evans; Mike Guarino; Sherri Horton; Dora Leonard; Myriam Torres

Staff Members Present: Tom F. Hudson (Executive Director); Karen Utter (Coordinator of Council Services); Claudia Parnell (Digital & Web Director)

The meeting was called to order by Ms. McKie at 11:02 a.m.

Minutes of the Board's November 4, 2016, meeting were approved (with Ms. Hooks making the motion and Rev. Blassingame seconding).

**SC-SIC Staff Reports**

Mr. Hudson, Ms. Utter, and Ms. Parnell presented highlights from their written reports and took questions from Board members.

Full written reports of SC-SIC staff are included at the end of these minutes.

**Old Business**

Mr. Hudson encouraged Board members to continue to supply updated biographical information for the SC-SIC website.

**New Business:**

Mr. Hudson and Ms. Utter advised the Board of the quality of applicants for the 2017 SC-SIC Riley Award for SIC Excellence and encouraged them to attend the SC-SIC Annual Meeting, scheduled for March 18, 2017, in Columbia.

Mr. Hudson advised the Board of his upcoming meetings with Dr. Jon Pedersen, Dean of the USC College of Education, to discuss matters including the work of SC-SIC and potential avenues for additional collaboration and funding.

The Board's next meeting will be determined by Doodle Poll submitted to the members.

A motion was made to adjourn the meeting by Mr. Guarino and seconded by Ms. Hooks.

Next meeting in Columbia – date to be voted on through Doodle Poll.

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

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

- Completed 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, Greenville, SIC Basics (Hudson); 09/20, Lexington 3, SIC Basics (Utter); 09/27, Hampton 1, SIC Basics (Utter); 10/20, Marlboro, SIC Basics (Utter); 10/18, SIC Basics, Richland 2 (Hudson); 10/20, SIC Chairs, Richland 1 (Hudson)10/25, Kershaw, SIC Basics (Hudson); 11/01, SIC Basics, Aiken (Hudson); 11/17, SIC Basics, Cherokee (Utter); 11/17, SIC Basics, Beaufort (Hudson); 11/21, SIC Basics, Orangeburg 5 (SIC District Contact); 12/13, SIC Basics, Sumter (Utter); 12/15, SIC Basics, Marion (Utter); 01/04, SIC Basics, Charleston (Utter); 01/04, Tips for Chairs, Charleston (Hudson); 01/19, SIC Basics, Jasper (Utter);
- Scheduled FY16-17:** 02/13, SIC Overview, Charleston County Board of Education (Hudson); 02/16, SIC Bylaws, Richland 1 SIC Chairs (Hudson); 03/02, Engagement and Outreach, Irmo SIC Cluster (Hudson); TBD, Horry, SIC Basics; Allendale, SIC Basics.

**Funding**

- In its program report for 2017-18 as submitted through the Center for Educational Partnerships to the SC Education Oversight Committee, SC-SIC has requested an additional \$50,000 for FY17-18. This needed additional funding will help to support the office's ongoing programmatic efforts and perhaps enable it to provide a part-time Council Specialist to work with those SICs of the state's Palmetto Priority Schools. We have not yet been advised of the EOC's recommendations to the General Assembly, however the Executive Budgets of former Governor Nikki Haley and that of SC Superintendent of Education Molly Spearman both request funding for the CEP (\$715,933) and SC-SIC (\$127,303) at FY16-17 funding levels.
- For the remainder of FY16-17 (ending 06/30/17), SC-SIC's projected fund balance (with staff salaries and fringe removed) stands at \$9,800 (from EIA and USC sources of \$227,303); \$1,000 (from SC-EPFP coordination contract of \$7,350); and \$8,235 (SC-SIC's reserve account, which can be carried over).

**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 09/09, 11/18, 12/09, 01/13; and an Upstate Leadership Retreat in Spartanburg 10/14 to 10/15. The FY16-17 class currently stands at 15.
- Attended CEP directors' meeting 11/09.

**Selected Activities (continued)**

- Invited and attended swearing-in ceremony 11/29 of SC Senator Mia McLeod (SC-SIC's 2016 Legislator of the Year and 2015 SC-EPFP alumna).
- Attended national EPFP coordinators meeting, 12/02 to 12/04, in Washington, DC.
- Attended, with Karen Utter, meeting 12/05 with Beth Berry (SC Healthy Schools Program Manager for the Alliance for a Healthier Generation) and Anthony Boatright (Richland District 1) on potential collaboration on local SIC initiatives.
- Attended 01/10, with USC College of Education Dean Jon Pedersen, annual Riley Institute at Furman University Wilkins Awards Dinner (honoring SC Representative Rita Allison, Chair of the House Education Committee and 2016 SC-EPFP alumna).
- Took part in 01/11 press conference at the State House recognizing School Board Appreciation Month in South Carolina.
- Attended Senate K-12 Education Subcommittee meeting 01/18 as State School Safety Task Force member regarding proposed recommendations to SC Board of Education regulation 43-279 (Minimum Standards of Student Conduct and Disciplinary Enforcement Procedures).
- Attended SCDE School Improvement Advisory Group, 01/23, in Columbia.
- Meeting and presentation with USC College of Education's QCom Committee 01/24 for internal evaluation of SC-SIC for FY16-17.
- Assisted with copy preparation for SIC Basics online training modules (videotaped on 01/25 and to be posted to SC-SIC website soon).
- Prepared and submitted awards application 01/26 for SC Chapter of the National School Public Relations Association (SC/NSPRA) Rewards for Excellence program in the "Electronic Media" category for SC-SIC website.
- 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.

**Upcoming Activities**

- One-on-one meeting 01/31 with USC College of Education Dean Jon Pedersen regarding SC-SIC work and funding.
- Meeting 02/07 with Dean Pedersen and Ken Childs (formerly of Childs & Halligan law firm in Columbia) regarding COE/SC-SIC outreach, partnerships, and funding
- Invited and scheduled to attend 02/08 SCPTA conference in Columbia.
- National internet radio interview on Education Talk Radio 02/16 regarding SICs, parent involvement, and community engagement.
- Scheduled to attend SC/NSPRA Winter Conference 02/24 in Columbia.
- Scheduled to attend national EPFP coordinators' meeting and Washington Policy Seminar 04/22 to 04/26 in Washington, DC.

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

**Trainings and on-site technical assistance**

- Charleston (originally scheduled for January 25, but to be rescheduled) -- will deliver goal setting training for between five to seven SICs at the district office.
- We have been contacted by the District Contact for Allendale Public Schools and are currently in discussions to schedule a series of monthly district-wide trainings as well as bringing Engagement for Outcomes to the district. Charleston has also expressed an interest in the program for several of its schools.
- Working with the IT folks at the College of Education, we wrote a full text for each module and loaded it onto a "teleprompter" fashioned by our IT department for Tom to use in taping. (Taped January 25).
- In partnership with SC Department of Education FACE, we have developed a timeline for completing a training needs assessment for Parent Liaisons and identified dates (in September 2017) and districts to host first series of regional trainings in family engagement for Parent Liaisons at schools across the state.

**2017 SIC Annual Meeting**

- Working on pinning down date and space at EdVenture Children's Museum for Annual Meeting (will be Saturday March 18 or Saturday, March 25).

**Technical Assistance to Individual Schools**

- B-C Grammar School No. 1 (Lexington 2 School District) -- Was invited back to do second session for new SIC.
- Saluda Middle School (Saluda County School District) -- at request of District Contact and principal, presented customized training to address SIC's areas of need.
- Crescent High School, Iva, SC (Anderson 3 School District) -- at request of SIC chair, presented customized training on Basics and goal setting.
- Military Magnet Academy (Charleston School District) -- SIC Chair and member travelled to Columbia to meet on issues relating to revitalizing SIC at their school.
- Homewood Elementary School, Conway, SC (Horry County School District) -- reviewed copy of School Reading Plan and worked with SIC Chair by email and phone to provide suggestions on how SIC could assist in implementation.

**Online Tools**

- Translation completed of SC-SIC brochure: School Improvement Councils -- @ work for Public Education.
- One page flyer on "Suggested content for SIC webpages" In visiting a number of school websites this past fall, I noticed that many districts are providing schools with a tab or page for the SIC but most are not populated with any information. This flyer is intended to help address that issue.

### **Online Tools (continued)**

- Read to Succeed toolkit components are complete but have not yet been loaded to website. Expect this to be completed by end of January at the very latest.

### **Family Engagement Text Distribution Program**

- Book currently offered is by Brad Currie, "All Hands on Deck: Tools for Connecting Educators, Parents, and Communities." This continues to be a popular text that we continue to provide to SICs and districts upon request.

### **Other Activities**

#### **Dick and Tunky Riley Award**

- We had highest number of applications in recent years.
- We announced 16 Honor Roll SICs on January 9 (again a recent high).
- Deadline for Level 2 binders to be submitted to the office is Wednesday, February 8.
- Priorities for this year in terms of raising prestige of award include purchasing space to honor winner in the "Palmetto Administrator," arranging for the SIC to be honored at the Statehouse, and developing a Riley Award flag for the winning school.
- Will look at including representative of last year's winning SIC on judging panel for finals.

#### **Connecting with Other Organizations**

- Accompanied Tom to meet with SC Alliance for a Healthier Generation to discuss possible areas of collaboration.

#### **Outreach to District Contacts**

- Reached out by email to congratulate district contacts where all schools updated their SIC membership by the deadline.

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

### **SC-SIC Website**

The SC-SIC website, redesigned in 2016, may be viewed at <http://sic.sc.gov>.

### **SC-SIC Member Network**

The total number of SICs falling under laws governing School Improvement Councils as of 01/23/17 is 1,127. This figure includes a few schools that have been allowed to convene “joint” SICs.

12,890 SIC members were registered with the *Member Network* as of 01/23/17.

### **SIC Report to the Parents Uploads**

709 *SIC Reports to the Parents* for school year 2015-16 were uploaded to the *Member Network* as of 01/23/17. 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.

719 *Reports to the Parents* were uploaded to the database for the 2014-15 school year. 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 *SIC 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 2,389 followers (up from 2,337 as of 11/04/16). 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 747 “Likes” (up from 730 as of 11/04/16). 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.

### **Social Media (continued)**

Facebook, like Twitter, serves to increase our search engine rankings, or SEO, (Search Engine Optimization), 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.

### **SC-SIC's In the Loop**

*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>.

### **SC-SIC Council News**

The *Council News* electronic newsletter is emailed to all SIC members and friends that share their email address with us. Current and past editions can be found 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 19,310 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, SIC Chairs, SIC District Contacts, district superintendent, SC-EPFP graduates, and SIC supporters.