

**SC-SIC Board of Trustees Meeting  
Quarterly Meeting Minutes  
Friday, September 20, 2019  
Saxe Gotha Presbyterian Church, Lexington, SC**

Board Members Present: Dora Leonard (Chair); Bob Grant (Vice Chair); Mary Anne Byrd (Secretary); Amelia McKie (Immediate Past Chair); Jessica Adamson; Shannon Bedenbaugh; Rosemary Choice; Stewart Cooner; Sallie Cooks; Carol Hill; Trevor Ivey; Bonnie King; Jeff Nicholson; and Shari Sebuck.

Staff Members Present: Tom F. Hudson (SC-SIC Executive Director); Karen Utter (SC-SIC Associate Director); and Claudia Parnell (SC-SIC Digital and Web Director).

A quorum being present, the meeting was called to order by Ms. Leonard at 10:31 a.m. Mr. Hudson recognized three (3) new Board members: Jessica Adamson (Appointed, Upper Central region); Shannon Bedenbaugh (Appointed, Lowcountry region); and Stewart Cooner (Elected, Midlands region). Board and staff members introduced themselves.

Minutes of the Board's May 17, 2019, meeting were approved as submitted (motion made by Rosemary Choice; seconded by Shari Sebuck).

Outgoing Board Members: Rev. James Blassingame and Dr. Myriam Torres were unable to attend the meeting but will receive certificates and letters of appreciation for their service on the SC-SIC Board.

Installation of Board Officers: Mr. Hudson noted that for the 2019-20 school year, Ms. Leonard was re-elected as Board Chair; Mr. Grant was re-elected as Vice Chair, and Mary Anne Byrd was elected as Board Secretary.

Review of Staff Reports: Mr. Hudson gave an overview of his report including the fact that 32 training sessions for approximately 800 participants were held in the 2018-19 school year. He hopes to increase this number for the 2019-20 school year. He said the state funding for SC-SIC (\$227,303) has been static since the 2008-09 fiscal year. Mr. Hudson suggested several options for seeking additional funding for the SC-SIC office for FY20-21. Members of the Board discussed proactive approaches to for securing additional funding, outreach and education efforts on the roles and importance of SICs, and efforts to develop specialized training for principals, a working group to develop messaging for the General Assembly, and outreach to key organizations on training regarding SICs with school boards, school administrators, and the state Department of Education.

Ms. Utter highlighted the work of the Carolina Family Engagement Center (CFEC) grant, the SC-SIC partnership with the state Department of Education, and information regarding SC-SIC's 2020 Dick and Tunky Riley Award for SIC Excellence (application deadline December 6).

Ms. Parnell provided information on the SC-SIC Member Network, state mandated SIC reporting deadlines, publications and social media activity, and other work in which she is engaged.

Full staff reports are included as part of these minutes.

Dean John Peterson: Mr. Hudson introduced UofSC College of Education Dean Jon Petersen, who is an ex-officio member of the SC-SIC Board. He gave his support from UofSC for SICs and local members. He led the Board in singing "Happy Birthday" to Mr. Hudson.

Due to the full and robust morning discussion of the Board, the agenda was altered to move Ms. Utter's presentation on the Carolina Family Engagement Center until after lunch, in lieu of Mr. Hudson's training session on SIC "Basics," which will be rescheduled for the next quarterly Board meeting.

Old Business: Mr. Hudson said that the remaining Board meetings for 2019-20 will consist of an in-person meeting before the end of 2019, a conference call in February and an in-person meeting in late April or May. He will look at several possible meeting dates and send those out to Board members via a Doodle poll. Mr. Cooner moved, and Ms. Adamson seconded, that staff send out possible dates for the three remaining meetings for the school year as soon as possible. The motion was approved unanimously.

New Business: Mr. Hudson explained that SIC bylaws outline that Board members will serve on at least one committee and possibly two. Board members volunteered for committee assignments. He also asked Board members to let him know if their contact information needs to be updated. Mr. Hudson also shared that the 2020 SC-SIC Annual Meeting will be held Saturday, April 4, 2020, at a venue in Columbia to be determined. Mr. Hudson will work with the Awards/Conference Committee regarding details.

Adjournment: There being no additional business before the Board, a motion was made by Mr. Grant and seconded by Ms. Cooks to adjourn the meeting, which was approved at 2:23 p.m.

Respectfully submitted,

Mary Anne Byrd, APR  
SC-SIC Board Secretary

## **REPORT TO THE BOARD**

**09/20/19**

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

### **Trainings**

<b>Totals 2018-19:</b>	32 training sessions reaching approximately 800 participants
<b>Scheduled to Date 2019-20:</b>	09/19, SIC Basics, Greenville (Hudson); 09/23, SIC Basics, Calhoun (Hudson); 10/07, SIC Basics, Richland 2 (Hudson); 10/08, SIC Basics, Lexington-Richland 5 (Hudson); 10/08, SIC Leadership, Lexington-Richland 5 (Hudson); 10/22, SIC Basics, Charleston (Utter); 10/28, SIC Leadership, Richland 2 (Hudson)

### **Funding & Budget**

- SC-SIC financials at FY18-19 year end appear sound. Due to mid-year financial staffing changes and new financial accounting software, more detailed reports should be available at the next Board meeting.
- Funding from General Assembly for 19-20 static at \$227,303 (same level since 08-09).

### **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's 2019-20 cohort, composed of 17 Fellows with monthly sessions scheduled through June 2020.
- Participated in numerous meetings and conference calls related to the Carolina Family Engagement Center (CFEC) grant, to include applicant screening meetings and interviews for Regional Liaisons and Graduate Assistant. Program Manager position filled.
- Attended a number of legislative committee hearings relative to H3759/S419 (SC Career Opportunity and Access for All Act).
- Ongoing work in preparing copy for SC-SIC materials and e-publications.
- Ongoing work in providing technical assistance by telephone and email.
- Attended partnership meeting of SC Center for Fathers and Families, 05/23, in Columbia.
- Attended CFEC Advisory Board Meeting, 06/08, in Columbia.
- Coordinated SC-EPFP graduation, 06/14, with 18 Fellows for 2018-19, in Columbia.
- Attended Southeast Comprehensive Center Advisory Board meeting 06/17 to 06/19, in Atlanta.
- Attended Beaufort Board of Education meeting to present award banner to 2019 SC-SIC Riley Award for SIC Excellence winner Hilton Head Island Middle SIC, 06/25.
- Attended National School Public Relations (NSPRA) national seminar, 07/14 to 07/18, in Washington, DC.
- Attended national EPFP Coordinators' meeting, 08/01 to 08/03, in Washington, DC.
- Attended College of Education Academic Council meeting, 08/13.
- Attended CoE All College Meeting, 08/19.
- Attended CFEC Community Partners Meeting, 08/28, in Columbia.
- Attended CFEC Advisory Board conference call, 09/10.
- Attended SC First Steps 20<sup>th</sup> Anniversary celebration, 09/10, in Columbia.

**Upcoming Activities**

- College of Education Academic Council, 09/24.
- SC Department of Education and SC/NSPRA Joint PIO Fall Update Meeting, 09/27, in Columbia.
- SC-EPFP Fall Leadership Retreat, 10/09 & 10/10, Greenville/Spartanburg.
- National Center for Families Learning Conference (possible), 11/04 to 11/06, Louisville.

## **REPORT TO THE BOARD**

09/20/19

**Karen Utter, SC-SIC Associate Director**

### **Carolina Family Engagement Center (CFEC)**

- Oversaw all CFEC activities
- Monthly meetings with CFEC Leadership Team and Evaluation Team
- Monthly meetings with CFEC Specialists
- Quarterly CFEC Partner Meeting (August)
- Developed and obtained approval for YR 2 budget with carryover
- Managed hiring process for CFEC Project Manager and Four Regional Family Engagement Liaisons
- Developed/assisted in presenting week-long orientation session for liaisons
- Supervised GA over summer/hiring new GA for fall/spring semesters to do research on evidence-based family engagement practices
- Continued to meet individually with state-level organizational partners. (ongoing)
- Visited districts participating in CFEC partnerships
- Selected CFEC teacher partners (stipends)
- Coordinated with consultant Ellen Still in developing early childhood components of grant (ongoing)
- Participated in CFEC Advisory Council meeting (September)
- Participated in SFEC Advisory Committee activities (national)

### **SIC Trainings, Presentations, and Facilitations (completed)**

- Upcoming: Charleston (Basics); Clarendon 1 (SIC training for school personnel)

### **Parent Liaison Training Sessions with SCDE**

- Three sessions scheduled in September (Anderson 2, Lexington 1, Hampton 2); One session scheduled in October (Florence)
- Agenda will include trainings in new SC Department of Education K-12 framework; parent engagement provisions of R2S; and evidence-based family engagement practices to support literacy development (Family Connection).
- Will develop and deliver the R2S portion of program

### **Awards and Annual Meeting**

#### ***Riley Award for SIC Excellence***

- Updated 2020 Application for posting and sent out announcement.
- Level One Applications due Friday, 12/06.

### **Collaborations**

- Continued collaboration with UofSC College of Education's Parent Advocacy Group (ongoing)

### **SIC District Contacts**

- Wrote article for *DC Digest*
- Presented on CFEC at SIC District Contact Annual Meeting (September)

**Professional Development**

- Attended IEL Family Engagement Conference in Reno, NV (June)
- Attended Early Childhood/Family Engagement Conference in Columbia (August)

**SC-SIC and CFEC websites**

The SC-SIC website at *sic.sc.gov* continues to be updated and is doing an excellent job of providing information to the public. At the recent SIC District Contact meeting an outside speaker commented on the thoroughness of the provided material. The Carolina Family Engagement Center (CFEC) website at *cfec.sc.gov* has launched; it is hosted by SC.GOV, the hosting agency for the SC-SIC site and South Carolina state government agencies.

Like SC-SIC, CFEC will have a webpage on the University of South Carolina's website that will point to the site at *cfec.sc.gov*.

**SC-SIC Member Network**

The Member Network is reset each 07/01 to allow for new SIC membership reporting. For security purposes, all user accounts are deactivated on this date and new passwords must be issued.

The total number of SICs falling under laws governing School Improvement Councils as of 09/17/19 is **1,136**. This figure includes some schools that have been allowed to convene "joint" SICs.

As of 09/17/19 (past the July 1 database reset date when all member records become inactive), **1,383** SIC members had been added to the database. The statutory deadline for SICs to report their membership is 11/15 annually, but they can report after that date. If the membership is not fully reported by 01/01/20, the school's SIC will either assigned a "not reported" or a "reported, non-compliant" designation.

At the end of the 2017-18 school year, **13,169** SIC members were registered with the *Member Network*.

**SIC Report to the Parents Uploads**

**512 Reports to the Parents** for the 2018-19 school year were uploaded to the Member Network as of 05/15/19. SC-SIC requests that schools upload their *Reports* by 06/01 annually, but they may add files at any time. There is no state mandate to share *Reports* to the Member Network; 04/30 is the state-mandated deadline for schools to distribute *Reports* to the greater school community. School districts are supportive of this initiative and encourage schools to share their SICs' *Reports* to the Member Network.

Schools may begin uploading their 2019-20 SIC *Reports* after 04/01/20.

*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. A toolkit and template are accessible on the SC-SIC website to assist Councils in developing their *Report*; instructions for uploading the file are also available.

## **Social Media**

The SC-SIC Twitter account has **2,952** followers (up from **2,891** as of 05/15/19). 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 account has been active since August 2009.

The SC-SIC Facebook Page has **921** "Likes," up from **897** as of 05/15/19. Many links to information and articles that are shared on Twitter are also posted here, though less in number. As with the Twitter account, it has been active since August 2009.

The Facebook and Twitter pages each increase our search engine rankings, or SEO, (Search Engine Optimization), and in so doing advance 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 June 2018 the SC Education Policy Fellowship Program, coordinated by SC-SIC, relaunched its social media program. Its Twitter handle is @PolicySc and to date the account has **262** followers. SC-EPFP's Facebook page has **79** "Likes" to date. Followers and "Likes" have both grown since 05/15/19.

CFEC will launch its social media initiative in the coming months. The Center will begin with Facebook and Twitter accounts; an Instagram account will be instituted after regional liaisons are in place and have begun to develop content.

### **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 <https://sic.sc.gov/sic-information/loop-email-update>.

### **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 <https://sic.sc.gov/sic-information/council-news-electronic-letter>.



**DC Digest** (quarterly newsletter for SIC District Contacts; delivered via email)

*DC Digest* is designed to provide our SIC District Contacts with timely information about new materials, upcoming events, suggested strategies for working with SICs, and reminders of upcoming SIC deadlines. Current and archived editions of *In the Loop* may be found on the SC-SIC website at <https://sic.sc.gov/sic-information/schools-districts/sic-district-contact-digest>.

**SC-SIC listserv**

Currently the primary SC-SIC listserv of members and friends consists of **24,000+** 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 members only, SC-EPFP graduates and friends, School Improvement Council Chairs, SIC District Contacts, and SC school superintendents. Listservs specific to CFEC will also be developed in the coming weeks.