

**SC-SIC Board of Trustees Meeting
Quarterly Meeting Minutes
October 14, 2020
Via Zoom Meeting**

Board Members Present: Dora Leonard (Retiring Chair), Bob Grant (Incoming Chair), Dr. Sallie Cooks (Vice Chair), Mary Anne Byrd (Secretary), Jessica Adamson, Rose Choice, Stewart Cooner, Clara Heinsohn, Carol Hill, Bonnie King, Dr. Trevor Ivey, King Laurence, Dr. Jon Pedersen, Shari Sebuck, and Rev. Thessa Smith.

Staff Members Present: Tom F. Hudson, SC-SIC Executive Director, and Karen Utter, SC-SIC Associate Director.

A quorum being present, the meeting was called to order by Ms. Leonard at 3:04 p.m.

New Board Members: New Board members Clara Heinsohn and King Laurence introduced themselves.

Approval of the Board's Minutes: The minutes from the May 27, 2020, meeting were approved as submitted (motion made by Mr. Cooner and seconded by Ms. Adamson).

Recognition of Outgoing Board Members: Mr. Hudson announced that Shannon Bedenbaugh, Amelia McKee, and Jeff Nicolson have rotated off of the SC-SIC Board.

Introduction of Board Members: The other Board members present introduced themselves.

New Officers: The officers for the 2020-21 school year were introduced: Bob Grant, Chairman; Sallie Cooks, Vice Chair; and Mary Anne Byrd, Secretary.

Review of Staff Reports: Mr. Hudson provided highlights of the Executive Director's report. Of particular note were the submission of SC-SIC's 2021-22 Education Oversight Committee (EOC) EIA program report; a shift to virtual training conducted by SC-SIC; and the creation of a new SC-SIC feature, "SIC180," an online and social media video update for SIC members.

Mr. Hudson also highlighted Claudia Parnell's Digital & Web Director's report. He informed the Board that Ms. Parnell has moved to part-time status and will be working remotely on SC-SIC digital and social media items solely.

Ms. Utter offered highlights of her Associate Director's report. She noted that SC-SIC's Riley Award for SIC Excellence will be presented for 2021, with the application posted online and reflecting some adjustments to criteria necessitated by the pandemic (submission deadline, 12/04/20). She also updated the Board on work of the Carolina Family Engagement Center (CFEC).

All three reports are included in their entirety as part of these minutes.

Old Business: Mr. Hudson reminded the Board that the 2020 SC-SIC Annual Meeting scheduled for April was cancelled due to social distancing requirements, however various awards were presented virtually via social media. Plans for the 2021 Annual Meeting are in flux depending on the public health situation next spring.

Mr. Hudson also discussed with the Board SC-SIC's EIA program budget request, with current funding is static at \$227,303. Funding for FY21-22 has yet to be discussed by the General Assembly.

New Business: Board members were asked to review their information on the Board's Contact List, with updates to be sent to Mr. Hudson. Board members were also asked to submit their preferences for service on the Board's committees for 2020-21.

Mr. Grant asked Board members to encourage their teachers, administrators, and students during these challenging times.

Adjournment: There being no additional business before the Board, a motion was approved to adjourn at 4:25 pm (motion made by Ms. Heinsohn and seconded by Rev. Smith).

Respectfully submitted,

Mary Anne Byrd

Mary Anne Byrd
SC-SIC Board Secretary

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

- In-person training within districts is currently suspended due to coronavirus.
- Co-presented with Karen Utter virtual training session on holding virtual SIC meetings and elections, with video currently available on SC-SIC website training page.
- *SIC Basics* training has been updated to be presented in virtual format at 60, 40, and 30-minute durations. The first of such trainings presented via Zoom to Hand Middle SIC (Richland One) 10/09/20. Another for AC Moore Elementary SIC (Richland One) to be presented in late October.
- Flyer being developed to publicize availability of virtual *SIC Basics* trainings at the district level.

Selected Activities

- Participated in several conference calls relative to SC-EPFP with staff from Institute for Educational Leadership (IEL) and national EPFP.
- Participated in numerous meetings and conference calls related to the Carolina Family Engagement Center (CFEC) grant, to include leadership team, budget, and partnership meetings.
- Participated in monthly meetings of the SEL4SC Board serving as member and Vice President.
- Participated in numerous Social-Emotional Learning committee and Promotion subcommittee meetings for Sumter School District, May through August.
- Ongoing work in preparing copy for SC-SIC materials publications, as well as those of CFEC.
- Ongoing work in providing technical assistance by telephone and email.
- Prepared and presented “SIC180” online video updates, 07/13/20 and 09/03/20.
- Attended All College Meeting 08/19/20.
- Submitted SC-SIC portion of 21-22 Education Oversight Committee EIA report, 09/16/20.
- Attended Center for Educational Partnerships (CEP) fall meeting, 09/21/20.
- Attended UofSC College of Education (CoE) Administrative Council meetings, 09/23/20.
- Attended SC/NSPRA Back to School meeting, 10/02/20.
- Attended Riley Institute WhatWorksSC awards meeting, 10/06/20.
- Attended Schools Network of the Governor’s Council on Physical Fitness, 10/13/20.

Upcoming Activities Scheduled to Date

- CFEC Advisory Board Meeting (virtual), 10/17/20.
- Guest speaker, Irmo High SIC (Lexington-Richland 5), 10/20/20.
- CFEC “Ready, Set – Kindergarten!” brochure series virtual launch, 10/28/20.
- Annual SIC District Contact Meeting (virtual), early November.
- SC-EPFP monthly sessions (virtual), November, December, and January.

Karen Utter, SC-SIC Associate Director

Carolina Family Engagement Center (CFEC)

Oversaw all CFEC partnerships and activities

- Provided continued technical assistance to Regional Liaisons as they work to build capacity of SICs in their region.
- Liaisons are active in field assisting our 25 partner schools in conducting elections, reviewing and updating bylaws, and encouraging SICs to adopt a monthly meeting schedule.
- Partnered with SC Department of Education during the month of September to offer free virtual PD series on diversity and equity with SC PASOS and the SC Collaborative on Race. We will exceed 100 participants from districts and schools across the state.

Trainings and on-site technical assistance

SIC Trainings, Presentations, and Facilitations (completed)

- Adapted existing Basics training content to include information about holding virtual SIC elections and virtual SIC meetings. Participating in making a recorded session of training for SC-SIC website with Tom Hudson.
- Delivered adapted version of training virtually in two sessions for Richland One (CFEC Partner District) (09/14/20, 09/21/20)
- Co-delivered virtual Basics training for Hand Middle School SIC (Richland One) with Tom Hudson (10/08/20)
- Scheduled to deliver adapted version virtually to Clarendon 2 at the end of October (CFEC Partner District).

Awards and Annual Meeting

Riley Award for SIC Excellence

- Updated *Riley Award* application and announcement for posting and dissemination on website. Level One applications due 12/04/20

Engagement for Outcomes

- York Comprehensive High SIC (York 1) began participation in January 2019. SIC is determining whether it wants to continue in the program this year in light of additional demands arising from pandemic.
- Received request from Gaffney High SIC (Cherokee County) to participate in program. Placed on waiting list as SC-SIC does not have the capacity to serve more than one SIC at this time.

Claudia Parnell, SC-SIC Digital & Web Director**SC-SIC and CFEC websites**

The SC-SIC website at *sic.sc.gov* and the Carolina Family Engagement Center (CFEC) website at *cfec.sc.gov* continue to do an excellent job of providing information to the public. Staff members frequently receive comments on the thoroughness of the provided material and ease of navigation. Both sites are hosted by SC.GOV, the hosting agency for the SC-SIC site and state government agencies.

Digital & Web Director Claudia Parnell continues to work from home. She participated in the Voluntary Separation Program offered by the UofSC College of Education, then returned to SC-SIC as a temporary grant employee, working 30 hours per week. New CFEC employee Jennifer Dever will manage CFEC's website and social media accounts.

SC-SIC Member Network

As of 10/09/20, the total number of SIC members was **2,951**. This figure includes some schools, such as career and early childhood centers, that are not mandated to convene SICs but choose to do so. The statutory deadline for local SIC membership reporting is November 15 annually.

The total number of SICs falling under laws governing School Improvement Councils as of this same date was **1,138**. This figure includes some schools that have been allowed to convene "joint" SICs.

Schools can report after the November 15 deadline. However, if the membership is not fully reported by 01/01/20, the school's SIC is assigned a "Not Reported" or a "Reported, Non-Compliant" designation.

The *Member Network* is reset each July 1 to allow for new SIC membership reporting. For security reasons, all user accounts are deactivated on this date and new passwords must be issued.

SIC Report to the Parents Uploads

784 *Reports to the Parents* for the 2018-19 school year were uploaded to the *Member Network* as of 10/09/20; **405** for the 2019-20 school year had been uploaded by the same date. SC-SIC requests that schools upload their *Reports* by June 1 annually, but they may add files at any time. There is no state mandate to share *Reports* to the *Member Network*; April 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*.

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 *Reports*; instructions for uploading the file are also available.

Social Media

The SC-SIC Twitter account currently has **2,994** followers. 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 many educators, political figures, organizations, social media influencers, and media professionals from South Carolina, other U.S. 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 ongoing SC-SIC Facebook Page has **1,032** “Likes,” up from up from **1,015** as of 05/20/20. 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 SC-SIC’s search engine rankings, or SEO, (Search Engine Optimization), and in so doing advance our public profile and outreach. 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 (SC-EPFP), coordinated by SC-SIC Executive Tom F. Hudson, relaunched its social media program. Its Twitter handle is @PolicySc and to date the account has **389** followers. SC-EPFP’s Facebook page has **103** “Likes” to date. Followers and “Likes” have both grown since 09/20/19.

SIC180 (video updates for SIC members and friends; delivered via Facebook)

Recorded by and from SC-SIC Executive Director Tom F. Hudson, *SIC180* is an effort to reach out to the SIC community and share information in a video format. In the latest episode, posted on September 3, 2020, Mr. Hudson offered information with local SICs on preparing their annual "*SIC Report to the Parents*" and deadline updates due to COVID-19. There is a link to the video on the SC-SIC website at <https://sic.sc.gov/>, but you will need to scroll down the Facebook feed to find it. *SIC180* is an online replacement for the periodically emailed update *In the Loop*.

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. Efforts are underway to cull the list at the request of University Technology Services; entries dating from 2013 to 2015 will be removed.

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 district superintendents.