

SIC District Contact Digest

Volume 4, Issue 1



Mark the Date! 2019 SIC District Contact Meeting, September 11

Calling all SIC District Contacts! Please make sure to save the date – **Wednesday, September 11** – for the 2019 SC School Improvement Council District Contact Meeting in Columbia.

This year's meeting will be held in the Canal Room of the EdVenture Children's Museum, 211 Gervais Street, Columbia.

Check-in and networking will begin at 9:30 a.m., with the day's agenda beginning at 10:00 a.m. New and returning District Contacts will receive a wealth of information throughout the day from a variety of speakers exploring family involvement, local SIC reporting, SIC activity ideas, the state's Family Engagement Framework, and education legislation in the upcoming General Assembly session. (DCs are asked to keep a lookout in the coming days for a full, detailed agenda which will be emailed to them.)

New SIC District Contacts (and seasoned DC veterans) will also be encouraged to participate in the afternoon's "SIC Basics" training, which will certify them to conduct such a session for the SICs in their school district. Lunch at the noon hour will be provided by Columbia's famous *Doc's Barbeque and Southern Buffet*.

SC-SIC asks that all SIC District Contacts please RSVP regarding their attendance plans for the meeting by close of business on **Friday, September 6**, so that appropriate arrangements can be made. Simply email SC-SIC Digital and Web Director Claudia Parnell at cparnell@mailbox.sc.edu with your reply.

We look forward to reuniting with old friends and welcoming new SIC District Contacts on September 11 in Columbia – so please plan to be there!



Has Your District Scheduled SIC Training This Fall?

The fall semester of each school year is typically the busiest training season for the SC School Improvement Council, although trainings are conducted across the state throughout the year.

Now is the time to think about scheduling trainings for your district's SIC members for 2019-20. Whether it's training conducted by a certified SIC District Contact or district-wide training provided by SC-SIC staff, such sessions are vital to new and more seasoned SIC members so that they can know more about their roles and responsibilities to their school communities.



Primary SC-SIC training offerings include "SIC Basics" (intended for new SIC members) and "SIC Leadership" (designed for more seasoned members). The SC-SIC staff can also provide district-wide training on other topic areas such as "Communicating with the Greater School Community," "Crafting the SIC Report to the Parents,"

and "Effective, Ethical Advocacy with Elected Officials." If an individual SIC would like to learn more about establishing its working priorities for the year, sessions on "SIC Goal Setting" can be arranged on a limited, case-by-case basis.

Please schedule your training today as SC-SIC's schedule fills up quickly! Contact the SC-SIC office at 800.868.2232, or sic@mailbox.sc.edu. For more on SIC training opportunities and the current training schedule, visit the [SC-SIC website](#).

All the "Do's" for DCs!

As a new or returning SIC District Contact, you may have questions about School Improvement Councils. The [SC-SIC website](#) has several resources available to support you in your role as liaison between SICs, the SC-SIC office, and the school district. They include:

- [Online training](#): *The Basics of Organizing an SIC, The Basics of Operating an SIC, and Basic Local SIC Duties* (approx. 20 minutes each)
- [This is Your SIC - A Handbook for Effectiveness](#) (the SIC handbook in English and Spanish)
- [About the SIC Report to the Parents](#)
- [District Contact Duties & Responsibilities](#)
- [SIC District Timeline](#)
- [SC-SIC Member Network guide for District Contacts](#) (This handout will be updated after the District Contact meeting on Wednesday, September 11.)

The [Schools & Districts page](#) on the website has links to a significant number of other assets that may benefit you during your tenure as an SIC District Contact. We hope that you will take advantage of them and call on our office at 800.868.2232 whenever you need assistance!



Nutshell Guide To the *Member Network*: a *DC Digest* Condensed Version

The SC-SIC *Member Network* online database catalogs School Improvement Council membership, *SIC Reports to the Parents*, and compliance with South Carolina law. The *Member Network* is unique to SC-SIC and is the only system of its kind in the state's public education community, documenting thousands of individuals devoted to advancing civic engagement in public education. It has an available "read-only" view where SIC membership, compliance, and *SIC Reports to the Parents* can be accessed by the general public without logging into the system.



SIC District Contacts coordinate entry of SIC membership information by assigning data entry responsibility to the individual schools' administrative offices or by entering all schools' SIC membership information from the school district office. All SIC District Contacts should obtain a district user account in order to oversee SIC membership reporting and compliance.

Requesting an Account

Only school or district employees may obtain *Member Network* user accounts. To request a new school or district user account, school administrative personnel and SIC District Contacts should visit the SC-SIC *Member Network* Home page by clicking the Quick Link "SC-SIC Member Network" at the top of the [SC-SIC website](#). From the *Member Network* login page, clicking "Request a user account" opens a request form; ONLY district and/or school contact information should be used.

Account requests are reviewed by SC-SIC staff; passwords are not issued automatically. They are generally issued well within two working days after requests are submitted, but if an excessive number of requests to be filled slows this process you may experience a delay in receiving a password.

Passwords for previous-year user accounts will not work for the current school year as all user accounts are deactivated on July 1. The database is also reset on that date, so all SICs will be shown in the *Member Network* as "Not in compliance" until the membership information has been updated for the new school year. If updated SIC information is entered into the *Member Network* prior to July 1, those records must be updated again after July 1 reset date. South Carolina law requires that all SIC membership information be updated by November 15 annually.

User accounts are tied to email addresses - the email address is the user ID. If your email address changes, you can't use the new one to log in. If you try to use the "forgot password" feature, the system will email your password to your old address. Also of note, school users are limited to one school account per email address. If a principal needs access to multiple SICs, he or she must designate someone within the administration to hold the additional school account. Of course, as a district-level account holder, you have access to all the schools in your district.

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Using the Member Network

As a district-level user, after you log in you will see a list of all the schools in your district, their compliance status, and if they have uploaded their last two years of *SIC Reports to the Parents*. (School-level users see only their own school’s SIC membership and status.) Three icons indicate a school’s compliance status. A red X for “Not Reported” means just that – the school didn’t report their SIC membership and is therefore out of compliance. A blue asterisk indicates “Reported, Non-Compliant” - the school reported the SIC membership, but did not do it by the deadline, did not fully update the membership, and/or the SIC does not meet statutory guidelines such as member composition. A green check for “Compliant” means that the SIC meets all statutory guidelines, including reporting by the deadline of November 15. The status is also visible in the public, read-only view.

A district user should click on a school name to see the main SIC membership screen for that school. Non-updated members are highlighted; a note at the top indicates they haven’t been updated for the current school year. Members are updated by clicking the pencil icon in the Edit column. To update a returning member for the new school term, the user indicates if the member is a Chair and then clicks the “Update Member” button. To add a new member, the user clicks the “Add Member” button on the main membership screen. The member’s contact information is added here. All fields are required except the email field; SC-SIC strongly encourages SIC members to share their email address if they have one, because this is how the state office communicates with them. To delete a member, the user clicks the “Delete” icon on the main membership screen.

By clicking the “Compliance” button on the main school membership screen, a user can see the SIC compliance status. A green check mark in the “Result” column indicates that the SIC is complying on each of the levels. A red X in the column indicates that they are not. The report will tell the user why the SIC is not in compliance on this particular level. If the SIC data is reported by the November 15 deadline, the SIC Chair is designated, and the composition of the Council conforms to statute, that status is designated with a green check. If it met the reporting deadline but is out of compliance for other reasons, a blue asterisk is displayed. If the membership is not reported for that school year, a red X is displayed. A red X or a blue asterisk may be changed to a green check if the compliance error is corrected, but schools have only until January 1 to make this change.

Each SIC is required by South Carolina law to write and distribute the *SIC Report to the Parents* by April 30 of each year. SC-SIC asks that the *Report* be uploaded to the *Member Network* by June 1. Some users have reported problems uploading their files - if an error message shows up while attempting to upload the PDF file of the *Report*, it’s probably too large. Adobe Acrobat users can save their files as a smaller size; other users can employ an online tool such as smallpdf.com to reduce file size.

Important Dates

- **June 1** - Schools should upload their *SIC Reports to the Parents* by this date each year
- **July 1** - The *Member Network* database is reset. After this date, all user accounts are disabled, and passwords must be reissued. Users can email SC-SIC Digital and Web Director Claudia Parnell at cparnell@mailbox.sc.edu to request a new password or, alternatively, fill out a new account request.
- **November 15** - statutory deadline to report SIC membership to the SC-SIC state office
- **January 1** - last date to change a blue asterisk to a green check

Further information about the *Member Network* can be found on the [SC-SIC website](#). A detailed and updated guide to the system for SIC District Contacts will be available on the [Schools & Districts page](#) of the website after September 11, 2019.

Carolina Family Engagement Center Regional Liaisons Take Flight!



Carolina Family Engagement Center

Equity, Opportunity & Excellence in Education

Be on the lookout for the new [Carolina Family Engagement Center \(CFEC\) Family Engagement Liaisons!](#) These new staff members will be fanning out across the state for the first time this fall. CFEC, funded by the U.S. Department of Education to support family engagement in education across South Carolina, is housed within the SC School Improvement Council at the University of South Carolina College of Education. CFEC will develop and deliver high-quality parent education for family engagement initiatives and collaborate with its [partner organizations](#) to integrate and enhance the reach of family engagement services across South Carolina.

CFEC Liaisons will work in the field responding to requests for capacity-building training and technical assistance in family engagement from districts, schools, families, and community organizations with a focus on supporting families who have low incomes and other populations facing multiple challenges. If a CFEC Liaison cannot provide a training or resource directly, they will work to assist you in finding what you need from our many [CFEC partners and friends](#) across the state.

Our initial team of four Regional Liaisons – Laurann Gallitto (Lead), Julia Beaty, Ranina Outing, and Lorilei Swanson – will be at the SIC District Contact meeting on September 11. We hope that you will take this opportunity to meet them, tell them about your districts' needs, and see how they may be able to support family engagement in your district!

New tools and resources will be posted on the [Carolina Family Engagement Center website](#) throughout the coming school year. If you would like to request assistance from CFEC, please contact SC-SIC Associate Director and CFEC Project Manager Karen Utter at utter@email.sc.edu or 800.868.2232.

