

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: January 24, 2018

Time: 9:00 AM EST

Location: J W Marriott
400 South Collier Blvd
Marco Island, Florida

Present: Mark Shellinger, Executive Director
Bert Hendee, President
Carol Lensing, Vice-President
Debbie Daniels, Secretary
Dave Sechler, member
Nathan Roberts, Treasurer
Paul Katnik, member
Jan Walker, guest

- I **Call to order:** at 9:18 AM EST by President Bert Hendee (after the board registered for the conference).
- II **Quorum:** Six of seven board members present (four required.)
- III **Reading and Approval of Minutes:** Motion was made by Paul Katnik and seconded by Carol Lensing to approve the minutes as written for the September 15, 2017 meeting. Motion carried. 6-0.
- IV **Treasurer's Report (Fiscal Update)**
 - A. There is no financial report for January meetings.

V Executive Director's Report

- A. Revenue and Financial Information
 - (a) Funding is around \$5million, about the same as last year which is including the grants in Illinois.
 - (b) Next year there will be more schools in several states coming on and that is encouraging.
 - (c) The Title I and Title II worries were a concern, but Mark has worked out ways to help the schools and districts that want to stay with SAMs.

B. Coaches

- i. Carole's role is to begin to close the gap in the coaching approach. Also, if the team hasn't set their goals, then Carole contacts the coaches to find out why. This check-in is helping to ensure the non-negotiables.
- ii. Carole is glad to have the coaches together for the next couple of days. There is still a discrepancy in coaching and she hopes to directly address this in the session tomorrow. Carole will explain her role to the coaches and the reports she sees each week and what her communications with them are based on. This process is a good step in making the process and the coaching consistent across the country.
- iii. Bert agreed that this was a great process. The coaches need to not be so offensive and they need to ask the questions they need to ask and get help with their challenging teams. They need to see their work with Carol as a safe space and a great opportunity.
- iv. The average caseload of a coach can be an issue, depending on the coach. Mark said no coach is required to accept a team. They take on all that they can, but not more. There are several coaching sessions during the conference including during the breakouts, which are required for coaches.
- v. Carol Merritt developed a coaching training program of five days. She has piloted it in three districts and it is working very well. It gives us a higher degree of consistency.
- vi. Nathan shared that the larger number of coaches, the higher the quality of the coaching.
- vii. Mark has found that people have five or more teams do better than those with four or less.

VI Unfinished Business:

A. Bylaws & Practice/Procedures

- a. Dave reviewed the bylaws, as we do this every January. There were no issues or changes recommended.

B. Executive Director Performance Review

- a. Dave shared the revised executive director performance review. He walked the board through the changes.
- b. Paul asked if the document should include the areas of expansion suggested by the board that are discussed at the September board meeting each year. The suggestion is to pose a question in section 6. There will be a comment box where the board would provide recommendations and feedback to Mark. (What is one area of improvement/focus that you would like to see addressed next year?)

VII New Business:

A. Emeritus Policy Language

- a. Dave shared the Emeritus Policy and the feedback that he received from the board members.

- b. Dave reviewed the policy and the issues that the board needed to be aware of and discussion was held on items that required board member input. Such as:
 - i. Applies to the seven charter members only,
 - ii. Rights and responsibilities, non-voting status, covered costs, attendance at meetings, advisory capacity, inclusion in board communications, confidentiality, terms of status, and signage of board of directors Standards of Practice document.
 - iii. The policy will include the emeritus definition at the beginning of the policy.
 - iv. Carole was given a gift from the board to commemorate her service and continued Emeritus status.

B. Sustainability & Future Funding Discussion

- a. The board discussed sustainability and future funding and how ideas/suggestions can be developed and shared with schools and districts.
- b. Several examples of schools and districts that have been sustained were shared.
- c. Mark and others discussed ways they have made it possible for schools and districts to have sustained SAMs.
- d. Nathan suggested that a document be developed to share strategies for sustainability.
- e. Mark reported that the current agreements include commitments to begin a sustainability plan.
- f. Sustainability has been built into the two new grants. There is language in the one-pager signed by principals.
- g. The matter of relationship of NSIP with people in the district is critical to sustainability.
- h. The board suggested we reach out to department of education contacts to learn how Title I and Title IIa can be used.
- i. Paul and Mark volunteered to draft a sustainability document.
- j. Mark brought up the idea of reducing or eliminating data collection at some point with each school. Is there ever a time that schools do not have to have Time Task collection? Bert commented that she felt it was team dependent and Carol shared the process that Iowa uses. This is a quality versus funding issue. Dave shared the idea of every other year collection. Nathan suggested a look at the consistency of Time Task to Time Track and at what percentage could Time Task collection be eliminated. Paul suggested considering the recommendation of the coach. This discussion will continue.

C. New VP Election

- a. Carol Lensing has served as the Vice President of the board and with her retirement and Emeritus status, a new VP must be elected.
- b. Dave Sechler and Paul Katnik were both recommended.
- c. Paul was selected as the Vice President.

D. 2018 National Conference Preview

- i. The total cost of the conference is about \$1.35 million. NISP has paid \$1.2 million in advance.
- ii. Mark and the board reviewed the attendance directory and the status of the states and districts involved.
 - a. Washington DC is coming on as a new district and attending the conference.
 - b. Missouri has 93 attending.
 - c. New York City is becoming one of NSIP's biggest clients.
- iii. Total registration - Guests of attendees are 297 and conference attendees are 718 a total of 1,015.
- iv. NSIP is now in 23 states.
- v. There were three major issues when NISP was considering the J W Marriott Resort at Marco Island. Those have been resolved as best as possible. The hurricane, however, did create some problems. Mark was able to resolve the issue with the hotel. He explained the changes to the board and use of the pavilion, acoustics, lighting and atmosphere. The hotel is paying for the tech costs. The hotel is also being very cooperative and stopping construction during the keynotes and lunch.
- vi. There will be four cameramen using HD video.
- vii. Mark is keeping the final keynote a secret, but a never before presentation!
- viii. Mark shared the agenda, keynote presentations and books that every attendee will receive.
- ix. Food will have lots of stations and variety.
 - x. Mark reported that this is the best organized conference to date.
 - xi. The 2019 conference will be at the Rosen Shingle Creek, Orlando, Florida, January 23 – 27, 2019.
 - xii. The board gave accolades to Mark and his staff on the planning, organization and creativity on the management of the conference.

E. 2019 – 2020 National Conference

- a. 2019 Conference will be in Orlando, Florida.
 - i. There will be plenty of rooms (1500). Next year is expected to have more attendees.
- b. 2020 has several locations submitting bids, such as Del Coronado, Marco Island, Gaylord Hotels and others.

State Affiliates Updates - Key points of the updates include:

(1) Delaware

- (a) Delaware still has no SAMs schools.
- (b) The state has balanced the budget with unclaimed corporate profits, which is not a sustainable process and other issues are cropping up. There are still a lot of funding issues.
- (c) Delaware is having student enrollment growth and there is a need for additional teachers.
- (d) Charter schools are a part of a funding issues with public schools.

(2) Missouri

- (a) Missouri has been given national attention concerning the governor's appointees for the department of education and the issues the department is facing. However, there is still good work going forward.
- (b) In August, Missouri will bring on 82 new schools. This will bring the state to 121 SAM schools.
- (c) Mark commented about the good discussion around the country about the MLDS work and the impact it is making.
- (d) The state vision for melding the MLDS and SAMs work is right on track. The state has nine incredible implementation specialists.

(3) Illinois

- (a) Illinois is exciting. Bert is retiring from LUDA on February 2nd. The board congratulates Bert on her retirement and are so appreciative that she will continue to lead the SAM work in Illinois.
- (b) Her replacement will be named in February.
- (c) The Illinois SAM program has officially transitioned to NSIP.
- (d) Illinois State University is overseeing the grants – SEED is one of the grants (\$12 million) and the second is an EIR recipient grant of \$3 million.
- (e) 141 schools are coming on board - 41 in August and 100 in February.
- (f) The coaches will not just be TCC because it will also include a cycle of inquiry and NISL Leadership Development tools. The coaches will be called LEAD coaches.

- (g) Alicia Haller and Erika Hunt are overseeing these grants.
- (h) There are some challenges with these grants and a complicated process, but they continue to move forward.
- (i) The coaches are scheduled to be selected in February. They will not coach SAM teams until Bert and Mark agree that they fit the SAM process.
- (j) Mark shared that NSIP has the capacity to bring on the schools. Mark also shared the research study process used as part of the grant work. Alicia and Erika deserve a lot of credit for this work.
- (k) Board members requested that the job descriptions and principal agreement be shared with all the board members.

(4) Louisiana

- (a) Louisiana is on a standstill because of the budget. The governor's budget came in a billion dollars short. The cuts included education. There will be a special session to address the issue.
- (b) East Baton Rouge is considering SAMs again.
- (c) Kim Marshall conducted a workshop in state and it was very effective.
- (d) Lots of politics in play and the superintendent is still in process of being confirmed and is on a month-to-month basis.
- (e) The shortage of teachers is also creating problems and there is a redesign of preparation taking place.
- (f) The university's lab school that is being reopened will also be a SAM school. It will be an exploratory learning campus for aspiring teachers and leaders. The plan is for the school to become an independent school district, if that doesn't happen, it will go charter.

(5) Kentucky

- (a) Kentucky still has no SAMs schools at this time, however, Debbie is in contact with four schools that have been recommended by the KyDOE as good candidates for SAMs.
- (b) Debbie is still in communication with the KDE Leadership Development Team. They are still interested in becoming SAM data collectors, TCCs, and Implementation Specialists. Discussion is continuing.
- (c) Debbie has also met with the Ky Professional Standards Board and the universities with principal preparation programs and shared information/updates on NSIP and the SAM process.
- (d) Across the state there are so many new administrators and state leaders, few are aware of SAMs. Debbie is planning on sending out SAM information to all superintendents in the state to bring awareness of the SAM program.

(6) Georgia

- (a) Georgia board member, Kendra Washington-Bass was unable to attend the board meeting.
 - (b) Mark shared that Georgia is continuing to grow. SAMs is so ingrained there.
 - (i) Savannah is a new district.
 - (ii) Macon is the most significant with growth including the superintendent.
 - (iii) Atlanta is offering SAMs starting this month.
 - (iv) Kendra is doing a great job and her efficacy is wonderful.
- (7) Iowa
- (a) Iowa has 61 – 62 teams. This has been consistent for several years.
 - (b) Jan has presented to the SAI committee just to refresh their memory on SAMs.
 - (c) Jan has also attended superintendent and university meetings to promote SAMs.
 - (d) She wants to get back to involving university professors as data collectors.
 - (e) She has also contacted the department of education and is planning on presenting to them when it can be scheduled.
 - (f) Had the state conference on December 1st, with 100 attendees.
 - (g) Here at the national conference there are about 26 from Iowa in attendance.
 - (h) Jan is also working on the data collector refresher.
 - (i) Iowa also has some legislative issues concerning elimination of collective bargaining.
 - (j) Mark led a round of applause for Jan and the great work she is doing and for Carole for making it a smooth transition.

VIII Board Actions: *The following board actions were taken during this meeting.*

- A. A motion to revise the current changes in the Executive Director Performance Review document was made by Carol Lensing and seconded by Paul Katnik.
Motion passed 6 - 0.
- B. A motion to approve the Board Member Emeritus Policy was made by Nathan Roberts and seconded by Paul Katnik. Motion passed 6 – 0.
- C. A motion for Paul Katnik to be the Vice President was made by Nathan Roberts and seconded by Dave Sechler. Motion passed 6 – 0.

IX Next Meeting Date: *The next meeting date is September 21, 2018, in Nashville, Tennessee.*

X Adjournment:

- a. There being no further business, motion by Carole Lensing and seconded by Nathan Roberts to adjourn. President Hendee declared the meeting adjourned by unanimous consent (6-0) at 2:56 PM.

Respectfully submitted by,

Debbie Daniels

Debbie Daniels
Secretary

Adopted by the Board in the meeting
of _____,
(Date of Meeting)

(Signature of Presiding Officer)