

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: Friday, September 20, 2013

Time: 9:00 AM

Location: National SAM Innovation Office
9100 Shelbyville Road Suite
Louisville, Kentucky

Present: Mark Shellinger, Executive Director
Bert Hendee, President
Carol Lensing, Vice-President
Nathan Roberts, Treasurer
Debbie Daniels, Secretary
Dave Sechler, member
Kendra Washington-Bass, member

Absent: Paul Katnik, member

I **Call to order:** at 8:45 AM by President Bert Hendee.

II **Quorum:** six of seven Board members present (four required.)

III **Reading and Approval of Minutes:** Motion was made by Carol Lensing and seconded by Nathan Roberts to approve the minutes as written for the March 26, 2013 and April 4, 2013 meetings. Motion carried.

IV **Treasurer's Report**

i) The treasurer's report was provided to all members.

V **Executive Director's Report**

A. Finances

- i) This is our first fiscal year being independent and three years of being grant free.
- ii) An independent outside agency, Strothman, LLC., conducted the review of NSIP finances and had no major recommendations for changes or processes of doing business. NSIP has a healthy fund balance.
- iii) The organization has transferred the accounting system to a new agency. NSIP's accounting is now managed by Karen Weller.
- iv) NSIP is implementing encumbered accounts and making sure that funding is set aside for special events and programs, such as the national conference, data collection, coaching, implementation specialist and professional development. The encumbered fees are based on history and average costs.
- v) The accountants are beginning to track the Time Track, Task Analysis, and First Responders expenses to determine how much is spent in these areas and the value of these tangible and intangible assets.
- vi) NSIP is registering for trademarks for Time Track, SAMs, SAM process and First Responders.
- vii) Fiscal to date – The year-to-date gross profit is \$483,005.54
- viii) Previous year income shows that we are spending about the same amount of money that we spent last year.

B. Legal

- i) Trademarks will cost between \$4,000 - \$5,000
- ii) Taxes to the state of Florida for the national conference in Fort Lauderdale is still an issue because of the date NSIP applied for 501C3 status and when we were granted the tax exemption. We are working on recovering these fees. NSIP is investing \$5,000 to try to recover \$50,000.

C. Growth

- i) NSIP is solvent, but still watching the number of districts and schools paying membership and how they fund the SAM program. NSIP continues to look for diversity of funding to ensure sustainability.
- ii) Currently over 600 schools in 18 states are working directly with NSIP and about 250 school are working with state affiliates. There are mixed results – overall, moderate growth and then not so good for other affiliates.

D. Service Capacity:

- i) Increased data collectors in states,
- ii) Formalized the data collector training and added trainers, and
- iii) Doubled the SAM Implementation Specialists this year
- iv) There is still a challenge on transitioning the coaching services to a Time Change Coach from the SIS. We are continuing to work on this and ensuring consistency. NSIP trained all of the coaches and extended the carrot of paying for their expenses to the national conferences.

E. Quality

- i) Time Track is much better. NSIP is amazed at all of the great ideas coming from the SAMs around the country. SAMs are more excited about using the calendar. New items: word function, map showing where Time Track is being used, blended data, and where the data collectors live and where data collection is needed. A search function is coming. We have invested about \$160,000 in Time Track this year.
- ii) Samsconnect.com – continue to upgrade the website. Intent is to make it a repository of tools, materials and resources.
- iii) Support Materials that have been developed include: Daily Meeting Flip Book, a TCC and SIS Guide. SISs now get a box materials when they begin their work in each place. Working on a First Responder Flipbook. Flip Book, Pad folio, two pens, smaller notebook and mouse pad are current resources and materials NSIP has to share.
- iv) SAM Implementation Specialists – improved the training, materials and support for SISs.
- v) Professional Development: Have developed partnerships with companies - Fierce, Inc., Carnegie Training, Top 20 Training, Mike Rutherford, Kim Marshall, district, state and national conference. Working with all of the partners to make these aligned to the SAM work. Have starting aligning our PD with our districts. Had a session in Tampa on September 19th. NSIP is willing to do one session for each affiliate. Mark will support state conferences. Kendra is also collaborating with Fierce Inc. to host a workshop in Gwinnett County. Paul and Willow conducted training with Five Forks Middle School in Gwinnett County for teachers and students which was a result of the session from the SAM State Conference.
- vi) Research
 - (a) RCT Precursor – Wallace approved a grant to do an experimental study – Random Clinical Trial – on SAMs. The cost to Wallace is about \$3.5 million. To date, they have approved a precursor – Has the SAM process changed significantly since the

PSA Study? Vanderbilt got the RFP - Joe Murphy, Ellen Goldberg, Andy Porter will be doing this work.

- (b) Iowa Project – A small project to study achievement growth and at level 3 on the SAM Performance Rubric. NSIP is spending a \$5,000 investment on this project.
 - (c) Illinois – Erica Hunt has a researcher who NSIP may be able to hire for one day per week to conduct case studies of SAM schools. Looking at change in teaching practice, student achievement and what the principal is doing. Level 3 schools are being identified.
 - (d) With these research projects, NSIP has ownership of the data and results, etc.
- vii) Beginning next week, coaches and state coordinators will get the information as to who has checked in with their teams and reviewed their calendar.

VI Unfinished Business and General Orders:

- i) There was no unfinished business for this meeting.

VII New Business:

- A. Recommendation from Nathan Roberts – to put together a list of schools and districts that interested schools and districts can contact for information. Additional discussion included the suggestion to ask affiliates to provide information on SAM teams and district level people who would be willing to field calls and share information. Mark will send a message to each of us about collecting the information. Suggestion on including people to contact based on school levels, rural versus urban, new versus experienced SAMs, etc.
- B. *National Conference* – We believe that there will be many more attending the pre-conference this year. Board meeting will be all day Wednesday, pre-conference on Thursday, and the conference ends on Saturday night. Big event is on Friday, but events all three nights. Opening will be in the Crown Room. Marilyn Monroe Rat Pack is the theme on the first evening. The thinking is that more people will be there when the conference begins. Still working on breakouts: all board members were encouraged to do breakouts and SAM Teams and others have been encouraged to present. We have some great key notes, including Andy Hargreaves. Everyone is getting three books. All pre-sessions that have books will also have them. Every superintendent that has an active SAM school has been invited to the conference.
- C. *State Affiliate Template Information* – Across the seven affiliates: the number of active teams from 182 – 214 - 245 over the past three years. We are showing increases in the numbers and fees for Time Change Coaches, Data Collectors, and Data Collectors Fees in the affiliate states. We are also seeing increases in the use of implementation and readiness training days and fees. The top five areas that the affiliates found to be the highest priority of services provided from NSIP to the affiliate states were: Time Track, Samsconnect.com (content), training for Time Change Coaches and Specialists online, National Conference, and Technical data processing and staff support. This data is for board use only and to be used for our internal discussions and information.
- D. State Affiliates will be getting a new contract from NSIP to update their affiliate agreement.
- E. Sustainability of the national organization is based on the model that all SAM schools and districts become self-sustaining and pay the national fees to NSIP which will continue to sustain the basic services and the national organization, ensuring the overall health of both the national and state/district organizations.
- F. *State Affiliates Updates - Key points of the updates include:*
 - (1) Delaware

- (a) Delaware's blessing and curse of Race to the Top funding is something they are struggling with and working to continue to sustain and support the SAM program.
- (2) Missouri (Paul was not in attendance.)
- (3) Illinois
 - (a) Finally getting some key people retired and to start building some capacity and be able to scale and sustain.
 - (b) Bert hopes to have more time to promote the program.
 - (c) Bert shared a story of Mark's visit to present and work with the SAMs and principals and got a date set for this to happen. He won over the superintendent who was skeptical and she found funds to continue to support the teams.
- (4) Louisiana
 - (a) The coaching pool is increasing with two new coaches who are really coming along.
 - (b) Working to increase the number of schools and grow the program.
 - (c) Mark's visit really motivated the schools and teams and created a revival of the SAM project. It was a celebration for Louisiana. The response from the principals will be something that we will use to share with others.
- (5) Kentucky
 - (a) Adding three new districts sometime during this semester: 10 schools in Clay County; 5, possibly 10 in Pike County; and hopefully 1 in Magoffin County.
 - (b) University of the Cumberlands is redesigning the principal Ed. S. program and the Superintendent and Supervisor of Instruction Ed. S. Programs to include the SAM Project and Making Time Course as the Capstone Project for all three programs.
 - (c) University of the Cumberlands is going to have the Ed Leadership and MAT faculty trained to do data collection.
 - (d) Two Ky SAM coaches have joined the SIS Team.
- (6) Georgia
 - (a) Kendra shared how the SAM teams are interesting other schools to participate.
 - (b) Gwinnett will be hiring another coach.
 - (c) As the state affiliate, there are two new districts coming on board.
- (7) Iowa
 - (a) Iowa is also bringing on retired administrators to support the SAM program and coach in order to begin building capacity.
 - (b) Carol is transitioning to a position of scheduling and state management.

VIII Executive Director Performance Report:

- (a) Bert shared the performance results with Mark from the board's performance feedback.
- (b) The board was in agreement that the leadership of the executive director has been outstanding and has championed the SAM project. We applaud Mark's efforts to let go of some things and focus on planning for sustainability of the organization.
- (c) Items discussed were:

- (i) Concerns for the support and role of NSIP with the state affiliates and how they work together to grow the national organization and the state affiliate programs. The four state affiliate non-negotiables are still in place.
- (ii) Issues around long-term planning and how money is encumbered to support long-term plans. Another long-term concern is around our vision, mission and where the policies are taking us. The board feels that we should continue to revisit and address the areas of vision, mission and the board and executive director's role. Nathan shared that our NSIP Board Policy Areas are our plan and that any decisions and actions going forth should reflect these policies and be based on this vision, mission and direction of the organization in setting priorities. (attached is a copy of the NSIP Board Policy Areas)

D. Development of a TCC Rubric

- Carol suggested that we develop a coach's rubric and use it as a reflective and growth measure.
- A coaching rubric will help focus the coaching. It has been so helpful in the assessment of the SAM Teams. The guide has been really helpful.

E. Board section on the SAM website

- Recommend that we set up a password protected section to put our board documents and minutes of the board meeting.
- The board will decide in January what pieces to make public.

VIII Board Actions: No board actions were taken during this meeting.

VIII Next Steps

- Suggested items for the January 2014 meeting: board officer discussions, affiliate report outs, fiscal update and professional development, continuous work on policy areas, and update report from Mark around the policy areas.

IX Next Meeting Date: January 29, 2014, at the National Conference in San Diego, California.

X Adjournment:

- a. Motion made to adjourn by David Sechler and seconded by Carol Lensing .
Motion carried 6-0. There being no further business, President Hendee declared the meeting adjourned by unanimous consent.
- b. Meeting adjourned at 3:42 PM

Respectfully submitted by,



Debbie Daniels
Secretary

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

(Signature of Presiding Officer)

