

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: September 11, 2020

Time: 10:00 AM EST

Location: Online

Present: Mark Shellinger, Executive Director
Bert Hendee, President
Paul Katnik, Vice President
Debbie Daniels, Secretary
Nathan Roberts, Treasurer
Dave Sechler, Member
Erica Zigelman, Member
Carol Lensing, Emeritus Member

I **Call to order:** at 10:06 AM EST by President Bert Hendee

II **Quorum:** Six of six board members present (four required.)

III **Reading and Approval of Minutes:** Motion was made by Paul Katnik and seconded by Nathan Roberts to approve the minutes as written for the January 20, 2020 meeting. Motion carried. 6 -0.

IV **Treasurer's Report (Fiscal Update)**

A. There was no treasurer's report given at this meeting.

V **Executive Director's Report**

A. Bert thanked Mark for his leadership during the COVID 19 Pandemic during this time and how he has kept the NSIP work going. The members were all in agreement.

B. Executive Director: Service, Fiscal, Legal

- i) Things have been changed so much since the pandemic occurred. The SAM process has been changed and Mark went through the changes with the board. Data collection has been eliminated and time change coaching went to remote work.
- ii) Mark shared the Program Response to the changes and found that the remote delivery had a dip but bounced back and a lot of teams took advantage of the coaching and professional development. This shift was actually less expensive.

- iii) Paul shared that while a lot of the changes were based on reaction to the pandemic, but some of it works really well and will continue to be a permanent part of the SAM program. He remarked on the possibility of recording the sessions. This discussion, evaluations and walkthroughs remotely have worked and the move forward using this process will continue.
- iv) Mark shared that the coaches have done a good job sharing remotely.
- v) Nathan suggested that we write an article on how well this new normal is working.
- vi) Remote service began on March 12, 2020.
- vii) SAM Coffee Breaks were implemented through the summer. 18 weeks and 180 people each week. Next week PD sessions called SAM Talks will begin for an hour session.
- viii) NSIP delivered over 3,000 books to SAM Principal Teams.
- ix) New options for implementation were created.
- x) Two conferences were held, one in January and one in July.
- xi) There were some delivery savings such as, travel, regular monthly office costs, cut staff, and received some paycheck protection loans. Some staff cuts were made, and furloughs implemented.
- xii) \$400,000 in the bank today and Mark is not worried about meeting payroll this year.

C. Updates on TT, Research and National Conference

- i) A lot of updates and upgrades are being done on TimeTrack. The cloud-based system is undergoing a lot of upgrade and rebuilding the basic structure. The rebuild is 26% complete. This is the foundation and the rebuilding will go faster from here. Mark has hopes that this new system can be displayed at the national conference.
- ii) Three additional people have been hired to support Eric. Jim is also spending a good amount of his time on the rebuild.

D. Coaching

- i) The coaching system has changed the system. The coaches are meeting once per month and the exchanges have made it more consistent. Mark finds this to be one of the best accomplishments that NSIP has done in years.
- ii) Dave, a mentor, commented that this has been a good thing. It has become a conversation between peers, and it has become a great activity.
- iii) Paul asked that there is a documentation of this process. Mark shared that there is a framework being developed and this process is being captured to institutionalize the process.
- iv) Erica shared that the coaching and mentoring has built strong relationships. Bert commented that we all need life-long coaching and this process has been a positive thing for her and others.
- v) Mark shared that while there is a model, it has given the mentors flexibility.

E. Implementation Changes: In-Person sessions

- i) Everyone has their own table, wears a mask, wipes at the table. Mark had tape on the floor to protect space. This was done in August. The next set of in-person training will be in Springfield, Missouri. This is one day training and the “Remote SIS” works with the SAM Team for up to the next two weeks and Zoom in for meetings.
- ii) Dave shared his experience as a Remote SIS. He found it to be an effective experience.
- iii) This process will continue when the pandemic is lifted with some flexibility and use of in-person and remote.
- iv) Mark did initial training remotely with several teams and it works fine. He just has to be more energetic to keep them active and interactive. He does them in two-hour sessions.

F. Legal Issues

- i) Liberty Mutual covers NSIP accident costs. One independent contractor had an accident and NSIP was represented by Liberty Mutual in the case.
Clarification: the policy covers employees and not independent contractor. Mark also contacted NSIP's lawyer for advice. He recommended that the independent contractor get her own attorney. Mark does not expect any problem from this and the only cost was \$300 for our attorney conference.
- ii) The last conference did not get an invoice until April due to the pandemic issues. There were two main expenses were questioned: the rain night when food was not served and registration issues with using personal registration information other than for the conference information. The hotel put it into the Marriott servers which was against the agreement. This happened four times. NSIP attorney believes that the Marriott Marco Island should make compensation for this violation of the agreement. Currently NSIP owes approximately \$146,000. Part of this amount will be eliminated for their mistake. The amount is being resolved. To-date Marriott has not been able to confirm that this information is out of their system. Mark believes that this will all work out in the end. NSIP is in a good place and can pay what they will owe. Mark says that he would feel comfortable doing another conference at Marco Island.

G. Pandemic Impact

- i) Mark shared the following data and changes in SAMs as a result of the pandemic. NSIP went from 1200+ teams to 850+ teams and \$3.2 million annual budget to \$2.7 million annual budget. The conference revenue went from \$600,000 to \$300,000.
- ii) Mark has worked on the costs to make it possible to keep SAM teams active or feasible for new teams to join SAMs.

H. National SAMs Conference

- i) Mark discussed the plan for the 2021 conference. Winter Session: January 27 – 31, 2021 and Summer Session: July 6 – 10, 2021
- ii) Conference registration numbers – 78 for winter conference /102 with guests and 34 for the summer conference. The cutoff is 250.
- iii) The location is J. W. Marriott Starr Pass Resort in Tuscon, Arizona.
- iv) The agendas will differ for the winter and summer conference.
- v) The conference will be financially feasible with the registered participants for the winter session. The registrations for both the winter and summer session is anticipated to increase. The conference hotel and the keynote speakers have agreed to cancel without penalty if needed. There will be more keynotes because of physical separation and less breakouts as in the past. The conference could be increased if the pandemic situation changes and more can attend.
- vi) Keynotes are: Baruti Kaefle, Emily Balcetis, Ken Williams, Jenn David-Lang, Kim Marshall, Jon Antonetti and Andy Hargreaves. The contracts with the presenters allow for cancelling if they feel that it is not safe.
- vii) What is the board's role for the two meetings? There will be a board meeting in January and the board discussed attending the July meeting as well. The board discussed the issues that could arise. For now there will be two board meetings and it is flexible as to the board's attendance in-person or remote. Bert encourages that everyone attends in-person if possible.

I. Mark's TimeTrack

- i) Mark went through his calendar and shared this schedule with the board for the upcoming weeks.
- ii) The first SAM Talk is on September 17th with Jenn-David Lang.

J. Springfield Study

- i) Still in the process of getting the report written.

VI Unfinished Business:

A. Review of Vision of NSIP & Goal Progress

- a. Paul Katnik reminded everyone that *“A Mission statements is present-based and designed to convey a sense of why the company exists to both members of the company and the external community. Your mission statement is your company's reason for being – it's all about what you're doing right now. A mission statement focuses on the purpose of the brand.”*
- b. Dave requested that the tools are included in the vision/mission statement. He also questioned the term effective instructional leaders is too broad. Bert and Carol commented that they felt the term was correct. Dave recommended adoption of the fifth option.
- c. Bert commented that the focus should be on students and they should be named in the vision/mission. Erica commented that this was her intent in the option she proposed. Students should be the end goal.

B. Review of Mission of NSIP & Goal Progress

- a. The members discussed the options and questions of the board’s long-term vision to reach every state and international as well. Mark would love to see the process become equitably available for every school and leader that would like to use SAMs.
- b. The board discussed what is measurable and that we could identify metrics.
- c. There is a currently a project with the two Springfield SAM programs that is collecting data and looking at the results. There is a lot of opportunities for data collection and studying their metrics and the SAM impact.

VII New Business:

A. Review of Practices, Procedures, Policies

- a. Dave reviewed the policies and practices. First, the *ANNUAL POLICY REVIEW GUIDE: EXISTING POLICIES: Are there any existing policies which need to be revised, amended or revoked? If so, list the policies and state what you believe needs to be done to each. If possible, write draft language for any revisions or amendments.* Mark clarified the term “state affiliate” and the history of how the organization began with affiliates. The members did not have any suggested revisions or amendments.
- b. Second area: *BOARD’S ROLE: Is the Board fulfilling its responsibilities with respect to all existing policies? Please note and comment on any policy areas in which the Board is doing particularly well, and/or on any policy areas in which the Board needs to improve its work? For any areas in which the Board needs to improve, be as specific as you can about any actions the Board must/should take to improve its work.* Mark and Bert shared that they felt the board members have done a great job and fulfilled their role. Bert reported that the board members had submitted their signed board member job description. Carol Lensing will also submit her signature. Paul commented that working on the vision and mission statement and the metrics that we are fulfilling the roles is the next steps and improvement we can make.
- c. The third area: *NEW POLICIES: Are there any new policies that you believe need to be considered? If so, list the area in which new policy may be necessary. If possible, write draft language for the new policy.* Nathan suggested that we might want to consider any policy that might be needed to address situations like the current pandemic. For example, that online meetings count and are recorded. A second example, to give the executive director additional authority during such an unusual time. Mark commented that he felt that there was not any change needed at this time. The board has responded quickly to any recommendations and situations that have needed action.
- B. The board did not have any additional policy recommendations at this time.

- C. Voting-Officers (extend current officer terms for one year unless there is a motion to nominate replacements)
 - a. During the current times and considering the pandemic impact on the world and our work, the board recommended that the current officers' positions be extended for one year.

Board Members: Comments, questions related to SAMS/NSIP

(1) Carol

- (a) Congratulations to Mark on keeping everything going.

(2) David

- (a) Agreed with Carol and is amazed at what good shape NSIP is in. The coffee breaks were very good and he is looking forward to the SAM Talks. The gatherings were good during these unusual times. He shared the flexibility and options that schools are offering students for a different kind of schooling.

(3) Bert

- (a) Commented that the longer time period with SAM Talks might be an issue, but she believes that many will listen to the SAM Talks when they have time. She shared that by giving people flexibility and permission to look at things differently has been a good thing.

(4) Mark

- (a) Shared that some administrators have been using the coffee breaks for the whole staff and they are still getting a lot of hits.

(5) Paul

- (a) Commented that a lesson learned is that we have a choice to look forward or backward. At first he and his colleagues were reactive and then during the summer became proactive. He sees Mark looking forward with a predictive vision. Mark's attitude is that "No matter what comes, we are going to be okay." Paul discussed forward thinking and the new approach to schooling.

(6) Debbie

- (a) Shared that she was glad to be back with the group and looks forward to the conferences and the SAM Talks.

(7) Erica

- (a) Shared with the board that New York state is reimaging education. The same with SAMs, they are considering the next steps and moving forward. She said that "we know SAMs is not going away and will be here for a long time."
- (b) Erica shared that for family reasons, she is retiring. She has appreciated her time on the board and has been an active and valuable board member. A

decision on whether she could continue to serve on the board will be discussed at a later meeting.

(8) Nathan

- (a) Commented that from this pandemic has come an opportunity for a positive power. Now that he is back on campus, he has experienced a hot bed of issues including a hurricane and that his campus is still trying to get back on track. The positive piece is that he anticipates an exciting new lab school is being created on campus which he has wanted for a long time. A lot of good things are starting to happen.

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

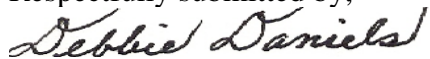
- A. A motion to extend current officer terms for one year was made by Dave Sechler and seconded by Nathan Roberts. Motion passed 6 - 0.
- B. A motion to accept the fifth option, “ *The National SAMs Innovation Project is a comprehensive process and a set of tools designed to develop effective instructional leaders resulting in greater student success*” as the vision statement for NSIP was made by Dave Sechler and seconded by Erica Zigelman. Motion passed 6-0.
- C. A motion to accept option #6 “*SAM teams in every state creating greater teacher and learner success*” as the mission statement for NSIP was made by Nathan Roberts and seconded by Paul Katnik. Motion passed 6-0

IX Next Meeting Date: *The next meeting dates are January 27, 2021, in Tucson, Arizona at the J.W. Marriott Starr Pass Resort and July 6, 2021, in Tucson, Arizona at the J.W. Marriott Starr Pass Resort.*

X Adjournment:

- a. The board broke for lunch at 12:00N EDT and reconvened at 2:00pm EDT.
- b. There being no further business, a motion was made by Paul Katnik and seconded by Dave Sechler to adjourn. President Hendee declared the meeting adjourned by unanimous consent (6 - 0) at 2:57 PM EDT.

Respectfully submitted by,



Debbie Daniels
Secretary

Adopted by the Board in the meeting

of _____,
(Date of Meeting)

(Signature of Presiding Officer)