

**Minutes**  
**Board of Directors Meeting**  
**National SAM Innovation Project**

**Date:** September 21, 2018

**Time:** 9:00 AM EST

**Location:** Marriott's Gaylord Opryland Hotel  
2800 Opryland Drive, Nashville, Tennessee

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

I **Call to order:** at 9:03 AM CST by President Bert Hendee

II **Quorum:** Four of seven board members present (four required.)

III **Reading and Approval of Minutes:** Motion was made by Nathan Roberts and seconded by Paul Katnik to approve the minutes as written for the January 24, 2018, meeting. Motion carried. 4-0.

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

A. The fiscal update will take place at the January 2019 meeting.

V **Executive Director's Report**

A. Arizona continues to be a SAM state.

B. In California, San Bernadino continues to be a strong SAM district. California is going to be a strong growth place for SAMs.

C. SAMs is picking up charter schools in several states.

D. In Colorado, SAMs schools are growing every year. Their retirees in the Denver District, they work with the incoming leadership and they are sustaining SAMs. All of the SAM staff are internal and that is helping to sustain SAMS. There are several districts coming on board.

E. Connecticut is our newest state. Mark is doing a lot of work in that state. A cohort of 6 started and others are now requesting to be in the second cohort. The UConn has a Wallace Grant for a principal redesign and is interested in building SAMs in the redesign.

F. In Florida

i) Hillsborough provides all of the SAM services themselves, however some of the schools may be lost due to the requirement of schools to pay some of the expenses.

Orange County continues to grow about 10-15 schools every year. They use a variety of funding sources. We are in a new district, Osceola. A principal in Orange County moved to Ocala and insisted on SAM support and got it started there.

- G. In Georgia, Atlanta is going to be a very strong SAMs district. They are going to do Model 1 SAMs. 12 schools are doing Model 1 and 2 are doing Model 3. The district is paying the SAMs fees and all are doing well. Gwinnett County has now gone to the schools paying their full SAM cost. They are still doing their implementation and they still have about 40 SAMs schools. The district views it as a district initiative. It is still uncertain if they will be approved to go to the conference. DeKalb County has a few teams. Bibb County is an all SAM District.
- H. Illinois has about 150 schools. The grants are funding a lot of the schools. The Chicago Education Fund is funding 30 teams. There are some parochial schools are now SAMs schools.
- I. Kansas is a new state and NSIP is working in District.
- J. Louisiana – there have been a lot of changes in the state and some leadership are retiring.
- K. Baltimore – 8 schools who pay for their own service. Prince Georges County – has had a lot of leadership and staff changes. They are trying to do a district license to NSIP and the schools will reimburse the district for some of the costs. The district will have to provide the support. There are some Catholic Schools in Maryland that participate in SAMs.
- L. Massachusetts – 3 schools in Boston.
- M. Michigan is a growth area. Lansing, Michigan is a district with 11 new schools. Orientation training is set for this coming Monday.
- N. Mark shared some thoughts about in future presentations how he plans to connect SAMs to the districts' initiatives.
- O. Minnesota – one principal in the state.
- P. Missouri – Springfield is the star school district and moving to integrate SAMs districtwide. A retired principal and supervisor are going to do data collection and coaching SAMs in that district. Kansas City – good practices with the SAM principals and still working with the district on finalizing the contract. Some charter schools in Missouri. St. Louis is not doing SAMs now. Hazelwood schools are funding SAMs themselves and determined to make it.
- Q. New Hampshire – one school that is doing well.
- R. New Jersey – started with grants and now that the grants are gone they are continuing SAMs.
- S. New York – also started with funding and are now working on continuing. Buffalo - five schools. New York City – largest growth area and all schools fund their own fees. APs are all using SAMs. In the Bronx, all schools are using SAM and the superintendent is doing SAMs as well. The challenge in NYC is billing, but NSIP has found resources to make it work. Pulaski – is not participating - no funding. Working with Rochester. New Hanover would like to do nine schools this year. They are trying to use Title I funds. Title I requires direct work in the classroom. SAMs can make that link.

- T. Paul asked if Mark could look at a list of all the funding sources so that SAM schools use to support SAMs. Mark agreed this would be a good report. Mark is looking for a fiscal person fulltime to help with all the financial work which would include this kind of data information. The board agreed this is a position that NSIP needs.
- U. Ohio – Cleveland funding went away from the district and 8 still pay their own way.
- V. Tulsa – Funding is a challenge, but schools are interested and joining SAMS
- W. Virginia – Charlottesville City Schools has some model SAM schools ; Hampton City Schools is continuing.
- X. 23 states total and about 1200 SAM schools and district leaders. Approx 83 districts. Slightly fewer at this point, but there will be slightly more soon. Mark shared how he works with schools that are struggling and how they can help schools continue
- Y. TimeTrack has been on a stable platform. Very rare to have a glitch anymore. The system is going to a different and better operating system. The system is very stable and on three backups., The new pieces such as easier access to data sets is an improvement and very popular, Connected events is a great addition and really helping principals and SAMs. There will be a second version around the conference time in January 2019. Connected events are also expanding to walkthroughs and observations and structured at different times of the day. Another connected event will be in the area of teaching and modeling. Still working on better connectivity with Google and on invites.
- Z. Staff
  - i) Scott is still the fulltime scheduler and doing a great job.
  - ii) Jim continues to do a very good job and he is overloaded because of all the additional work he has taken on with the Illinois grants. This ties back to the need for a fiscal person for the organization.
  - iii) Eric continues to do a
  - iv) Betty Lindauer – handles the first look at payments and reimbursements and the conference organization.
  - v) Deb Sykes – implementation specialist and coach.
  - vi) Rick Delegardelle – implementation and coaching
  - vii) Winie McCandless – implement
  - viii) Kent Snurnbusch– implementation specialist
  - ix) Brenda Anderson working part-time for NSIP.
  - x) Sharon Lawrence is working part-time in Atlanta coaching.
  - xi) Numerous data collectors working every week and NSIP is developing a system to be shadowed correctly. Dave Brahn is going to randomly select DCs and have conversations with them and shadow them. Overall, the Data collectors that do a great job,
  - xii) Nathan suggested that we keep some records on the data collection and the checking could be good for grant opportunities to have that information.

- xiii) Specialists are doing a great job and can find the ones I need within the NSIP pool.
- xiv) Have in place a piece that works with new SIS's and Carol Lensing is going to continue work with coaches and in working with Carol Merritt and Lawrence on coaching training.
- xv) Everyone appreciated the 8% increase, the current pay is set for Data Collectors – \$248.40; School Implementation Specialists – \$324; Time Change Coaches \$270.

## **VI Unfinished Business:**

- A. Bylaws & Practice/Procedures
  - a. These will be reviewed at the January 2019.
- B. Executive Director Performance Review
  - a. Mark asked what we would like to see him do more. Carol Lensing suggested that he try to get more off his plate and hiring the fiscal person will help.
  - b. Paul commented in how Mark has protected the fidelity of the process and now sees that Mark may need to look at the process differently and still staying true to the fidelity of the process but have some flexibility. Mark shared ideas to make that flexibility happen and to incorporate the SAM tools into MLDS.
  - c. Nathan commented that it is hard to cultivate and sustain SAMs when in most cases SAMs is now dependent on people. This is a challenge that we should continue to look into what can be done.
  - d. Bert discussed the Board's concern about how stretched Mark is and needs help and to give up some of his responsibilities. The new fiscal person will help greatly with this.
  - e. Nathan stated how all the board appreciate Mark's periodic update emails and information about new schools and upcoming events with SAMs across the country. They are very helpful to the board members to keep updated.

## **VII New Business:**

- A. Officers
  - a. This is the board meeting for the officers to be elected/reelected. The board felt that the officers should remain the same for another year.
- B. Discussion/Update on Illinois Work and Challenges of Federal Funding
  - a. NSIP has been involved in two research grants that were awarded to AIR and Illinois State University. There were some issues with the SEED grant such as, fiscal reporting and reimbursement, communications, scheduling, coaching. copyright, trademark and trade secrets. These concerns are being addressed with the assistance of NSIP's legal representation. There is still some outstanding money, but it will come. Concerning coaching, there is a clear and smooth transition planned for transition from TCCs to Illinois coaches.

- b. There are also some issues with the EIR grant. The issues were similar and the grantee has discontinued NSIP's participation in this grant. Due to some of the concerns around intellectual property, a letter will also be sent to EIR expressing these concerns and any future plan of the grant concerning NSIP rights and its tools and resources.

### C. Board Member Make-Up

- a. Paul shared that the state affiliate approach served NSIP well in the beginning, perhaps now the board members should represent the perspectives that the organization needs as we have grown.
- b. Nathan agreed that the board should consider different perspectives that would enhance the organization.
- c. Carol commented that we need to think about what voices are not being heard on the board. She referenced large urban vs rural districts.
- d. Mark suggested perspectives that represent the university, district, urban, suburban, rural, state department of education, Principal, SAM and Emeritus. A successful SAM and SAM principal (bringing the practitioner voice to the board) that would fit one of these areas. The board will be between 5-9 voting members.
- e. Paul also suggested that the members should represent different states.
- f. The new members when determined would perhaps be rotating positions along with the permanent positions.
- g. All agreed to not lose the history of the organization and maintain that perspective on the board.
- h. The board will ask Nathan Roberts to work on new language in the by-laws for the new board make-up for the January meeting.

### D. 2019 – 2020 National Conference

- a. 2019 Conference
  - i. There are 558 people reserved as of this meeting.
  - ii. There is no concern about having enough rooms, we have contracted for 800, but can reduce or get an optional 300 rooms. The estimate is 750 people.
  - iii. There is a variety of people and proposals for breakout sessions are coming in.
  - iv. Things differently this year: \$250 for spouses, coaches attend don't pay airfare, must attend two coach's sessions and assist with the conference.

- v. The evening sessions were discussed and options for activities. An option Wed – dinner and singing; Thursday – Welcome Party and Friday closing party; on Saturday finish at 2:00PM and those there tkts to Universal Park, \$50 debit card and provide transportation to and from Universal.
- vi. Already signed the 2019 conference.
- b. 2020 – back to Marco Island. 2021 – Star Pass is a possibility and they are submitting a proposal. 2022 – Marco Island.

***State Affiliates Updates - Key points of the updates include:***

(1) Delaware

- (a) No report given.

(2) Missouri

- (a) Missouri is working to merge SAMs and their MLDS system. They are going slow to go fast. There are some struggles that the state is working through.
- (b) MLDS four-year rollout has gone well. There are over a thousand principals involved.
- (c) Their national retention rate is very high and the state is soliciting support and funding from businesses for principals and the MLDS. There are plans to expand the work.
- (d) Missouri is going to build a micro-credentialing system which would impact SAMs because a time management micro-credential would be included. This would involve additional descriptors to TimeTrack which is already built into TimeTrack to create the additional descriptors.
- (e) There was a micro-credentialing discussion and possible implications for SAMs.
- (f) The goal is to sustain a system, not an initiative. With SAMs embedded in the system secures SAMs' position in Missouri. MLDS can elevate SAMs.
- (g) There may 30 – 40 new SAM teams coming on board. The state is working to get teams in each area of the state to participate.

(3) Illinois

- (a) Bert is only going to be coaching 3 teams.
- (b) Illinois has not lost any teams this year.
- (c) Illinois through the Chicago Educational Fund money has created a SAMs PLC.

(4) Louisiana

- (a) Louisiana has another Gear-Up grant which will be able to cover SAMs in the middle schools as a part of the grant.

- (b) Lake Charles Parrish could possibly be the next addition as a result of a principal from another Parrish that moved to Lake Charles.
- (c) There is also some opportunity to expand SAMs in charter schools.
- (d) Louisiana is holding steady and some initiatives of the Capitol Campaign could help to support SAMs.
- (e) The university has been approved for a French Immersion program which is very exciting and innovative at the university.
- (f) Nathan discussed having SAM principals talk with others to help inform and find out how SAMs works and the impact.

(5) Kentucky

- (a) Kentucky still has no SAMs schools at this time.
- (b) The Governor has cut the state budget for KDE and the department has lost 35 employees. The Principal Leadership Division went from 6 fulltime staff to 1.5 staff. This has changed the interest in working with SAMs at this time.
- (c) The Professional Standards Board has been eliminated and the work of this board has been assumed by the KYDOE.
- (d) Debbie was able to get the Wallace Foundation work in front of the new Commissioner who happens to have been a part of the Generation 1 work which included SAMs. There is hope that through Generation 1 connections that the discussion of SAMs can be revisited with KDE.

(6) Georgia

- (i) No Georgia report was given.

(7) Iowa

- (a) Iowa has about the same number of teams. There are some new teams.
- (b) Jan has indicated that she is resigning from NSIP as of January 2019 and is moving closer to her family.
- (c) SAI is pulling out of SAMs and Iowa will be under the national organization beginning next year. SAI remains supportive of SAMs.
- (d) It is unsure at this time who will takeover SAMs in Iowa. It is important to have someone leading SAMs in the state.

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

- A. A motion to have the officers remain in their current positions and revisit a year from now was made by Nathan Roberts and seconded by Paul Katnik. Motion passed 4 - 0.
- B. A motion to follow the advice of the NSIP attorney and submit a letter of concern to the SEED grantee was made by Nathan Roberts and seconded by Debbie Daniels. Motion passed 4 - 0.

- C. A motion to have the NSIP attorney send a letter to the EIR grantee about the protection of NSIP rights was made by Nathan Roberts and seconded by Paul Katnik. Motion passed 4 – 0.

**IX Next Meeting Date:** *The next meeting date is January 30, 2019, in Orlando, Florida at the Rosen Shingle Creek Resort. Tuesday night dinner.*

*September 20, 2019 Annual Meeting – Ritz Carlton in Lake Oconee, Georgia.*

**X Adjournment:**

- a. There being no further business, motion by Paul Katnik and seconded by Bert Hendee to adjourn. President Hendee declared the meeting adjourned by unanimous consent (4-0) at 3:51 PM.

Respectfully submitted by,



Debbie Daniels  
Secretary

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

\_\_\_\_\_  
(Signature of Presiding Officer)