

**National SAM Innovation Project (NSIP)**  
**Executive Director Performance Review**

**2022-Compilation**

Please complete the evaluation and return to the Board President. The president will compile the results and share with the executive director. The Board and executive director will meet to discuss.

Each section begins with a brief description of an area of responsibility. After reading it the answers to the questions will measure your level of satisfaction with how the executive director is performing. Check off the number representing the degree to which you are satisfied or not satisfied:

- 1-Very Dissatisfied
- 2-Dissatisfied
- 3-Satisfied
- 4-Very Satisfied
- 5-Not sure or N/A

At the end of the sections there is a place for comments. All comments will be shared with the executive director.

Except where stated otherwise, all items refer to actions or conditions since the previous Performance Review (approximately one year).

**1. Vision and Mission** – The executive director’s role has both strategic and operational components. Working with the board, the executive director develops a shared vision for NSIP, builds understanding around the current mission, and develops appropriate goals and strategies to advance the mission.

How satisfied are you that:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
1-1	The executive director and staff have worked with the board to maintain a clear vision for NSIP.				3.8		Mark led and actively participated in deep dive discussions to analyze the mission and vision. It was determined that each has to be measurable. In addition it was determined that the mission and vision should be visible at all SAM events.
1-2	The executive director and staff have worked with the board to maintain a clear mission.				3.8		The mission and vision are directly aligned to the evaluation rubrics. Covered every meeting and followed up
1-3	The executive director and staff have moved NSIP forward, or closer to its vision and mission.				3.8		Posting new mission and vision statements on the website is a good first tart at establishing those statements as the basis for all we do.
Comments: This is a current area of focus for the executive director working with the NSIP Board.							

**2. Improving Quality – Quality of NSIP implementation and support**

How satisfied are you that:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
2-1	The executive director and staff have improved SAM implementation.				3.8		COVID issues were addressed and effective modifications implemented. Implementation has a virtual component that results in time saving and direct support from Mark and other implementation specialists
2-2	The executive director and staff have improved SAM coaching, training and support.				3.8		Online support continues to improve and expand. The use of the rubric and targeted support from coaches allows principals to reflect on the TimeTrack data to improve their practice.
2-3	The executive director and staff have improved professional development offerings and the national conference.				3.8		Good to be getting back to something like pre-COVID normal. Mark has guided the process well, expanding PD and conference options as much as an appropriate level of cautiousness will allow Conference continues to be impressive and extra PD during the year is growing. Several coaches led sessions that specifically focused on the TimeTrack calendar and allowed principals and SAMs to enhance their knowledge on effective ways to use the calendar. For example, merging calendars was demonstrated.
2-4	The executive director and staff have improved TimeTrack™.				3.8		Continues to meet the needs and address principal requests. The new TimeTrack was demonstrated and principals got an opportunity to explore the features. Primarily, being able to link other calendars in order to share information is a feature that has enhanced the TimeTrack calendar. Very impressed with all the changes and upgrades to TimeTrack.
<p>Comments: Improvements to TimeTrack continue to make this tool more user friendly.</p>							

**3. NSIP Growth**

How satisfied are you that:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
3-1	The executive director and staff have increased, maintained or decreased the number of participating SAM schools as consistent with the mission, vision and culture of NSIP.				3.8		Growth continues in new areas and old clients are staying. Given the challenges over the past two years with COVID, Mark has done a remarkable job in continuing to recruit and manage SAM schools.
3-2	The executive director and staff have provided adequate and appropriate support for state affiliates.				3.5 2NS		Perhaps this question should be eliminated in the future. Would like to continue to try to renew SAMs in KY> However, has provided adequate support for active states.
3-3	The executive director and staff are building strong relationships with clients.				3.8		
3-4	The executive director and staff are increasing the visibility of and interest in the SAM process.				3.5		Word of mouth is still best, but new efforts are being tried. Would like to see more visibility, especially in terms of media information.
<p>Comments: Evidence for each of the above is demonstrated by expansion of SAMs in new schools. The executive director is very supportive of the efforts of state affiliates.</p>							

**4. Fiscal Management** – Ensuring that income is managed wisely is important. It is the role of the executive director to see that solid planning and budgeting systems are in place and that NSIP’s goals and strategic plan serve as the basis for sound financial planning. In addition, it is the executive director’s responsibility to ensure that qualified staff is hired to accurately monitor, assess, and manage the financial health of NSIP.

How satisfied are you that:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
4-1	The executive director is knowledgeable regarding financial planning, budgeting and management of fiscal resources.				4		Mark is outstanding in this area and a great fiscal manager. Always knows where the organization stands financially.
4-2	The executive director has maintained a fund balance that assures organizational stability.				4		Fund balance is appropriate.
4-3	The executive director presents financial reports to the Board and other information as requested.				4		
<p>Comments: This is a definite strength of the executive director. The project is in excellent financial condition due to his knowledge and skills in this area.</p>							

**5. Operations Management** – The executive director is responsible for day-to-day management. The executive director works with staff to develop, maintain, and use the systems and resources that facilitate the effective operation of NSIP.

How satisfied are you that:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
5-1	The executive director ensures the effective operations of the organization.				4		
5-2	The executive director has assured NSIP has in place sound risk management policies including adequate insurance coverage.				4		
5-3	The executive director has assured NSIP has in place accounting, payroll, and cash management systems.				4		
5-4	The executive director ensures compliance with all legal and regulatory requirements.				4		
<p>Comments: This is a definite strength of the executive director. The project is managed very well. All the operations management are well in hand and appropriate.</p>							

**6. Board Perceptions of the Organization** – As the board reviews the performance of the executive director, it should also gauge its perceptions of the general operations and quality of NSIP in the following areas. The responses to these questions may help to focus the board and executive director’s attention on specific areas of strengths and limitations and will help to guide future NSIP development efforts.

How satisfied are you with:		Not satisfied		Satisfied		Not Sure	Comments
		1	2	3	4		
A	Administration & Operations?				4		
B	Program Development & Delivery?				3.8		
C	Financial Management?				4		
D	Marketing & Public Relations?				3.5		An advertising campaign can help more schools learn about SAMs. In addition the ability to find NSIP, SAMs or TimeTrack in the Google search engines can be improved. Satisfied, but feel that there is always more that we could do.
E	Long-Range & Strategic Planning?				3.5		A 10-year strategic plan would be helpful
G	Client Services?				4		
H	Overall Quality of the Organization’s Performance?				4		
I	Support of State Affiliates?				4 2NS		Would like to revive the program in KY, but Mark does a great job in supporting affiliates when requested. Perhaps we can consider dropping this one as well.
<p>Comments: The project is in the good hands of the executive director. It continues to evolve and improve over time.</p>							

**Overall Comments:**

In a year in which almost nothing was predictable, Mark has kept NSIP focused and moving forward. NSIP appears to be in good hands. COVID-19 adjustments and efforts were phenomenal and well considered. The organization is in good shape due to the efforts of the executive director. Kudos for a job amazingly well done during very trying and tiring times.