

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: January 20, 2016

Time: 10:00 AM

Location: Starr Pass Plaza Resort and Spa
3800 West Starr Pass Blvd.
Tucson, Arizona

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

I **Call to order:** at 10:03 AM by President Bert Hendee.

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

III **Reading and Approval of Minutes:** Motion was made by Carol Lensing and seconded by Kendra Washington-Bass to approve the minutes as written for the September 25, 2015 meeting. Motion carried. 7-0.

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

A. Fiscal Picture

- i) NSIP expenditures were about the same this year as the previous year.
- ii) NSIP has been more cautious with data collection and the costs are down about 28%.
- iii) Data collectors are using Uber which is really helping and in some cases saves about 42% - 45% overall of the cost. This is a savings over taxis and car rental.
- iv) NSIP started using Uber in July.
- v) During the first half of the year, NSIP took in more and spent less than last year. The fund balance will be in the area of ½ million dollars. Our expenses are \$30,000.
- vi) The concern is always getting funds in from the schools in a timely manner.
- vii) NSIP will take in about \$200,000 more this year than last year.
- viii) NSIP is starting 25 schools in Baltimore; a new group in Illinois, and Tulsa. These are going to make for a good Spring.
- ix) Long term – some of our biggest districts are ending their Wallace money and these places are a concern that have not planned ahead for sustainability.
- x) Mark is not concerned with funding, NSIP is just being very mindful of spending.
- xi) Dave asked if we have any data about schools leaving NSIP. Mark shared that this data is dependent on the schools and the district situations. The reasons vary. We still have more teams this year than last year. Kendra suggested that in the future we might want to look at a trajectory of how many teams and memberships are needed. Again Mark shared that there

are a lot of variables depending on the state, district and their type of participation and local involvement in coaching, etc. The economy, federal funding, etc. are all variables.

B. Conference Fiscal Update

- i) The cost to attend the conference was raised a bit.
- ii) The cost is about a million dollars. With those paying, it will come to about \$200,000.
- iii) NSIP is spending about the same for presenters this year.
- iv) Kendra commented that the conference and the investment is also a marketing strategy. She shared how the attendees use this as a great time to plan on closing this school year and opening next school year. Everyone agreed that the timing of the conference is the right time to have the conference.

C. TimeTrack

- i) TimeTrack remains our largest cost, but is worth the investment. There is much more coming.

D. NSIP Staff

- i) Bert asked Mark to walk us through the SIS staff. Mark has had no trouble in filling SIS slots and is not worried about having enough SIS staff. He keeps looking for new people to pull in. Four new ones will be trained for next year. There are people in the wings for all positions – SIS, TCCs, and Data Collectors – and this is not a problem.
- ii) There are three full-time staff in the office plus Eric and Scott who primarily work from home. One part-time in the office. Six that work directly with districts – some full-time and some part-time. Staffing is based on need and what the clients need or want.

V Executive Director's Report

A. Conference Update

- i) This year's conference space is the best conference space we have ever had.
- ii) The agenda is similar to Fort Lauderdale's agenda with a keynote to end the conference,
- iii) Mindfulness is somewhat of a theme for the conference.
- iv) Kim Marshall is ill and attendees have been given options and his sessions have been covered.
- v) There are 170 attendees for the preconference – 51 Time Change Coaches and others from 25 states.
- vi) We have several superintendents who are attending and several Chief Academic Officers.
- vii) Planning is the nicest ever done.
- viii) The conference has a huge impact on the sustainability on SAM Teams and the spirit of what NSIP stands for and does.
- ix) The content continues to get better and better.
- x) Mark shared the preconference meeting with the staff of the hotel and helping them understand why we do these conferences.
- xi) Having more supervisors participating in the SAM process has helped with the support of SAM Teams attending the conference.

B. Marco Island for the 2018 Conference

- i) NSIP kept negotiating until the price is where we wanted.
- ii) The conference will be back to our regular dates in January 2017.

- iii) Mark is considering Del Coronado and Starr Pass for conferences beyond 2018.
- C. New Clients attending the conference.
 - i) Baltimore is our newest district.
 - ii) Oklahoma has representatives at the conference and are coming on board.
- D. New York is really becoming a strong SAM supporter.
 - i) Lots of interest in New York
 - ii) Several key leaders in New York understand SAMs and are very supportive.
- E. TimeTrack
 - i) TimeTrack now has a new feature with six videos to help with the training. The feature is called Calendar Feed. It allows you to send anything on your calendar to any other calendar automatically. If you change something, it will automatically change it on the other calendar. It has reminders. This removes one of the last barriers to using TimeTrack.
 - ii) We will be getting updates in February on what is next for TimeTrack.
 - iii) Legal Issue with TimeTrack – we are registering pieces of TimeTrack (copyright). Eric is learning how to copyright for NSIP as we have unique features. NSIP has a claim against the former attorney for not meeting the deadline of submitting for the patent. Mark is working with new attorneys on this work.

VI Unfinished Business: There was no unfinished business for this meeting.

- A. TCC Rubric Discussion (Carol and Kendra)
 - a. The rubric draft was shared. The draft includes a transition plan and a four level rubric including the categories of Weekly TimeTrack check, Monthly in-person visit, Reflective questioning, Team building, and Evidence of “change of practice”.
 - b. The purpose is for the TCC to reflect on their practice.
 - c. Nathan suggested that it would also be good for the SAM team to complete.
 - d. Kendra noted that the fidelity of coaching is important.
 - e. Mark suggested that we might want to have coaches use their TimeTrack calendar and data to reflect on what their SAM teams do.
 - f. Some suggestions for further development included separating out the assessment with the SAM and Principal. The transition plan should not be a part of this rubric. This should be a self-assessment by the coach.
 - g. All board members agreed that this is an important tool and needs to be further developed.
- B. NSIP Policy Continuing Discussion & Signing Standards of Practice (Dave).
 - a. Dave shared the policy as revised on September 25, 2015. There were no issues or concerns.
 - b. All board members signed the NSIP Board of Directors Standards in Practice.
- C. NSIP Outreach/Expansion (Continuing Discussion – Paul)
 - a. What Paul has learned is that to embed in the fabric of the culture is the way to sustain. When you are looking at a large number of districts, how can we expand and be able to include all districts/statewide? Food for thought.
 - b. Kendra shared that the way people began to gravitate to SAMs was the professional development for school leaders. That is what is valued in Gwinnett County Schools. Kendra sends out a calendar every year on professional development for SAMs. Principals, and SAM/Principal Teams.
 - c. One concern Paul discussed is keeping SAMs voluntary and still be able to outreach and scale districtwide or statewide. Paul discussed changing the conversation to do you want

to be an effective school leader? Do you use data to inform your practice? As a way to approach SAMs.

D. Succession Planning Discussion

- a. Bert opened up the discussion about succession planning. First and foremost, do we have a job description for Mark. Mark is going to work on a job description for his position including the categories of fiscal, capacity and the training
- b. The big question is who would replace Mark? There are several options discussed and the topic will continue to be on the board's agenda. Mark assured the board that he loves the work and is not planning on leaving any time soon.
- c. Nathan and Bert commented that the important piece of this discussion is that we need to know what is needed to make NSIP work before we can continue the discussion of succession planning.
- d. Mark also said that he will create an organizational chart and position responsibilities for the board so that we can understand who is doing what in the organization as part of understanding and planning for succession.

VII New Business:

State Affiliates Updates - Key points of the updates include:

(1) Delaware

- (a) Delaware has no schools currently.
- (b) Delaware is looking at making SAMs a part of the new principal preparation program through DASL.
- (c) Planning a meeting with superintendents and others to try and get a new round of interest.
- (d) The new secretary of Education is a former SAM superintendent and a SAM supporter which they hope will open doors.

(2) Missouri

- (a) There has been some expansion in the State.
- (b) There are potentially 190 schools that could come on board based on school status and requirements for those schools by the state (Priority and Focus schools).
- (c) Paul is working on principal competencies and how that works in concert with the SAM descriptors.
- (d) Great news is the new commissioner is supportive and behind the initiative to include SAMs in their leadership development.
- (e) The concern is that the state department cannot mandate a vendor, such as NSIP, to a school. Mark discussed ways that this could happen because of the flexibility of the way we do business.

(3) Illinois

- (a) Illinois is disappointed about not getting the I3 grant.
- (b) Bert has hopes for the CPS funds.
- (c) Illinois lost the biggest district which has been frustrating.
- (d) The other districts are expanding and doing well.

- (e) Two superintendents are using SAMs and another potential superintendent wants to implement SAMs if he becomes a superintendent.
- (f) Illinois has lots of funding issues with no budget and they are cutting the principals in half due to school consolidation.
- (g) Bert is going to start doing some more outreach with other offices in the state.

(4) Louisiana

- (a) SAMs in Louisiana is progressing because of the people promoting and supporting SAMs. They are what is making it happen.
- (b) Money is a factor and we will have to wait and see what happens.
- (c) The PD that Mark did really helped. Nathan felt the timing was just right for the PD and the follow-up.
- (d) Louisiana is looking at how to sustain SAMs.
- (e) Another advantage is that these principals are good principals and that is helping to support the process.

(5) Kentucky

- (a) We have one school district that is going through the budget approval process and board approval for the whole district to go SAMs. This will not happen til the fall and the start of the 2016-2017 school year.
- (b) Debbie has reached out to all of the lowest performing schools in the state, some have shown interest and asked questions.
- (c) Debbie plans to also reach out to all of the districts that have inactive SAM schools across the state.
- (d) Setting up a meeting with KASA to look at how we can reach out through their regional meetings to share the advances with SAMs and TimeTrack.

(6) Georgia

- (a) There are 42 active SAM schools in Gwinnett and 17 in DeKalb with another 17 coming on board.
- (b) There is one implementation specialist, 5 coaches in DeKalb, and Gwinnett has hired a part-time/full-time coach and a SIS/TCC.
- (c) Gwinnett is asking some of the experienced principals to serve as mentors.
- (d) Griffin-Spalding is a small district that Gwinnett is providing services to and plan on including SAMs in their future professional development.
- (e) It is a bit of a challenge being a school district working with other school districts, so Kendra is looking at working with GLISI and scale SAMs through them by utilizing their resources. Brenda Anderson will also be working with the scale across the state.

(7) Iowa

- (a) Iowa started down a few teams this year, but are back up to around 65.
- (b) One of the new SAM Principals is presenting at the conference.
- (c) Iowa had a great state conference, Kim Marshall, Mark, and Jim Mercer were there.
- (d) They had one hundred attendees and a successful SAM Academy.

- (e) Carol is retiring and moving out of the director's position for SAMs. This will be official at the next Iowa State Conference. Jan Walker who is currently a coach and a year from now may take on Carol's role.
- (f) Iowa has 3 TCC coaches.
- (g) One district, Linmar, was one of the first schools in 2006-2007 and has sustained SAMs. The instructional coaches in the district want to use TimeTrack and Carol shared a set of descriptors that describes the instructional coaches. The board agreed that TimeTrack is flexible enough to use it this way, especially with the use of the Optional Descriptors.
- (h) Carol stated that she wanted to know the board's thoughts on her position on the board.

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

IX Next Meeting Date: *The meeting date and location is to be determined.*

X Adjournment:

- a. There being no further business, President Hendee declared the meeting adjourned by unanimous consent at 4:00PM.

Respectfully submitted by,



Debbie Daniels
Secretary

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

(Signature of Presiding Officer)