

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

**Date:** January 30, 2019

**Time:** 10:00 AM EST

**Location:** Rosen Shingle Creek Resort  
9939 Universal Avenue  
Orlando, Florida

**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 10:06 AM EST by President Bert Hendee

**II Quorum:** Four of seven 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 24, 2018, meeting. Motion carried. 4-0.

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

- A. Fiscal 2018 ended in July 2018. Current assets are \$434, 203. There are more funds out for this year, but each is an individual arrangement and the money comes in but is staggered.
- B. NSIP's intellectual property attorney is going to be able to help with issues surrounding approval and use of funding.
- C. Revenue was about the same for 2017 and 2018. A little less in 2018 due to conference charges. This year's conference expenses should be better. NSIP increased the spouse fee to \$250.
- D. NSIP Net assets were greater in 2018.
- E. Mark keeps the NSIP informed when funds are below a quarter of costs. The impossibility clause in the contract may be considered due to weather.
- F. Page 5 of the report shows how the money was spent. The biggest cost was education and training because of the national conference at \$1,983,364.
- G. Bibb County has requested a conference this summer which will be a money maker for NSIP.

## V Executive Director's Report

- A. Mark shared all the hard work that Betty Lindauer does, and the board gave her a round of applause to recognize her efforts and dedication.
- B. In Illinois, the Chicago Fund is NSIP's biggest group. NSIP has more schools in Illinois for 2019 than last year. NSIP is no longer working with ISU and the SEED grant, however, the work there continues and a new group of Catholic schools will be coming on board. The NSIP attorneys are staying on top of the use by the SEED grant to ensure they do not use NSIP tools. There is a loss of attendees at the conference from Illinois as a result which has made an impact on the rooms, food, etc. at the conference. Mark has worked with the hotel to use the remainder of the conference fees as a credit to conduct training in Florida in the future. Primarily for Orange County.
- C. Dave Sechler has been a remarkable coach and has had to stop coaching due to his family situation. Dave is highly respected by the board and praised for all the great work he has done for NSIP.
- D. Prince George's County Public Schools is a large client and has been there seven years. Funding has drastically decreased as the teams' needs have decreased, but the district is maintaining SAMs in the schools. NSIP can continue in places such as PGCPs and in Tampa because NSIP has trained the districts to support the schools and continue to work with NSIP on a continuing fees basis.
- E. NSIP is growing by having new districts join SAMs and where principals move to a new district and require the district continue their SAMs process.
- F. NSIP is in 23 states and 1200 schools. NYC is the largest in terms of the number of teams. Several districts are full SAMs districts, one is Bibb County in Georgia.
- G. In Iowa, SAI will continue the fiscal and licensure work for SAMs. Sam Merritt will coordinate for the licensure/authorization piece. There is not a need for a coordinator in the state since NSIP will take over the work and fiscal management in Iowa. Mark is working out a way that aspiring SAM candidates can receive the required credit needed for the licensure. Sandy is working on a sample of modules to present to the state. There will not be an increase due to the transition from SAI to NSIP. SAI wants to continue a relationship with NSIP and support SAMs.
- H. Some of NSIP's new clients are: Louisiana, one new district; Kansas – 18, Massachusetts - 8 teams. Teams have been maintained in Michigan, Minnesota has a couple of teams, Missouri has 84 people at the conference including some of the pilot schools. North Carolina has a new district in New Brunswick. There is small growth in Charlotte and Wilmington. There are some challenges with Title I approval and solutions are being addressed.
- I. NSIP is growing in New Jersey, Trenton is a new district. SAMs has been good so far there. A new partner in the state is the Foundation of Educational Administration and they are helping look for other school districts for NSIP.
- J. In Connecticut there are three new districts - Meriden, New Haven, and Hartford.
- K. Coming up is Data Collection training, several places to do data collection, then coaching training and a few new teams to coach.

- L. This year NSIP is doing implementation all year as opposed to the beginning of the year. Implementation now is determined by the needs of the schools and districts.
- M. NYC is a large group for NSIP. Karen Weller and her husband help coordinate the work and fiscal management for NSIP in NYC. A principal in NYC got a perfect score on her evaluation last year and she gave credit to SAMs. There are 68 teams in NYC and coaching continues because of the support for SAM principals.
- N. Cleveland, Ohio and Tulsa, Oklahoma have about the same number of teams.
- O. There are three SAM districts in Virginia
- P. Tennessee continues to see growth in interest for SAMs in Nashville. Mark will be at the Tennessee Superintendent Conference to share information on SAMs.
- Q. Lots of people are connecting SAMs to the work on equity issues.
- R. Time Track has become remarkable. NSIP Time Track is far advanced to Google, etc. and the scheduling system is unique. There is nothing that compares. The next generation of Time Track is coming out in 2020 using Kim Marshall's mini-conference protocol. It will feature the ability for the SAM to go in and find prep times and have access to availability in setting meetings. It will be faster, more secure and the best system available. By Christmas next year, there will be a new mobile interface. Store information will be available on phones even when they are not connected to the internet.
- S. Jim and Eric are working on a website as to where the schools are that use SAMS.
- T. The staff is all doing well. NSIP will need a new full time SIS for next year. There is still no trouble having specialist except a couple of times a year. Deb Sykes is a full time SIS. NSIP is going to invest in mentoring for coaches. Kent and Winnie are continuing to be SISs and coaching. Rick is only doing SIS work now.
- U. Office management is fine, but the office is using some outside accountants to help ensure things are going well.
- V. Gwinnett County has 23 schools and Kendra is still the coordinator.
- W. A SAM Principal in Colorado who is retired is going to be working for NSIP.
- X. The end of year cash flow shows funds down in 2018, that is because of paying costs in advance, such as \$1,000,000 on the 2019 conference.
- Y. NSIP has no problems foreseen going forward. The Illinois grant may require an audit, but there are no issues. There is still \$200,00 out from the Illinois grant due to their decision not to use NSIP. The rest of the costs were paid in October 2018.
- Z. Next year the Conference will be in Marco Island. There have been many updates to the property which will be very popular with conference attendees.
- AA. Mark walked the board through the conference agenda and the conference gifts. Differences include: tonight, there will be a pre-conference dinner. There are 30 – 40 in the preconference sessions. Preconference pays for itself. John West is a new presenter for NSIP. There will be lots of activities in the evening including a virtual car race! The conference is starting earlier this year in order to allow for the afternoon of Universal. Jimmy Cassis is another new presenter. Korsaker is also new. The Ticket Exchange will

take place after the last session. One thing different this year is that breakfast will be offered from **3:30am through 11:00am.**

## **VI Unfinished Business:**

- A. Continuing Review of Bylaws & Practices/Procedures
  - a. The board signed the annual NSIP Board of Directors Standards of Practice agreement.
  - b. Mark discussed the importance and impact of the board and what the board brings to NSIP. Specifically, providing feedback and effective questioning on the policies, practices and sustainability of NSIP.
- B. Continuing Discussion of Sustainability and Future Funding
  - a. Mark hopes to expand SAMs to other states. The lack of focus on leadership at the national level has created a challenge for support for school leaders.
  - b. The addition of new board members is seen as a component for sustainability.

## **VII New Business:**

- A. New Language for NSIP Board Make-Up
  - a. The board discussed new language for the NSIP Board Make-Up.
  - b. The purpose to the addition of board members was to ensure that voices not currently represented need to be heard, such as a practitioner.
  - c. The policy drafted by Nathan Roberts provides flexibility for selecting additional board members. This will assist the board in scaling SAMs.
  - d. The voices that the board finds missing currently is a principal, SAM and district person.
  - e. The board discussed what NSIP would want to know about the candidates for the new board positions. Included would be:
    - i. demographics,
    - ii. agreement from supervisor for permission to serve which would include possible release time to attend meetings and board events,
    - iii. impact of SAMs on the candidate and what contribution new members could make to the board, and
    - iv. references.
  - f. The information will be sent through the SamTastic Tips and details about submission in mid-February.
  - g. Nathan will update the language per the board's discussion.
  - h. Paul will develop an application format and send to the members for feedback. The board will meet on April 13, 2019, to approve the application and process.
  - i. A nominating committee made up of President, Vice President and Executive Director will review nominations and decide on the voices to be

recommended to the board for final consideration and approval of new board member(s).

- B. Future Conferences will be held at
  - a. Marco Island, Florida in 2020 and 2022
  - b. Starr Pass, Arizona in 2021

***Board Updates - Key points of the updates include:***

- (1) Delaware
  - (a) No report given.
- (2) Missouri
  - (a) Missouri has a mixture of cohorts, Springfield is at the top.
  - (b) There is a pilot running and using the Time Track tool for implementation.
  - (c) The latest cohort includes the lowest 5% schools which make up 62 schools. Data collection is starting on these schools. There will be a customized training program for these schools and SAMs is a big part of that training. There will be two external evaluators and the state is interested in the data and what it reveals about MLDS including the SAMs piece.
  - (d) Missouri has their own Time Change Coaches now and will be coaching these schools.
  - (e) Paul sees that MLDS and SAMs could be a benefit to each other and hopes that this model can become a strong model for NSIP.
  - (f) NSIP has supported the SIS in Missouri and Carol Merritt has trained them and is mentoring them closely to learn how to train strong SIS members.
- (3) Illinois
  - (a) Bert is coaching five teams and they are doing well.
  - (b) Thirty schools decided to stay with SAMs and leave the SEED grant.
  - (c) Bert will do what she can to continue to support SAMs.
- (4) Louisiana
  - (a) Louisiana has schools that are not moving along but hoping that will change.
  - (b) A lot of SAM Principals are retiring and Nathan is working on continuing SAMs in those schools.
- (5) Kentucky
  - (a) Kentucky still has no SAMs schools at this time.
  - (b) The Governor and new Commissioner are focused on creating charter schools and not on leadership development.

- (c) The Professional Standards Board is now back under the KYDOE and undergoing lots of changes which has a big initiative on Principal Preparation Redesign. This could be a way to get SAMs back on the radar in KY.

(6) Georgia

- (i) No Georgia report was given.

(7) Iowa

- (a) SAI will be the fiscal agent until September 2019, and then NSIP will take over as the fiscal agent.
- (b) Sandy Merritt will be taking over the leadership in Iowa.
- (c) Carol Lensing continues to support the work in Iowa and does implementation at least once a year to stay in schools and she is still doing some work for coaches.

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

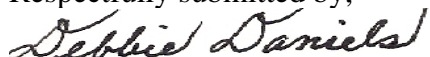
- A. A motion to move forward with the change in NSIP Board Make-Up was made by Paul Katnik and seconded by Debbie Daniels. Motion passed 4 - 0.

**IX Next Meeting Date:** *The next meeting dates are April 13, 2019, in Louisville, Ky. at the Galt House Hotel and September 20, 2019, in Lake Oconee, Georgia at the Ritz Carlton.*

**X Adjournment:**

- a. There being no further business, a motion was made by Nathan Roberts and seconded by Bert Hendee to adjourn. President Hendee declared the meeting adjourned by unanimous consent (4 - 0) at 3:30 PM.

Respectfully submitted by,



Debbie Daniels  
Secretary

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

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