

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

**Date:** January 26, 2022

**Time:** 9:00 AM EST

**Location:** Westin Cape Coral, Fort Myers, Florida

**Present:** Mark Shellinger, Executive Director  
Bert Hendee, President  
Paul Katnik, Vice President  
Debbie Daniels, Secretary  
Nathan Roberts, Treasurer  
Dave Sechler, Member  
Shawna Fagbuyi, Member

**I Call to order:** at 9:00AM EST by President Bert Hendee

**II Quorum:** All board members were present. (Four required.)

**III Reading and Approval of Minutes:** Motion was made by Nathan Roberts and seconded by Shauna Fagbuyi to approve the October minutes as written. Motion carried. 6 -0.

**IV Comments and Announcements**

- A. Bert shared that we will not be checking people in to breakout rooms. Several board members will be available to help if needed. The presenters know to contact Carol Merritt if they are out of chairs. Masks will be required inside at all times.
- B. There is one other group in the hotel and using one ballroom.
- C. Paul has to leave in the morning to return home.

**V. Mission/Vision of NSIP Component Metrics**

- A. In October, the board always approves the vision/mission statements.
- B. Paul suggested that the board create a visual /graphic that can present the vision/mission of NSIP.

**VI. Bylaws, Policy, Procedures Revisions**

- A. Dave provided three copies of the bylaws and explained their use and the color coding notes.
- B. In Article II, 2.1 – the Election of Directors was moved to 2.2 and some of the language in 2.2 was deleted.
- C. Paul noted that one of the board duties is to hire the executive director and it should be included in the duties of the board. This duty should be included as 2.1 a. Employ an Executive Director.
- D. The language was changed, and the founding board members were defined and noted as to who they are.
- E. 2.3 language was changed to set terms of office and the board agreed upon the terms.
- F. 2.4 language was changed to address biannual meetings for the calendar year and they were agreed upon.

- G. 2.4 also changed the language to address the election of officers designating the first meeting of the calendar year to elect officers.
- H. The original 2.9 was deleted.
- I. 2.9 was changed to “review financial reports regarding the financial conditions of NSIP.”
- J. 2.13 was changed to include a section e which will include data on the metrics of vision and mission.
- K. Bert addressed the situation where Mark and Carol put their personal money into NSIP to keep it afloat while waiting on funds. There is some language in Article III that was discussed in relation to this issue. The board agreed the language was sufficient to address Bert’s comments.
- L. 3.e was deleted because there is not a formal budget for NSIP since the funding and expenditures depends on the intake of funds.
- M. In 3.2 the board deleted the second line.
- N. In 3.6 deleted the language that the Vice President’s duty included public relations, etc. if the President is unavailable. The board agreed that this is the Executive Director’s responsibility.
- O. 3.8 was changed to reflect the duties of the Treasurer and added 3.8b addressing the responsibility of the bookkeeper to address expenditures that they find not satisfactory and report them to the President and Treasurer.
- P. 3.8.f deleted the words “In general.”
- Q. 3.9 removed Mark’s name in lieu of Executive Director.

**VII. Article IV. Fiscal Matters**

- A. 4.5 added “If requested” to see the checks, etc. The word designate was changed to designee and “or designee” added.

**VII. Article X. Indemnification**

- A. Change to a lowercase w for the word which

**VIII. Executive Director Evaluation**

- A. 5.1 was revised
- B. 6.h was revised

*The board took a ten-minute break at 10:33AM and resumed at 10:47AM*

**IX. Vision/Mission Continued Discussion**

A. The board discussed making the vision/mission of the organization present to everyone. Making it visible on the website, making it present on the screen to start the conference. The board agreed that everyone should be provided the vision/mission information so that they can share with others when asked about the program. Mark will make sure that the vision statement is posted to start the conference. Paul shared a way to address both vision and mission in the opening statement at the conference. Vision – where we want to be and Mission – why we are here today.

- B. The board changed the vision statement to the mission and the mission statement to the vision statement.

- C. Mission – The National SAM Innovation Project is a comprehensive process and a set of tools designed to develop effective instructional tools resulting in greater student success.
- D. Vision – The National SAM Innovation Project will provide SAM services in every state resulting in greater teacher and learner success.
- E. Mark reviewed the metrics for the vision and mission statements. SAM teams will be asked at the end of each year to provide data for the metrics. The board discussed whether to have the teams send in numbers or percentages.
- F. Concerning the metrics, in the vision metrics, the second bullet in the section SAM Teams in every state be changed to *Number (%) of districts with SAM Teams in each state*. The board discussed continuing this discussion about metrics at the next meeting. Then the board will review the data that has been collected on all the SAM schools.

*The board broke for five minutes to meet Pam Pullum and others to receive their board badges for the conference, check them in, and other resources.*

- G. Schools have reported that they really like the new performance rubrics. Mark discussed how some entire districts are using the performance rubrics and the metrics. There was a discussion of the two performances rubrics (1.0 and 2.0) and how/when to use each of them.
- H. Bert recommended that the order of the metrics for the mission be reordered with the comprehensive process metrics first, set of tools be second, effective instructional leaders as the third.
- I. Comprehensive Process section deletes all the bullets except #1. Percent of SAM Teams at the third level of Practitioner Rubric 1.0.
- J. In Set of Tools, delete the bullet under the second bullet. Add “merge data” to bullet 2.
- K. Nathan and Bert cautioned on making the language too complicated and urged to keep it simple. Mark suggested we conduct a breakout on vision and mission at the next conference.

*The board broke for lunch at 12:00N and resumed at 1:30PM*

- L. In section 3: Effective Instructional Leaders, add “teacher practice and student success.” Change the first bullet to: “50%+ time spent as instructional leaders”. Second bullet becomes: “at level three on the performance rubric”. Third bullet becomes: “evidence of impact on teacher practice” and fourth bullet becomes: “evidence of impact of on student outcomes.” Add “self-reported” to bullets 3 and 4. Shauna shared her insights on this section and how to address impact. Bullet 5 was deleted.
- M. Mark shared an example of how powerful the trust and impact of the SAM Principal/SAM can be.
- N. Throughout the vision and mission metrics, change the language to “learner success” deleting the word student.
- O. The board agreed the Mission language should be first.

The board took a short break at 2:31 and resumed at 2:37

**IX. Executive Director: Service, Fiscal, Legal**

- A. Mark shared that NSIP continues to add SAM Teams. Each team starts with a 2-hour training session and then a two-week Implementation session.
- B. Mark reported that four new coaches that were practitioners have become coaches
- C. There is steady implementation and growth being reported. There are three other trainers besides Mark that are doing the start-up training.
- D. Mark states that we have good coaches and SIS personnel.
- E. Financially, NSIP has in surplus of \$1 million dollars and the expenses of the conference are paid.
- F. Wallace provided a grant with no strings attached.
- G. The one loan NSIP had taken out has already been paid back.
- H. As for PD, Mark still wants to do more. He is looking at how NSIP can do more with coaches and training.
- I. Mark is not worried about the fiscal health of the organization.
- J. Paul cited that so far, all the money is focused on the mission. He questioned, “How do we address funding for vision?”
- K. Mark shared that he has two companies that he is working with, and he will share more when these contracts are finalized.
- L. Mark shared that this is where he needs to add another person to support the continued Time Track improvements. The new Time Track is essentially done except for connecting with third parties like Google. NSIP hired a headhunter to help with finding a person NSIP could hire to help with the tech end. There is protection built into the contract. There is a person of interest, but no decision has been made yet. Mark asked the board for their advice on the ethics of vaccination or not. The new position will be a full-time position. Medical benefits, retirement benefits, etc. are all included in the new position. The board shared their thoughts on requirements of the position and duties of the position.
- M. In trying to find Eric an assistant this would also include Eric and Jim’s salaries and consider getting Eric training that he needs to increase his skills while continuing to look for an assistant.
- N. Bert asked about the intellectual property of Time Track and Mark shared that it is protected.
- O. The board has no legal issues.
- P. Mark believes that NSIP will be around ten years from now.
- Q. Mark shared all the ways that you can find NSIP on the internet.

**XI. Updates on Time Track, Research and National Conference**

- A. Mark reviewed the entire conference agenda and social events.
- B. 58 people are scheduled for each of the preconference sessions
- C. Total attendance at the conference is 220 attendees including 20 support personnel.

**XII. Board Members: Comments, questions related to SAMS/NSIP**

- A. The board did not have any additional comments.

**XIII. New Business**

- A. Paul asked that the board begins to consider an evaluation tool on the effectiveness of the board. Dave shared that he would search for some documents that we can use as a starting point and check with the Wallace Foundation for templates. He will bring these to the next meeting. Mark suggested that there are a few questions that we can start with at the next meeting. Such as, how effective are we a year later, what are we doing as a board toward the vision and mission?
- B. Mark commented on how valuable he believes that the board has been to the SAM process. Mark commented on how much he appreciated the friendship and support.
- C. Bert suggested that we use a similar process as we did for the vision and mission.

**XIV. Miscellaneous**

- A. There were no miscellaneous items for the agenda.

**XV. Board Actions:** *The following board action was taken during this meeting.*

- A. Paul Katnik made the motion to approve all the bylaws and policy changes discussed and revised during this meeting. Dave Sechler seconded the motion. Motion carried 6 -0.
- B. Paul Katnik made the motion to approve all changes and revisions to the vision and mission statements and metrics noted at this meeting. Dave Sechler seconded the motion. Motion carried 6 -0.

**XII. Next Meeting Date:** *The next meeting date is to be determined. The location to be determined. All board members will email Bert for suggestions beginning with July. Bert requested that they suggest dates and locations for the next meeting.*

**XV Adjournment:**

- a. There being no further business, a motion was made by Dave Sechler and seconded by Shauna Fagbuyi to adjourn. President Hendee declared the meeting adjourned by unanimous consent (6 - 0) at 3:52PM EST.

Respectfully submitted by,



Debbie Daniels  
Secretary

Adopted by the Board in the meeting

of \_\_\_\_\_,  
(Date of Meeting)

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