

Minutes
Board of Directors Meeting
National SAM Innovation Project

Date: June 25, 2023

Time: 8:00 a.m., ADT

Location: Chena Hot Springs Resort, Alaska

Present: Mark Shellinger, Executive Director
Bert Hendee, President
Paul Katnik, Vide President
Nathan Roberts, Treasurer
Dave Sechler, Member
Shawna Fagbuyi, Member
Carol Lensing, Emeritus Member

Call to order: Bert called the meeting to order at 8:13 a.m.

Quorum: Five board members were present so a quorum existed

Reading and Approval of minutes: The board reviewed the minutes of the February board meeting. Nathan moved and Shawna seconded to approve the minutes of the February meeting. It was approved as read

Board Updates: Paul discussed the development of work groups in Missouri, Nathan indicated that now that he is back in the classroom they have incorporated SAM information back into their Masters program, Bert shared that she is pleased with the ongoing growth and continuation of SAMs in Illinois. Shawna shared that they now have a new Superintendent and a shift in the leadership within the district. Mark indicated that they try hard to include new superintendents in a district involvement when that position

Officer election/renewal

Bert introduced the topic of officers for the coming year. Nathan made the motion that we continue the officers as indicated- Paul seconded the motion. A unanimous vote to continue with current leadership was accepted.

The board reviewed the schedule for the remaining days in Alaska and everyone profusely thanked Mark & Carol for inviting us and being such wonderful host for all of us here in Alaska

Directors Report:

A. Service

Mark began with a report of their service components- new hires, shifts in responsibilities, etc. The addition of Peggy in the office is going very well; the addition of Alex has been very helpful and his skill set has been excellent. Carol is in the office everyday and acts as the SAM for Jim, Alex, Eric. The work of the Wellers has increased as well. The organization and the service component is stronger than it ever has been. Paul asked about the profit margin of the organization. The fund balance is very strong- currently at \$1 million at year end. SAMS is in a very good financial position. As a nonprofit we are in a comfortable position. Payroll is about 1.6 million of the budget. For the 401Ks we can match 6%- Mark would like to recommend that

the board add a 4% match in the 401ks for staff. It is an annual decision for the board for the optional 4% match as an organization. The 6% is required but the 4% is optional and would be reviewed each year. Paul moved and Nathan seconded the motion to approve the optional 4% Match for employees 401ks.

B. **Mentoring:** The mentoring is going very well and has been tremendous because of the coaching and mentoring pieces— Bert indicated that the mentoring piece is a constant communication and accountability piece for the coaches, something that has not been prevalent before.

C. **TimeTrack**

The testing is being done to make sure the new timetrack can communicate with other programs like Google, Outlook, etc. It has been a long process and they are very close to being able to flip the switch but no date is available yet. When the switch is flipped there will be a series of videos, etc. to assist with the transition to the new timetrack. Vern Six has been helpful in that process as well. Dave asked the question about timing of communication to the coaches prior to the new rollout. Mark emphasized that there will not be any new training required for SAM/principal teams- will be much like updates on your Apple phone.

D. **Conference**

The conference will be in Ft. Lauderdale at Marriott Harbor Beach; 100 rooms will also be at a nearby Courtyard by Marriott. The dates of the conference are: January 25-, 27th of 2024; the board meeting will be on Wednesday, January 24th with the right to carryover the board meeting to the morning of the pre-conference. The pre conference will be held on Thursday, January 25th. The 2025 conference is tentatively set for Arizona somewhere and the 2026 conference will be in California.

E. **Jody Spiro**

A scholarship for a new team has been set up in Jody's name. She can choose a team in two different states to receive SAM services for a year as the recipients. They have to be brand new teams in a new area of the country. The board had discussed giving Jody a gift as she retires from the Wallace Foundation. Mark went ahead and ordered an air purifier and it was delivered to Jody. She was very excited and grateful for the gift. Jody is in the process of writing a book and SAMS will be a part of the book.

F. **Annual Report: SAM team Performance Rubric Assessment:** The board reviewed the NSIP Annual Rubric Assessment. Never before have we been able to monitor so well each timetrack user. 100% response- users who were still in Implementation phase were excluded from this report. The board spent a considerable amount of time reviewing the document. The board discussed the need to perhaps do an executive summary of the data since the booklet is 22 pages long. Paul and Mark will work on drafting an executive summary. Plans to provide each SAM/principal team as well as the coaches, etc. with an executive summary and/or the full report will be decided at a later date. The board will be provided with electronic copies of the 22 page report as well as the large binder of all comments. The board made the recommendation to send out the executive summary to everyone and then linking to the full document.

G. **Policy Studies Associates:** The board spent some time reviewing the Policy Studies Associates proposal-the proposal is for \$40,000 with \$25,000 allocated to the study of rubrics and \$15,000 to case studies of two schools using the all-school approach. The timeline for the study would be the development of the interview protocols in October 2023, collecting data in March 2024, and then delivering a report of each approach and experience, analyzing strengths and challenges seen in their experiences, and suggesting

next steps for NSIP in moving forward with an all-school approach in May 2024. Paul motioned and Shawna that we move ahead with the acceptance of the proposal from Policy Studies Associates to move ahead with the study.

- H. Executive Director Performance Review:** Paul asked Mark about the performance review results- Mark indicated he was very pleased and happy with the feedback from the review. Mark gave the board credit for pushing him and the organization forward with research and rubric assessments, etc. The board discussed some things for continuing to move forward in terms of an organization. A discussion was held about the criteria regarding the word “affiliates” because it is not in existence anymore. Reference to affiliates will be removed from the instrument. Additional criteria such as sustainability will be explored to add to the annual performance review document. Board members will take some time reflecting on the document- study/reflect on the document, do a virtual meeting tentatively set for September 25th at 2:30-4:00 (central) to discuss possible revisions and be ready to move forward with any changes for the annual meeting in January of 2024- a first draft perhaps by the January 2024 board meeting so that by March of 2024 perhaps a new instrument can be approved by the board. Paul and Dave will put a template in place and get it out to board members by mid-August.

The board recessed and went into executive session.

Nathan moved and Paul seconded to move out of Executive session.

LUNCH BREAK

- I. Mission/Vision- Metrics:** No specific items for this agenda item today
- J. NSIP Board Self-Evaluation:** Paul reviewed the Protocol with the board members; the board re-watched the video that was sent out previously. Paul then led a discussion of the various components- 1) strategic leadership, 2) financial stability, 3) being an ambassador, 4) executive director, 5) Healthy governance. The board then spent some time talking about the article, “Why bad Strategy is a “social contagion”? Dave reviewed with the board the results of the board self-evaluation- each of the six questions were reviewed based on the data. Several suggestions for modifications were decided upon especially in Question 2, Question 5, and the document in general. The discussions centered around those bullet points where the board’s responses were more diverse. The action would be revising parts of the document to better reflect the board’s roles and responsibilities. In Question 5, for the last statement consider adding language regarding benchmarks. Paul reviewed the board’s areas of focus as 1) the Executive Directors Performance Review and 2) the NSIP Board Self-evaluation document and summarized the process we went through as a part of the debriefing of the protocol and the process. Paul asked if there are any necessary changes to the protocol. The board indicated we should leave the protocol as is for another year.
- K. Board Membership Discussion:** Bert started the discussion about how the board has talked about this issue for a couple of years. Dave indicated we should think about adding a SAM, and Paul suggested that we consider a central office person or a person that is from one of the most active SAM states and is not currently represented on the current board. The board considered various options and representatives to be considered for adding to the board. How many board members should we move to? A discussion ensued about the possibility of adding a SAM, a secondary practitioner, or a district level practitioner. Mark suggested that the board consider just adding one new board member at this time. The board discussed a possible timeline for adding a member and then another member. Dave made a motion to increase the size of the board by one and that the new member be a currently active SAM. Shawna seconded the motion and the board unanimously voted to

move forward. The position can be advertised in SAMtastic and other methods with applications posted by the end of September. The vetting, interviews, etc. will be conducted with the possibility of seating the new SAM board member at the board meeting in Ft. Lauderdale at the end of January. If the timeline is too tight the board will review and modify.

L. Miscellaneous- no items;

Dave made a motion to adjourn the meeting. It was seconded by Nathan and unanimously approved. The meeting adjourned at 4:04 p.m.