
NSIP Board Meeting Minutes

Monday, 04.08.2024

Attendees

Mark Shellinger, Executive Director
Bert Hendee, President
Paul Katnik, Vice President
Nathan Roberts, Treasurer
Dave Sechler, Member
Shawna Fagbuyi, Secretary SAM Principal
Jennifer Stapleton, SAM
Carol Lensing, Emeritus Member

Agenda

Last Meeting Follow-up

1. Approval of Previous Meeting Minutes
2. Update of board section on website
3. Update on rubric schedule for SAM Teams
4. Update on PSA Evaluation

New Business

5. Board Members: Comments, announcements, questions related to SAMS/NSIP
6. Board self-evaluation
7. Executive Director performance review
8. Miscellaneous

Notes

- **Call to order:** Bert called the meeting to order at 3:00 pm.
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- **Quorum:** Eight board members were present so a quorum existed
- **Reading and Approval of minutes:** The board reviewed the minutes of the January board meeting. Nathan moved and Shawna seconded to approve the minutes of the January meeting. It was approved as read.
- **Board Members: Comments, announcements, questions related to SAMS/NSIP**
 - Board member updated board on the health of a family member.
- **3:36 pm - Update of board section on website**
 - Mark provided updates on the website, specifically the improved board section.
 - Mark demonstrated the new features on the website, showcasing easier navigation and access to board-related information.
 - Mark highlighted the significance of formatting various NSIP board member documents, past agendas, and the current meeting agenda.
 - Mark demonstrated how to access upcoming board meeting files and historical documents, emphasizing the improved user experience.
 - Mark explained how to navigate to individual board members' information under the 'About Us' section.
 - Mark expressed appreciation for the collaborative effort in enhancing the website and emphasized the importance of maintaining all documents for future reference.
 - Bert & Jennifer thanked Mark for the wealth of information and for making it easy to be found.
 - Dave: "Board minutes are the official history of this organization."
 - It was clarified that only board members and Jim have access to board files. The notes from the meeting and updates to the SAMs community are shared the Samtastic weekly.
- **3:51 pm - Update on rubric schedule for SAM Teams**
 - The board discussed the importance of providing clear expectations through rubrics.
 - "Rubrics eliminate subjectivity and ensure objective evaluations," noted Paul.
 - Mark: Using rubrics helps remove subjectivity and provides clarity in our assessments. This structured approach enables us to make fair evaluations, identify areas for improvement, and track progress effectively. Exploring this topic further during PSA's discussion will provide valuable insights and enhance our understanding of evaluation methodologies.
 - Dave: I usually discuss the rubric either just before or after the conference. I plan to bring it up in my first or second meeting of the school year to ensure that everyone is clear on its significance. This tool plays a critical role in setting standards, removing subjectivity, and providing a clear path for growth and development. Addressing this topic within the next month is crucial to staying on track with our evaluation processes.
 - Mark: In terms of processes, we have been meticulously reviewing all the eligible time tracks to ensure accuracy and consistency in our data. Any incomplete or inaccurate entries are corrected and standardized before being shared with the relevant stakeholders. This detailed review process ensures that our evaluation criteria are met and that our data is reliable for decision-making purposes.

- Mark: If discrepancies are found during the review process, we follow a systematic approach to resolve them, involving mentors and coaches to ensure fair evaluations and maintain the integrity of our assessments. Honesty and transparency are essential in this process to facilitate open communication and drive meaningful discussions on individual progress and development.
- Mark: Carol, Dan, and Alex play crucial roles in reviewing, verifying, and standardizing data in the time track assessment process.
- Mentors step in to resolve discrepancies and maintain accuracy in assessments, as explained by Bert.
- **4:09 pm - Update on PSA Evaluation**
 - Mark assures us that PSA is well-informed about our evaluation process and ensures they have a comprehensive understanding. Their panoramic view of our operations will provide valuable insights for improvement.
 - Regarding the PSA evaluation, we have selected two schools for a detailed study. The chosen schools exemplify the SAM process using the "All school" model. We've selected Indian Hills principal James Christiansen in Iowa and a school in Macon, Georgia for the PSA study, Mark announced.
 - The evaluation is underway, and we anticipate the report to be presented at the upcoming board meeting
- **Board self-evaluation**
 - "Self-evaluation is crucial for assessing board effectiveness and aligning with priorities," explained Paul.
 - Engage in an analysis of our vision and mission and identify whether or not we are meeting those expectations Paul updated us on the upcoming board self-evaluation process. The purpose of this evaluation is to reflect on our effectiveness as a board and align our actions with our goals and priorities. The process will involve reviewing documents, completing surveys, and engaging in shared learning activities to enhance board performance. All of these preparations will culminate in a fruitful discussion in our next meeting in July.
 - "Evaluations offer insight into one's current status and pave the way for growth," highlighted Mark.
 - Honesty and self-awareness were underscored as essential elements for effective progress in evaluations.
 - Plans to distribute documents and online surveys for self-assessment before the July meeting were reiterated.
 - We will take a look at the data from the online survey and will enter into a reflective session. The board members will be asked to participate in order to identify and analyze our own work around our vision and mission, and how our perception of what we do compared to what is actually done.
 - This will be our second run of the board self evaluation.
 - We kept the term facilitator in the process, just in case we ever need to include someone from outside to help support us but at this time we are capable of facilitating the process ourselves.
 - Bert, thanked Paul for his work on the evaluation.

- **4:16 pm - Executive Director Performance Review**
 - Bert shared the performance review process.
 - The updated document will be provided in early May.
 - Board members will be given a three week turnaround time to complete the performance review.
- **4:18 pm - Miscellaneous**
 - Bert stated that the mid board meeting check marks are an important part of the work in order for us to stay connected and keep the work relevant as a board.
 - Jennifer inquired about the board's position in reference to reflecting and evaluating the conference. Mark shared that it is discussed as a board and overall assessment with the presenters and a general evaluation of the conference is sent out to all board members. He stated that he is receptive to the feedback from the board and he looks forward to communicating and all modalities.
 - Bert encouraged the team to share thoughts that they may have about the conference and put it on the agenda for the next meeting.
 - Mark shared that Ken Williams will be a keynote speaker for Miami.
 - Mark stated that he would like to hear from the board on what they think should and should not happen at the conference. He stated it would be very helpful to him, and that he appreciates the comments.
 - Mark stated that the number of people who are new to the conference are approximately 50% to 60% which encourages them to invite keynote speakers who have recently spoken at the conference.
 - This was the first time that the breakout sessions were rated higher than the keynote speakers.
 - Mark discussed Annette and Kenvin's positive impact on the SAMs organization.
 - Paul discussed the turnout at Annette's funeral and identified that many people came out due to the impact that she had.
 - Call thank Mark for announcing and celebrating Annette's experience with Sams in an announcement to the SAM's community.
 - Board members discuss their travel plans for the next board meeting.
 - Toolkit work being completed by Jodi Spiro "Polarized Environment, How do you deal with issues that are so politically charged in your school environment?"
 - A group of individuals are being interviewed for. The draft will be shared in Miami.
- **4:38 pm - Meeting adjourned**
 - Dave presented the motion to adjourn. Jennifer seconded and unanimously approved. The meeting adjourned at 4:38 p.m.

Action Items

1. Distribute documents and online surveys for self-assessment before the July meeting.
2. Identify and share documents on effective boards to be shared at the next meeting.
3. Complete performance review for executive director.



Next Meeting Agenda Items

- PSA report presentation at the Buffalo board meeting.