



President: Linda Marsh, Beaverhead
First VP: Cathy Maloney, Butte-Silver Bow
Second VP: Erin Lipkind, Missoula
Treasurer: Rhonda Long, Fergus
Secretary: Susan Metcalf, Sweet Grass
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An Affiliate of SAM:
School Administrators of Montana

June 12, 2018

Members of the SAM Executive Board Finance Committee,

At the MACSS Executive Board Meeting on February 7, 2018 the topic of investing with SAM was discussed and the decision was made to place the issue on the Spring Convention Business Agenda for a vote of the membership. At the Convention Business Meetings on April 18, 2018 action was taken to make a request that SAM allow MACSS to invest some of our funds in excess of 18 months reserve (or 1.5 times of the annual budget of MACSS) in the SAM Managed Fund Portfolio.

I have attached a copy of our 2018 Budget report which was presented to the membership at the Convention Business Meeting on April 18. Currently the funds in the Whitefish account are in a regular savings account. The last time a small amount of money was used from that account was in 2012 when the Association purchased vests for each member. MACSS is confident that the SAM portfolio will do much better than our savings account.

Because we are a fairly conservative group, at this time we are asking the SAM Finance Committee to approve an investment of \$15,000 which would come from the funds held in the Saving Account at Whitefish Federal Credit Union.

Thank you for considering this request. If you have any questions, please feel free to ask.

Sincerely,

A handwritten signature in blue ink that reads 'Linda M. Marsh'. The signature is written in a cursive, flowing style.

Linda Marsh
MACSS President

MACSS

Budget Summary Report 2018

Income	Budget	Actual	Variance	Notes
Dues	\$ 17,000.00	\$ 17,673.59	\$ 673.59	3 counties left to pay
Spring Convention	\$ 6,000.00	\$ 4,761.00	\$ (1,239.00)	
Fall Conference	\$ 5,000.00		\$ (5,000.00)	
SAM Youth Endowment				
Totals:	\$ 28,000.00	\$ 22,434.59	\$ (5,565.41)	
Expenses	Budget	Actual	Variance	Notes
MACO Board	\$ 50.00		\$ 50.00	
SAM Delegate Assembly	\$ 2,300.00		\$ 2,300.00	
Historian	\$ 25.00		\$ 25.00	
Legislative	\$ 25.00		\$ 25.00	
Sunshine	\$ 25.00		\$ 25.00	
Teacher of the Year	\$ 3,250.00	\$ 104.98	\$ 3,145.02	clock
Executive Board Travel	\$ 1,000.00	\$ 132.98	\$ 867.02	
Executive Board Postage	\$ 200.00	\$ 7.60	\$ 192.40	
Executive Board Printing	\$ 300.00	\$ 63.75	\$ 236.25	badges
NREA dues	\$ 350.00	\$ 333.00	\$ 17.00	\$1,000 split with MREA & MSSA
SAM dues	\$ 8,800.00		\$ 8,800.00	
NREAC due	\$ 250.00		\$ 250.00	
Fall Conference				
Meals and Rooms	\$ 4,450.00		\$ 4,450.00	
Training	\$ 400.00		\$ 400.00	
Décor	\$ 100.00		\$ 100.00	
Spring Convention				
Décor/Snacks	\$ 300.00		\$ 300.00	
Meeting Room	\$ 400.00		\$ 400.00	\$500 deposit pd 2017
Meals	\$ 5,000.00	\$ 3,500.00	\$ 1,500.00	50% prepaid meals
Pictures	\$ 450.00		\$ 450.00	
Presenter gifts	\$ 25.00		\$ 25.00	
Training	\$ 300.00		\$ 300.00	
MACSS Gifts			\$ -	
SAM Youth Endowment			\$ -	
Totals:	\$ 28,000.00	\$ 4,142.31	\$ 23,857.69	

Cash on Hand:

Whitefish: \$46,101.65

First Bank: \$35,722.86

The E-Board met during a conference call at 10:00 A.M. on February 7, 2018. Members on the call were Linda Marsh, Cathy Maloney, Rhonda Long, Jessica McWilliams, and Susan Metcalf. Erin Lipkind was unavailable.

1. Jules Waber Memorial: Linda will ask Pam Birkeland to check into the details of providing a bench as a memorial at the courthouse in Deer Lodge. We decided not to present a bell to the family but rather to focus our efforts on the bench memorial.

2. Steering Committee Appointment: The e-board appointed Jack Eggensperger to the steering committee position.

3. Delegate Assembly Appointments: Delegate assembly will be held in Helena on June 14 and 15. The e-board appointed Cathy Maloney, Rhonda Long, and Pam Birkeland to represent us. The alternates to the delegate assembly will be Molly Lloyd and Cathy Sessions.

4. Spring Conference: The following items were decided regarding the Grouse Mountain Lodge Conference:

1. We decided to use the Wine Room option for the first evening dinner when we arrive at Grouse Mountain Lodge rather than going to town for dinner.

2. Linda will ask Kathy Pfister to conduct a break out session on elections.

3. We decided that we will take the group photograph ourselves. We will ask Erin to help the historian, Cathy Sessions, get the picture printed and ready for distribution at the fall conference, which will be held in Dillon.

4. Jessica will bring the Spring 2016 photo from Helena to the Whitefish conference for distribution.

5. A museum tour of the Central School Museum will be one activity option on Tuesday afternoon. We will need to have it on the registration form so we can give the museum a count.

6. We decided to choose the breakfast buffet option at Grouse Mountain Lodge rather than the continental breakfast. The menu will be finalized within a week or so, and Linda and Rhonda will work on calculating the cost of registration and get conference registration sent out to the members after that.

5. Fall conference: The fall conference will be held in Dillon. We decided to hold it on September 20 and 21 (Thursday and Friday) so we can use the Lewis and Clark Room at the U of M Dillon campus. We will stay in a motel and commute to the campus for the meeting. Breakfast will be at the hotel. The first day, we opted for a lunch buffet in the Lewis and Clark room, and we can also have dinner there. We do know the prices will be reasonable compared to other convention venues. Members can eat lunch at the U of M cafeteria on the second day or grab lunch somewhere as they head home. It should be a relatively reasonably priced conference.

6. Rotation of regions to host conferences: We discussed rotating regions for holding conferences. We have tried this in the past, but we did decide to bring it up to the membership in the business meeting.

7. Investing with SAM: We have \$46,000.00 in a low yielding savings in Whitefish. We would need to maintain a balance of \$42,000.00 on hand for maintenance of our organization, but we would have somewhere between \$15,000 and \$20,000 that we could consider investing in SAM. Kirk will be asked to address the possibility of this investment opportunity during his session at the conference. We feel the membership needs to be informed so they can vote on this investment possibility.

8. SAM Community Forum: We discussed using the SAM Community Forum for communication with our members, but we decided until the forum gets running smoothly, we will continue to email information.

The meeting was adjourned at 11:12 A.M.

Respectfully submitted,
Susan Metcalf

Susan Metcalf
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Minutes of the MACSS Business Meeting
Spring Conference 2018
Grouse Mountain Lodge, Whitefish, MT
April 16, 2018 – April 19, 2018

1. Call to Order—the meeting was called to order by President Linda Marsh at 8:30 A.M.
2. Roll Call/Quorum-- A quorum was established, as the following members were in attendance: Beaverhead, Blaine, Silver Bow, Cascade, Dawson, Fergus, Flathead, Gallatin, Hill, Jefferson, Judith Basin, Lake, Lewis and Clark, Lincoln, Madison, McCone, Mineral, Missoula, Musselshell, Park, Phillips, Powell, Richland, Stillwater, Sweet Grass, Wheatland, and Wibaux (27 counties in attendance.)
3. Appoint Parliamentarian—Kathy Pfister was appointed to serve as parliamentarian.
4. Approve Agenda for Business Meeting-Additions or Deletions—Erin Lipkind moved that we approve the agenda. Judy Martin seconded the motion, which passed.
5. Approve Minutes from Fall 2017 Meeting in Red Lodge—Erin Lipkind moved to approve the minutes as corrected. Rhonda Long seconded the motion, which passed.
6. Treasurer’s Report – Rhonda Long presented the treasurer’s report. It has come to Rhonda’s attention upon visiting the Whitefish Credit Union that the signature card on the account had not been updated. The signatures on the account included Vivian Taylor and Marcia Sheffels. Kathy Pfister moved to replace Vivian Taylor and Marcia Sheffels with Jack Eggensperger, and Rhonda Long would remain on the account. Rhonda Long seconded the motion, which passed. Jack Eggensperger moved to accept the treasurer’s report. Susan Beley seconded the motion, which passed.
7. Appoint Audit Committee – three members volunteered to conduct the audit, Jack Eggensperger, Katrina Chaney, and Valerie White.
8. Committee Reports:
 - a. MACO-Susan Beley reported that at the September MACO meeting, the affiliate organizations were given a vote, which is a big breakthrough for our organization and the other affiliates.
 - b. Teacher of the Year-Susan Metcalf, Chair of the Committee, reported that Kathy Currie, who has taught 44 years at Nye Elementary was named as the Montana Rural Teacher of the Year.

- c. Sunshine-Pam Birkeland reported on options for the memorial bench for Jules Waber. A decision regarding the memorial will be reached in new business.
- d. Delegate Assembly/Steering Committee-Jack Eggenesperger was appointed and agreed to replace Jessica McWilliams on the SAM Steering Committee. Rhonda Long and Cathy Maloney have agreed to remain as our Delegate Assembly reps.
- e. MSSA-Linda Marsh reported that at the last meeting of MSSA, the scholarship recipients were chosen.
- f. MREA/NREAC-In lieu of this report, we will have reports from Allen Pratt & Dan Rask during the conference.
- g. SAM-Linda Marsh reported that SAM is reviewing its strategic plan, rehired all the staff, and decided to award all four worthy candidates money for the Youth Endowment. The next meeting will be in conjunction with the June Delegate Assembly.
- h. Legislative-Cathy Maloney stated that in lieu of this report, we would hear an advocacy report from Rick Duncan.
- i. Historian-Cathy Sessions was not in attendance, so there was no report.
- j. By-Laws-Kathy Pfister, Cathy Maloney, and Susan Beley reported that they will be meeting to review the by-laws during this conference, and they will present their findings under new business at this meeting.
- k. Strategic Plan-Cathy Sessions was not in attendance, so there was no report.
- l. Hearings-Jack Eggenesperger, Kathy Pfister, (Jessica McWilliams vacating), Rhonda Long, and Pam Birkeland, who serve on this committee will be putting together a mock disqualification and mock hearing for training purposes at our fall MACSS conference in Dillon.
- m. Handbook-Susan Beley, Rhonda Long, Pam Birkeland, Jo Newhall, Kathy Pfister, Cathy Maloney, and Linda Marsh are members of this committee, but they did not have anything to report at this meeting.
- n. Other—there were no other reports presented.

9. Unfinished Business

a. Fall Conference 2018

- i. The fall conference will be held in Dillon on September 20 & 21, 2018 on the UM Western campus in the Lewis and Clark Room.
- ii. Fall Conference Programs – the hearing committee is planning a mock disqualification and mock hearing, ACES will be contacted, and a tour of the MSSA offices will be included.

b. Handbooks –Supplemental Material – Erin Lipkind & Cathy Maloney will be meeting to update the supplements to the handbook. They will make certain that Ravalli and Roosevelt both receive their handbook as dues paying members.

10. New Business

a. Spring Conference 2019 will be held in Helena, MT. Darlene Kolczak moved that the E-Board would be given the authority to decide upon the dates and venue for the spring meeting. Kathy Pfister seconded the motion, which passed.

b. Steering Committee – Jack Eggensperger has agreed to replace Jessica McWilliams on this committee. He was appointed by President Linda Marsh.

c. SAM Delegate Assembly June 14-15, 2018:

i. The call for Positions & Resolutions deadline is April 27, 2018. After much discussion on lunch shaming, Cathy Maloney moved to continue Jules’s concern for lunch shaming to support a position statement on lunch shaming. Patricia Zinda seconded the motion, which did not pass.

ii. Representatives to the assembly will be Jack Eggensperger, Linda Marsh, Rhonda Long, Cathy Maloney, and Pam Birkeland.

iii. Alternates to the assembly will be Molly Lloyd and Cathy Sessions.

d. Investment of Assets through SAM – Discussion and action will be taken on this matter later in the business meeting after we have heard an explanation of the investment process from Kirk Miller.

e. Memorial Bench for Jules – Pam Birkeland presented the options for a bench based on her research. Jack Eggensperger moved and subsequently amended a motion that MACSS would purchase a bench in memory of Jules to be placed at the Powell Co. Courthouse with a cap of \$1500.00 collected from all sources including donated funds. Erin Lipkind seconded the motion. After discussion of funding sources ensued, Jack withdrew his amendment and his original motion. Since other organizations and individuals outside of MACSS’s membership have indicated a desire to support the project, Jack moved that MACSS pay up to \$1500.00, if needed, of the total cost necessary to place a memorial bench for Jules. Jo Newhall seconded the motion, which passed. Pam will continue to research the best options for the bench and getting it

installed at the Powell County Courthouse. Members wishing to contribute can give their donations to Treasurer, Rhonda Long.

f. Replacement for Jules Waber on MSSA Board – Cathy Maloney will be the member at large appointed to replace Jules.

g. Vacant Committee Positions:

i. The By-laws committee noted the need for two additional members for the By-laws committee. Anika McCauley and Darlene Kolczak were appointed to join Kathy Pfister, Cathy Maloney, and Susan Beley. In addition, the Rural Teacher of the Year committee requires one more member, so Jo Newhall was appointed to join Susan Metcalf, Kathy Pfister, Pam Birkeland, and Cathy Maloney. The nominating committee presently consists of Gail Staffanson. Maureen Odegard and Pam Birkeland were appointed to join Gail.

ii. Rep for MREA/NREAC—Katrina Chaney was appointed to replace Jules Waber as the representative.

h. MACSS Representative at NREA Convention in Denver – October 11-13, 2018: Both Susan Metcalf and Judy Martin will be attending this conference with the RTOY Kathy Currie. President Linda Marsh will not be attending; therefore, the present by-laws state that the budgeted amount will be split between the member attendees to partially cover their costs of attendance.

i. Audit Committee Report—the audit committee reported that the treasurer’s records were perfect.

j. Other- Letter to OPI regarding Unavailability of Law Books—the secretary read a draft letter to Superintendent Artnzen regarding the lack of available law books. Carolyn Hall moved that MACSS send the letter to the State Superintendent. Darlene Kolczak seconded the motion, which passed.

k. The by-laws committee met at the conference and made recommendations regarding the committee appointments listed in i. above and mandated by the by-laws. In addition, they made recommendations for changes in Article 5 regarding the financial records audit, Article 6 regarding the fall meeting, and Article 10 regarding funding for members who attend the NREA convention. Cathy Maloney will be emailing the committee’s recommendations for changes in these articles out to the members prior to the fall meeting, as they will be voted upon at that meeting.

l. Following Kirk Miller’s presentation on Thursday, the membership discussed investing funds in SAM. Kathy Pfister moved that Linda Marsh will submit a

proposal to SAM to invest our funds above 18 months of our budget to be considered for investment in the SAM portfolio. Cathy Maloney seconded the motion, which passed.

11. The MACSS Spring 2018 meeting was adjourned by President Linda Marsh.

These minutes are respectfully submitted by Susan Metcalf, MACSS Secretary.