

# SAM Board Meeting DRAFT Minutes

Sunday, January 23, 2022

11:00am – 1:00pm

GranTree Inn Bozeman and SAM [Zoom](#)



In attendance: Cal Ketchum, Shelley Andres, Dale Olinger, Barb Droessler, Rick Duncan, Everett Holm Marlin Lewis, KJ Poepping, Sheri Heavrin, Erin Lipkind, Sara Novak, Dave Wick, Shawn Hendrickson, Casey Klasna, Ted Miller, Nicole Trahan, Julie Hornby, Dr. Greg Dern, Kirk Miller, Kim Scofield, Marcus Meyer

Not in attendance: Justin Helvik

*SAM President Cal Ketchum Presiding Officer*

President Ketchum called the meeting to order at 11:18 AM.

## Agenda

### 1. Introductions

### 2. Deletions/Additions to Agenda

None noted.

### 3. Approval of Minutes/Notes

1. [SAM Board Meeting DRAFT Minutes 10-21-21](#) [Action]

Dale Olinger made a motion to approve the minutes; Shelley Andres seconded the motion. The motion passed unanimously.

## Mega Issue Discussion

1. [SAM Strategy – Promote the Value your School brings to the Community. Webpage](#)

Cal introduced the discussion and asked board members to contribute their thoughts. Comments made by board members:

- Nikki: Parents appreciate that school is in person and stress their appreciation of the teachers and staff.
- Dave: Even though there is a lot of negative noise, what is happening in schools is very positive. He recommended that administrators continue to visit the schools and see all of the great things that are happening in the classrooms.
- Shelley: Even though the duties required of a principal currently are varied (subbing, playground duty, etc.) these duties have created opportunities to make better connections with students and staff. She stated that in reflection, these duties are actually helping her stay in education and making her school better because all staff members are contributing to the tasks that need to be done.

#### 4. Old Business

1. [SAM Strategic Plan 2018-2022 Review](#) - [Executive Director Strategic Plan 2018-22 Report 2nd Qtr 2021-22 1-23-22](#)

Kirk reviewed the 2nd quarter Strategic Plan (2nd quarter activity indicated in green text) stating that SAM has a very robust strategic plan that is continuously being worked on. He focused on the following:

- Montana administrators are currently working on the taskforces that are reviewing Chapters 57, 58, and 55
- The annual Leadership Staffing Report and Vacancy Data Report have not been completed due to the fact that the SAM office was unable to acquire the data necessary from OPI.
- The SAM LPLP Mid Year Executive Summary has been completed and serves as a valuable tool that reflects the professional learning needs of Montana administrators.

2. [SAM Executive Director Succession Planning](#) Discussion

Kirk reported that it is the responsibility of the SAM Executive Board to follow the process of hiring a new Executive Director. The recommendation is to hire a new Executive Director by July 1 and proceed with hiring additional staff after July 1st if necessary. It has also been recommended that Kirk stay on as a consultant until December 31, 2022, to help train the new staff member(s). He reported that six applications have been submitted. The Executive Board will proceed rapidly with a review and interview process with the goal of hiring a new Executive Director by mid-February. The entire process will be confidential to protect the candidates. The only announcement that will be made is when the board has hired a new person.

3. Evaluation of SAM Executive Director 2021-22 Discussion

Kirk recommended that an evaluation does not take place this year since he is retiring. He recommended that the board continue to use the evaluation process in the future.

Rick Duncan made a motion to not conduct a SAM Executive Director Evaluation this year; Nicole Trahan seconded the motion. The motion passed unanimously.

4. [SAM LPLP Mid-Year Executive Summary 2021-22](#) [SAM LPLP Profit/Loss Statement](#)

Kirk reported that SAM LPLP is currently serving 55 members. He encouraged board members to review the report and the data collection submitted by SAM LPLP providers during the first half of the program year.

#### 5. New Business

1. Consideration of [SAM Needs Assessment 2022 Executive Summary](#) and [SAM Needs Assessment Data Disaggregated by Affiliate 2022](#) [Action]

Kirk reported that 9.88% of SAM members completed the survey. He encouraged board members to review the findings and recommendations. Rick stated that the Needs Assessment survey is valuable and the disaggregated data has proven to reflect the needs of different affiliates.

Marlin Lewis made a motion to accept the survey results; Julie Hornby seconded the motion. The motion passed unanimously.

2. Consideration of SAM Business Partnership with Linewize ([Request](#))

Kirk reviewed the Lizewize request. This partnership level requested does not allow for the partner to be invited to be put on region meeting agendas.

Dave Wick made a motion to accept the SAM business partner request submitted by Lizewize; Everett Holm seconded the motion. The motion passed unanimously.

3. Consideration of SAM Business Partnership with ClassLink ([Request](#))

Kirk reviewed the request. This partnership level does allow for the partner to be invited to be on region meeting agendas.

Dale Olinger made a motion to accept the SAM business partner request submitted by ClassLink; Ted Miller seconded the motion. The motion passed unanimously.

## Reports

### 6. President's Report – *Cal Ketchum*

1. SAM Executive Board Discussions

Cal reported that in December he was invited to meet with Superintendent Arntzen. The discussion included the following:

- Arntzen described her perception of the events that took place at the November Board of Education meeting and made disturbing comments about Kirk and Dennis Parman. She stated that she has had little communication with SAM and is unable to access SAM website. Cal stated that he believes there needs to be trust between OPI and the education community and also better communication. Cal stated that the discussion was difficult to follow and it was hard to take notes. He conveyed to Arntzen that she was wrong in her assessment of Kirk. Arntzen requested a meeting with the SAM Board of Directors.

Cal reported that Larry Crowder, MREA President, also had a similar meeting with Superintendent Arntzen. Following his meeting with Arntzen, the SAM Executive Officers met and decided that it would not be productive to meet with her since direct questions of Arntzen have not been answered in the past. The Executive Officers decided that having a meeting would not provide positive outcomes for SAM. Cal attempted to call Arntzen several times to decline the meeting. He left a message but has not received a call back.

Sara stated that she witnessed the November Board of Education meeting and stated that Kirk and Dennis spoke eloquently and professionally. She thanked Kirk for his constant professionalism.

Dave asked what the strategy would be moving forward that may create more positive communication between SAM and the OPI. Kirk stated that SAM has continued to communicate with staff at OPI and to provide data to OPI. SAM has never changed the approach of working with OPI. Kirk recommended that SAM continue with this approach and continue to work with the people at OPI who can provide technical assistance to our members.

### 7. Executive Director's Report – *Kirk Miller*

1. [Executive Director Update 1-23-22](#)

Kirk reviewed the report focusing on the following:

- SAM is standing on sound financial ground

- Encouraged board members to view the 50 Year SAM Celebration video
- SAM website:
  - Promoting the value of your school to your community
  - COVID-19 resources
- SAM members are serving on the review of Chapter 57, Chapter 58, Chapter 55
  - Kirk stressed the importance of paying attention to the state superintendent's recommendations to the Board of Public Education that differ from the recommendations made by the taskforces.
- SAM Delegate Assembly will meet in June
  - CI 121 is a concern
- Professional Learning
  - Leaders Professional Learning Program
  - 2022 Montana Principals Conference (more than 200 registrants)
  - 2022 MASS/META/MCASE Conference: March 21-22 in Helena
  - SAM Week of Excellence and Delegate Assembly: June 8-10 in Helena
- Encouraged board members to submit nominations to the SAM Youth Endowment and candidates for current affiliate awards
- Succession planning

#### 8. **SAM Financial Report - SAM Investment/Finance Committee**

1. [SAM Financial Report FY 20-21 and FY 21-22 2<sup>nd</sup> Quarter](#)
2. Review Affiliate Financial Reports – [MASS](#), [MAEMSP](#), [MASSP](#), [MCASE](#), [META](#)
3. [Review Investment Committee Balance Report 2<sup>nd</sup> Quarter](#)

Kirk reviewed the reports. The Executive Director succession plan has included setting funds aside to cover the expenses and needs of the association.

4. Review of SAM Business Sponsors 2021-22 – [webpage](#), [Business Partners 2021-22](#)
5. Membership Dues – Alignment for the Future

Kirk reported the Investment/Finance Committee discussion about the dues structure and contemplated the possibility of increasing dues in the future. He stated that the membership dues at SAM have not increased in ten years.

#### 9. **[Membership Report](#) – Kirk Miller**

Kirk reported that membership is lagging a bit behind last year. Each affiliate board has had the discussion of contacting members of their affiliate who have not yet renewed. He stated that the SAM membership has nearly doubled in the last ten years.

#### 10. **Affiliate Reports – Affiliate Presidents**

- MASS: Dr. Dern reported that the MASS Board is currently reviewing and revising the MASS Strategic Plan
- MASSP: Shawn reported that MASSP and MAEMSP have been working on planning the Montana Principals Conference. He thanked the MAEMSP board and the SAM office for their help to plan a great conference.
- MAEMSP: Nikki thanked Shawn, Ted, and the SAM office for all of their work to plan the conference.
- MACSS: Erin reported that the membership continues to meet via Zoom monthly and will meet in person in April. One of their biggest concerns is Chapter 55 review. She encouraged members to contact new MSSA director, Janelle Beers, with feedback that can be taken to the Chapter 55 review meetings.

- MCASE: Sara reported that the MCEC conference would not be held this year so MCASE is going to join MASS and META to host a spring conference. She stated that Tamara Covington is stepping down as the MCASE Delegate Assembly Steering Committee representative. Sara will recommend an appointment soon.
- META: Everett reported that META is looking forward to their spring conference. The META officers recently met with a new potential SAM business partner.

### **11. Advocacy Report – Rick Duncan (DA Steering Committee Chair) & Kirk Miller**

1. [SAM Advocacy Issues Update – 2021 Legislative Session, SAM Delegate Assembly, 2021-22 Interim Committees](#)
2. [Federal Advocacy Update – Affiliate Federal Relations Coordinators](#)

Rick reported that the 68th Legislative Session will begin in January. The call for resolutions and positions will go out soon so the recommendations are ready for the SAM Delegate Assembly that is scheduled for June 9-10 in Helena. He encouraged board members to review the positions and resolutions and suggest possible changes to SAM's advocacy priorities. The SAM Legislative Network will be assembled during the session.

### **12. Future Meeting Dates**

[SAM Web Calendar](#) [2021-22 SAM Conference-Meeting Schedule](#) [2021-22 SAM and Affiliate Board Meeting Schedule](#)

The next SAM Board Meeting is scheduled for Tuesday, March 22, 2022 from 2:00 - 4:00 pm..

### **13. Adjournment**

Dale Olinger made a motion to adjourn the meeting; Dr. Greg Dern seconded the motion. The motion passed unanimously.

The meeting was adjourned at 12:45 PM.

Respectfully Submitted,  
Kim Scofield  
Director of Professional Learning and Member Services