

SAM Board of Directors Web Meeting DRAFT Minutes

Thursday, April 9, 2020

9:00am - 12:00pm

[UberConference](#)



In Attendance: Peter Hamilton, Dale Olinger, Laurie Barron, Craig Crawford, Mike Perry, Casey Klasna, Cal Ketchum, Cathy Maloney, Michelle Halberg, Rick Duncan, Shelley Andres, Nicole Trahan, Barb Droessler, Shawn Hendrickson, Pam Meier, Marlin Lewis, Brian Norwood, Kirk Miller, Gary Wagner, Kim Scofield

Not in Attendance: Jake Haynes, Justin Helvik

President Hamilton called the meeting to order at 9:00 AM.

Agenda

1. Introductions

President Hamilton asked board members to introduce themselves and share an update of how the school closure has affected them.

2. Deletions/Additions to Agenda

None noted.

Mega Issue Discussion

Topic: [COVID-19 Update](#)

Kirk referenced the *COVID-19 Information for Schools* webpage on the SAM website. The resources are streamlined for what is important to Montana school administrators. He reviewed Governor Bullock's directive that led to 100% of Montana school districts submitting a school closure plan and 91% of districts submitting a survey to the Governor's office. SAM COVID-19 Outlines and Podcasts have also been posted on the webpage and will continue to be created as necessary. Kirk praised the collaboration of the education partners through MT-PEC

3. Approval of Minutes

- [SAM Board Meeting DRAFT Minutes 1-26-20](#)
Shelley Andres made a motion to approve the minutes; Cal Ketchum seconded the motion. The motion passed unanimously.
- [SAM Executive Board of Directors Meeting DRAFT Minutes 4-2-20](#)
Dale Olinger made a motion to approve the minutes; Michelle Halberg seconded the motion. The motion passed unanimously.

4. Old Business

1. Consideration of SAM Executive Director Employment [Contract](#) ([Eval Exec Summary](#)) ([Eval Ratings](#)) [Action]
Laurie Barron made a motion to extend Kirk's contract as written; Rick Duncan seconded the motion. The motion passed unanimously.
2. Consideration of SAM Office Organization and Staffing 2020-21 ([Recommendation & Rationale](#)) [Action]
Peter reviewed the recommendation and rationale for staffing and compensation.

Mike Perry made a motion to approve the SAM Office Organization and Staffing for 2020-21 as outlined in the staffing and compensation document; Shelley Andres seconded the motion. The motion passed unanimously.

3. [SAM LPLP 2020-21](#) [Discussion]

Kirk referenced the 2019-20 SAM LPLP Executive Summary stating that there are currently 90 members participating in the program. He stated that he sees the coach/mentor model developed through the LPLP continuing to be necessary moving forward. The current members and providers will be surveyed before the end of the program year. The survey helps to answer the recruitment and retention questions we are tracking. Kirk reviewed the SAM LPLP FY 13-14 through FY 19-20 Profit-Loss as of 3-31-2020 statement. He stated that the registration fee remains at \$500/participant. META has paid the registration fee for eight members of the TLE CLN and MASS has agreed to pay the registration fee for all superintendents new to their positions again for this upcoming year. Kirk recommended to the board that the program continues through the 2020-21 program year. Rick expressed his support of the program. Peter added that the program is also beneficial for experienced administrators.

5. New Business

1. Consideration SAM President-Elect Candidate eligibility and election process 2020-21 [Action]

- [Eligible SAM President-Elect Candidates 2020 if MAEMSP Ineligible 3.16.20](#)
- [Eligible SAM President-Elect Candidates 2020 if MASS Ineligible 3.16.20](#)

Kirk reviewed the process and two possible scenarios for selecting the SAM President-Elect. He stated that his recommendation is the first scenario (MAEMSP ineligible) because it continues the rotation schedule of affiliate eligibility.

Laurie Barron made a motion to approve Kirk's recommendation for the SAM President-Elect election process; Rick Duncan seconded the motion. The motion passed unanimously.

Kirk stated that President-Elect of SAM is a SAM Board vote. The vote will take place before the June SAM Board meeting. Kirk asked that interested eligible candidates email President Hamilton and himself stating that they would like to be a candidate for the position. He asked candidates to express interest by May 8th. Each interested candidate will be put on the ballot that will be sent to the SAM Board members. The duties and responsibilities of the SAM President-Elect are in the SAM Bylaws and SAM Policy Manual.

2. Consideration of SAM Youth Endowment Distribution 2020 ([Compiled Scoring Results](#)) [Action]

Peter referenced the scoring results.

Shelley Andres made a motion to distribute the youth endowment as recommended; Craig Crawford seconded the motion.

Discussion: Cathy Maloney stated that she would like to increase the amount to KC to \$2500. Laurie stated that she hesitates to provide more funds than requested. Kirk stated that the policy of the SAM Board is to fund \$1000 at most unless amended by the SAM board.

Mike Perry made a motion to amend the original motion by increasing the funds to KB to \$1000, Cal Ketchum seconded the motion. The motion passed unanimously.

The original motion passed unanimously as amended.

Kirk recommended that SAM Board members continue to make an effort to seek nominations for the youth endowment.

3. Appoint Delegate Assembly Steering Committee Members ([Recommendation](#)) [Action]
Kirk reviewed the recommendation stating that earlier this year Matt Lewis was appointed to the Delegate Assembly Steering Committee representing MAEMSP. Jack Eggensperger (MACSS) and Tamra Covington (MCASE) are being recommended to continue to serve on the steering committee by their affiliate Presidents, Cathy Maloney and Michelle Halberg.

Rick Duncan made a motion to appoint Jack Eggensperger and Tamra Covington as Delegate Assembly Steering Committee Members; Michelle Halberg seconded the motion. The motion passed unanimously.

4. Consideration of SAM Business Partnerships
 - Discovery Ed ([Request](#)) ([Description](#)) [Action]
Gary Wagner, Director of Operations for SAM, reviewed the request. Laurie and Rick provided their support of Discovery Ed from her experience with the company.

Laurie Barron made a motion to approve Discovery Ed as a \$3500 business partner; Rick Duncan seconded the motion. The motion passed unanimously.

- Vital Insight ([Request](#)) [Action]
Gary and Kirk reviewed the request. Gary stated that through his conversations with Vital Insight he feels the partnership may lead to a lot of work for a \$1500 partnership. Rick asked for clarification that the SAM Office is not recommending the approval of this partnership but that it is a SAM Board decision. Kirk confirmed Rick's statement. Rick asked what the response would be to Vital Insight if the board does not approve the partnership. Kirk stated that he would explain to Vital Insight that the board felt that the available products might not be right for Montana educators at the current time.
The consideration failed without motion.

- Edgenuity ([Request](#)) [Action]

Kirk stated that Edgenuity has been attending SAM affiliate conferences for several years. Gary explained that Edgenuity has done a fantastic job of meeting the needs of Montana administrators through SAM. Peter and Cal asked if Edgenuity would offer a discount to SAM members as they are interested in the product but haven't found it to be cost-effective. Gary stated that a pricing structure is not in the request, but SAM could follow up with the company. Kirk stated that if approved, SAM would include a best-price clause in the contract.

Cal Ketchum made a motion to approve Edgenuity as a \$3500 SAM business partner; Craig Crawford seconded the motion.

Discussion: Rick asked when the revenue will be reflected in the SAM financial statement. Kirk stated that it would be reflected during the next fiscal year.

The motion passed unanimously.

5. Consider Postponing June Events (SAM DA, Evening of Excellence, SAM Golf Scramble) [Action]

Kirk recommended that the SAM June Events (SAM Delegate Assembly, SAM Evening of Excellence, and SAM Da Rud Cup golf scramble) are postponed and tentatively rescheduled for July during the SAM Administrators Institute. He stated that it is imperative that the Delegate Assembly be held due to the 2021 Legislative Session convening in January.

Laurie Barron made a motion to tentatively schedule the June events for the end of July; Michelle Halberg seconded the motion. The motion passed unanimously.

Kirk stated that the SAM office will continue to keep the SAM board and membership informed as we move forward with the schedule.

6. [Administrator Vacancy Report](#) [Discussion]

Kirk provided background on the vacancy report and Kim reviewed the findings in the report.

Reports

6. President's Report – *Peter Hamilton*

- SAM Executive Board Meeting 4-2-20 Report ([Draft Minutes](#))
- SAM Staff Review 2019-20 and Contracts for 2020-21

Peter commended the SAM Office for all they are doing during the school closure. Kirk stated that he recommends the employee contracts for 2020-21.

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

- [Executive Director Update 4-9-20](#)

Kirk reviewed the updates stating that much of what has taken place during the third quarter has been around the COVID-19 pandemic. He stated that SAM has served a large role in the coordination of resources to the Governor's office and to Montana school districts during this time. He reported that Jule Walker and Jason Butcher are both leaving OPI with Sharyl Allen being sworn in as a new deputy superintendent at OPI. SAM has served a significant role with the education partners to maintain stability during the COVID-19 pandemic and changes at the state office of public instruction.

- [Strategic Plan Update 3rd Quarter 2019-20](#)

8. SAM Financial Report – *SAM Investment/Finance Committee*

- Update on 2018 Tax 990's for [SAM](#) and [MASS](#)
Kirk explained that it is a SAM Board policy to review the tax documents before they are submitted to the IRS. Both documents were reviewed and they will be filed as reviewed.
- [SAM Financial Report FY 18-19 and FY 2019-20 as of 3-31-2020 with Proposed FY 2020-21 Budget](#)

Kirk reviewed the financial report stating that the SAM board will take action on the proposed budget in June. He stated that an application for the Paycheck Protection Plan under the CARES Act that is coming to communities for small businesses is currently being prepared.

[SAM LPLP FY 13-14 through FY 19-20 Profit-Loss as of 3-31-2020](#)

[SAM AI Profit-Loss Historical FY 2015-16 to FY 2019-20](#)

[MCEL Historical Profit-Loss FY 14-15 -- FY 19-20](#)

[MASS Financial Report FY 18-19 and FY 2019-20 3rd Quarter as of 3-31-2020 with Proposed FY 2020-21 Budget](#)

[MASSP Financial Report FY 18-19 and FY 2019-20 3rd Quarter as of 3-31-2020 with Proposed FY 2020-21 Budget](#)
[MAEMSP Financial Report FY 18-19 and FY 19-20 3rd Quarter as of 3-31-2020 with Proposed FY 2020-21 Budget](#)
[MCASE Financial Report FY 18-19 and FY 2019-20 3rd Quarter as of 3-31-2020 with Proposed FY 2020-21 Budget](#)
[META Financial Report FY 18-19 and FY 19-20 3rd Quarter as of 3-31-2020 with Proposed FY 2020-21 Budget](#)
[Investment Committee Balance Report FY 2019-20 as of 3-31-2020](#)

Kirk reviewed the Investment Committee Balance Report stating that SAM continues to benefit from having the organization's investments part of the managed fund portfolio.

9. **Membership Report** (update with 3rd quarter 2019-20 report) – ***Gary Wagner***

Gary reviewed the membership report. He stated that META memberships are still potentially coming in due to the desire to have access to information during the pandemic. He stated that the 2020-21 membership drive will launch April 20th.

10. **Affiliate Reports – Affiliate Presidents**

- MASS: Mike reported that MASS members have continued to connect often during school closures.
- MASSP: Peter reported that an MASSP meeting is scheduled for next week.
- MAEMSP: Craig reported that Jon Konen is facilitating a round-table sharing discussions advertised by OPI and SAM on Wednesday afternoons. He asked if SAM could schedule topical UberConferences for administrators. Kirk stated that webinars could be scheduled by affiliates and he encouraged affiliate presidents to contact the members of their boards about webinars. Kirk stated that each MASS region is holding online meetings that have been scheduled by each region's president.
- META: Brian reported that META members have been working on getting students access to online learning and assisting districts in complying with HB 745.
- MCASE: Michelle Halberg reported that MCASE and MASS are still planning to hold a joint fall conference. MCASE and MCEC are developing a joint spring conference with a dynamite leadership strand being offered. Michelle and Emilee Maule are working with Gary to increase MCASE membership.
- MACSS: Cathy reported that the spring conference was canceled but the members remain in close contact.

11. **Advocacy Update – Rick Duncan (DA Steering Committee Chair)**

- [SAM Delegate Assembly 2020](#)
 - [SAM 2019 Advocacy Priorities, Positions, Resolutions Approved 10-18-19](#)
 - [Call for Positions and Resolutions, Selecting Delegates](#)
- Legislative Interim Advocacy – [Committees, Upcoming](#)
- [Federal Advocacy](#)
- SCOTUS consideration of [Espinoza vs. MT Dept of Revenue](#) – [SCOTUS Blog](#), [Ballotpedia](#), [MQEC Update](#)

Rick reported that the SAM Delegate Assembly will be held in July based on SAM Board action. The deadline for resolutions has been extended to June 1st. The interim education committee has been meeting

and SAM has been actively involved with the committee. He reported that one of the topics has been around special education funding.

12. [Federal Relations Report](#) – *Affiliate Federal Relations Coordinators*

Rick's report focused on the following:

- Federal CARES Act impact to Montana schools.
- SAM's request to MT legislators asking for IDEA flexibility/waivers.
- REAP funding
- SAM's non-support of SB 2779

Kirk stated that the NASSP and NAESP federal advocacy conferences were canceled, however, the national advocacy is still very active with CASE, NASSP, NAESP, and CoSN. Rick stated that he has not yet heard if the AASA Advocacy Conference scheduled for July has been canceled.

13. Future Meeting Dates

- [Board Meetings 2019-20 & Conferences 2019-20](#)

Kirk stated that the June SAM Board meetings may be held digitally.

- [Board Meetings 2020-21 & Conferences 2020-21](#)

These schedules are in DRAFT form for review of the Board and will be revised going forward.

14. Adjournment

Mike Perry made a motion to adjourn the meeting; Shelley Andres seconded the motion. The motion passed unanimously

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