

# SAM Board of Directors Meeting DRAFT Minutes



Thursday, June 14, 2018

10:00am – 1:30pm

SAM Office, Helena and [UberConference](#)

In Attendance: SAM Office - Jon Konen, Laurie Barron, Peter Hamilton, Paul Furthmyre, Cal Ketchum, Tobin Novasio, Rick Duncan, Pam Meier, Craig Crawford, Shelley Andres, Rick Chrisman, Jake Haynes, Justin Helvik, Joel Graves, Dan Kimzey, Linda Marsh, Karen Underwood, Brian Norwood, Kirk Miller, Pat Audet, Kim Scofield

Uberconference: Dale Olinger, Mike Perry, Rich Lawrence

Absent: Lance Boyd

Guest: Jule Walker

President Jon Konen called the meeting to order at 10:10 a.m.

## 1. Introductions

Kirk stated that new board members will be seated at the end of this meeting.

## 2. Deletions/Additions to Agenda

Kirk asked that the request for MACSS to join the SAM managed fund portfolio be added to the agenda under Old Business.

## 3. Approval of Minutes

[SAM Board of Directors Meeting April 6, 2018](#)

**Rick Duncan made a motion to approve the minutes; Craig Crawford seconded the motion. The motion passed unanimously.**

## Mega Issue Discussion

**SAM Strategic Planning (moved to the end of the meeting) [Presentation](#) [Goals & Strategic Objectives Worksheet](#)**

## 4. Old Business

### 1. Consideration of [SAM Proposed Budget for 2018-19](#) – *SAM Investment/Finance Committee* [Action]

- Review of [SAM and Affiliates 2017-18 Financial Statements and Adopted Budgets 2018-19](#)

Kirk referenced the SAM Proposed Budget for 2018-19. Rick asked Kirk to describe the changes in MCEL since vendors will no longer be at the conference. Kirk explained that the MCEL partners decided that instead of vendors taking part in the conference the approximately \$40,000 of revenue will be replaced by five \$5000 platinum sponsors and additional funding from Conference Underwriters. Kirk also stated that SAM's vendor relationship is robust and vendors will still be attending SAM affiliate conferences. Rick stated that the platinum sponsors will also provide clinic sessions. Kirk verified that MCEL revenue will also come from Conference Underwriters. Kirk stated that the SAM Executive Board looked in detail at the budget in March and the SAM Board reviewed the budget recommendation in April.

**Karen Underwood made a motion to adopt the 2018-19 SAM Budget; Rick Chrisman seconded the motion. The motion passed unanimously.**

**MACSS Request to Invest in the SAM Managed Fund Portfolio** (agenda addition)

Kirk referenced the policy of the SAM Investment/Finance Committee stating that an affiliate must have 1.5 times the affiliate annual budget in reserves in order to invest in the managed fund portfolio. Linda referenced the proposal from MACSS to begin investing in the managed fund as they have more than 1.5 times their budget annual in reserve. Linda stated that MACSS would like to begin by investing \$15,000.

**Tobin Novasio made a motion to allow MACSS to invest in the SAM managed fund portfolio; Joel Graves seconded the motion. The motion passed unanimously.**

**2. Consideration of [Delegate Assembly Steering Committee Appointments](#) [Action]**

Kirk stated that each affiliate president has recommended a Delegate Assembly Steering Committee member. Kirk stated that the terms of each committee member are written in the bylaws and that the Delegate Assembly Steering Committee is set up on a rotation schedule to ensure longevity on the committee.

**Craig Crawford made a motion to accept the Delegate Assembly Steering Committee appointments; Linda Marsh seconded the motion. The motion passed unanimously.**

**3. Filing of [SAM 2016 990](#) IRS Tax Form and [MASS 2016 990EZ](#) IRS Tax Form**

Kirk stated that the taxes have been filed and pointed out that a list of 2015-16 board members is part of the tax form. The 990 will be posted on the website following this meeting. Kirk stated that MASS was founded as a 501(c)(6) organization and files a separate tax return. However, MASS follows the 501(c)(3) rules so as not to harm SAM's nonprofit status.

**4. Review of Conflict of Interest ([p. 24-28](#)) and Ethics ([p. 29-30](#)) Policies for SAM Board member signature**

Jon referenced the Conflict of Interest Statement and the Code of Ethics and asked that all board members read and sign both documents. These signed documents remain on file.

**5. New Business**

**1. Consideration of [SAM Board Meeting Schedule 2018-19](#) [Action]**

Jon referenced the meeting schedule. It has been proposed to have a SAM Board meeting October 18th from 4:30 - 7:00 p.m. and the annual SAM Business meeting October 19th from 8:30 - 10:30 a.m. Currently a meeting is scheduled for January 11, 2019 but it has been proposed to move the meeting to Sunday, January 27 in Helena during the Montana Principals Conference. Currently a meeting is scheduled for April 5, 2019 but it has been proposed to hold the meeting on March 5th. Tobin opposed the March 5 date because of the Day of Advocacy and making sure to have time to meet with legislators so would like to schedule the meeting for April 5. Kirk stated that it may be good to have the SAM Board members in Helena on April 5th near the end of the session. It is suggested that SAM Board meetings will be scheduled for October 18, January 27, and April 5. The SAM Business meeting will be scheduled for October 19.

**Tobin Novasio made a motion to accept this schedule; Linda Marsh seconded the motion. The motion passed unanimously.**

**2. Consideration of [SAM Bulletin Article Schedule 2018-19](#) [Information] (President's message for affiliate webpage and photos)**

Kirk referenced the Bulletin Schedule for the 2018-19 Affiliate Presidents. Kirk asked that each new affiliate president write a message for the website and send to Kim by July 1, 2018. Each affiliate president gave permission for SAM to post a photo of them on the website along with their message.

**3. Consideration of SAM Business Partnership with [Montana Med Express](#) [Action] [Letter of Interest, Product\(s\)](#)**

Kirk referenced the SAM Business Partnership Request from Montana Med Express. Through the partnership, SAM members will receive special pricing for services. Kirk stated that Montana Med Express has met the requirements to become a SAM business partner. Montana Med Express plans to be a \$1500 partner.

**Joel Graves made a motion to approve Montana Med Express as a business partner; Jake Haynes seconded the motion. The motion passed unanimously.**

## Reports

**6. President's Report – *Jon Konen***

**Jon Konen - SAM President:** Jon stated that we need to continue to advocate for public education. He tried to celebrate the good things that schools and districts do every day. He asked board members to encourage other members to get involved. Jon thanked the board members for the support they have given him.

**7. Executive Director's Report – *Kirk Miller***  
**[Executive Director Update 6-14-18](#)**

Kirk referenced the update focusing on Contemporary Issues. He stated that MT-PEC is ready to launch Strategic Governance/Transformational Leadership Summit for district teams that will include representatives from a district's school board, administrative team, teacher leader, and business manager/district clerk. It will be offered to the first 20 districts that register to participate. Rick stated that there are 39 superintendent openings (25% of class C districts have superintendent openings). He asked if Kirk thinks Class C districts will participate. Kirk and MT-PEC wants to try to get districts of all sizes to participate. Laurie asked if this is intended for less functioning teams. Kirk believes that this is true but high functioning districts will serve as great models for other participants.

Jule reported she is in a new position as Deputy Superintendent for OPI. She encouraged members to contact her anytime. Jule will be focusing on Montana Teach (recruitment and retention, licensure) and Montana Ready (college and career ready). She will continue to serve on the MASS Governing Board.

Kirk stated that the SAM/AASA Aspiring Superintendent CLN is ready to be launched for SAM LPLP 2018-19. The agreement has been solidified for a \$10,000 contribution from MREA/MCS to support the SAM LPLP. Discussions have been taking place with OPI to create a CLN for administrators in comprehensive schools. Kirk stated that 60 people have registered for SAM AI. He asked board members to encourage members to register. Laurie stated that she has incorporated SAM AI days as work days for her administrators.

**8. Membership Report – *Pat Audet***

Pat referenced the membership report. SAM had 1058 members for FY 2017-18, which is the most in SAM's history. He also referenced the running update. SAM currently has 272 paid members for FY 2018-19.

**9. Affiliate Reports – *Affiliate Presidents***

**Joel Graves - MASSP** - Joel reported that the Montana Principals Conference (MPC) was a success. MASSP has the most members it has ever had. He asked board members to encourage SAM members to get involved in SAM leadership. Peter reported that MPC 2019 will focus on mental illness issues.

**Pam Meier - MAEMSP** - Pam reported that MPC 2019 will take place January 27-29. The mega issue for MAEMSP this next year is school safety. Craig stated that a piece of the conference may be to visit one of the new schools in Helena to see the safety precautions that have been put in place. The conference will not only focus on mental health of students but also mental health for staff. He encouraged board members to send teachers to the conference on Sunday, January 27.

**Rich Lawrence - META** - Rich reported that META's mega issue is school safety as it relates to technology. META is still working on cyber security, ADA compliance, and instructional technology with CoSN.

**Tobin Novasio - MASS** - Tobin reported that Gerry Nolan has stated that he is willing to visit districts. Tobin will put Gerry's information on the SAM Board Community Forum. Tobin stated that MASS has begun having monthly board web meetings that have been positive and prepare directors for their monthly region meetings. MASS has been working on their strategic plan. He invited MASSP and MAEMSP members to visit region MASS meetings to report on the Montana Principals Conference. Cal reported that the MASS Fall Conference is being planned for September 18-19 and will focus on school culture and school safety. He asked members to encourage their members to attend conferences.

**Karen Underwood - MCASE** - Karen reported that MCASE will again hold their fall conference at the same time as the MASS fall conference. She feels that a great, engaging conference is being planned with the focus on balancing school safety with the needs of special education students. She has reached out to OPI to present to help members become aware of the OPI resources. Karen stated that the MCASE Montana Recruitment Project can be found on the SAM website. The purpose of the project is to fill district special services vacancies. The project provides an ongoing presence at universities around the country. They have been discussing including the recruitment and retention of special education teachers into the project. Karen stated that MCASE is an active affiliate and are seated at the table at many special education issues.

**Linda Marsh - MACSS** - Linda reported that the MACSS spring conference was held in Whitefish and focused on cybersecurity. The fall conference is scheduled for Sept 20 - 21 in

Dillon focusing on legal issues especially controversies and hearings. MACSS will be focusing on mental health issues and school safety this year.

## 10. Advocacy Report

- **[SAM Delegate Assembly 2018](#) – Rick Duncan (DA Steering Committee Chair)**  
Rick described the delegate assembly process. One representative from each of the six affiliates serves on the Delegate Assembly Steering Committee. Delegate Assembly consists of 45 delegates. He emphasized the number (1 million) of Montanans that those 45 delegates represent. The resolutions and positions provide the direction of SAM during the next legislative session.
- **[Federal Issues Update](#) – Affiliate Federal Relations Coordinators**  
Rick reported that MASS representatives will be in Washington DC July 9th - 12th. Senator Tester has cosponsored an IDEA funding bill. Carl Perkins, Medicaid, and E-Rate are still in the forefront of federal issues. School safety is also in the forefront. Paul reported that MASSP and MAEMSP representatives were in DC in March. He stated that he sends a letter each week to the three Montana legislators. His role as MASSP State Coordinator is changing to a position of advocating at the state level. He asked Board members to encourage members to advocate for Montana public education and to send weekly letters to legislators.

## 11. Annual Reorganization of the SAM Board of Directors

### 1. Recognition of outgoing Board members

Jon recognized Rick Chrisman, Rich Lawrence, Dan Kimzey, and Paul Furthmyre.

### 2. Seating new Board members

Jon recognized the seating of Mike Perry, Shelly Andres, Jake Haynes, Justin Helvik, and Brian Norwood. Laurie thanked Jon for his outstanding service to SAM and presented him with the SAM President's ring.

### 3. Announcement of new President-Elect

Jon thanked Peter for stepping into the role of SAM President-Elect.

### 4. Seating of the new President

Jon stated that the greatest professional development he has had has been from the past six years being on the MAEMSP and SAM boards. He thanked the SAM office staff and especially the mentoring he has received from Kirk and Pat. Jon recognized Laurie as the new SAM President.

## Mega Issue Discussion

### **SAM Strategic Planning (moved to the end of the meeting) [Presentation Goals & Strategic Objectives Worksheet](#)**

Kirk referenced the SAM Core Purpose and Envisioned Future that were created three years ago. He stated that the goal for today is to establish goal statements and strategic objectives. He referenced the [Strategic Plan Update - 4th Quarter 2017-18](#) and the [SAM Environmental Scan Results from 4-6-18](#). Rick asked if Kirk had found any of the goals difficult to report on in his quarterly report. Kirk stated that he finds the goal of communication through social media to be the most difficult to report largely because the goal has been accomplished. Kirk introduced the exercise. He explained that he is suggesting the following goal areas: Professional Learning and Services, Advocacy, and Leadership Involved in Decisions Impacting Education. Kirk will share a Google doc template that includes three specific goals. Rick suggested that the Leadership goal continue to include integrity and

professionalism. Laurie asked if “impacting education” needs to be part of the first goal. Kirk stated that these goals can be rewritten. He referenced the knowledge-based decision making questions be kept in mind as the goals and strategic objectives are written.

The following groups were developed:

1. Leadership Involved in Decisions Impacting Education: Karen, Joel, Linda, and Tobin
2. Advocacy: Rick, Justin, Laurie, Peter, Jon, and Paul
3. Professional Learning and Services: Pam, Shelley, Craig, and Jake

Kirk asked that board members write their initials after comments they add to the Google doc. Kirk stated that outgoing board members are welcome to participate.

**12. Future Meeting Dates [SAM Board Meeting Schedule](#), [Conference Schedule](#), and [SAM Webpage Calendar](#)**

**13. Adjournment**

**Tobin Novasio made a motion to adjourn the meeting; Rick Duncan seconded the motion.**

**Meeting adjourned at 1:46 PM**

Respectfully Submitted  
Kimberly Scofield  
SAM Communications Specialist