

SAM Executive Board Meeting

March 19, 2019

1:30 pm – 4:40 pm

SAM Office, Helena, MT

MINUTES

Present: Laurie Barron, Jon Konen, Peter Hamilton (UberConference), Cal Ketchum, Linda Marsh, Brian Norwood, Karen Underwood (UberConference). Kirk Miller from the SAM office.

Absent: Pam Meier

Laurie Barron called the meeting to order at 1:40 pm. Laurie called for introductions.

There are no deletions/additions to agenda.

- Cal Ketchum moved to approve the agenda; Jon Konen seconded the motion. **Motion passed unanimously.**

Review of [SAM Executive Board Meeting 3-12-18 Minutes](#) & [SAM Board Meeting DRAFT Minutes 1-27-19](#)

- Brian Norwood moved to approve the minutes of the SAM Executive Board Meeting 3-12-18 and the SAM Board Meeting Minutes 1-27-19; Jon Konen seconded the motion. **Motion passed unanimously**

President's Report – Laurie Barron

- **Executive Director Evaluation** – Laurie opened discussion of the evaluation by describing the process that the SAM board has gone through in evaluating Kirk, sharing the Executive Summary, Responses with Ratings Sheet and Ratings Only Sheet. Executive Board Members commented on evaluation indicating an average 2.95 rating on a 3.0 scale with nearly all comments reflecting positively on the performance of the Executive Director. The Board members thanked Kirk for his work and the effort of the SAM office team. Kirk thanked the Board for the opportunity to serve as their Executive Director. Laurie reminded the board that the evaluation should be considered as we proceed with the review of employment and transition plan later on this agenda.
- **SAM Office Transition Plan** – Laurie introduced the SAM Office Transition Plan [Assessment and Recommendation](#). Kirk reviewed the details of the assessment and the recommendation to implement the transition plan for 2019-20 with the office staffing to include the Executive Director, Kirk Miller; Director of Member Services and Professional Learning, Kim Scofield; and Director of Operations – Finance, Membership, Conferences, Gary Wagner. Questions from the Executive Board were answered by Laurie and Kirk.
- **SAM Staff Compensation** – Laurie introduced a plan for compensation based on the recommendation of the office transition plan to implement the Executive Director and two Directors model presented. Kirk provided the board with detailed information on recommendation with rationale, SAM staff wages and benefits history, compensated absence liability history and recommendation, and proposed compensation for the Executive Director and both Directors. Succession planning for the SAM Executive Director was discussed with details of how the staffing and budget process for 2019-20 sets that plan in place. Executive Board members questions about the proposal were addressed by Laurie and Kirk.



Executive Directors Report – Kirk Miller

- [SAM Executive Board Executive Director Report 3-19-19](#) was referenced for Executive Board member review. Kirk pointed out the SAM Business Partners link in the report showing the progress being made with business sponsorships for SAM.
- SAM Financial Review as of 3-1-19 included the [SAM Financial Report FY 17-18 and FY 2018-19 as of 3-1-2019 with Proposed FY 2019-20 Budget](#) with consideration of staffing recommendations for 2019-20 included. The Executive Board also had access to review of the Profit and Loss historical reports for the SAM LPLP, SAM Administrators Institute and MCEL; and the Financial Report for each affiliate as of 3-1-19. Questions from the Executive Board were answered by Kirk.

Business

1. Consideration of Executive Director Contract Terms and Conditions – Action
 - Linda Marsh moved to approve the contract terms and conditions of the SAM Executive Director (1.6% increase, 3 year contract term extended one year to June 30, 2022, and deferred compensation); Brian Norwood seconded the motion. **Motion passed unanimously.**
 - Approval of this motion becomes the recommendation of the SAM Executive Board to the SAM Board of Directors at their April board meeting for hiring and contract terms for 2018-19 for the executive director.
2. Consideration of SAM Office Organization and Staffing for 2019-20 – Action
 - Karen Underwood moved to approve the SAM office organization and staffing with rationale for staffing and compensation for 2019-20; Cal Ketchum seconded the motion. **Motion passed unanimously.**
 - Approval of this motion indicates the acceptance of the SAM team compensation recommendations for 2019-20 (which ultimately is the responsibility of the Executive Director and has been shared with the board for their acknowledgement and support).
3. SAM Professional Learning Update – Discussion
 - [SAM Leaders Professional Learning Program 2019-20](#). Discussion of support for continuing the SAM LPLP for 2019-20. Indications of how important this personalized professional learning has become for administrators in our state. Also discussed ways to work to offer the program to administrators new to their position.
 - [SAM Administrators Institute 2019](#). Discussion of how to get members of all affiliates of SAM to attend the SAM AI 19 on July 29-31. Affiliate presidents will make this a priority to make sure their members know about this professional learning opportunity. A request was made for the SAM AI 19 Agenda to include “Time with your Team” at the end of the day to show the value of bringing a team to the conference to prepare for the ensuing school year.
 - [Conferences](#). Discussion of the MCEL 2019.
 - Contemporary topics from [SAM Needs Assessment](#) – Professional Learning Needs (in order from high to low): 1. *Student Mental Health* 2. *Instructional Strategies* 3. *School Law/Special Education (tied)* 4. *Leadership Skills and Practices* 5. *School Safety* were described and requested that affiliate presidents work to address these priorities when planning affiliate conferences in the ensuing year.
4. SAM Advocacy Update – Discussion
 - Kirk briefly pointed to the Legislative updates on the [SAM Legislative Session](#) webpage.
5. [SAM Membership Drive and Benefits](#) Update – Discussion
 - Kirk described current benefits under each affiliate and asked the board about what SAM should emphasize about being a member. SAM office will continue to tailor how we convey the benefits coming up with SAM Membership Drive beginning April 3. Discussion of the complications of the MCASE and CEC memberships being confusing to Clerks as the point of contact. Karen stated that the SAM office has created a simpler way to address this and she will inform MCASE membership.
6. [SAM Strategic Plan](#) Update – Discussion

- Kirk discussed the newly updated strategic plan for 2018-22 and the Executive Director reporting on the strategic plan requesting input from the Executive Board. The Board confirmed continuing with the reporting process by quarter and indicated satisfaction with how progress is being made without specific assignments necessary for board members.
7. Review of [Eligible Candidates for SAM President Elect 2019-20](#)
- Kirk distributed a draft of the Candidates eligible to serve as SAM President-Elect in 2019-20 and requested the Executive Board check the eligibility. Further discussion included the policy basis for the eligibility requirements intending to have all affiliates cycle through the opportunity to become SAM president. This item and the process for selection will be on the agenda for the April SAM Board meeting.

Preliminary SAM Budget 2019-20

The board does not have any other questions from earlier discussion.

Membership Report

The board reviewed the current membership report as of 3-1-19.

Affiliate Reports

- MACSS – Linda Marsh described the MACSS Midwinter Conference being a success and also that Newbie Training took place at the SAM office during the conference time. The MACSS Fall Conference is scheduled for the end of September in Lewistown.
- MCASE – Karen Underwood described the MCEC conference and recognition of the legislative session reporting that Kirk provided to various groups during the conference. The MCEC Conference 2020 is scheduled for February 19-21, 2020 in Missoula at the Hilton Garden Inn. MCASE will work with MASS to establish the Fall Conference in 2019. As a result of the legislative and funding discussions, MCASE is establishing a new conference for Special Ed Coop Directors tentatively scheduled for April 2019.
- MASSP – Peter Hamilton described the revision of the MASSP Strategic Plan 2018-22 being completed by the Board over the course of the 2018-19 year. He announced the decision to hold the Montana Principals Conference (joint effort with MAEMSP) which is scheduled for January 26-28, 2020 at Fairmont.
- MASS – Cal Ketchum reported on the Day of Advocacy and MASS Spring Conference happening the past 2 days. Mentioned it is valuable to be together in Helena during this time of the legislative session.
- MAEMSP – Pam Meier (absent)
- META – Brian Norwood reported on the METAtchED 2019 taking place the past 2 days mentioning the awarding the Governor (Steve Bullock) with the CoSN Excellence in Public Service award and recognizing SAM President and Evergreen Superintendent, Laurie Barron who won the META Empowered Superintendent Award for 2019. Brian described the Terms of Service project and SAM LPLP TLE as efforts being worked on by META.

Laurie requested that the 2019-20 Conference Schedule be built and shared with the board and membership so that calendars can be updated.

Next SAM Board Meeting: Friday, April 5, 2019 from 1:00 – 4:00 PM, SAM office

Adjourned at 4:15 pm

Respectfully Submitted,

Kirk Miller
SAM Executive Director