

SAM Executive Board Web Meeting

April 2, 2020 ~~March 16, 2020~~

9:30-11:30 am ~~1:00 pm — 4:00 pm~~



In attendance: Peter Hamilton, Laurie Barron, Dale Olinger, Mike Perry, Jake Haynes, Craig Crawford, Cathy Maloney, Brian Norwood, Michelle Halberg, Kirk Miller, Kim Scofield

Not in attendance: none

SAM President *Peter Hamilton* presiding

President Hamilton called the meeting to order at 9:30 AM.

Agenda

- 1. Introductions – COVID-19 Impact on our Schools and our Lives
SAM Executive Board Members shared a summary of the impact of COVID-19 on their lives.
 2. Deletions/Additions to Agenda
None noted.
 3. Review of [SAM Executive Board Meeting 3-19-19 Minutes](#) & [SAM Board Meeting DRAFT Minutes 1-26-20](#) & [SAM Executive Board Web Meeting DRAFT Minutes 3-13-20](#)
Laurie Barron made a motion to approve the minutes; Dale Olinger seconded the motion. The motion passed unanimously
 4. President's Report – *Peter Hamilton*
 - Executive Director Evaluation – [Executive Summary](#), [Responses](#), [Ratings](#)
Peter reviewed the evaluation and commended Kirk's performance.
 - SAM Office Team Evaluations – [Wagner Evaluation](#), [Scofield Evaluation](#)
Peter reviewed the evaluations and praised the work of the SAM office staff. Kirk recommended that the office staff remain the same throughout the next year.
 - SAM Staff Compensation – [Recommendation & Rationale](#)
Peter reviewed the Recommendation & Rationale and proposed staff compensation. Laurie and Dale thanked Kirk for the detail and insight he has provided in the documents.
 5. Executive Director's Report – *Kirk Miller*
 - [SAM Executive Board Executive Director Report 3-16-20](#)
Kirk reviewed the report focusing on the link to the [COVID-19 Information for Schools](#) page on the SAM website that includes the most important information administrators need to know about the issue.

- [COVID-19 Information for Schools](#)
- SAM Financial Review as of 3-1-20 – *SAM Investment/Finance Committee*
 - [SAM Financial Report FY 18-19 and FY 2019-20 as of 3-1-20 with Proposed FY 2020-21 Budget with Proposed Salary 3-16-20](#)
 - [SAM LPLP FY 13-14 through FY 19-20 Profit-Loss as of 3-31-2020](#)
Kirk reviewed the SAM LPLP Profit-Loss which indicates a possible profit for the year. Kirk stated that he is pleased to have 90 members in the program this year and he sees the need for the program to continue. He mentioned that surveys to determine the effectiveness of the program in keeping with the research questions developed for the program, will be going out to SAM LPLP members at the end of April.
 - [SAM AI Profit-Loss Historical FY 2015-16 to FY 2019-20](#)
Kirk reviewed the SAM AI Profit-Loss statement. Michelle thanked Kirk for continuing to expand the conference to include topics that are relevant to all administrators. Kirk stated the theme of SAM AI 2020 is “Tell Your Story” and a call for presenters went out to the SAM membership on April 1st.
 - [MCEL Historical Profit-Loss FY 14-15 -- FY 19-20](#)
Kirk reviewed the MCEL Profit-Loss statement. He stated that SAM AI and MCEL are necessary business activities for SAM financially. SAM plans to take responsibility for creating a track at MCEL for building-level administrators and directors.
 - [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 3-31-2019](#)

6. Business

1. Consideration of [Executive Director Contract](#) Terms and Conditions – Action
Dale Olinger made a motion to approve the Executive Director Contract. Mike Perry seconded the motion. The motion passed unanimously.
2. Consideration of [SAM Staffing and Compensation for 2020-21](#) – Action
Michelle Halberg made a motion to approve the SAM Staffing and Compensation for 2020-21; Cathy Maloney seconded the motion. The motion passed unanimously.
3. SAM Professional Learning Update – Discussion
 - [SAM Leaders Professional Learning Program 2019-20](#)
 - [SAM Administrators Institute 2020](#)
 - [Conferences](#)
4. SAM Advocacy Update – Discussion

- [SAM Delegate Assembly 2020](#)
Kirk strongly recommended that the SAM Delegate Assembly will not be canceled but possibly postponed. He suggested that SAM DA and Evening of Excellence may be held at a later date, possibly during the time of SAM AI. Kirk stated that the call for resolutions and positions and the call for delegates has gone out to the SAM membership and needs to be completed.
 - [SAM 2019 Advocacy Priorities, Positions, Resolutions Approved 10-18-19](#)
 - Legislative Interim Advocacy – [Committees, Upcoming](#)
 - [Federal Advocacy](#)
5. [SAM Membership Drive and Benefits](#) Update – Discussion
Kirk stated that the target date for the SAM membership drive 2020-21 is April 20th. He reviewed the membership report stating that SAM currently has a record number of members (1084).
 6. [SAM Strategic Plan](#) Update – Discussion
Peter recommended that board members review the SAM Strategic Plan update. Kirk stated that the 3rd quarter report will be on the 4-9-20 SAM Board Meeting agenda.
 7. Review of Eligible Candidates for SAM President Elect 2020-21
 - [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 two scenarios of eligible candidates stating that Dale Olinger was elected as President-Elect as an MAEMSP candidate. Kirk recommended the first scenario since Dale was elected as an MAEMSP member stating that the second scenario would interrupt the flow of eligible candidates that has continued from previous years. This decision will be an item on the agenda for the 4-9-20 SAM Board meeting.
 7. [Preliminary SAM Budget 2020-21](#)
Kirk reviewed the preliminary budget. He stated the actual income and profit will most likely be above the budgeted income at the end of the 4th quarter. This will provide support for the potential changes that may happen due to COVID-19 and its impact on the 2020-21 budget and SAM's financial stability.
 8. [Membership Report](#)
 9. Affiliate Reports
 - MACSS – *Cathy Maloney*
 - MCASE – *Michelle Halberg*
Michelle thanked Mike Perry for connecting with Dave Weber for the planning of the MASS/MCASE Fall Conference
 - MASSP – *Jake Haynes*
 - MASS – *Mike Perry*
Mike mentioned that now is a good time for all affiliate presidents to reach out to affiliate officers, encouraging them to touch base with the administrators in their regions to show support during the COVID-19 impact on our schools. Laurie expressed her appreciation for her regional colleagues and acknowledged how important the contact has been during the past few weeks.

- MAEMSP – *Craig Crawford*
Craig wished everyone well and expressed his hope that everyone stays healthy.
- META – *Brian Norwood*
Brian stated that he has appreciated the conversations that have taken place during this time. META will continue to pass information concerning student data privacy on to SAM members as it becomes available.

Kirk stated that all affiliate regions are currently actively communicating. He thanked affiliate presidents for helping to coordinate the communication with their members during this time.

10. Next SAM Board Web Meeting: Thursday, April 9, 2020 from 9:00 AM –12:00 N, UberConference

11. Adjournment

Dale Olinger made a motion to adjourn the meeting; Laurie Barron seconded the motion. The motion passed unanimously.

The meeting was adjourned at 10:32 AM.

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