



## New Mexico Public Education Commission (PEC)

### Governing Body Member Change Notification Instructions

**Purpose:** To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

**Submission Deadline:** Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

#### **The school must provide:**

- ☐ Fully completed form
- ☐ Approved board minutes or certification of the board's vote accepting the new member
- ☐ Resignation Letter or board meeting minutes removing the previous member
- ☐ Statement of Governing Body Member to Consult with PED
- ☐ Affidavit of Governing Body Member
- ☐ Assurances of Governing Body Member

Contact [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov) with questions about completing or submitting documents.

## Governing Body Member Change Notification Form

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

**The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Sun Mountain Community School, hereafter "the school," effective on TBD.**

**Current Governing Body Members and Positions:** Jayita Sahni, President; David Burling, Vice President; Nicholas Stinson, Secretary; Mary Freitas, Jessica Wireman

**Governing Body Member(s) Resigning or Removed:** None

**New Governing Body Member(s) and Position(s):** Melissa Coleman, Treasurer, Finance and Audit Committee Chair

**Contact information for New Governing Body Member(s) (phone, email):** 505-690-8550, [melissa.coleman@sunmountaincommunityschool.org](mailto:melissa.coleman@sunmountaincommunityschool.org)

**Is the school requesting an extension to fill a vacancy:** ☐ yes ☐ no

**If so, provide date of vacancy:** [Click or tap here to enter text.](#)

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** [Click or tap here to enter text.](#)

**Effective Date:** 1/27/2025

**The school's notification is hereby submitted by:**

**Signature of School Representative:**  **Date:** 5/2/25

**Signature of Governing Board Chair:**  **Date:** 5/2/25

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### For PEC/CSD use only

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**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school's notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AFFIDAVIT OF GOVERNING BODY MEMBER**

STATE OF NEW MEXICO )  
 )  
COUNTY OF SANTA FE)

I, Melissa Coleman, after being duly sworn, state:

1. My name is Melissa Coleman and I reside in Santa Fe, New Mexico.
2. I am a member of the governing body of the Sun Mountain Community School in Santa Fe, New Mexico.
3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.
4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I understand that as a member of the Sun Mountain Community School's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Melissa Coleman  
[Signature]

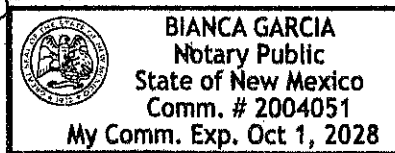
2-25-25  
Date

MELISSA COLEMAN  
[Print]

**VERIFICATION**

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 25<sup>th</sup> day of February, 2025.

[Notary Seal:]



Bianca Garcia  
NOTARY PUBLIC

My commission expires: Oct 01, 2028.

## ASSURANCES

My name is Melissa Coleman and I reside in Santa Fe. I am a member of the governing body for Sun Mountain Community School a charter school which is located at Santa Fe County, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Melissa Coleman  
Printed Name

Melissa Coleman  
Signature

02/22/25  
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Sun Mountain Community School located in Santa Fe, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Sun Mountain Community School's application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE SUN MOUNTAIN COMMUNITY SCHOOL GIVE THE FOREGOING STATEMENT THIS      DAY OF         , 2024.

1. David Burling  
[signature]  
David Burling  
[print]
2. Jessica H. Wireman  
[signature]  
Jessica H. Wireman  
[print]
3. Jayita Sahni  
[signature]  
Jayita Sahni  
[print]
4. Mary M. Freitas  
[signature]  
MARY M. FREITAS  
[print]
5. Nicholas Stinson  
[signature]  
Nicholas Stinson  
[print]

Attach additional pages if membership exceeds five.

6. Melissa Coleman  
[signature]

Melissa Coleman  
[print]



# Sun Mountain Community School

## Approved Board Meeting Minutes

### Recording of 05/08/2025 Board Meeting

**Date:** Thursday, May 8, 2025 5:00 PM

**Location:** Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe, NM 87505

**Zoom Link:**

<https://us06web.zoom.us/j/81876456079?pwd=7DTsTFSl46W3pw9NU8Dozrtz7hepCF.1>

**Call to Order:** 5:00 pm

Dear community members, please sign up in the zoom chat for public comment. For community members in the room, please sign up on the sign up sheet. Sign up will be open until meeting minutes are approved or until 5:15 pm, whichever is earlier. Each member will have 2:00 minutes to speak. Please state and spell your first and last name before you begin your comments.

*The wishes of the soul are springing.  
The deeds of the will are thriving,  
The fruits of life are maturing.*

*I feel my fate,  
My fate finds me.  
I feel my star,  
My star finds me.  
I feel my goals in life,  
My goals in life are finding me.*

*My soul and the great World are one.*

*Life grows more radiant about me,  
Life grows more arduous for me,  
Grows more abundant within me.*

*~R. Steiner*

### **I. Roll Call:**

Members: Jayita Sahni, David Burling, Mary Freitas, Nicholas Stinson, Jessica Wireman, Melissa Coleman

Guests: Jonathan Davis, Zoe Wilcox, Briana Bassler

### **II. Review and Approval of Agenda:**



(discussion if applicable)

Motion to approve agenda presented by:

2nd:

### **III. Review and Approval of**

#### **A. Meeting Minutes of Regular Board Meeting (04/17/25)**

(discussion if applicable)

Motion to approve meeting minutes presented by: Melissa Coleman

2nd: Nicholas

### **IV. Public Comment:**

(none at this time)

or

Name: comment

### **V. Committee Reports:**

#### **A. Finance Committee Report: Kimberly Gonzales/Deb Anyaibe**

##### **1. CSP Budget**

Jonathan Davis and Zoe Wilcox went through the CSP Budget line by line with edits and clarifications. Food service will not happen in the first year.

##### **2. CSP Spend down**

##### **3. Approve BARS**

##### **4. Grants**

**Motion to approve CSP Budget with bars as discussed with the addition of two line items at a later date.**

Motion: Jayita Sahni

Seconded by David B.

**Motion approved**

#### **B. Governance Committee Report**

##### **1. ORI number**

#### **C. School Performance Committee**

#### **D. Audit Committee**

### **VI. Items for Discussion/Vote:**

#### **A. Vote on board member(s)/board officer(s)**

Motion to elect Melissa Coleman to SMCS School Board.

Motion: Jayita

Seconded by: David Burling  
Motion passes

**Motion to elect Melissa Coleman as Finance Committee and Audit committee chair, treasurer**

David Burling moves  
Second: Nicholas  
Motion passes

**B. NMPSIA**

1. The PED has notified us that we are able to proceed with Benefits enrollment actions with final approval confirmation coming June 2025 from PED. **Sun Mountain Community School has been assigned School/Employer ID 455.**
2. The employer/employee contribution schedule on page 20 of the presentation still applies 7/1/2025 to 9/30/2025. New schedules will be coming out next week for 10/1/2025-9/30/2026. If you click on the words "[Premium Rates](#)" on page 20 of the presentation it will take you to our website where we store premium information
3. Question for NMPSIA: Are charter school premiums affected by SB376? - No.
4. Questions for Board Approval:
  - a) What effective date to start benefits enrollment allowing enough time to implement premium collection for the Charter and employee portion? **Sept. 16.**
  - b) Remember employer/employee premiums are collected in advance of the coverage month. July payroll deductions are for August benefits enrollment premiums.
  - c) Offer other lines of benefit coverage outside mandated basic life and medical coverage? **No**
  - d) For basic life you must choose a benefit level of \$10K, \$25K or \$50K. **Board chooses \$25k**
  - e) Dental, vision, long-term disability (choose 30-, 60-, or 90-day benefit waiting period coverage), and additional life. **60 day period**
  - f) Elect to offer Domestic Partner Coverage and be prepared to follow the [Imputed Income](#) requirements for partners and partners children? See attached presentation. **Yes**
  - g) Elect to offer a Part-Time Resolution to allow employees working less than 20 hours per week and not less than 15 hours per week for benefit coverage other than the basic life? **No**
  - h) Offer an Alternate Contribution Schedule? **No**
  - i) Contribute more than the mandated contribution schedules found on page 21 of the New Group Benefits Presentation. **No**

**Motion to approve the NMPSIA election as stated above.**

Nicholas moved to approve

David seconded the motion

Motion passes.

**C. SMCS Contract**

Daniel has let us know that we have chosen to be an option 1 school for assessments. CPS funds will be used for transportation in the 1st year. Advised us that we are not contractually obligated to provide free food or transportation. Daniel advised us that we don't have to offer transportation and free lunch in the first year.

**Motion: Adopt the resolution to approve the SMCS contract. SMCS will provide food services and transportation if it is financially feasible to do so.**

David moves to accept

Melissa seconded the motion.

Motion passes.

**D. May 15 IY Submission**

**VII. Action Items for Subsequent Board Meeting(s):**

- A. Place holder
- B. Placeholder
- C. Placeholder
- D. Placeholder

**VIII. Definitions & Abbreviations:**

- A. EIN:** Employer Identification Number
- B. CRS:** Combined Reporting System
- C. UEI:** Unique Entity Identification
- D. NTC:** Non-taxable Certificate
- E. ORI:** Originating Agency Identifier
- F. MOU:** Memorandum of Understanding
- G. HoS:** Head Of School
- H. SFWS:** Santa Fe Waldorf School 501(c)(3)
- I. SMCS:** Sun Mountain Community School
- J. ACES:** Association of Charter School Education Services
- K. JPA:** Joint Powers Agreement

**IX. Adjournment & Closing Verse:**

**Next Regular Board Meeting: Thursday, May 15, 2025, 6:00 pm**

*May here rule what Spirit-Strength in love,  
May here work what Spirit-Light in goodness,  
From surety of heart, from steadfastness of soul  
Can render to the young  
For their bodies' strength in work,  
For their souls' intensity,  
For their spirits' clarity.*

*To this may consecrated be this place.  
May the heart of youth  
Here find the human care,  
Endowed with strength, devoted to the Light*

*~R. Steiner*

**Topic:** Sun Mountain Community School Board Meeting

**Date/Time:** This is a recurring meeting on every 2nd Thursday of the month, unless otherwise stated

**Location:** Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe NM 87508, unless otherwise stated.

**Zoom Link:**

<https://us06web.zoom.us/j/81876456079?pwd=7DTsTFSl46W3pw9NU8D0zrtz7hepCF.1>

Meeting ID: 818 7645 6079

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• +1 301 715 8592 US (Washington DC)

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• +1 386 347 5053 US

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- +1 564 217 2000 US
- +1 646 558 8656 US (New York)
- +1 646 931 3860 US
- +1 689 278 1000 US

Meeting ID: 818 7645 6079

Passcode: 748072

Find your local number: <https://us06web.zoom.us/j/kdAg5p03l2>



# Sun Mountain Community School

## Approved Board Meeting Minutes

### Recording of 02/13/2025 Board Meeting

**Date:** Thursday, Feb 13, 2025

**Location:** Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe, NM 87505

**Zoom Link:**

<https://us06web.zoom.us/j/81876456079?pwd=7DTsTFSI46W3pw9NU8Dozrtz7hepCF.1>

**Call to Order:** 6:00 pm

Dear community members, please sign up in the zoom chat for public comment. For community members in the room, please sign up on the sign up sheet. Sign up will be open until meeting minutes are approved or until 5:45 pm, whichever is earlier. Each member will have 2:00 minutes to speak. Please state and spell your first and last name before you begin your comments.

*The wishes of the soul are springing.  
The deeds of the will are thriving,  
The fruits of life are maturing.*

*I feel my fate,  
My fate finds me.  
I feel my star,  
My star finds me.  
I feel my goals in life,  
My goals in life are finding me.*

*My soul and the great World are one.*

*Life grows more radiant about me,  
Life grows more arduous for me,  
Grows more abundant within me.*

*~R. Steiner*

### **I. Roll Call:**

Members: Jayita Sahni, David Burling, Mary Freitas, Jessica Wireman, **Melissa Coleman**, Nicholas Stinson

Guests: Matthew Navare

Zoe Wilcox

Jonathan Davis

## **II. Review and Approval of Agenda:**

(discussion if applicable)

Motion to approve agenda presented by: Jayita

2nd: David

## **III. Review and Approval of Meeting Minutes of Regular Board Meeting (01/16/25)**

(discussion if applicable)

Motion to approve meeting minutes presented by: Jayita

2nd: David

## **IV. Public Comment:**

(none at this time)

or

Name: comment

## **V. Standing Reports:**

### **A. Financial Report: Kimberly Gonsales/Jessica Wireman**

#### **1. Projected School Budget**

Daniel Ivey Soto informed the board that faculty votes on social security participation. The vote is during the first school year.

### **B. Equity Council Report**

None at this time

### **C. Foundation Report**

N/A

### **D. Subcommittee Reports**

#### **1. Governance**

ORI number report

#### **2. Finance: (30 minutes)**

##### **a) FC Update**

##### **b) CSP Update**

Grant awarded. More on this later in the agenda. We will get a letter confirming the grant award. Then Zoe and Jessica will go over the budget line by line. Board will sign then it will go in.

##### **c) Grant writing - Jessica**

(1) List created between Jess & Deb

(2) Jessica has selected 3 more grants to apply for.

### 3. School Performance

None at this time

### 4. Audit

None at this time

## E. Interim Head of School Report

1. Jan. 23rd Interested teachers meeting, collecting Teachers. Zoe - Excellent response with 30 participants. Looking forward to working with the HOS to hire teachers.
2. Charter Day at Capitol
3. Outreach goals-tumbleweeds, facebook advertising on facebook, at 192 on the lottery, mentioned in the new mexican and santa fe reporter, storytelling event
4. Job restructuring. Zoe will begin focusing on registration forms. Hiring help. Will then focus on the curriculum.
5. Anne Salzmman, my PCSNM mentor

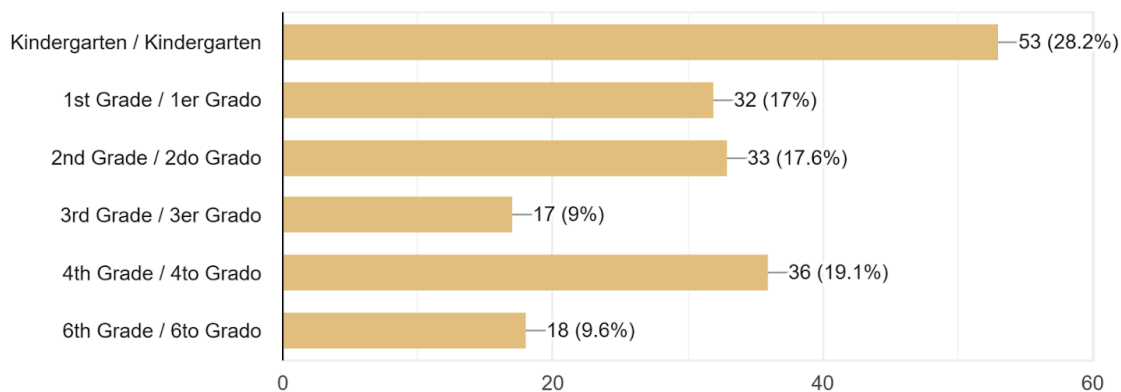
## VI. Items for Discussion/Vote:

**A. Issues related to relationship between SFWS and SMCS** - Daniel Ivey Soto discussed conflict of interest. There is very little conflict of interest in reality, it's more the perception. Jayita has no real conflict of interest because she has no money to make. Jayita will continue recusing herself from votes that have the interests of both Board in potential conflict.

## B. Lottery Update:

1. Number of lottery applicants as of 2/11/25 - 186 total

188 responses



2. January Facebook numbers
3. February Goals - 3rd and 6th grade



**C. Vote to hire HoS: (15 minutes)**

1. Status Update - 20 applicants. Sorted into 3 tiers. Interviews were scheduled with the 4 candidates in the topmost tier. Interviews have been completed. And the board deliberated in an executive session prior to this meeting.
2. Motion to: have a closed session of the board to discuss, prioritize and decide on the appropriate negotiation with these top three candidates
3. Presented by: David  
Second: Melissa  
Vote: Yes

**Next step is to meet on Feb.16 at 10:30am for one hour of closed deliberation**

**D. March IY Checklist: (10 minutes)**

1. [Nov 15 Checklist Feedback](#)
2. Revisions to HOS Policies & Procedures - Zoe
3. Revisions to Board Policies & Procedures
  - a) [By Laws](#)
  - b) Board Calendar
  - c) Conflict of Interest Policy
  - d) Background check policy
  - e) Community Complaints Policy
4. [Lottery \(management\) Policy](#)
5. Policies required for March 1 submission
  - a) [Attendance policy](#)
  - b) [Distance learning policy](#)
  - c) [Bullying Prevention](#)
  - d) [Tobacco/Alcohol/Drug](#)
  - e) [Staff Handbook](#) (from SMCS application)
  - f) [SIS](#)

**E. Facilities (30 minutes)**

1. Lease update
  2. PSFA assessment and its ramifications
  3. Plan moving forward
  4. What it means for the CSP budget
  5. Pitch to the legislature
- Lease is signed and good to go. In late Jan. PSA inspected campus and gave us a bad score for the campus. We need to negotiate with them for a waiver so that we can open. HVAC systems were the most problematic. Jayita, Daniel, and Mellisa have a meeting with PSA about getting that waiver. Nicholas and Matt will get together for tree trimming.

**VII. Action Items for Subsequent Board Meeting(s):**

- A. Contract negotiations w/ PEC
- B. Updated CSP budget
- C. CSP grant management
- D. Legislative update
- E. Hiring decision for head of school
- F. Facilities update regarding PSA
- G. Report on IY checklist
- H. Lottery process meetings Zoe will reach out to Turquoise Trail Melissa will take thrive.

## VIII. Definitions & Abbreviations:

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- B. **CRS:** Combined Reporting System
- C. **UEI:** Unique Entity Identification
- D. **NTC:** Non-taxable Certificate
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## IX. Adjournment & Closing Verse:

Next Regular Board Meeting: Thursday, February 13, 2025, 6:00 pm

*May here rule what Spirit-Strength in love,  
May here work what Spirit-Light in goodness,  
From surety of heart, from steadfastness of soul  
Can render to the young  
For their bodies' strength in work,  
For their souls' intensity,  
For their spirits' clarity.*

*To this may consecrated be this place.  
May the heart of youth  
Here find the human care,  
Endowed with strength, devoted to the Light*

*~R. Steiner*

Topic: Sun Mountain Community School Board Meeting

Date/Time: This is a recurring meeting on every 2nd Thursday of the month, unless otherwise stated

Location: Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe NM 87508, unless otherwise stated.

Zoom Link:

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• +1 301 715 8592 US (Washington DC)

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• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 360 209 5623 US

• +1 386 347 5053 US

• +1 507 473 4847 US

• +1 564 217 2000 US

• +1 646 558 8656 US (New York)

• +1 646 931 3860 US

• +1 689 278 1000 US

Meeting ID: 818 7645 6079

Passcode: 748072

Find your local number: <https://us06web.zoom.us/j/kdAg5p03l2>



# Sun Mountain Community School

## Approved Meeting Minutes

### Recording of 03/13/2025 Board Meeting

**Date:** Thursday, Mar 13, 2025 6:00 PM

**Location:** Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe, NM 87505

**Zoom Link:**

<https://us06web.zoom.us/j/81876456079?pwd=7DTsTFSl46W3pw9NU8Dozrtz7hepCF.1>

**Call to Order:** 6:00 pm

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Grows more abundant within me.*

*~R. Steiner*

### **I. Roll Call:**

Members: Jayita Sahni, David Burling, Mary Freitas, Melissa Edwards, Nicholas Stinson

Guests: Matthew Navare

Zoe Wilcox

Jonathan Davies

## **II. Review and Approval of Agenda:**

(discussion if applicable)

Motion to approve agenda presented by:

2nd:

## **III. Review and Approval of**

**A. [Meeting Minutes of Regular Board Meeting \(02/13/25\)](#)**

**B. [Meeting Minutes of Special Board Meeting \(02/25/25\)](#)**

(discussion if applicable)

Motion to approve meeting minutes presented by: Melissa

2nd: Jayita

Motion passes

## **IV. Public Comment:**

(none at this time)

or

Name: comment

## **V. Standing Reports:**

### **A. Financial Report: Kimberly Gonzales/Jessica Wireman**

1. [Projected School Budget](#)
2. School was awarded a CSP grant. Kimberly went over the incurred expenses to date. Daniel reminded us of the scope of the board's work going forward. Approve the school budget, school calendar, oversee the HOS. School can go ahead and build out the school calendar. Adjustments may need to be made bearing last minute regulatory changes with the PED.

### **B. Equity Council Report**

None at this time

### **C. Foundation ReportN/A**

### **D. Subcommittee Reports**

#### **1. Governance**

ORI number report - Daniel Ivey-Soto

ORI people are struggling with confusion about the process with the new federal administration. Daniel clarified the laws around background checks for staff. Per Daniel's advice Jonathan or Zoe can reach out to one of the other charter schools to partner regarding the piggybacking on ORI number. Jonathan will reach out to Turquoise trail and Thrive charter schools.

Board Training - FY 26 w/ Theresa Archuleta, customized \$3000 SEG

- Board/HoS Roles & Responsibilities
  - Think into other topics for trainings
2. Discussed various ways to achieve 7 hours of required returning board member training.

**3. Finance: (30 minutes)**

**a) FC Update**

**b) Additional Member(s)**

Melissa Coleman has agreed to join the FC. Jonathan has agreed to join the FC committee as well.

**c) CSP Update**

Grant management

Encumbrances will be issued at the start of each month. 1st month is done and now it will go much more smoothly.

Upcoming contract for March

- Pentathlon Daniel Wendland is leading the organization and planning on this.

**d) Grant writing - Jessica**

- (1) List created between Jess & Deb

CSP Grants is done

New school venture grant is being worked on. \$150k

Snapdragon book grant has been applied for

No kid goes hungry submitted

Cool kids garden grant has been submitted

NEA endowment for the arts opens tomorrow.

Jonathan has agreed to collaborate with Jessica here.

LNAL grants will open as well soon.

- (2) How are we going to work Board approval on grants (timeline of check-in), does Jess have initial phase approval authority

- (3) How do we loop in Jonathan into our grant writing process

**4. School Performance**

None at this time

**5. Audit**

None at this time

**E. Interim Head of School Report**

1. Contract Negotiations

Zoe worked with the PED to help understand how the contracts meet the requirements of the PEC.

2. PED March 1st Deadline Policies

Submitted nearly 30 policies. Employee and Student handbooks. Board will need review as a work session.

3. Outreach, Registration and enrollment  
99 signed/accepted for the school. Moving into the waitlist.
4. Collaboration with Jonathan  
15 whittled down teacher applicants

## **VI. Items for Discussion/Vote:**

### **A. HOS Introduction:** Jonathan Davis

### **B. Lottery Update:**

1. Acceptance numbers/waitlist status
2. Phase II
3. Continuing Outreach
4. Can we have policy around twins?

### **C. [ByLaws](#) Discussion**

Discussed creating language as a backstop if the entire board quits en masse.  
Daniel has the language and will send to us.

### **D. Taskforces Status:**

#### **1. Outreach**

No need to continue the outreach committee.

#### **2. Hiring**

Nicholas will help with reference checks. Melissa will join Jonathan and Zoe to help with hiring.

### **E. 2nd Phase Hiring:**

1. PositionsThe hiring focus right now is on lead teachers, special ed teacher, and office administrator.
2. Work plan  
Z and J will do initial legwork between now and March 30, when applications close. Will recommend to hire by the 2nd week of April.

### **F. Charter Contract Negotiations:**

1. Update in the Interim HOS Report

### **G. Facilities Update**

1. Fire Alarm System  
Apec is working on a quote.
2. Portable cooling units  
Get a quote from Matt to purchase and install these units.

## **VII. Action Items for Subsequent Board Meeting(s):**

- A. School calendar
- B. Hiring update
- C. Policy work session
- D. Budget work session
- E. School food services
- F. transportation

## **VIII. Definitions & Abbreviations:**

- A. **EIN:** Employer Identification Number
- B. **CRS:** Combined Reporting System
- C. **UEI:** Unique Entity Identification
- D. **NTC:** Non-taxable Certificate
- E. **ORI:** Originating Agency Identifier
- F. **MOU:** Memorandum of Understanding
- G. **HoS:** Head Of School
- H. **SFWS:** Santa Fe Waldorf School 501(c)(3)
- I. **SMCS:** Sun Mountain Community School
- J. **ACES:** Association of Charter School Education Services
- K. **JPA:** Joint Powers Agreement

## **IX. Adjournment & Closing Verse:**

Next Regular Board Meeting: Thursday, April 17, 2025, 6:00 pm

*May here rule what Spirit-Strength in love,  
May here work what Spirit-Light in goodness,  
From surety of heart, from steadfastness of soul  
Can render to the young  
For their bodies' strength in work,  
For their souls' intensity,  
For their spirits' clarity.*

*To this may consecrated be this place.  
May the heart of youth  
Here find true human care,  
Endowed with strength, devoted to the Light*

*~R. Steiner*

Topic: Sun Mountain Community School Board Meeting

Date/Time: This is a recurring meeting on every 2nd Thursday of the month, unless otherwise stated



Location: Handwork Room, Hooper Hall, 26 Puesta Del Sol, Santa Fe NM 87508, unless otherwise stated.

Zoom Link:

<https://us06web.zoom.us/j/81876456079?pwd=7DTsTFSI46W3pw9NU8D0zrtz7hepCF.1>

Meeting ID: 818 7645 6079

Passcode: 748072

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• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

• +1 360 209 5623 US

• +1 386 347 5053 US

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