C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

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C.S. Lewis Academy Board of Directors Meeting Minutes

Date: March 18, 2026
Time: 6:34 PM – 7:57 PM
Location: C.S. Lewis Academy
364 North State Road 198, Santaquin, Utah 84655

1. Call to Order

The meeting was called to order at **6:34 PM**.

2. Roll Call

Board Members Present:

- Kimberly Mulstein
- Royce Van Tassell
- Debby Lewelyn
- Tony Miller
- Maria Garcia- Online

Administration Present:

- Devin Leavitt, Interim Director

3. Public Comment

No public comments were presented.

4. Approval of Agenda / Agenda Adjustment

The Board approved a modification to the agenda to prioritize discussion of director goals and desired qualifications prior to reviewing applications.

5. Director Hiring Timeline

The Board discussed the timeline for hiring a permanent director.

- **Target Hire Date:** May 1, 2026
- **Preferred Latest Start Date:** July 1, 2026

The Board emphasized the importance of allowing sufficient transition time prior to the start of the school year while also prioritizing the selection of the most qualified candidate over speed.

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6. Director Qualifications and Desired Attributes

The Board identified the following priorities for the next Director:

Leadership and Management

- Strong administrative and organizational skills
- Ability to establish and implement effective systems
- Experience managing staff and school operations

Instructional Leadership

- Commitment to improving student achievement, particularly in English Language Arts (ELA)
- Capacity to support long-term academic growth, including math improvement
- Understanding of diverse student populations, including dual-language learners

School Culture and Climate

- Ability to build trust among staff and foster a positive work environment
- Commitment to consistent expectations and accountability across all staff
- Focus on staff retention and professional support

Preferred Experience

- Charter school experience
- Familiarity with the local community and student population

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7. School Needs and Areas for Improvement

The Board discussed current operational challenges, including:

- Lack of clearly defined policies and procedures

- Inconsistent behavior management and discipline practices
- Need for updated staff and student handbooks
- Inconsistent staff expectations and accountability
- Gaps in onboarding and professional development systems

The Board emphasized the need for improved structure, consistency, and communication across the organization.

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8. Organizational Structure Considerations

Discussion included the potential division of responsibilities between:

- A Director focused on leadership and operations
- An instructional/support specialist focused on academic systems and student achievement

The Board acknowledged budget constraints and the need to balance staffing with financial sustainability.

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9. Enrollment and Class Size Considerations

The Board discussed long-term enrollment goals and financial sustainability:

- Long-Term Enrollment Goal: Approximately 320 students
- Short-Term Goal: 250–260 students

To support competitive teacher salaries, the Board discussed increasing class sizes to approximately 25–28 students, while maintaining a positive learning environment.

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10. Stakeholder Feedback Plan

The Board approved the development of a staff and family survey to assess school culture and leadership needs.

- Survey timeframe: January 2026 to present
- Staff will have the option to request time to speak in a future closed session

The Board also discussed providing staff with an opportunity for individual, confidential feedback sessions.

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11. Director Applications

The Board acknowledged receipt of approximately 15 applications.

Action steps:

- Board members will review applications prior to the next meeting
- Administration will follow up with applicants to confirm continued interest

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12. Committee Updates and Assignments

Policy Committee

- Members: Devin Leavitt, Maria Garcia, and additional board members.
- Task: Review and update policies and procedures
- Meeting scheduled for Monday at 12:00 PM (via Zoom)

Finance Committee

- Meeting to be scheduled the following week

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13. Action Items

- Draft and distribute stakeholder survey
- Review director applications
- Contact applicants to confirm interest
- Conduct committee meetings (Policy and Finance)
- Prepare for staff input during next board meeting

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14. Adjournment

A motion was made and approved to adjourn the meeting at 7:57 PM.

Pending Board Approval 3/25/26