



C.S. LEWIS
ACADEMY

Instilling Accountability, Responsibility, Respect
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C.S. Lewis Academy Board of Directors Meeting Minutes
February 25, 2024 – 5:34 PM- 8:02 (2:28 minutes)
Location: C.S. Lewis Building

Status: *Draft – Ready for Board Approval*

1. Call to Order

Board Chair Royce Van Tassell called the meeting to order at 5:34 PM.

2. Roll Call

Present (in person):

- Royce Van Tassell, Chair
- Devin Leavitt, Interim Director
- Debby Llewellyn, Board Member
- Toni Miller, Board Member
- Holly Olsen, Board Member
- Kacee Robins, Board Member

Present (virtual):

- Kimberly Muhlestein, Board Member

Not Present:

- Maria Garcia, Board Member

Staff Present:

Several staff members were in attendance and would introduce themselves as needed.

3. Public Comment

No public comments were offered.

4. Approval of January 28, 2024 Minutes

- Motion to approve the January 28 minutes made by Kimberly Muhlestein.
- Seconded by Holly.
- No discussion.
- Vote: Unanimous approval.

5. Governance Training

Board Member Debby Llewellyn provided governance training covering:

- Required board documents: charter, bylaws, policy manual, conflict-of-interest forms.
- OPMA requirements, including meeting notices, minutes, recordings, and closed-session rules.
- Board vs. administration roles.
- Avoiding individual directives to staff.
- Email communication rules to avoid unintentional quorum.
- Confidentiality of closed sessions.
- Fiscal oversight responsibilities.
- Committee structures and appropriate use.

Board members were asked to complete the annual OPMA training via UtahCharters.org.

6. Organizational Structure Discussion

Interim Director Devin Leavitt presented a proposed restructuring of support roles:

- Combine Title I Coordinator, Assessment Director, and MLL Lead into one Support Specialist position.
- Consolidation improves communication, scheduling, and intervention alignment.
- Paraprofessionals would be scheduled centrally through the school secretary/admin.
- SPED aides remain separate due to funding and compliance requirements.

The board expressed general support; no motion required.

7. Finance Report

Presented by Nate (Red Apple Finance):

- December–January financials stable.
- State true-up adjustments completed.
- Federal reimbursements (IDEA, Title I) being prepared.
- Electricity costs trending higher; natural gas lower.
- Food service expenses slightly elevated.
- Current enrollment: 217 students (budget based on 230).

8. Marketing Budget Motion

Chair Royce Van Tassell proposed increasing marketing investment to boost enrollment before October 1 count.

Motion

- Allocate \$49,000 for marketing efforts (kept under the \$50,000 procurement threshold).
- Added to existing \$5,000 marketing line (total \$54,000).
- Funds to be used at the Director's discretion.

Second: Kacee Robins

Vote: Unanimous approval.

Marketing Committee Formed

Members:

- Kacee Robins
- Toni Miller
- Kimberly Muhlestein
- Devin Leavitt (staff lead)

9. Approval of Monthly Financials

- Motion to approve financials made by Royce.
- Seconded by Kimberly Muhlestein.
- Vote: Unanimous approval.

10. Board Officer Elections

The board elected the following officers:

- Chair: Kimberly Muhlestein
- Vice Chair: Debby Llewellyn
- Treasurer: Royce Van Tassell
- Secretary: Holly Olsen

Motion: Royce

Second: Kimberly Muhlestein

Vote: Unanimous approval.

11. Committee Assignments

Finance Committee

- Royce (Chair)
- Kimberly Muhlestein
- Devin Leavitt (staff)

Policy & Governance Committee

- Holly (Chair)
- Debby Llewellyn
- Devin Leavitt (staff)

Academic Committee

- Kacee Robins (Chair)
- Toni Miller
- Devin Leavitt (staff)

(Maria Garcia may be added to a committee if desired.)

12. Dress Code Policy

The Policy & Governance Committee was asked to review and propose revisions to the dress code policy.

13. Academic Update

Academic Coordinator reported:

- Focus on intentional goal-setting for growth and proficiency.
- MLL students completing WIDA/Literacy testing.
- Acadians (K–3) mid-year data reviewed.
- Discussion of state expectations for 80% 3rd-grade reading proficiency.

14. Land Trust Report

Interim Director Devin Leavitt presented the required School LAND Trust Year-End Report:

- Funds used for salaries and counseling support as planned.
- School did not meet prior-year literacy growth goal.
- Contributing factors: leadership turnover, inconsistent implementation, lack of vertical alignment.
- Board recommended adding context on organizational restructuring and leadership transition.
- Report will be submitted by March 1.

15. Adjournment

Motion to adjourn made by Holly.

Seconded by multiple members.

Vote: Unanimous approval.

Meeting adjourned @ 8:02 pm

Minutes Approved on 3/25/26