

Meeting Minutes: Board of Directors

P.F. Academy Date: Thursday, April 30, 2026

Time: 5:00 PM – 6:15 PM

Location: 34 North State Road, Santaquin, UT 84655 (and via Zoom)

1. Call to Order

- **Meeting Called to Order:** 5:00 PM by Kimberly Muhlestein.
- **Roll Call:**
 - Kimberly Muhlestein (Board Chair) – Present
 - Toni Miller – Present
 - Royce Van Tassell – Present
 - Maria Garcia – Present (via remote)
 - Kacey Robins – Present (via remote)
 - Devin Leavitt (Executive Director) – Present
- **Quorum:** Established.

2. Agenda and Previous Minutes

- **Agenda Approval:** No changes requested.
- **Approval of Minutes:** Motion to approve the minutes from the previous meeting.
 - *Motion:* Toni Miller | *Second:* Royce Van Tassell | *Result:* All in favor; Approved.

3. Public Forum

- **Inquiry:** Question regarding the timeline for the permanent Director position.
- **Response:** The Board anticipates making an announcement within the next month, pending the conclusion of administrative processes.

4. Closed Session

- **Motion:** To move into closed session to discuss the character and professional competence of an individual and/or imminent litigation.
 - *Motion:* Kimberly Muhlestein | *Second:* Royce Van Tassell
 - *Individual Votes:* Muhlestein (Aye), Miller (Aye), Fantastle (Aye), Robins (Aye), Garcia (Aye).
- **Time Entered:** 5:09 PM.

- **Time Exited:** 5:45 PM (Approximate; resumed open session).

5. Action Items (Post-Closed Session)

- **Hiring Recommendation:** Motion to authorize the hiring committee to proceed with an offer for the permanent Director position as recommended.
 - *Motion:* Kimberly Muhlestein | *Second:* Toni Miller | *Result:* All in favor; Approved.

6. Executive Director's Report (Devin Leavitt Leavitt)

- **Enrollment:**
 - Current enrollment: 212 students.
 - Next year's current count: 241 students (Budget was based on 221-224).
 - Status: Waitlist started for the 2nd Kindergarten class. Preschool tour scheduled for next week with 23 prospective students.
- **Marketing:** Contract signed with Schola. Initial setup meeting scheduled for tomorrow.
- **Academic Performance (Testing Data):**
 - Presented high-level overview of Acadience (K-6) and RISE (3-6) testing.
 - Trend: Acadience scores (Fluency/Accuracy) are significantly higher than RISE scores (Reasoning/Comprehension).
 - Proficiency is defined as "Green" (at level) and "Blue" (above level).
 - Noted that the testing window is not yet complete (Target: May 8th).
- **Behavioral Support:** Two behavior analyst therapists were brought in this week to assist teachers in structuring classroom support for specific student needs.

7. Land Trust Plan Approval

- **Proposed Plan:** Focus funds on English Language Arts (ELA) with a goal of a 3% aggregate increase in proficiency.
- **Allocation:** Funds will be used to hire two (2) Instructional Aides for targeted interventions with at-risk students.
- **Board Discussion:** Maria Garcia emphasized making proficiency results easier for parents to interpret (moving beyond just color coding) and suggested "Literacy Nights" for better parent engagement.
- **Approval:** Motion to approve the Land Trust Plan as presented.
 - *Motion:* Royce Van Tassell | *Second:* Toni Miller | *Result:* All in favor; Approved.

8. Finance Committee Report

- **Budget Status:** Formal report forthcoming. Preliminary drafts indicate a healthy surplus for next year based on current enrollment trends.
- **Banking Authorizations:**

- *Motion:* To remove all previous board members from the school bank account.
 - *Motion:* Kimberly Muhlestein | *Second:* Royce Van Tassell | *Result:* Approved.
- *Motion:* To add Kimberly Muhlestein and Toni Miller as authorized signers on the school bank account.
 - *Motion:* Kimberly Muhlestein | *Second:* Royce Van Tassell | *Result:* Approved.

9. Governance and Policy

- **Future Discussion:** A "Retention Policy" regarding grade-level reading benchmarks will be drafted to align with state standards.

10. Scheduling & Adjournment

- **Next Meeting:** May 26, 2026, at 7:00 PM.
- **Adjournment:**
 - *Motion:* Kimberly Muhlestein | *Second:* Royce VanTassel | *Result:* All in favor.
- **Meeting Adjourned:** 6:15 PM.