C.S. Lewis Academy Board of Directors Meeting Minutes

Date: May 26, 2026
Time: 7:09 PM
Location: C.S. Lewis Academy Conference Room, 364 North State Road 198, Santaquin, Utah 84655

Board Members Present

- Kimberly Muhlstein – Board Chair
- Debbie Llewelyn – Board Member
- Royce Van Tassell – Board Member
- Casey Robbins – Board Member (remote)
- Devin Leavitt – Executive Director

Board Members Absent

- Maria Garcia- Board Member

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1. Call to Order

Board Chair Kimberly Muhlstein called the meeting to order at 7:09 PM.

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2. Approval of Previous Meeting Minutes

Motion: Royce Van Tassell moved to approve the April 25, 2026 Board Meeting Minutes.

Second: Casey Robbins

Vote: Unanimously approved.

PENDING

3. Public Forum

No public comments were received.

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4. Executive Director Report

Executive Director Devin Leavitt provided the following updates:

Policy Review

The administration is reviewing existing board policies and identified several priorities for revision or development, including:

- Student Retention Policy
- SHINE Grant Policy
- Volunteer Policy

The Policy Committee will schedule future work sessions to review and update policies.

Staffing

- Staffing for the 2026–2027 school year is substantially complete.
- Administration continues to interview potential candidates in anticipation of possible enrollment growth.
- A second kindergarten classroom may be opened if enrollment warrants.

Curriculum and Instruction

- Teachers are developing curriculum maps and welcome packets for the upcoming school year.
- The school will continue implementation of:
    - Core Knowledge Curriculum
    - Novel Studies
    - IXL Math
    - Eureka Math

Facilities and Security

- Installation of the Verkada security camera system will occur over the summer through grant funding.
- Classroom maintenance projects include:
    - Wall repairs and painting

PENDING

    - Carpet cleaning
    - Playground wood-chip replacement

Student Assessment Data

The Board reviewed end-of-year assessment results.

Key observations included:

- Reading performance showed strong growth and overall improvement across grade levels.
- Math performance was less consistent, particularly in grades 3–6.
- Growth data demonstrated that many students achieved expected or above-expected growth despite lower proficiency levels.
- Multilingual learners continue to represent a significant portion of students performing below proficiency.
- The Board discussed strategies to improve instructional rigor, pacing, vocabulary development, and supports for multilingual learners.

State Assessment Discussion

The Board discussed:

- RISE assessment results and preparation practices.
- Future use of Acadience Math assessments.
- Potential advantages of expanded use of IXL diagnostics for instructional planning.

Enrollment Update

Current projected enrollment for 2026–2027 is approximately **231 students**.

Administration anticipates enrollment may increase to approximately **240–250 students** before the beginning of the school year due to ongoing recruitment and preschool feeder-school relationships.

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5. Finance Report

Finance Director Nate provided a financial update.

Fiscal Year 2025–2026 Budget

The Finance Committee reviewed the current budget and discussed several budget line items that have exceeded forecasts.

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Highlights included:

- Some expenditures exceeded projections, including food service expenses.
- The food service overage was intentional and part of a plan to reduce accumulated program balances.
- Several budget categories are projected to finish under budget.
- Administration and the Finance Director will review all remaining line items before finalizing year-end projections.

The Board was informed that the current projected deficit is expected to improve significantly and may return to a break-even or positive position before year-end.

Cash Reserves Discussion

The Board discussed unrestricted cash reserves.

Discussion included:

- Current unrestricted cash reserves significantly exceed the recommended minimum reserve level.
- The Board discussed the importance of balancing fiscal stability with strategic investments that support student achievement and school operations.
- Potential future investments discussed included transportation and other long-term operational needs.

No action was taken.

Fiscal Year 2026–2027 Budget Development

The Finance Director reported:

- Administration and finance staff are actively developing the FY2026–2027 budget.
- Staffing, compensation, insurance, operational costs, and projected state revenues are being analyzed.
- A draft budget will be reviewed by the Finance Committee before presentation to the Board.
- Final FY2025–2026 and FY2026–2027 budgets will be presented for Board approval at the June meeting.

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6. Board Training and Governance

The Board discussed governance training opportunities and compliance requirements.

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Topics included:

- Open and Public Meetings Act compliance.
- Recent legal actions involving public entities and board meeting procedures.
- Participation in the Utah Charter Schools Conference on June 10–11, 2026.
- Development of an ongoing board training plan.

The Board agreed to continue identifying training needs and governance development opportunities throughout the year.

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7. Next Board Meeting

The Board tentatively scheduled the next regular meeting for:

Date: June 22, 2026
Time: 1:00 PM

Final confirmation will be provided after coordination with all participants.

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8. Adjournment

Motion: Debbie Llewelyn moved to adjourn the meeting.

Second: Casey Robbins

Vote: Unanimously approved.

The meeting adjourned at approximately 9:00 PM.

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