

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

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

Board Members Absent

- Maria Garcia- Board Member

1. Call to Order

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

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.

3. Public Forum

No public comments were received.

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

- 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.

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.

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.

6. Board Training and Governance

The Board discussed governance training opportunities and compliance requirements.

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.

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.

8. Adjournment

Motion: Debbie Llewelyn moved to adjourn the meeting.

Second: Casey Robbins

Vote: Unanimously approved.

The meeting adjourned at approximately 9:00 PM.

Board Approved on 6/22/26