C.S. Lewis Academy Board of Trustees Meeting Minutes- Pending

C.S. Lewis Academy
364 N. State Road 198, Santaquin, Utah 84655

Board of Trustees Meeting
Date: June 22, 2026
Time: 1:04 p.m.
Location: C.S. Lewis Academy, Santaquin, Utah

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1. Call to Order

Vice Chair **Debbie Lewellyn** called the meeting to order at **1:04 p.m.** in the absence of Board Chair **Kimberly Muhlestein**.

Roll Call

Present:

- Debbie Llewelyn, Vice Chair
- Kacee Robins (Board Member)
- Royce Van Tassell, (Board Member)
- Toni Miller(Board Member)
- Maria Garcia, Board Member (via electronic attendance)
- Devin Leavitt, Director
- Rachel Sallee, Teacher Representative
- Nate Adams, Business Manager (arrived during Director's Report)

Absent:

- Kimberly Muhlestein, Board Chair

A quorum was present.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

2. Approval of Minutes

The Board reviewed the minutes from the previous meeting, including the correction to reflect Toni's attendance.

Motion: Approve the previous meeting minutes as amended.
Motion by: Royce Van Tassell
Second by: Kacee R.
Vote: Unanimous approval.

3. Public Comment

No public comments were received.

4. Director's Report

Director **Devin Leavitt** provided the following updates:

Facilities and Summer Projects

- Summer campus improvements are underway.
- New wood chips have been installed on the playground; additional material may be needed.
- Security camera upgrades, panic button installation, and security system improvements are being completed.
- Interior painting of the school is in progress.

Staffing

- An offer was extended and accepted for a new 5th-grade teacher.
- Administration is onboarding the new teacher.
- Enrollment is approximately four students away from opening a second kindergarten classroom.
- Planning has already accounted for a second kindergarten section in the proposed budget.
- Interviews will begin for a BTS Arts Grant educator position.

Staff Recognition

The Board recognized:

- Two staff members who completed master's degrees during the year.
- Rachel Sallee- Graduated with Master’s Degree
- **Hunter Warner** for earning his Elementary Education License and is working on his Special Education Endorsement.

Back-to-School Event

A Back-to-School Family Barbecue is planned for:

Date: August 14, 2026
Time: 6:00 p.m. – 8:00 p.m.

The event will include staff, support personnel, and service providers to help families connect with school personnel before the start of the school year.

Grading and Attendance Policy Discussion

Mr. Leavitt presented preliminary concepts for a revised grading policy and attendance expectations intended to increase academic rigor and student attendance.

Discussion included:

- Attendance as a potential component of grading.
- A proposed citizenship grade tied to behavior and attendance.
- Concerns regarding current Utah law and the implementation timeline for citizenship grading.
- Board members noted that legislation authorizing citizenship grading does not take effect until the 2027–2028 school year.

No action was taken. The administration will continue researching legal requirements and refining recommendations.

Enrollment Update

Administration reported that four students recently withdrew:

- Three due to a family relocation.
- One due to concerns regarding academic rigor.

The administration is implementing initiatives intended to strengthen academic expectations and communication with families.

5. Policy Review

Policy 4.2 – Cash Handling Policy

The Board reviewed revisions to the Cash Handling Policy following findings identified during a Title program audit.

Key discussion points included:

- Clarification of terminology related to "public funds."
- Deposit timelines for cash and checks.
- Approval authority for school bank accounts.
- Additional language clarifications to ensure compliance and ease of implementation.

The Board agreed additional revisions are needed before adoption.

Action: Policy 4.2 was tabled and referred back for revision and Policy Committee review.

Policy 4.3 – Records Retention Policy

Administration reported the policy remains under review with state-level consultation.

Action: Policy 4.3 was tabled.

Policy 4.4 – Attendance Policy

Because attendance policy revisions are connected to the grading policy under development, further work is needed.

Action: Policy 4.4 was tabled.

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6. SHiNE Grant Policy

The Board discussed the proposed SHiNE (Salary Supplement for High Needs Educators) Grant Policy.

Administration recommended designating the following high-needs endorsement areas:

- Multilingual Learner (ML/ELL) Endorsement
- Science Endorsement
- Special Education Endorsement
- Career and Technical Education (CTE) Endorsement

Discussion included:

- Prioritizing academic endorsements aligned with current school needs.
- The potential addition of a Mathematics Endorsement.
- Concerns regarding the immediate need for a CTE endorsement given the school's current grade configuration.

The Board directed administration to:

- Remove the CTE endorsement for further consideration.
- Explore adding a Mathematics Endorsement.
- Return the revised policy for action at a future meeting.

Action: No vote taken. Policy tabled for revision.

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7. Fraud Risk Assessment

The Board confirmed review and discussion of the school's Fraud Risk Assessment.

Board members noted there were **no material findings or significant changes** from previous assessments.

The discussion was entered into the official record.

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8. Fiscal Year 2026–2027 Budget

Business Manager **Nate Adams** presented the proposed FY 2026–2027 budget.

Budget Highlights

- Budget based on projected enrollment of **224 students**.
- Current projected enrollment is approximately **231 students**.
- State revenue estimates are based on legislative funding projections.
- Staffing efficiencies reduced personnel expenditures by approximately **$91,692** while still allowing staff salary increases.
- Benefit costs were adjusted to account for anticipated premium increases.

- Marketing expenditures were increased to support enrollment growth and community engagement efforts.
- Discussion included future investment in LETRS literacy training and possible development of an in-house trainer.

Compliance Support Position

The Board discussed adding a stipend position to assist with required public notices, postings, and compliance responsibilities.

Administration indicated a stipend of approximately **$1,000 annually** would be added.

Budget Approval

Motion: Approve the FY 2026–2027 Budget as presented, including the compliance stipend adjustment.
Motion by: Toni
Second by: Kacee R.
Vote: Unanimous approval.

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9. Photography Services Contract

The Board reviewed a proposal submitted by Board Chair **Kimberly Muhlestein** for school photography services.

Vice Chair Lewellyn noted that Chair Muhlestein was absent and would have been recused from discussion and voting had she been present.

Administration reported:

- Photography package pricing would be approximately $13–$15 lower per package than comparable vendors.
- Staff and faculty identification cards would be provided at no cost.

Motion

Motion: Approve a one-year photography services contract with Kimberly Muhlestein.
Motion by: Toni
Second by: Kacee R.
Vote: Approved unanimously.

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10. Special Meeting Scheduled

The Board scheduled a special meeting for:

Date: June 29, 2026
Time: 11:30 a.m.

Purpose:

- Review and approve the final FY 2025–2026 year-end budget.
- Conduct any required procedural approvals.

An anchor location will be maintained at C.S. Lewis Academy for public access.

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11. Closed Session

No closed session was requested or held.

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12. Adjournment

Motion: Adjourn the meeting.
Second: Received.
Vote: Approved by unanimous consent.

The meeting adjourned at **1:59 p.m.**