



Instilling Accountability, Responsibility, Respect
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CS Lewis Academy – Board of Directors Meeting Minutes

Date: September 23, 2026

Time: 7:00 PM

Location: CS Lewis Academy

1. Call to Order & Roll Call

The meeting was called to order at 7:00 PM by Board Chair Kimberly Muhelstein.

Present Board Members:

- **Kimberly Muhelstein**, Board Chair
- **Toni Miller**, Board Member
- **Royce Van Tassell**, Board Member
- **Kacee Robins**, Board Member
- **Debby LLeuwelyn**, Board Member

Executive & Staff Present:

- **Devin Leavitt**, Executive Director
- **Amy Butterfield**, Academic/Testing Staff
- **Nate Adams**, Red Apple Financial (via remote link)

Public / Guests Present:

- **Rachel Webb**(Observing for UVU Educational Leadership Certification)

2. Public Forum

No formal public comment was offered. Rachel Webb was introduced as an observer completing hours for her UVU Educational Leadership Certification.

3. Approval of Past Meeting Minutes

The board reviewed the meeting minutes from August 4, 2026, and June 30, 2026.

- **Motion:** Move to approve the board meeting minutes from August 4, 2026, and June 30, 2026.
- **Motion Made By:** Kimberly Muhelstein
- **Seconded By:** Royce Van Tassell
- **Vote:** Approved unanimously (All in favor: Aye).

4. Director & Academic Report

Academic & Testing Data (BOY Assessment)

Amy Butterfield presented the Beginning of Year (BOY) testing data (approximately 95% complete across the school):

Reading (Acadience K–6 / IXL 6–7 ELA):

Target goal across grade levels is 80% proficiency.

Grade Level	Proficiency Rate	Notes / Strategy
Kindergarten	23%	Baseline for early intervention/pre-teaching before MOY reporting.
1st Grade	41%	Bi-weekly progress monitoring in place.
2nd Grade	65%	Trending positively compared to prior year.
3rd Grade	69%	Targeting gains by December benchmark.
4th Grade	37%	Identified area needing focused instruction.
5th Grade	40%	Identified area needing focused instruction.
6th Grade	60%	Middle school tracking format via IXL.

Math (IXL K–7):

- Opted for IXL K–7 for school-wide math tracking due to cost constraints of Acadience Math.
- **Kindergarten:** 85%–86% proficiency.
- **2nd Grade:** 65% proficiency.
- **3rd Grade:** 61% proficiency.
- **4th Grade:** 38% proficiency.
- **5th Grade:** 22% proficiency.
- **6th & 7th Grade:** 0%–1% proficiency (identified for primary targeted re-teaching and Tier 1 strategy updates).

School Focus & Strategic Goals

Director Devin Leavitt outlined three primary school focus areas for the current academic year:

1. Build authentic relationships with every student every day.
2. Reach 80% proficiency in ELA and Math by the end of the year.
3. Improve Tier 1 instruction to reduce reliance on Tier 2/3 interventions through teacher/aide professional development.

Enrollment & Retention Update

- **Current Student Count:** 226 enrolled students (Budget is built conservatively off 224 students).
- **Context:** Started the period with 253 students, but lost 27 students prior to/at day one (primarily moves out of state and waitlist openings at local charter schools ALA/APA). Recent additions have brought enrollment back up to a stable 226.

Individualized Reading Plans (IRP) Compliance

- Under updated state literacy guidelines, 15 Individualized Reading Plans (IRPs) are required for

- 1st–3rd grade students currently below grade level.
- Kindergarten performance will be reassessed at the mid-year (December) mark. Currently, ~30 incoming kindergartners are below benchmark, and early intervention is active.

Testing Logistics & Accommodation

- To address user-error issues with computer trackpads on RISE and IXL tests, the school is procuring external computer mice.
- Accommodations for left-handed students using wired/external mice were noted and will be accommodated.

5. Financial Report

Nate Adams (Red Apple Financial) presented the financial report through the end of August (2 months into FY27):

- Overall Budget Performance:** Budget remains in a solid position, performing at a positive net bottom line of \$45,000.
- Enrollment Impact:** Financial projections remain safely above the budgeted base of 224 students.
- Revenue Adjustments:** The school saw a ~\$5,500 reduction in state Educator Professional Time line item funding due to state-level participation changes. This reduction in revenue is offset by a corresponding decrease in stipend payout expenses.
- Upfront Capital Expenses:** Notable upfront expenditures included curriculum/classroom supplies (64% spent) and busing expenses. Safety Grant/Land Improvement funds (~\$37,000) were spent on essential facility repairs, HVAC/AC replacement, and summer maintenance.
- Audit Status:** The financial audit submission to the state is near completion and will be uploaded shortly for Director certification. Compliance audit procedures will follow over the next few weeks.

6. School Land Trust Funds Training

Director Leavitt provided state training materials (documentation, administrative role guide, and video links) to board members.

- Action Item:** Board members agreed to review the School Land Trust materials independently prior to the next scheduled board meeting, at which time training completion will be formally reported.

7. Policy Updates & Tabled Items

The board reviewed draft policies for:

- Bullying Policy** (Updated draft aligned with state compliance assurances).
- ESI (Emergency Safety Intervention) Policy** (Drafted by Special Education Leadership).

Decision: Board members elected to table voting on both policies until the next board meeting (scheduled in 3 weeks) to allow the policy committee to thoroughly review the documents.

8. Executive / Closed Session

- Motion:** Motion made to enter Closed Session, by Kimberly, to discuss the character, professional competence, or physical/mental health of an individual pursuant to Utah Code § 52-4-204 at 7:31 PM.
- Seconded:** Royce Van Tassell
- Roll Call Vote:**
 - Kimberly Muhelstein: Aye
 - Toni Miller: Aye
 - Debby LLewelyn: Aye
 - Royce Van Tassell: Aye
 - Kacee Robins: Aye
- Outcome:** Motion carried unanimously. The public meeting was paused, and the board moved into

closed session at 7:31 PM.

9. Reconversion to Open Session & Adjournment

- **Reconvened:** The board reconvened into Open Session at 8:04 PM on September 23, 2026.
- **Attendance at Reconvene:** Kimberly Muhelstein, Toni Miller, Royce Van Tassell, Kacee Robins, Debby LLeuwelyn, and Devin Leavitt.
- **Motion to Adjourn:** Motion made to adjourn the meeting by Kimberly.
- **Seconded:** Debby LLeuwelyn
- **Vote:** Approved unanimously.
- **Adjournment Time:** 8:05 PM

PENDING