



MEETING MINUTES

C.S. Lewis Academy
Public Board Meeting
May 21, 2025
6:30 pm

OPEN SESSION

Start time: 6:30 pm

End Time: 7:59 pm

Evelyn Becerra called the meeting to order at 6:30 PM

The meeting is being held at C.S. Lewis Academy located at 364 n SR 198 Santaquin, Utah 84655, on May 21, 2025.

Members Present: Evelyn Becerra (co-chair), Kimberly Muhlestein, Brigham Peisley Tina Franz (virtual),

Members Absent: Gabby Vasquez,

Staff Present: Bridget Williams

Business Manager: Nate Adams (virtual)

Public: Liz Albor, Rachel Webb, Kirsten Leach Amy Butterfield Jenn Lions, Devin Leavitt, Mallory Herring

BOARD BUSINESS

- There was a quorum present

Approve meeting minutes

MOTION: Kimberly made a motion to approve the minutes from April 23rd, and Brigham seconded. Motion passed unanimously.

FINANCE COMMITTEE

Few lines jumped up; he made a few adjustments. Sat at negative 20-30k. He was able to bring bottom line back into positive \$5k, moved the 20k contingency line into budget. Still has some work to do on fiscal year '26 budget before ready to vote on. Enrollment based off 225 for '26 budget. Keep pushing enrollment.

Fraud Risk Assessment: Assessment based on 395 points; School scored 375. Couldn't get points for self-audit which isn't required for school size of C.S. Lewis. Risk is low.

DIRECTIVE REPORT

Closed out end of year, today was last day and a half day. Office hours will be twice a week, doing tours, getting building and things ready for next school year. Had 6th grade graduation, field day. EOY testing was completed. Will find opportunities to market and get name out there for enrollment.

Marketing Plan update:

Teachers formed a committee for marketing. C.S. Lewis is good at differentiation and really outshine schools around us. Suggested to come up with extra plan for students who need differentiation. Review data to track growth and use professional development to be transparent about goals and make goals visible. Have common expectation for student behavior, so it will free up time from having to manage behaviors and be able to focus more on growth.

Create a committee of teachers who will oversee assemblies and things. Could bring in a school wide free assembly like traveling Aquarium or something to get students excited.

School webpage is not serving purpose anymore and isn't reflecting marketing strategy.

School might be overpaying for webservice since its not being utilized in its fullest.

Need to keep website up to date and offered to have marketing committee help with that.

Have teachers create profiles about themselves and have little clips to highlight them and their teaching style.

Update bylaws and provide decision making flow-chart.

Bring a Parent -Teacher- Organization back once settled back into school year.

Have parent volunteers with CDL license to step in when needed for busses.

GOVERNANCE AND POLICY COMMITTEE

No policies to vote on, Bridget is working on dress code policy.

ACADEMIC COMMITTEE

Have over 50% of kids who are proficient across all grade levels, sitting at 62% of kids who have shown growth. 6th graders seemed to have checked out after spring break, and nothing could motivate them.

Evelyn made a motion to Move into closed session to discuss a potential board member board. Motion passed unanimously.

Evelyn made a motion to move back into regular session.

Next Board Meeting Wednesday June 18th 6:30pm

Tina made a motion to adjourn at 7:59 pm. The meeting was adjourned.