APPROVED

Under the Canopy School

Minutes

General Board Meeting

Date and Time
Tuesday November 12, 2024 at 6:00 PM

Persons who require a special accommodation to participate in these meetings should contact the Under the Canopy offices, 1110 South Yale Avenue, Tulsa, Oklahoma, 74112, (918) 205-1193, or via Email: info@underthecanopy.org, as far in advance as possible and preferably at least 48-hours before the date of the meeting. Persons using a TDD may contact OKLAHOMA RELAY at 1-800-722-0353 and voice calls should be made to 1-800-522-8506 to communicate via telephone with hearing telephone users and vice versa.

Authority: Title 25 Oklahoma Statutes, Section 311.A.1.

Directors Present
Allison Irby Vu, Barbara Bartlett, Shan Glandon, Stan Khrapak

Directors Absent
Patrick Boulden

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present

Amber Gates, Kris Miller

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Stan Khrapak called a meeting of the board of directors of Under the Canopy School to order on Tuesday Nov 12, 2024 at 6:04 PM.

C. Approve Minutes

Barbara Bartlett made a motion to to approve.
Shan Glandon seconded the motion.
The board **VOTED** unanimously to approve the motion.
Barbara Bartlett made a motion to approve the minutes from Oct. 22, 2024.
Shan Glandon seconded the motion.
https://docs.google.com/document/d/1ZqdJII2OjZjdfbCFKHUGYq7Ptwcc1Nx75AlqEGN4fl4/edit?usp=sharing
The board **VOTED** to approve the motion.

II. For Vote and/or Approval

A. Amended Lease Proposal for Park Elementary School building

Margaritte - To amend the lease proposal UTCS Board submitted to:

- lower the purchase price to $1 million, with option to buy not requirement to buy
- TPS to insure the building for liability of the building structure during lease term
- to have a quit clause to get out of lease in case of catastrophic event
- clarifying the cutoff for the lease to be July 2025 or 2026 based off the January 1, 2025 beginning date.

We are the only charter school that is being offered to buy their own building from TPS.
TPS will not provide for an inspection of plumbing and sewer.
TPS has not provided historic inspection records for the building.
What is worst case scenario? If we leave, whatever repairs we invest in stays there.
This vote is for amending the lease draft proposal.
Still concerns expressed for the unknowns about the building.
Shan Glandon made a motion to to amend the draft lease proposal.
Allison Irby Vu seconded the motion.
Shan said she votes yes about the lease proposal amendment but is still concerned about approving the final lease contract.
Barbara wants inspections.

The board **VOTED** to approve the motion.

Roll Call	
Shan Glandon	Aye
Patrick Boulden	Absent
Allison Irby Vu	Aye
Stan Khrapak	Aye
Barbara Bartlett	No

B. Marketing Proposal from Anglin PR firm

Explanation of Anglin's services - Shan asks what is SEO for the website? Appreciation for the inclusion of training about how to SEO.
Allison Irby Vu made a motion to to accept the proposal from Anglin PR firm.
Shan Glandon seconded the motion.
The board **VOTED** unanimously to approve the motion.

C. Approval of Purchase Order Register

Discussion about who these vendors are and the amounts encumbered.
Allison Irby Vu made a motion to To approve the purchase order register.
Shan Glandon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Shan Glandon	Aye
Stan Khrapak	Aye
Barbara Bartlett	Aye
Patrick Boulden	Absent
Allison Irby Vu	Aye

III. Reports

A. Head of School

Enrollment projections are doing great. The event on Nov. 7th at the library was successful, we had over 60 people attending.
Insurance update - looking for the best quote, researching D and O and educator liability policies. Also general liability to do events at Park Elementary building. Prioritize using CSP funds of $24000 on insurance for next year, while spending non CSP funds on this year to the amount of $4000.
Applying for the Seed Fund and New School Venture Grants, she has a meeting with Annie with GKFF on Dec. 11th.
Teacher recruitment - we need Special Education teacher. We cancelled Teacher Taco Night because no RSVPs and it conflicts with B'Nai Emunah parent night.
Board is invited to Teacher Tea.
All are invited to the Lantern Walk tomorrow evening, 6 - 7 pm, at Park Elementary building.

B. Education Committee

Margaritte appreciates Shan and Amber in the committee. They explored the Strong Readers Act in Oklahoma.

C. Facility Committee

Showed the renderings from 1 Architecture.
Will seek grant funds for some of the renovations not covered by CSP.
Kitchen - proposal from Salt Food Group, send Margaritte any feedback.

D. Governance/Legal Committee

Nothing at this time.

E. Finance Committee

To be discussed in Section VI, Item A.

IV. Discussion

A. Financial reports and rescinding old reports

Concern for issue of expense reports not matching bank statements. No confidence about the treasurer addressing the issue so it can be corrected. Barbara researched and found misplaced amounts incorrect months, still $7000 unaccounted for. Next treasurer meeting will discuss accountability and how to proceed. Emphasis is on accuracy.
Margaritte will also look into options for a different treasurer.
Discussion of categories and information needed on future financial reports.

B. Schedule of board meetings in 2025

Board meeting dates discussed and email invites will be sent out.

C. Board on Track

Board on Track is helpful and has good webinar resources.

V. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:19 PM.

Respectfully Submitted,
Kris Miller

Documents used during the meeting

- Minutes 10.22.24 - UTC General Meeting.docx
- Anglin 1 Under The Canopy Proposal V4 Pricing.pdf
- PO Register July - Oct. 2024.pdf
- SFG Under the Canopy School -SFG Proposal.pdf