APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday December 3, 2024 at 6:00 PM

Location
UTCS Office
1110 S. Yale Ave.
Tulsa, OK. 74112

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, Patrick Boulden, Shan Glandon, Stan Khrapak

Directors Absent

None

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present
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 Dec 3, 2024 at 6:02 PM.

C. Approve Minutes

Barbara Bartlett made a motion to approve the minutes from previous meeting General Board Meeting on 11-12-24.
Shan Glandon seconded the motion.
no corrections
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Shan Glandon	Aye
Patrick Boulden	Abstain
Allison Irby Vu	Aye
Barbara Bartlett	Aye

II. For Vote and/or Approval

A. Schedule of board meetings in 2025

Patrick Boulden made a motion to approve approve the meeting dates.
Shan Glandon seconded the motion.
Proposed board meeting dates in 2025, are Tuesdays from 6 - 8 pm:

- Jan. 14, 28
- Feb. 11, 25
- Mar. 11, 25
- Apr. 8, 29
- May 13, 27

- June 10, 24
- July 8, 22
- Aug. 12, 26
- Sep. 9, 23
- Oct. 14, 28
- Nov. 11
- Dec. 2, 16

The meeting will be held at 1110 S. Yale Avenue until the end of June. A new location, most likely the school building, will need to be decided for the meetings in July through December.

- We are keeping the 2 meetings per month for the whole year except for November.
- What about changing the location of the board meeting place? We would need to submit a form correction with 10 days notice to the county clerk. Will need to file that location change in June.

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

B. Kitchen Design - Salt Food Group Contract

Patrick Boulden made a motion to approve contract for kitchen design with Salt Food Group.
Allison Irby Vu seconded the motion.
Appreciation for the phases timeline.
Termination clause is 10 days notice by either party + reimbursables.
Funded by CSP.
The board **VOTED** unanimously to approve the motion.

C. Rescind approval of July and August financial reports

Patrick Boulden made a motion to to rescind July and August financial reports due to inaccuracies.
Barbara Bartlett seconded the motion.

- It is important to make the flow of our systems concrete now before the busier times next year.
- The board does not want to be held liable for incorrect information.
- When would we get the redone accurate July and August financial reports? Meeting with external treasurer tomorrow to set this date.

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

III. Old Business

A.

Anglin PR contract approved via email

Shan Glandon made a motion to approve the Anglin PR contract.
Allison Irby Vu seconded the motion.
The board **VOTED** unanimously to approve the motion.

B. Board on Track - how's it going so far?

- Everyone seems to like using this process for board meetings.
- How much does this cost? The OPSRC pays for one year and may pay for more if all the charter schools decide to keep using the program.
- All of our data is easily retrievable if we decide to not use Board on Track anymore.

IV. Reports

A. Head of School

- Began with a Waldorf verse from 'Weekly Meditations: the Calendar of the Soul' by Rudolph Steiner.
- Very good teacher recruitment engagement with 16 attending. We have 35 applications in total so far. Varied skillsets in the people who are applying gives flexibility in staffing. Start-up and creative energy. There is a teacher zoom in January. Interviews start at end of January, offers in March.
- Still working on Director's and board officers' insurance.
- Submitted for the Seed Growth Grant for general operating funds. We will know our progress in January.
- Will apply for the New School Venture Fund.
- Meeting with Annie Hanken with GKFF has been moved to January 30th.
- Working on meeting with Flint Family Foundation and Bernstein Foundation.
- Family enrollment zoom will be next Wednesday, good to have an online way for families to inquire as a few responded they were unable to come to the Nov. 7th enrollment meeting.
- Already working with Anglin on the Google advertising
- OPSRC sponsored funding to use Bloomwell for Facebook advertising in January. Suggestion to get advertising out before Jan. 11th for the nervous parents who may submit enrollment before knowing about UTC School as an option.
- Persons of interest to be board members- Amanda Murphy with Tulsa Kids, and Courtney Gill with Attento - visiting a January board meeting.
- Giving Tuesday continuing until the end of the year.
- See attached document.

B. Education Committee

- Discussing a Waldorf principle at each meeting.

- Proof read the grade level curriculum cards Amber created. The cards are for parents to understand an overview of the academics.
- The committee consists of: Alvetta, Jessica, Bree Decker, Robin, Amber, Shan, and Margaritte.

C. Facility Committee

- see attached document

D. Governance/Legal Committee

- The new way of taking minutes in Board on Track looks good for compliance of open meeting rules.
- Are the board members keeping up with their required education courses? We are waiting for the school number to make sure completed courses are credited properly.

V. Discussion

A. Presentation of new financial report sheet

- Was also part of the discussion for the vote of rescinding July and August financial reports.
- The UTCS Financial Report Template is getting closer to what we need, feedback is appreciated. Future flow would be for a monthly financial report to be voted for approval at the 2nd board meeting of the next month.
- Viewed the financial report sample from Jenkins Services, but it seemed too much for a planning year. Margaritte will ask other charter school leaders in their planning year for what their Jenkins financial report looks like.

VI. NEW BUSINESS:

A. Holiday Party for Volunteer Appreciation

- Low RSVP turn out, maybe we should postpone? Decided to keep the holiday party, board members RSVPed.
- Tuesday, Dec. 10, 6 - 8 pm, come and go, foods, punch, crafts, and good cheer!

VII. 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 8:01 PM.

Respectfully Submitted,

Kris Miller

Documents used during the meeting

- Under the Canopy School -SFG Proposal (1).pdf
- SFG - Contract Coversheet - Sheet1.pdf
- Anglin contract signed by UTCS.pdf
- Head of School Report 12.3.24.docx
- Facilities Committee Report 12.3.24.docx