APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday March 25, 2025 at 6:00 PM

Location
UTCS Office
1110 S. Yale Avenue
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, Patrick Boulden, Shan Glandon, Stan Khrapak

Directors Absent

None

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present
Kris Miller, Stacy Leigh

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 Mar 25, 2025 at 6:05 PM.

C. Welcome Stacey Leigh

Margaritte spoke about how she knows Stacy from All Souls Unitarian Church and as a tutor for her daughter. Margaritte said Stacy has much to offer our board with her previous board experiences, her work as a teacher, her current academic resilience coaching for children, and her interest in helping the school.
Everyone introduced themselves to Stacy.
Stacy shared about herself, career in education, family, and how UTCS aligns with her vision of joyful connection of learners and family and community.
Stan asked Stacy about her ESL teaching experience.

D. Approve Minutes - Jan. 28, 2025 Special Meeting

Patrick Boulden made a motion to approve the minutes from Special Meeting on 01-28-25.
Shan Glandon seconded the motion.
The board **VOTED** unanimously to approve the motion.

E. Approve Minutes - Feb. 11, 2025 General Meeting

Patrick Boulden made a motion to approve the minutes from General Board Meeting on 02-11-25.
Allison Irby Vu seconded the motion.
The board **VOTED** unanimously to approve the motion.

F. Approve minutes - March 11, 2025 General Meeting

Shan Glandon made a motion to approve the minutes from General Board Meeting on 03-11-25.
Patrick Boulden seconded the motion.
The board **VOTED** unanimously to approve the motion.

II. Reminder:

A. Final Contract for the Lease to Purchase of school building

FYI

III. For Vote and/or Approval

A. Vote to approve the February 2025 Financial report

Patrick Boulden made a motion to move the vote to the next board meeting of April 8th, pending corrections that were discussed.
Allison Irby Vu seconded the motion.
Shan asked about category of State Activity Fund Disbursements - 'Other Miscellaneous Revenue' of $2819.55. This amount was for the PD travel costs for the canceled conference in Los Angeles. Discussed about whether this is the correct category for this kind of financial reporting, Andréa will be consulted for further clarity.
Stan mentioned to create a column label for the OCAS coding numbers.
The board **VOTED** unanimously to approve the motion.

B. Letters of Agreement for Teachers

Patrick Boulden made a motion to accept the letter agreement template as corrected during discussion.
Shan Glandon seconded the motion.
Discussion of corrections and corrected.
Margaritte has made her official Head of School email as margaritte.knezek@underthecanopy.org.
The board **VOTED** unanimously to approve the motion.

C. Vote for CSP April 1 Revision

Patrick Boulden made a motion to approve the revised CSP budget.
Allison Irby Vu seconded the motion.
Margaritte discussed the revision to decrease the amount of mold remediation to $17,800, and increase the amount of impermanent partitions to $45,000.
Margaritte reminded the board that the CSP budget has other revisions that are pending based on whether line items will be code compliant renovations.
The board **VOTED** unanimously to approve the motion.

IV. Reports

A.

Head of School

- Margaritte read a Waldorf spring verse.
- Discussion about the enrollment numbers emailed to UTCS admin today.
- BambooHR was purchased for time tracking, employee leave, and onboarding.
- Summer Institute for new employees will be August 6 - 15. Local Oklahoma Waldorf trainers will be giving professional development for our employees.
- Margaritte met with a person who is interested to help with fundraising. A fundraising meeting is planned in the coming weeks.
- Applied for the Whole Kids Garden Grant, will know in June.
- Applied for the Community Health Equity Grant through Ascension St. Johns.
- New School Venture Fund emailed recently to update that UTCS is still being considered.
- Burnstein Foundation responded about visiting the school.
- We did receive the 918 Fund today. Margaritte will send thank you letters.
- Stan asked if the marketing fund could market information about donating to the school, "become a sustaining member".
- Purchasing FYI - PO for supplies to vote on coming up at next board meeting April 8. Everyone will get the supply order info next week for review.
- April 29th meeting will be cancelled because Margaritte will be at Antioch residency training.

B. Education Committee

Shan spoke in favor of our low tech method because she learned about 4 and 5 year olds without hand and finger strength and districts are spending money on tools to promote hand strength.
Margaritte spoke about tracking the data of student learning in relation to the nature based / outdoor model school.

- 1000 hours outside in a year at UTCS schoolwide, tracked by students, capture the data points. Stacy recognized connecting this data with how families are outside at home life. Allison mentioned that families can do 500 hours and school can do 500 hours. Margaritte mentioned idea - UTCS potentially sponsor activity area at Turkey Mountain campout.

C. Facility Committee

- Margaritte mentioned to stay tuned about ways to help - painting, etc.
- In progress to transfer of utilities
- Currently no alarm, though there are still cameras and looks as if secure
- Meeting with Wired Technology about updating wires on April 2
- Storage unit moving out on 31st so saving money
- Facility playbook viewed by board members - timeline and budget

- Stan asked about HVACs, Margaritte said we are getting repair quotes instead of replacement.

D. Governance/Legal Committee

- Patrick explained the statute for governing board training:
  - At least 1 hour in public school finance,
  - At least 1 hour in open records act and open meetings act
  - At least 1 hour of ethical roles and responsibilities of School Board Members
  - Newly elected appointed charter school and virtual charter school governing board members are required to participate in at least 12 hours of training within 15 months after the date of election/appointment. Incumbent school governing board members with no break in service are required to complete at least 6 hours of training within 15 months after the date of reelection/appointment.
- Discussion about doing the training online with Learn Upon on your own timeline.
- Kris said she will set up Goals in Board On Track for each board member to document members' progress on completing training.

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 8:00 PM.

Respectfully Submitted,
Kris Miller