APPROVED

# Under the Canopy School

# Minutes

## General Board Meeting

Under the Canopy School

**Date and Time**
Tuesday April 8, 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**
Patrick Boulden, Shan Glandon, Stan Khrapak

**Directors Absent**

Allison Irby Vu

**Ex Officio Members Present**
Margaritte Arthrell-Knezek

**Guests Present**
Kris Miller, Stacey Leigh

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## 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 Apr 8, 2025 at 6:06 PM.

### C. Approve minutes - March 25, 2025 General Meeting

Patrick Boulden made a motion to approve the minutes from March 25, 2025, regular board meeting General Board Meeting on 03-25-25.
Shan Glandon seconded the motion.
The board **VOTED** to approve the motion.

## II. For Vote and/or Approval

### A. Vote to add Stacey Leigh as Board Secretary

Shan Glandon made a motion to add Stacey Leigh to the UTCS Board as Secretary.
Patrick Boulden seconded the motion.
Welcome Stacey!
The board **VOTED** to approve the motion.

### B. Vote to approve the February 2025 Financial report

Patrick Boulden made a motion to to approve the new February 2025 financial report.
Shan Glandon seconded the motion.
Presented by Margaritte as Allison was absent.
The board will always have access to the extensive financial spreadsheet, and this new version UTCS Financial template will use the OCAS system on the line items and will be presented for approval at regular board meetings.
The board **VOTED** to approve the motion.

### C. Vote to approve Mercurius Waldorf supply order

Shan Glandon made a motion to to approve the Mercurius Waldorf supply order in the amount of $24,690.05.
Patrick Boulden seconded the motion.
Margaritte explained these materials are for very specific Waldorf related curriculum and school activities. These supplies will stay with the students for longer and still be used in the next school year.
The board **VOTED** to approve the motion.

### D. Vote to approve revised contract with Salt Food Group kitchen design & work contract

Patrick Boulden made a motion to approve the revised contract with Salt Food Group for kitchen design, build, and child nutrition program consulting.
Shan Glandon seconded the motion.
Margaritte explained the child nutrition program consulting was added. These services will benefit us as we learn how to start and grow our school lunch program.
The board **VOTED** to approve the motion.

### E. Vote to approve contract with NWEA for MAP assessments

Patrick Boulden made a motion to to approve the contract for $10,320, for 2 years with NWEA for measures of academic progress (MAP) of students in grades 1 - 3.
Shan Glandon seconded the motion.
Stan commented the contract is for student assessments for 2 years. Margaritte explained how she pared down the contract services, and UTCS will not use this assessment for kindergarten students.
Stan expressed interest in attending an education committee meeting with Shan and Amber to explore NWEA MAP testing questions and data reporting.
The board **VOTED** to approve the motion.

### F. To approve the contract for auditors

Shan Glandon made a motion to to approve the contract for $4,500, with Bledsoe, Hewett, and Gullekson for the audit of Under the Canopy School spending for July 1, 2024 - June 30, 2025 (fiscal year).
Patrick Boulden seconded the motion.
Margaritte explained this is a required external audit.
The board **VOTED** to approve the motion.

## III. Reports

### A. Head of School

- Margaritte read a verse from *Calendar of the Soul* by Rudolph Steiner.
- Enrollment - 105 have accepted, 40 still need to accept offer this week. Admin team has been calling the 40 families.

- Teacher hiring and recruitment - hired for K - 3, and Games and Movement, possible contract decisions for music & handwork and nature and garden teachers; interviewed for office assistants, TAs and paras. 2 strong candidates for SPED teacher to be interviewed.
- Summer Institute - start date in July. PD instructors are lined up and working with the budget. Hiring Oklahoma people to train our teachers in Waldorf and Lifeways program.
- Stan suggests a potluck with board and all staff this summer to build comraderie - possible date of Sunday, August 3rd, at 5 pm.
- Grounds Committee, first one, meeting is tomorrow at Zarrow Regional Library at 6 pm.
- Community Engagement Events - on a recent Pod 4 Good podcast to be aired just before 2nd enrollment window, Earth Day at Guthrie Green, SpringFest at the Tulsa Garden Center, Earth Day at Chandler Park, and the Tulsa Farmer's Market at KW Square.
- Fundraising - still waiting to hear back from the New School Venture Fund, interested student parents already reaching out to offer help.

**B. Education Committee**

- Shan discussed she has been attending the teacher hiring interviews.
- She met someone who can help with assessments and gathering data of student successes in the classroom.

**C. Facility Committee**

- Meeting vendors to gather quotes for work on the building.
- Met with Bret Pfeifer and Aaron Jones to get specifics on code compliant renovations for the building.
- Discussed internet access in the building.
- Discussed family council garden, water to the nature lab.
- Will be transferring utilities from TPS to UTCS.
- School sign in the works.

**D. Governance/Legal Committee**

Patrick suggested we eliminate 'Old Business' on future agendas.
Discussed oaths for the board members to read and sign the Oath of Office and Loyalty Oath for the state of Oklahoma, as well as school employees to read and sign the Loyalty Oath.

- Loyalty Oath, Chapter 1, Section 36.1 (51 O.S., 36.2A)
- Oath of Office, Article 15, section 1 of the Oklahoma Constitution (Art. XV O.C. 1)

## IV. Discussion

### A. Utilizing the savings account

Margaritte discussed setting aside and saving the money we need to pay our lease to purchase contract in March. This will need to be voted on. Shan suggested a savings account that earns money as it sits.

### B. Summer fundraiser

Margaritte asked the board to help plan, coordinate, and carry out fundraising. Stacey said she can assist. Allison will be asked when she returns to the next board meeting.

## V. NEW BUSINESS:

### A. Board member profiles in Board on Track

Stan asked board members and UTCS admin team to complete their skills and strengths profiles before the next meeting.
Stan will discuss Board Assessments at next meeting.
We will be continuing to use Board on Track for the next year.

## VI. 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 8:08 PM.

Respectfully Submitted,
Kris Miller

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**Documents used during the meeting**

*None*