APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday July 8, 2025 at 6:00 PM

Location
UTC 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.

The agenda for this meeting was posted with the County Clerk, at our principal place of business, and online, 48 hours prior to the meeting.

Directors Present
Patrick Boulden, Stacey Leigh, Stan Khrapak

Directors Absent
Allison Irby Vu, Shan Glandon

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 Jul 8, 2025 at 6:05 PM.

C. Approve minutes - June 24, 2025 Board Meeting

Stacey Leigh made a motion to approve the minutes from June 24th board meeting. General Board Meeting on 06-24-25.
Patrick Boulden seconded the motion.

- With corrections: Item G - capitalization, singular possessive teacher

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

Roll Call	
Stacey Leigh	Aye
Shan Glandon	Absent
Stan Khrapak	Aye
Patrick Boulden	Aye
Allison Irby Vu	Absent

II. For Vote

A. Landmark Outdoor Services Proposal

Patrick Boulden made a motion to approve the landscaping contract with Landmark Outdoor Services, with the recommendation to consult about no use of pesticides (listed below).
Stacey Leigh seconded the motion.

- Biweekly defined as every other week.

- Section 'Bed Details' - strike chemical applications.
- Section 'Maintenance Services', bullet point #3 - confirm with service about no pesticide use, especially glycosphate.
- In general, no use of chemical fertilizers.

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

Roll Call

Stan Khrapak	Aye
Allison Irby Vu	Absent
Stacey Leigh	Aye
Shan Glandon	Absent
Patrick Boulden	Aye

B. School contractors Agreement

Patrick Boulden made a motion to approve the contract for School Contractors with the edits listed below.
Stacey Leigh seconded the motion.

- Edit - Use parentheses around the word 'Contractor' after the blank space in the first sentence. Thereafter, use 'Contractor' throughout the contract.

- Item #6 - use of curriculum - recommended edit "Any curriculum or materials developed specifically for UTCS by the Contractor during the term of this Agreement shall be the property of UTCS. However, any materials, curriculum, or intellectual property that the Contractor created prior to this Agreement, or independently develops outside the scope of work for UTCS, shall remain the Contractor’s property."

- Item #5 - liability clause - recommended additional language: "The Contractor shall be responsible for their own safety while performing services. The Contractor agrees to indemnify and hold harmless Under The Canopy School (UTCS), its employees, and agents from any claims, damages, losses, or expenses, including attorney’s fees, arising out of the Contractor’s performance of services under this Agreement, except to the extent caused by the negligence or willful misconduct of UTCS."

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

Roll Call

Stan Khrapak	Aye
Shan Glandon	Absent
Stacey Leigh	Aye

Roll Call

Patrick Boulden	Aye
Allison Irby Vu	Absent

C. Approve contracts for UTCS Admin

Patrick Boulden made a motion to approve the letter of agreement for the Kristin Miller as Operations Manager, for July 1, 2025 - June 30, 2026.
Stacey Leigh seconded the motion.

- Edit - Paragraph 3, line 3 - 'this' should be 'This'

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

Roll Call

Patrick Boulden	Aye
Shan Glandon	Absent
Stacey Leigh	Aye
Stan Khrapak	Aye
Allison Irby Vu	Absent

Patrick Boulden made a motion to approve the letter of agreement for Amber Gates as Instructional Leader for July 1, 2025 - June 30. 2026.
Stacey Leigh seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Patrick Boulden	Aye
Shan Glandon	Absent
Stacey Leigh	Aye
Allison Irby Vu	Absent
Stan Khrapak	Aye

Patrick Boulden made a motion to approve, with the edit below, the letter of agreement for Margaritte Arthrell-Knezek as Head of School, for July 1, 2025 - June 30, 2026.
Stacey Leigh seconded the motion.

- Edit - Section 2, line n - spelling correction 'Preform' changed to 'Perform'

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

Roll Call

Stacey Leigh	Aye
Stan Khrapak	Aye
Shan Glandon	Absent
Allison Irby Vu	Absent
Patrick Boulden	Aye

D. Lighting Installation Proposal

Patrick Boulden made a motion to Accept the quote with reconciliation of the difference of $13.50, authorizing Margaritte to sign a contract to not exceed $6100.
Stacey Leigh seconded the motion.

- Difference of $13.50 between the sections of the quote.

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

Roll Call

Shan Glandon	Absent
Stacey Leigh	Aye
Patrick Boulden	Aye
Stan Khrapak	Aye
Allison Irby Vu	Absent

E. Vote to approve amending the procurement policy

Stacey Leigh made a motion to present these items to the external treasurer for clarity about how to proceed, and the vote tabled to the next meeting.
Patrick Boulden seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Stan Khrapak	Aye
Shan Glandon	Absent
Patrick Boulden	Aye
Stacey Leigh	Aye
Allison Irby Vu	Absent

III. Reports

A. Fundraising committee report

Meeting on June 30, 2025 - 2nd meeting, new people attended.

- Donor Opportunity list created and distributed.
- Canopy Circle Fund - family buy in for purchasing of supplies, snacks, and field studies. Equitably distributed for all students. Soft start next week at class splash pad dates.
- The committee set a goal to raise $50,000.
- Fundraising activity ideas discussed around planned school community events.
- Loan needed to assist with cash flow around CSP purchases.

B. Governance/Legal Committee

- Nothing to report.
- Stan asks about board members' training.

- The trainings are on 'My Video Spot', need to confirm if hours trained on Learn Upon will be counted for this year.
- Ask Board on Track about integration with the training modules and show goals being met.

IV. Discussion

A. Board evaluations

- Board members should look for an email from Board on Track to continue and complete board evaluations.
- Discussion of each board members' evaluation as well as Head of School evaluation.
- Also discussion of each board member setting goals, with a facilitator's guidance.
- Suggestion of creating a 5 year annual meeting look.

V. Proposals for Future Agenda Items

A. Annual Meeting for next general board meeting on July 16, 2025.

- Voting for Stan as Board President
- Voting for Shan to continue serving on the board
- Amending the by-laws: adding Stacey and the date of how much time she, Shan, and Stan will serve

B. Board meetings will likely only be needed for just once a month possibly starting in the school 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 7:35 PM.

Respectfully Submitted,
Kris Miller