APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday September 23, 2025 at 6:00 PM

Location
3205 W. 39th Street
Tulsa, OK. 74107

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, Shan Glandon, Stacey Leigh, Stan Khrapak

Directors Absent

None

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present
Andy McKenzie, Kris Miller, Mel Trafford, Taylor Smith

I. Opening Items

A. Record Attendance

Stan welcomes the attendees:

- Mel Trafford - Music and Handwork Teacher at UTCS
- Andy McKenzie - grandchild attends UTCS, former elementary school principal
- Janet McKenzie - grandchild attends UTCS, former EC teacher
- Taylor Smith - daughter attends UTCS, interested to connect and understand needs of the Board

Board members introduced themselves.

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 Sep 23, 2025 at 6:03 PM.

C. Approve minutes - September 9, 2025 Board Meeting

Patrick Boulden made a motion to approve the minutes from General Board Meeting on 09-09-25.
Shan Glandon seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

Stan Khrapak	Aye
Stacey Leigh	Aye
Patrick Boulden	Aye
Shan Glandon	Aye

II. For Vote

A. Vote to approve Letter of Agreement Teacher Aide Position

Shan Glandon made a motion to approve the letter of agreement for part time work for Megan Ulrich.
Stacey Leigh seconded the motion.
Margaritte explained the potential hire is Megan Ulrich, who had applied for a teaching position previously an is interested in part time work. The agreement is for 2 to 3 days a week.
The board **VOTED** unanimously to approve the motion.

Roll Call

Shan Glandon	Aye
Stacey Leigh	Aye
Stan Khrapak	Aye
Patrick Boulden	Aye

B. Vote to approve MOU for School Counselor Intern

Patrick Boulden made a motion to approve the MOU for the school counselor intern to be Anna Wilson.
Stacey Leigh seconded the motion.
Margaritte explained the school counselor intern is in her last year at University of Oklahoma. Right now, the intern would be at UTCS for the semester, and would need to sign a new MOU for the 2nd semester. She can work with students who have private insurance, pull small groups, work on social and emotional learning and student behaviors. She would be at the school on Mondays and Fridays.
Margaritte would be the on-site person to check in with the intern.
The board **VOTED** unanimously to approve the motion.

Roll Call

Patrick Boulden	Aye
Stan Khrapak	Aye
Stacey Leigh	Aye
Shan Glandon	Aye

C. Vote to approve August Financial Report

Stacey Leigh made a motion to table the approval of the financial report until next meeting.
Patrick Boulden seconded the motion.
Board members discussed how the report format looks different than past financial reports.
Shan questioned why the amount of purchase orders register is different than the amount of expenses.
Patrick said he does not see a balance sheet.
Stan said to postpone the approval.
The board **VOTED** unanimously to approve the motion.

Roll Call

Stacey Leigh	Aye

Roll Call

Stan Khrapak	Aye
Patrick Boulden	Aye
Shan Glandon	Aye

D. Vote to approve comp time for hourly employees

Patrick Boulden made a motion to approve the Employee Comp time policy for hourly employees with the changes listed below.
Stacey Leigh seconded the motion.
Patrick suggested to change the word 'District' to 'UTCS' in 3 areas.
The board **VOTED** to approve the motion.

Roll Call

Shan Glandon	Aye
Stan Khrapak	Aye
Stacey Leigh	Aye
Patrick Boulden	Aye

E. Vote to approve District Wellness Policy

Patrick Boulden made a motion to approve the UTCS District Wellness Policy with the edits.
Shan Glandon seconded the motion.
Kristin explained the purpose of the policy, and how it can foster community involvement.
Patrick suggested edits of changing 'District' with 'UTCS'.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Patrick Boulden	Aye
Shan Glandon	Aye
Stacey Leigh	Aye

F. Vote to approve School Closure Policy

Patrick Boulden made a motion to approval the School Closure Policy with the edit to Section 6.
Stacey Leigh seconded the motion.
Margaritte explained this policy is required for compliance with our authorizer and state statutes.
Stan recommended a legal review of the policy.
Stan suggested an edit of the term 'legal' included in the types of reports listed in the Section 6 called Final Reporting.
The board **VOTED** to approve the motion.

Roll Call

Shan Glandon	Aye

Roll Call

Patrick Boulden	Aye
Stan Khrapak	Aye
Stacey Leigh	Aye

G. Vote to approve the Segregation of Duties to Mitigate the Risk of Waste, Fraud, and Abuse Policy

Patrick Boulden made a motion to approve this policy with additional amendment regarding conflict of interest submitted for approval at the next board meeting.
Shan Glandon seconded the motion.
Margaritte explained this policy is for state compliance.
Shan explained this is nice for safeguards.
Patrick explained concern to address any potential conflicts of interest with this policy. He recommends more clarity of conflicts of interest provisions.
The board **VOTED** unanimously to approve the motion.

Roll Call

Shan Glandon	Aye
Stan Khrapak	Aye
Patrick Boulden	Aye
Stacey Leigh	Aye

H. Vote to Approve HACCP (Hazard Analysis and Critical Control Points) and Standard Operating Procedures Policy

Stacey Leigh made a motion to postpone the vote for item H until next meeting.
Patrick Boulden seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Patrick Boulden	Aye
Stacey Leigh	Aye
Shan Glandon	Aye
Stan Khrapak	Aye

III. Reports

A. Head of School Report

Margaritte read a verse from the Rudolf Steiner's Weekly Meditations.
Student count is at 141.
Looking into more student supports - teacher aides and paras, as well as having the Family & Children's on site therapy starting plus the counselor intern.
Seeing how this teaching model and open concept classrooms are not the best for every child, and having those conversations with parents & guardians.
Successful fire and tornado drills. Tweaks are being made.

Stacey has been an awesome substitute for 3rd grade. And we are looking for more substitutes.
Partners in Wellness has started, speech path has started.
Met with the Regional Accreditation Officer and getting closer to having access to the state systems needed for the school such as EdPlan.
School flow is getting better.
Applying for the TSET (Tobacco Settlement Endowment Trust) grant and SPED grants.

B. Facility Report

Kristin discussed new meeting table, cafeteria & kitchen build out timeline, roof leaks, rain gutter concerns, and new floor mats to mitigate the mud and dirt on student's shoes.
Chain link fence repair to keep out neighborhood dogs.

C. Education Report

Amber thanked Stacey for her help as substitute.
Appreciated Stacey's perspective of the improvements she sees since substituting a couple of weeks ago.
Supporting teachers with their lesson plans.
Continuing to work on mitigating sound issues of the open concept rooms - walls on tracks.
Working on behavior policy with families and the right fit of types of schools, as well as being consistent with reward systems at home.
MAP testing is coming up for 1st, 2nd, and 3rd grades. They will test in small groups, and the neighboring class will need to be outside. Or maybe the Music & Handwork room can be the test room and M & H will be in the classrooms.
Stacey said kudos to the teachers for keeping their calm and staying strong.

D. Governance/Legal Committee

Patrick sent the link to the videos regarding the new legislation in education.

IV. Discussion

A. Board Member Recruitment

Stan spoke about skills of future board members:

- grant writing
- fundraising
- treasurer

Stan said he would like to add 2 to 4 board members in the next 6 months.

Stacey spoke about the shifting needs of the board from founding year to growing of the school, and that new board members should share in the public Waldorf vision.

V. NEW BUSINESS:

A. Donation of Computers

Stan has received an offer from Community Care of a donation of 10 mini computers. HP Elite desk 705G4.

B. Clarification about serious student infractions

Stan asked about under what circumstances would serious student infractions lead to expulsion.
Discussion about using the term 'expulsion' and using a behavior plan after an incident to redirect a student's behaviors.

VI. Public Comments

A. Janet McKenzie spoke -

She loved to hear about the teachers in Amber's Education Report. She knows this is a very difficult process and experience, but you do it for all the right reasons, and you will look back on this time and will be proud. She said this school is going to be great and great for the community too.

B. Taylor Smith spoke -

She has gratitude for the efforts to create and build this school. Her daughter loves coming to school, she feels seen. Children are just children for a short time, thanking for slowing down and creating this space for them.

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 7:46 PM.

Respectfully Submitted,
Kris Miller