APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday November 11, 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, Stan Khrapak

Directors Absent

Taylor Smith

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 Nov 11, 2025 at 6:02 PM.

C. Approve minutes - October 28, 2025 Board Meeting

Patrick Boulden made a motion to approve the minutes from General Board Meeting on 10-28-25.
Shan Glandon seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Shan Glandon	Aye
Patrick Boulden	Aye
Stan Khrapak	Aye
Taylor Smith	Absent

II. For Vote

A. Vote on Policy for public comments at UTCS board meetings

Shan Glandon made a motion to Accept this policy with the suggested edit of the procedures and the creation of a board email.
Patrick Boulden seconded the motion.
Comment form will need to be in the office as well as a digital version such as a google form posted on the website
A UTCS Board email will need to be created.
The board **VOTED** to approve the motion.

Roll Call	
Shan Glandon	Aye
Taylor Smith	Absent
Patrick Boulden	Aye

Roll Call

Stan Khrapak	Aye

B. Vote to approve calendar of board meeting dates for 2026.

Patrick Boulden made a motion to accept the annual notice of board meetings for 2026 with the February edit.
Shan Glandon seconded the motion.
February 17th should change to 24th.
Keep 2 meetings a month and cancel meetings if needed.

June 16th Annual Meeting will likely be longer.
The board **VOTED** to approve the motion.

Roll Call

Shan Glandon	Aye
Taylor Smith	Absent
Patrick Boulden	Aye
Stan Khrapak	Aye

Patrick Boulden made a motion to revise the meeting schedule for the dates in April and May to be moved to the 2nd and 4th Tuesdays of the month.
Shan Glandon seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Patrick Boulden	Aye
Stan Khrapak	Aye
Taylor Smith	Absent
Shan Glandon	Aye

C. To approve Janet McKenzie to join the board

Shan Glandon made a motion to accept Janet Jolly McKenzie to the Board in the position of Secretary.
Patrick Boulden seconded the motion.
Janet has been a teacher and a leader in education for 40 years, from working in schools to gubernatorial appointed committees.
The board **VOTED** to approve the motion.

Roll Call

Taylor Smith	Absent
Shan Glandon	Aye
Patrick Boulden	Aye
Stan Khrapak	Aye

Janet is assuming the secretary term that Stacey started in May of 2025. Secretary term lasts for 2 years.

D.

To approve the position of a Resiliency and Learning Support Coach

Patrick Boulden made a motion to approve the Resiliency and Learning Support Coach.
Shan Glandon seconded the motion.
This position will support students in a different way than a para professional.
The board **VOTED** to approve the motion.

Roll Call	
Shan Glandon	Aye
Patrick Boulden	Aye
Stan Khrapak	Aye
Taylor Smith	Absent

E. Approve contract for Resiliency and Learning Support Coach

Shan Glandon made a motion to approve hiring Stacey Leigh as the Resiliency and Learning Support Coach.
Patrick Boulden seconded the motion.
The board **VOTED** to approve the motion.

Roll Call	
Patrick Boulden	Aye
Stan Khrapak	Aye
Taylor Smith	Absent
Shan Glandon	Aye

Board members thank Stacey for her continued support for the school.

III. Reports

A. Head of School Report

Verse
Enrollment is strong - 139 students.
New SPED teacher has the experience needed for the role.
More supportive environment for students as well as teachers.
Kindergarten MAP Reading Fluency assessments this week.
Still recruiting for substitutes.
Family Council this Friday, leadership roles to be appointed.
Board training on January 10th, and some board members need to attend.
Need artisans to have a booth at our Winter Faire.
2nd grade teacher had an article write up in the Opinion section of the Tulsa World.
The Board needs a new member to be the Treasurer.
Development - Dinner date with a percentage of proceeds to the school, possibly at Inheritance Juicery downtown; Giving Tuesday - focus on shelters for learning and eating outside, naming plaques, corporate sponsors; February donor lunch; April Pigeon Race.
School Food Pantry - terrific school community donations and volunteers.
Calendar of parent education happenings.

B. Operations Report

Classroom partitions update
Assets bought with CSP money
Purchasing processes with a new form

C. Governance/Legal Committee

Artificial Intelligence Lunch and Learn is on Nov. 20th.

D. Education Report

No report as Amber was absent.

IV. Discussion

A. Ribbon Cutting Event Planning

Parking concerns - overflow, VIP
School tour - inside vs. outside
Proclamation from the Mayor / City Councillor?
Photographer
Invitees

Possible Itinerary-
10 am arrival
10:05 - Children sing
10:10 - Remarks: Margaritte, Stan
10:20 - cut the ribbon

B. New board member onboarding information packet

Adding to the list of Onboarding tasks:

- Conflict of Interest
- Link to New Board member training at OSDE

C. Foundation formation

Will be formed through pro bono work of Taylor Smith
Liaison member from the School Board will be on the Foundation Board
Recruit 5 to 8 members

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 8:06 PM.

Respectfully Submitted,
Kris Miller