APPROVED

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday December 2, 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
Janet McKenzie (remote), Patrick Boulden, Shan Glandon, Stan Khrapak, Taylor Smith

Directors Absent

None

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present
Amber Gates, Kris Miller

I. Opening Items

A. Record Attendance

Janet is remote because of illness. Stan said she cannot vote and only observe when she is remote.

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 Dec 2, 2025 at 6:04 PM.

C. Approve minutes - November 11, 2025 Board Meeting

Patrick Boulden made a motion to approve the minutes from General Board Meeting on 11-11-25.
Taylor Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Janet McKenzie	Abstain
Patrick Boulden	Aye
Shan Glandon	Aye
Taylor Smith	Aye

II. Reminder:

A. Vote to approve October Financial Statment

Patrick Boulden made a motion to approve the October Financial Report.
Taylor Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Janet McKenzie	Abstain
Shan Glandon	Aye

Roll Call	
Taylor Smith	Aye
Patrick Boulden	Aye

III. For Vote

A. Vote to approve amended bylaws

Shan Glandon made a motion to accept the amended by-laws with the edit of subsection D mentioned below.
Taylor Smith seconded the motion.
Review of terms for board members in Article 2, Section 3.
Subsection D should be amended from 2027, changed to 2028.
Patrick said the board will need to rewrite and vote every time the terms end and the board votes in new members.
The by-laws and loyalty oaths were signed by the board members present.
The board **VOTED** to approve the motion.

Roll Call	
Stan Khrapak	Aye
Taylor Smith	Aye
Patrick Boulden	Aye
Shan Glandon	Aye
Janet McKenzie	Abstain

B. Vote to approve epinephrine administration policy

Patrick Boulden made a motion to approve the Epinephrine Administration Policy.
Shan Glandon seconded the motion.
Required by the OSDE.
The board **VOTED** to approve the motion.

Roll Call	
Shan Glandon	Aye
Taylor Smith	Aye
Janet McKenzie	Abstain
Stan Khrapak	Aye
Patrick Boulden	Aye

C. Vote to approve mandated reporting policy

Patrick Boulden made a motion to accept the UTCS Mandated Reporting Policy with the edits regarding immunity for good faith reports and definitions of types of abuse this policy covers.
Shan Glandon seconded the motion.
Shan recommended to add a bullet point about immunity for good faith reporting.
Also recommended to add information about what kind abuse this reporting references.
The board **VOTED** to approve the motion.

Roll Call

Janet McKenzie	Abstain
Shan Glandon	Aye
Patrick Boulden	Aye
Taylor Smith	Aye
Stan Khrapak	Aye

D. Vote to approve UTCS Title IX policy

Patrick Boulden made a motion to approve the UTCS Title IX Policy.
Taylor Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Taylor Smith	Aye
Patrick Boulden	Aye
Shan Glandon	Aye
Janet McKenzie	Abstain

E. Vote to approve Prayer and Moment of Silence Policy

Patrick Boulden made a motion to approve the Prayer and Moment of Silence Policy.
Shan Glandon seconded the motion.
Mandate vs. voluntary action
The board **VOTED** to approve the motion.

Roll Call

Taylor Smith	Aye
Janet McKenzie	Abstain
Shan Glandon	Aye
Stan Khrapak	Aye
Patrick Boulden	Aye

F. Vote to approve the policy for flag display and Pledge of Allegiance

Patrick Boulden made a motion to approve the Policy for Flag Display and Pledge of Allegiance.
Shan Glandon seconded the motion.
Enrolled to a subscription service for reminders about when to move flags to half staff.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Patrick Boulden	Aye
Taylor Smith	Aye
Janet McKenzie	Abstain
Shan Glandon	Aye

G. Vote to Approve Personal Electronic Device Policy

Patrick Boulden made a motion to approve Personal Electronic Device Policy.
Taylor Smith seconded the motion.
The board **VOTED** to approve the motion.

Roll Call

Shan Glandon	Aye
Janet McKenzie	Abstain
Taylor Smith	Aye
Stan Khrapak	Aye
Patrick Boulden	Aye

H. Vote to Approve Policy for Military Student Transfer and Enrollment Procedures

Patrick Boulden made a motion to approve Policy for Military Student Transfer and Enrollment Procedures.
Taylor Smith seconded the motion.
Discussion of priority enrollment details.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Janet McKenzie	Abstain
Patrick Boulden	Aye
Shan Glandon	Aye
Taylor Smith	Aye

I. Vote to Approve UTCS FERPA policy

Patrick Boulden made a motion to approve the UTCS FERPA Policy.
Taylor Smith seconded the motion.
Reviewed some digital practices to keep student information secure.
The board **VOTED** to approve the motion.

Roll Call

Stan Khrapak	Aye
Shan Glandon	Aye
Taylor Smith	Aye
Janet McKenzie	Abstain
Patrick Boulden	Aye

IV. Reports

A. Head of School Report

Steiner Verse from the Calendar of the Soul.
Enrollment and balances with state aid funding and look at the future.

School tours - families and funders.
Accreditation
School families participate in committees to help the school.
Continuing to look for a treasurer for the board.
Development - Giving Tuesday funds to go to outdoor shelters; luncheon for donors in February; Great Pigeon Race; grants.

B. Education Report

Assisting in the Handwork class with 2nd grade learning to knit and 3rd grade learning to crochet.
All students have completed the MAP Reading Fluency and Dyslexia screener.
Crosstimbers Program - our reading skills program.
Report Cards are being prepared, won't be percentage numbers or letter grades.
Our teachers are gifted and incredible.

C. Operations Report

Transportation - field trip, insurance and purchasing our own buses
Fire alarm completion
Kitchen - green practices
Heating working fine so far
Partitions status and reporting to staff, Stan to write a letter of appreciation

D. Governance/Legal Committee

Attended AI workshop about how it can be used in education: flash cards, quizzes.
Next meeting - agenda item of Open Records Act fee schedule which should be filed with the County Clerk.

V. Discussion

A. Ribbon Cutting Event Planning

Parking - 2 spaces reserved in the front lot. Need signs and a person to help guests find parking at Red Fork Church.
Dignitary invites
Photographer
Media invites
Speeches - Stan, Margaritte
Sign up sheet for people to learn more, tours
Programs with schedule and website
Raffle off a school shirt

(Mayor's Day idea)

B. Foundation formation

Update from Taylor-
Her firm offered to do it pro bono, and school to pay for filing fees.
Plan to complete by Dec. 31, 2025.
Next steps after entity is formed - by-laws, governance structure.

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 8:03 PM.

Respectfully Submitted,
Kris Miller

Documents used during the meeting

- UTCS Monthly Financial Report - October 2025.pdf
- 11:25 BYLAWS OF UNDER THE CANOPY AMENDED AND FULLY RESTATED.pdf
- UTCS Epinephrine Administration Policy.pdf
- UTCS Mandated Reporting Policy.pdf
- UTCS Title IX Policy & Information.pdf
- UTCS Prayer and Moment of Silence Policy.pdf
- UTCS Flag Display and Pledge of Allegiance Policy.pdf
- Personal Electronic Devices Policy.pdf
- UTCS Military Student Transfer and Enrollment Procedures.pdf
- UTCS Family Educational Rights and Privacy Act (FERPA) Policy.pdf