



# Under the Canopy School

## Minutes

### General Board Meeting

Under the Canopy School

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#### Date and Time

Tuesday December 2, 2025 at 6:00 PM

#### Location

3205 W. 39th Street  
Tulsa, OK. 74107

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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](mailto: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.

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#### Directors Present

Janet McKenzie (remote), Patrick Boulden, Shan Glandon, Stan Khrapak, Taylor Smith

#### Directors Absent

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*None*

**Ex Officio Members Present**

Margaritte Arthrell-Knezek

**Non Voting Members Present**

Margaritte Arthrell-Knezek

**Guests Present**

Kris Miller, [amber.gates@underthecanopy.org](mailto:amber.gates@underthecanopy.org)

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**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**

Shan Glandon Aye

Patrick Boulden Aye

Stan Khrapak Aye

Janet McKenzie Abstain

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**

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

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

**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  
Patrick Boulden Aye  
Stan Khrapak 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**

Taylor Smith     Aye  
Patrick Boulden   Aye  
Shan Glandon     Aye  
Janet McKenzie   Abstain  
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  
Patrick Boulden   Aye  
Taylor Smith     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**

Shan Glandon     Aye  
Taylor Smith     Aye  
Stan Khrapak     Aye  
Janet McKenzie   Abstain  
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**

Janet McKenzie   Abstain  
Taylor Smith     Aye

**Roll Call**

Stan Khrapak    Aye  
Shan Glandon    Aye  
Patrick Boulden    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**

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

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

**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

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## **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