

APPROVED



Under the Canopy  
SCHOOL

# Under the Canopy School

## Minutes

### General Board Meeting

Under the Canopy School

---

#### **Date and Time**

Tuesday March 10, 2026 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](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.

---

#### **Directors Present**

Janet McKenzie, Shan Glandon, Stan Khrapak

#### **Directors Absent**

---

Taylor Smith

**Ex Officio Members Present**

Margaritte Arthrell-Knezek

**Non Voting Members Present**

Margaritte Arthrell-Knezek

**Guests Present**

Amber Gates, 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 Mar 10, 2026 at 6:09 PM.

**C. Approve minutes - February 10, 2026 Board Meeting**

Shan Glandon made a motion to approve the minutes from General Board Meeting on 02-10-26.

Janet McKenzie seconded the motion.

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

**II. For Vote**

**A. Vote to approve January Financial Report**

Shan Glandon made a motion to accept January financial report.

Janet McKenzie seconded the motion.

Approval of Dec. financials are delayed until next mtg

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

**Roll Call**

Taylor Smith    Absent

Stan Khrapak    Aye

Shan Glandon    Aye

Janet McKenzie    Aye

**B. Vote to approve Model 1 bus purchase**

Janet McKenzie made a motion to approve the purchase of two buses and the expenses that go with them.

Shan Glandon seconded the motion.

Two buses \$204,000. Insurance \$10,000 a year. Two drivers. Price goes up for more drivers. Maintenance \$4,000 a year because under warranty. Fuel--33 gal. \$100 to fill up. 396 miles. Fencing possibly with barbed wire on top-- For this year put \$15,000 in our budget. for maintenance. Add a 1,000 every year. Fencing covered by security grant. The board **VOTED** unanimously to approve the motion.

**Roll Call**

Taylor Smith Absent  
Janet McKenzie Aye  
Stan Khrapak Aye  
Shan Glandon Aye

**C. Vote to approve a Special Education FERPA policy**

Shan Glandon made a motion to approve the sped ferpa policy.

Janet McKenzie seconded the motion.

Standard policy

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

**Roll Call**

Shan Glandon Aye  
Janet McKenzie Aye  
Taylor Smith Absent  
Stan Khrapak Aye

**D. Vote to approve contract with Partners in Wellness for a special education substitute**

Janet McKenzie made a motion to approve a contract with Partners in Wellness for a sped substitute with attention to adding appropriate dates in paragraph 1 and terms of service.

Shan Glandon seconded the motion.

Twice a week Wednesday and Thursday for half a day to keep us in compliance. \$120 an hour

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

**Roll Call**

Stan Khrapak Aye  
Taylor Smith Absent  
Shan Glandon Aye  
Janet McKenzie Aye

**E. Vote to approve letter of agreement for new support staff hire**

Shan Glandon made a motion to approve letter of agreement for Katie Bruce with addition of dates of employment.

Janet McKenzie seconded the motion.

Hire Katie Bruce to work every Monday and Wednesday. Will focus on emotional regulation with students and/or substitute.

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

**Roll Call**

Shan Glandon Aye

Taylor Smith Absent

Janet McKenzie Aye

Stan Khrapak Aye

**F. Vote to approve amendment of the Employee Handbook**

Janet McKenzie made a motion to amend our handbook in section E title to inclement weather/unexpected closure policy. If an extra day(s) is added to the school year for inclement weather/unexpected closure days then it reads as is.

Shan Glandon seconded the motion.

Hourly employees may elect to use PTO to cover scheduled work hours missed due to inclement weather and unexpected school closures.

Up to two (2) unexpected closure days per school year will be paid for hourly employees based on their regularly scheduled hours; any additional closure days will be unpaid unless the employee elects to use PTO or works approved make-up hours. Unexpected school closure includes inclement weather and/or other emergency closures.

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

**Roll Call**

Shan Glandon Aye

Stan Khrapak Aye

Taylor Smith Absent

Janet McKenzie Aye

**III. Reports**

**A. Head of School Report**

Enrollment opened and closed. TPS informs this Friday. Waitlist in every grade. We are getting our building purchased. We have a donor who is buying our building for us.

NPR show airing on Thursday. NBC national was here all day. Airing next week. Mini documentary. Preparing for big pigeon race fundraiser on April 18. Includes silent auction. Applied for GKFF. Will know how much mid April. Need volunteers at school. Receiving some state SPED funding now. Teacher evals taking place.

**B. Education Report**

Maps scores review.

**C. Operations Report**

Researching cleaning services.

Child nutrition going more smoothly.

Hired / non-owned insurance for those running errands for the school.

\$87 a linear foot for walls. Walls going floor to ceiling. Approximately \$8000 for walls to make 2 classrooms in the north pod.

**IV. Discussion**

**A. Board Retreat and Trainings**

Tentatively May 16, 2026

**V. Proposals for Future Agenda Items**

**A. meeting cadence--once a month? teacher strategic planning**

Meeting cadence---once a month possibly

Teacher strategic planning

**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 8:30 PM.

Respectfully Submitted,  
Stan Khrapak