DRAFT

Under the Canopy School

Minutes

General Board Meeting

Under the Canopy School

Date and Time
Tuesday April 28, 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, 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

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

Taylor Smith

Ex Officio Members Present
Margaritte Arthrell-Knezek

Non Voting Members Present
Margaritte Arthrell-Knezek

Guests Present
Amber Gates, Kris Miller, Rachel Stone, teacher

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 Apr 28, 2026 at 6:06 PM.

C. Approve minutes - April 14, 2026 Board Meeting

Shan Glandon made a motion to approve the minutes from General Board Meeting on 04-14-26.
Janet McKenzie seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

II. For Vote

A. Vote to approve March Financial Report

Janet McKenzie made a motion to approve the March 2026 financial report.
Shan Glandon seconded the motion.

- purchase order for the building purchase
- kitchen and HVAC payments
- amount encumbered for substitute teachers

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

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

Roll Call

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

B. Vote to approve Additional Letters of Agreement for 26-27 school year

Shan Glandon made a motion to move Item 3.B in the voting agenda to the next board meeting at the end of May.
Janet McKenzie seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

C. Vote to approve Bus Insurance Contract

Shan Glandon made a motion to accept the Beckman insurance proposal and to pay the full amount for the year.
Janet McKenzie seconded the motion.

- price looks good, $2300 discount for paying in total
- student bus rider training for safety is required.

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

Roll Call

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

D. Vote to approve security fencing around campus

Shan Glandon made a motion to move Item 3.D of the voting agenda to the next board meeting.
Janet McKenzie seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E.

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

Vote to approve Form 307 adjusted Supplemental appropriations

Shan Glandon made a motion to approve Form 307 Supplemental Appropriation.
Janet McKenzie seconded the motion.

- An adjustment of the Estimate of Needs submitted to the County Clerk at the beginning of the fiscal year.
- The approved appropriations previously submitted will have the corrected amount and type of revenue and where it was spent.

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

Roll Call

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

F. Vote to approve Bill Hickman Lawyer agreement for 26-27 school year

Janet McKenzie made a motion to approve the Bill Hickman Lawyer agreement.
Shan Glandon seconded the motion.

- Very helpful consultant

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

Roll Call

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

G. Vote to approve amended December Finance report

Janet McKenzie made a motion to approve the amended December Financial report.
Shan Glandon seconded the motion.

- purchase order 117 for JD Young copier has been corrected

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

Roll Call

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

H. Vote to approve policy for staff reporting at board meetings

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

Shan Glandon made a motion to approve the policy for staff reporting at board meetings, including the edits discussed.
Janet McKenzie seconded the motion.

- guidance for staff to present a report to the board during staff
- edits discussed to clarify for one staff representative to report
- the agenda will henceforth include an item in the Reports section for a staff representative to present.

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

Roll Call

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

I. Vote to approve Employment Security Policy

Shan Glandon made a motion to approve the Employment Security Policy.
Janet McKenzie seconded the motion.

- Compliance for reporting to the OSDE for accreditation.
- Some items already covered in the Employee Handbook.

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

Roll Call

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

J. Vote to approve Parental bill of rights policy

Shan Glandon made a motion to approve the Parental Bill of Rights policy with the edit where curriculum materials are reviewed at the school in a timely manner.
Janet McKenzie seconded the motion.

- Specific compliance reporting to the OSDE for accreditation.
- Some items already in the Family Handbook.
- edit about parent rights to curriculum review

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

Roll Call

Shan Glandon	Aye
Janet McKenzie	Aye
Stan Khrapak	Aye

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

Roll Call

Taylor Smith	Absent

K. Vote to approve student tabacco and drug free school policy

Shan Glandon made a motion to approve the Student Tobacco and Drug Free School Policy.
Janet McKenzie seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

L. Vote to approve Library Media policy

Shan Glandon made a motion to approve the School Library Media Policy.
Janet McKenzie seconded the motion.

- review process allows for the material to still be available.
- digital books and media would be an update to this policy.

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

Roll Call

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

M. Vote to approve 26-27 syologist contract

Shan Glandon made a motion to approve the 26-27 Sylogist Student Information contract.
Janet McKenzie seconded the motion.

- review of pros and cons
- review of cost and budget

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

Roll Call

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

III. Reports

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

A. Head of School Report

- Teachers: new kindergarten teacher for next school year, still interviewing for a 1st grade teacher
- Accreditation review is this Thursday, the regional accreditation officer will be visiting. Need information from the board members about confidential agreements, conflict of interest agreements, and completion of required trainings.
- Great Pigeon Race fundraiser - fun activities, wonderful families, raised $16,000.
- Special Education coordinator will return from maternity leave next week on a hybrid schedule to allow focus for completing compliance work.
- Summer Camp - slowly filling up.
- New budget based on quarterly accounting.
- Addressing social media concerns to the school community.

B. Education Report

- 3rd grade students finished their State Testing.
- Professional Development on April 24 was productive, staff gave reflection of the year. Plans for the staff to decide on 2 concerns and have actionable steps to make a change by the end of the school year.

C. Operations Report

- sanitary sewer line clean-out
- buses
- future cafeteria menus

IV. Discussion

A. Board Trainings and Retreat

- Board members have documented the completion of their required trainings
- Board Retreat on Saturday, May 16th, includes executive session for performance review discussion, and lunch provided.

V. Public Comments

A. Rachel Stone, teacher

- Optimistic about recent professional development and discussion of actionable change
- Concerns about staffing
- Social media messaging is hard to read, feels unfair

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026

- In the last month or two, students feel like they are a more adhesive classroom community.
- Looking forward to the Waldorf training this summer.

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 8:19 PM.

Respectfully Submitted,
Kris Miller

Documents used during the meeting

- Monthly Financial Statement March 2026.pdf
- Under The Canopy Auto Insurance Proposal.pdf
- Form 307 Supplemental Appropriation Template - SA&I307.pdf
- 2026-27 - Engagement Ltr btw HLG & Under Canopy (1).pdf
- Monthly Financial Report December 2025 (UTCS).pdf
- UTC Board Meeting Staff Reporting Policy.pdf
- UTC Employment Security Compliance Policy.pdf
- UTC Parental Bill of Rights Policy.pdf
- UTC Student Tobacco, Smoking, and Drug-Free Schools Policy.pdf
- Under the Canopy School Library and Media Policy.pdf
- Under the Canopy School - 2026-2027 SI - Original.pdf

Janet McKenzie
Signed by Janet McKenzie on 6/30/2026