

DRAFT



Under the Canopy
SCHOOL

Under the Canopy School

Minutes

Board Retreat

Under the Canopy School

Date and Time

Saturday May 16, 2026 at 10:00 AM

Location

Gradient: Tulsa's Hub for Innovation
12 N. Cheyenne
Tulsa, OK 74103

Directors Present

Janet McKenzie, Shan Glandon, Stan Khrapak, Taylor Smith

Directors Absent

None

Ex Officio Members Present

Margaritte Arthrell-Knezek

Non Voting Members Present

Margaritte Arthrell-Knezek

I. Opening Items

A.

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Record Attendance

B. Call the Meeting to Order

Stan Khrapak called a meeting to order on Saturday May 16, 2026 at 10:00 AM.

II. Mission, Vision & Strategic Direction. 10:15 - 11 AM

A. Revisit Under the Canopy's mission and Waldorf-inspired model grounded in nature, art, and music

Board leadership and school administration reviewed Under the Canopy School's mission and Waldorf-inspired educational model grounded in nature, art, music, and whole-child development.

Discussion topics included:

- Nature-based education and outdoor learning implementation
- Growth in Waldorf-inspired instructional practices
- Integration of gardening, handwork, music, and arts programming
- Teacher professional development and instructional coaching needs
- Balancing Waldorf methodology with Oklahoma academic standards
- Long-term curriculum development goals

B. Review our first year of school operation: key successes and lessons learned

C. Discuss long-term vision for curriculum, enrollment, and community impact

D. Identify 2–3 strategic priorities for 2026/27 and beyond

The Board also discussed strategic priorities related to:

- Outdoor instructional infrastructure and covered learning spaces
- Teacher training
- Student engagement
- Community impact and enrollment growth

III. Governance Roles, Responsibilities & Compliance 11 - 11:30 AM

A. Clarify board roles, committee expectations, and bylaws

2. Governance, Compliance & First-Year Reflections (11:27 a.m. – 11:55 a.m.)

The Board reflected on the school's first operational year and reviewed governance and compliance successes.

Discussion included:

- Charter and state compliance systems
- Partnership and reporting processes with Tulsa Public Schools
- Financial oversight procedures

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- Board leadership structure and Treasurer recruitment challenges
- First-year operational lessons learned

Board members acknowledged the significant accomplishments of successfully launching and operating the school during its inaugural year.

- B. Review charter requirements, oversight obligations, and open meeting laws**
- C. Confirm annual board goals (training hours, compliance, committee structure, recruitment needs)**

IV. Financial Health Discussion. 12:15 - 1:15 PM

- A. Review of institutional financial health with external treasurer (availability permitting)**
- B. Current-year budget review and fiscal forecast**

6. Financial Health & Budget Planning

Leadership presented preliminary 2026–2027 budget projections and staffing models.

Discussion included:

- Revenue projections
- State and federal funding sources
- CSP grant utilization
- Staffing allocations
- Teacher raises and support staffing
- Classroom aide and paraprofessional structures
- Facilities and operational expenditures
- Reserve planning and fundraising priorities

The Board also reviewed proposed staffing structures, including:

- Additional classroom teachers
- Teaching assistants
- Special education paraprofessional support
- Reading intervention and instructional support roles

- C. Revenue streams: state aid, federal funds, grants, philanthropy**
- D. Identify financial risk areas and mitigation strategies**
- E. Align on financial priorities for the next 12 months**
- F. Overview of the new Foundation Board and its fundraising direction**

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V. Academic and Operational Performance. 1:15 - 2:15 PM

A. Enrollment, attendance, and student support trends

3. Student Support, MTSS & Academic Systems Discussion (11:55 a.m. – 12:57 p.m.)

Leadership and Board members engaged in extended discussion regarding:

- MTSS implementation
- Special education systems
- Student intervention processes
- Teacher support structures
- Documentation and referral procedures
- Classroom accommodations and instructional supports

Discussion emphasized the need for:

- More formalized systems and processes
- Additional teacher training
- Stronger collaboration between instructional leadership and student support staff
- Greater consistency in intervention documentation and implementation

B. Early academic indicators and program implementation

C. Staff capacity, leadership updates, and operational needs

D. Identify immediate opportunities for improvement

4. Enrollment, Facilities & Growth Planning

The Board reviewed enrollment projections and long-term growth planning.

Discussion included:

- Projected enrollment for 2026–2027
- Addition of fourth grade and second kindergarten classroom
- Classroom space utilization
- Long-term facilities planning
- Modular classroom possibilities
- Double-track classroom expansion considerations
- Community outreach and enrollment diversity efforts

Leadership noted strong enrollment demand and waitlist growth for a first-year charter school.

VI. Strategic Workshopping & Planning Session. 2:15 - 3:45 PM

A. Deep dive into 2–3 chosen strategic priorities

5. Strategic Planning, Staff Communication & Operational Support

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The Board discussed:

- Staff communication systems
- Feedback and support structures
- Teacher morale and operational support
- Problem-solving and solution-oriented feedback processes

Leadership reflected on prior staff feedback systems and discussed potential improvements to communication and support mechanisms.

B. Set measurable goals and ownership for each

VII. Closing, Commitments & Next Steps. 3:15 - 4 PM

A. Each board member shares one personal commitment for the upcoming year

B. Confirm action items, future voting items, timelines, and responsible parties

7. Closing & Next Steps

Board members reflected on the school's successful first year and reaffirmed priorities for:

- Continued mission alignment
- Staff support and development
- Sustainable growth
- Student-centered instruction
- Long-term operational planning

Next steps include:

- Finalization of the annual budget
- Continued staffing recruitment
- MTSS implementation planning
- Facilities and enrollment planning

C. Set dates for follow-up and progress check-ins

D. Formal board member invitation

E. Room layout and reservation options at Gradient

F. Backup venue recommendations

G. Slide deck outline for the retreat

VIII. Closing Items

A. Adjourn Meeting

Janet McKenzie

Signed by Janet McKenzie on 6/30/2026

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:25 PM.

Respectfully Submitted,
Janet McKenzie

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