APPROVED

Under the Canopy School

Minutes

Special Meeting of UTCS School Board

Under the Canopy School

Date and Time
Tuesday June 2, 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, 3205 W. 39th Street, Tulsa, Oklahoma, 74107, (918) 205-1193, or via Email: margaritte.knezek@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, Taylor Smith

Directors Absent

None

Ex Officio Members Present
Margaritte Arthrell-Knezek

Guests Present
Amber Gates, Kris Miller, rachel.stone@underthecanopy.org

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 Jun 2, 2026 at 6:04 PM.

C. Approve minutes - April 28th, 2026 Board Meeting

Shan Glandon made a motion to approve the minutes from April 28th board meeting.
Taylor Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Stan Khrapak	Aye
Janet McKenzie	Aye
Taylor Smith	Aye
Shan Glandon	Aye

D. Approve Minutes of the May 16 Board Retreat

Janet McKenzie made a motion to Approve the minutes of May 16th Board Retreat.
Taylor Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Janet McKenzie	Aye
Stan Khrapak	Aye
Taylor Smith	Aye
Shan Glandon	Aye

II. For Vote

A. Vote to approve April Financial Report

Shan Glandon made a motion to approve the April financial report with stipulations for the corrections listed in discussion.
Taylor Smith seconded the motion.

- Carryover projections
- page 4 correction of $95,000 for grant balance/remaining funds column
- correction about SRO description change to security and fence

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

Roll Call

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

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

Janet McKenzie made a motion to approve the letters of agreement for the 4 hires.
Taylor Smith seconded the motion.

- Games & Movement Teacher
- Teacher Aide for a additional kindergarten class
- Special Education Coordinator and Teacher
- New First Grade Teacher
    - discussion of her interview

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

Roll Call

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

C. Vote to approve Termination of employee

Shan Glandon made a motion to accept the statement of termination of employment of a staff member.
Taylor Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

D.

Vote to approve Form 307 adjusted Supplemental appropriations

Shan Glandon made a motion to approve the Form 307 adjusted supplemental appropriations.
Taylor Smith seconded the motion.
This Form 307 is the supplemental, showing the updated amount of grant funds to be used this fiscal year.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

E. Vote to approve statement of benefits letters for UTC employees

Shan Glandon made a motion to approve statement of benefits.
Taylor Smith seconded the motion.
Health insurance amount is the same as last year at this time.
Discussion of looking into PTO accrual for staff.
Correction on admin benefit letter to reflect for admin and not teachers.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

F. Vote to approve Security Vestibule Contractor

Shan Glandon made a motion to approve the contract with Ascend Commercial Builders for the construction of the security vestibule.
Taylor Smith seconded the motion.
need to ask architects what are the guidelines for a security vestibule
The board **VOTED** unanimously to approve the motion.

Roll Call

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

G. Vote to approve contract for cleaning services

Shan Glandon made a motion to approve the janitorial services contract with Stratus.
Janet McKenzie seconded the motion.
Compared the new contract services with current contract services.

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

Roll Call	
Shan Glandon	Aye
Stan Khrapak	Aye
Janet McKenzie	Aye
Taylor Smith	Aye

H. Vote to Approve IDEA Child Find Policy

Janet McKenzie made a motion to approve the UTCS IDEA Child Find Policy.
Taylor Smith seconded the motion.
Small changes to refine the policy about identifying and referring students who need services.
Staff will be trained in identifying and knowledge of the process.
A combination of special education and MTSS supports.

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

Roll Call	
Stan Khrapak	Aye
Shan Glandon	Aye
Taylor Smith	Aye
Janet McKenzie	Aye

I. Vote to Approve updated Special Education Discipline policy

Taylor Smith made a motion to approve the updated Special Education Discipline policy.
Janet McKenzie seconded the motion.

- Standard public school practices for this policy.
- The policy is in conjunction with the school behavior policy in the family handbook. The principal would be the person to decide resulting actions and follow through.
- Concern for students sent out of the classroom
- Current procedure of Tallgrass Responders and The Slip to close the loop on communication about a struggling student.

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

Roll Call	
Shan Glandon	Aye
Stan Khrapak	Aye
Janet McKenzie	Aye
Taylor Smith	Aye

J. Vote to Approve SPED Transfer policy

Janet McKenzie made a motion to approve the Special Education Transfer policy.
Shan Glandon seconded the motion.

Policy concerning special education students entering and leaving the school.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

K. Vote to Approve Updated ESY Policy

Janet McKenzie made a motion to approve the updated ESY Policy.
Taylor Smith seconded the motion.
Standard public school policy.
If a student has an IEP written with the extended school year stipulations.
The board **VOTED** unanimously to approve the motion.

Roll Call

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

L. Vote to approve new board meeting schedule.

Janet McKenzie made a motion to approve the new board meeting schedule to meet once a month.
Taylor Smith seconded the motion.
To change the board meeting schedule for one meeting a month on the second Tuesday of each month:

- July 14
- August 11
- September 15
- October 13
- Nov. 10
- Dec. 8

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

Roll Call

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

III. Reports

A.

Head of School Report

- Verse from Calendar of the Soul
- New teachers going to the professional development this summer.
- PD Staff feedback on last day continues to evolve
- Admin team coaching session, division of responsibilities
- Possibility of a special education teacher intern for next year
- MAK and AG presenting at Oklahoma School Innovation Summit June 3,4
- Camp Quercus summer camp for 2 weeks: June 8-19
- New budget finished soon
- Applying for the Oklahoma Arts Council grant to support for a music teacher and/or expanded enrichment teacher
- Organizing and applying for grants

B. Education Report

Amber Gates reporting:

- Student achievement and growth summaries with hi-lights of growth in reading and math in K - 3rd grades on Dibels, MAP and OSTP assessments.
- Value of Coach Stacey in identifying what areas students need improvement and responding proactively
- Understanding what areas need academic enhancement
- Helping the students learn how to be a person in a community as well be educated

C. Operations Report

Kris Miller reporting:

- builds - bus barn, security vestibule,
- cafeteria school meals - plan to cook from scratch, economical use of food and funds,
- temporary walls and acoustic baffles,
- attending school nutrition conference on June 5th,
- purchase of furniture for classrooms.

D. Staff Report

Rachel Stone reporting:

- fun last 2 weeks of school - water play,
- MayFaire - proud of students efforts to weave the Maypole,
- sees her students learn and trust each other,
- productive PD day - Kim John Payne, feed back session
- staff interested to get information about board retreat

- staff excited about PD at Saguaro
- question to clarify staff reporting policy in the UTC Board Meeting Staff Reporting Policy

IV. Executive Session

A. Vote to approve an executive session to discuss Head of School evaluation.

Shan Glandon made a motion to move to executive session at 8:23 pm.
Taylor Smith seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call	
Shan Glandon	Aye
Taylor Smith	Aye
Janet McKenzie	Aye
Stan Khrapak	Aye

V. 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 8:53 PM.

Respectfully Submitted,
Kris Miller