



Nurses Middle College Charter High School – Capital Region

Board of Trustees Meeting Minutes

August 22, 2022, 6:30 PM

Zoom Meeting

Board members in attendance via Zoom: Dr. Susan Birkhead, DNS, MPH, RN, CNE, Deborah Elliott, MBA, BSN, Mary Therriault, MS, RN., Joseph Porter, J.D., and Maxine Smalling, MS, BS(N), RN, Dr. Brenda Robinson, DNP, MSN, RN Dr. Angela Antonikowski, PhD, MA, J. David Brown, MBA, Mark Little, PhD
NursesMC-Pamela McCue, CEO
CSBM-Leslie Thomas-Roper

I. Call to Order: Dr. Birkhead called the meeting to order at 6:41 pm. A roll call was conducted

Roll call conducted

Susan Birkhead-Present

Brenda Robinson-Present

Mary Therriault- Present

Deborah Elliott- Present

Mark Little- Present

Angela Antonikowski- Present

Maxine Smalling- Present

Dave Brown- Present

Joseph Porter- Present

Quorum established.

II. Discussion/vote to approve meeting minutes of August 8, 2022.

A motion was made by Deborah Elliott, seconded by Angela Antonikowski to approve the meeting minute of August 8, 2022.

Roll call conducted

Susan Birkhead-Approve

Brenda Robinson-Approve

Mary Therriault-Approve

Deborah Elliott-Approve

Mark Little-Approve

Angela Antonikowski-Approve

Maxine Smalling-Approve

Dave Brown-Approve

Joseph Porter-Approve

Motion passed.

III. Financial Report

Deborah Elliott introduced Leslie Roper-Thomas, CFO of the NursesMC-CR Charter High school.

Ms. Roper-Thomas provided a report of actual end of year expenses for FY 22. She highlighted that actual expenses came in under from what was previously projected, therefore allowing CSP funds to be transferred to the next fiscal year. Ms. Roper-Thomas also provided a report of actual expenses for the month of July. She informed the board that at the next meeting she will provide a report comparing monthly actual spending to the budget that was passed. Deborah Elliott informed the board that the school obtained 501C3 status and that the next steps were to finalize financial policies and set up a bank account.

IV. Discussion/vote to move into Executive Session to discuss personnel matters related to the employment of the Head of School.

A motion was made by Joseph Porter and seconded by Mark Little. A roll call was conducted.

Susan Birkhead-Approve

Brenda Robinson-Approve

Deborah Elliott-Approve

Mary Therriault-Approve

Mark Little-Approve

Angela Antonikowski-Approve

Maxine Smalling-Approve

Dave Brown-Approve

Joseph Porter-Approve

Motion passed.

V. Executive Session

The board convened into executive session at 7:04pm.

VI. Return to open session

The board reconvened open session at 7:30pm

VII. Discussion/vote to approve the appointment of the Head of School

A motion was made by Deborah Elliott to approve the appointment of the candidate recommended by the search committee for the position of Head of School. Mary Therriault seconded the motion. A roll call was conducted.

Susan Birkhead-Approve

Brenda Robinson-Not Approve

Deborah Elliott-Approve

Mary Therriault-Approve

Mark Little-Approve

Angela Antonikowski-Not Approve

Maxine Smalling-Approve

Dave Brown-Approve

Joseph Porter-Approve
Motion passed.

VIII. Discussion/vote to approve Resolution Addressing the 2022 Revamped Open Meetings Law.

Dr. McCue provided a review of the resolution and the revamped open meetings law. Joseph Porter made a motion to approve, seconded by Maxine Smalling. A roll call was conducted

Susan Birkhead-Approve
Brenda Robinson-Approve
Deborah Elliott-Approve
Mary Therriault-Approve
Mark Little-Approve
Angela Antonikowski-Approve
Maxine Smalling-Approve
Dave Brown-Approve
Joseph Porter-Approve
Motion passed.

IX. CMO Report

Dr McCue informed the board Kathryn Connell-Espinosa had been appointed by the SUNY Charter Schools Committee as Interim Executive Director of the SUNY Charter Schools Institute following the retirement of long time Chief Susie Miller Carello. She stated that a national search was being conducted for the permanent replacement.

Dr McCue informed the board that the CSP contract from NYSED was obtained and signed by Susan Birkhead. She also informed the board that the school was still waiting for the Unique Entity Identifier (UEI) number to be processed for funds to be accessed. The application was submitted in February and was still pending.

Dr McCue informed the board that she was presenting at the NYONEL conference on September 10th.

a. Facility Update

Dr McCue informed the board that at least 3 local relators and a developer were being interviewed to assist in the facility search. All options were being vetted.

b. Fundraising Update

Dr McCue informed the board that the fundraising committee met at the beginning of August to discuss implementation of a strategic philanthropy plan and devise a survey to ascertain contacts/relationships with organizations for potential donations. The next committee meeting would be held in September after Labor Day.

X. Open Public Comment

No public comment

XI. Adjournment

On motion of Dr Antonikowski, seconded by Dr Robinson, the board unanimously voted to adjourn at 8:00pm.