



Nurses Middle College Charter High School – Capital Region  
Board of Trustees  
Meeting Notes  
February 27, 2023, 6:30 PM  
200 Henry Johnston Blvd,  
Albany, NY 12210

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Brenda Robinson, DNP, MSN, RN, and Maxine Smalling, MS, BS(N), RN

Board members on Zoom: Mary Therriault, MS, RN, Joseph Porter, J.D., Deborah Elliott, MBA, BSN,  
Board members not in attendance: Mark Little, PhD, Angela Antonikowski, PhD

Staff in attendance: Pamela McCue, CEO, NursesMC, Jan Zadoorian, NursesMC-CR, Elizabeth Kelly, NursesMC, Susan Connaughton, NursesMC, Melissa Verga, NursesMC  
Mike Abney, CFO NursesMC (via Zoom), Kristine Barnes, NursesMC (via Zoom), Andrea Williams, NursesMC-CR (via Zoom), Leslie Thomas-Roper, CSBM (via Zoom)

I Call to Order

Dr. Susan Birkhead called the meeting at 6:32 pm. Quorum established.

II Open Public Comment

No public comment.

III Discussion/vote to approve meeting minutes of January 18, 2023

On motion by Ms. Deborah Elliott, seconded by Dr. Brenda Robinson, the board unanimously voted to approve the meeting minutes of January 18, 2023.

IV Financial Report

Ms. Leslie Roper-Thomas informed the board that YTD expenses amounted to \$227,000 and were about \$363,000 under budget; the savings is due to the delay in hiring administrative staff. She informed the board that NursesCR had received approximately \$5,000 in donated furniture with more expected in the near future. Dr. McCue requested that the budget be amended to account for the furniture donations and the CSP funds be re-allocated.

V Recruitment

a. Students

Dr. McCue informed the board that student recruitment started in mid-January with a marketing firm focused on digital marketing and follow up. This resulted in 12 applications. Starting in mid-February a more multifaceted approach was started using another firm that included, but not limited to; a robust tracking system, digital marketing, community pop-up and scheduled events, middle school visits, marketing material and collateral, bus ads, and leveraging local media coverage.

b. Staff

Ms. Susan Connaughton informed the board that faculty and staff positions have been posted for the Capital Region and to date had received 35 applications. Interviews will be held in Albany and scheduled in the near future.

VII. Executive Session

On motion by Dr. Brenda Robinson, seconded by Ms. Maxine Smalling, the board unanimously voted to move into executive session to discuss the proposed acquisition, sale or lease of property.

VIII. Discussion/vote on 2023 Board meeting schedule

No vote was conducted.

IX. Adjournment

Meeting ended at 7:48 pm.