



Nurses Middle College Charter High School – Capital Region
Board of Trustees
Meeting Minutes
June 24, 2024, 5:00 PM
199 Washington Ave
Rensselaer, NY 12144

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Maxine Smalling, MS, BS(N), RN, Deborah Elliott, MBA, BSN, Mary Therriault, MS, RN, , Mark Little, PhD (via Zoom)
Staff in attendance: Pamela McCue, CEO, NursesMC, Christina Roberts, NursesMC-CR, Betty Graham, NursesMC-CR, Susan Connaughton NursesMC (via Zoom), Kristine Barnes, NursesMC (via Zoom), Chelsea De Paula, NursesMC (via Zoom), Elaine Schmiedeshoff, CSBM (via Zoom), Leslie Roper-Thomas, CSBM (via Zoom)

- I Call to Order
Dr. Susan Birkhead called the meeting to order at 5:02 pm.
Quorum established.
- II Discussion/vote to approve meeting minutes of June 3, 2024
On motion by Ms. Mary Therriault, seconded by Ms. Deborah Elliott, the board unanimously voted to approve the meeting minutes of June 3, 2024.
- III Executive Session to discuss the proposed acquisition, sale or lease of property and to discuss personnel matters
On motion by Ms. Deborah Elliott, seconded by Ms. Mary Therriault, the board unanimously voted to go into executive session.
- IV Interim Executive Director's Report
Dr. Christina Roberts updated the board noting that 100% of all eligible students took the Science Regents exams. She shared the projected grade level promotions noting that students still had a few days to make up work and/or take summer classes for failed subjects.
- V Discussion/vote to approve Academic Budget 2024/2025
Deb Elliot and Elaine Schmiedeshoff presented the budget. Mark Little informed the board that the finance committee had reviewed this draft extensively and supported it.
On motion by Ms. Deborah Elliott, seconded by Ms. Mary Therriault, the board unanimously voted to approve the Academic Budget 2024/2025.
- VI Discussion/vote to approve Financial Policy and Procurement Manual
On motion by Ms. Mary Therriault, seconded by Dr. Mark Little, the board unanimously voted to approve the Financial Policy and Procurement Manual.
- VII Financial Report
Ms. Elaine Schmiedeshoff presented the P&L. She stated the financials have improved due to

increased philanthropy and the only change to the original budget was the anticipated commitment for another philanthropy donation.

VIII Recruitment

a. Students

Ms. Chelsea DePaula shared with the board that the recruitment specialist had been hired and had already attended an event. She stated that there were 87 enrolled applications for the 2024-2025 school year. The recruiting effort would continue throughout the summer with 14 planned community events. In addition, the school would be running a summer camp from July 29-August 2. To date, 55 students had registered for the camp. She shared that she had been using social media as well as mailers to promote enrollment for next year.

b. Staff

Ms. Sue Connaughton provided an update on the hiring of staff for the upcoming academic year. She informed the board that final in-person interviews were taking place for teachers on June 27. She shared that offer letters were targeted for July 1.

IX Open Public Comment

No public comment.

X Adjournment

On motion by Ms. Mary Therriault, seconded by Ms. Maxine Smalling, the board unanimously voted to adjourn at 7:05 pm.