



Nurses Middle College Charter High School – Capital Region
Board of Trustees
Meeting Notes
April 24, 6:30 PM
200 Henry Johnston Blvd,
Albany, NY 12210

Board members in attendance: Susan Birkhead, DNS, MPH, RN, CNE, Deborah Elliott, MBA, BSN, Mark Little, PhD, Joseph Porter, J.D.

Board members on Zoom: Mary Therriault, MS, RN, Maxine Smalling, MS, BS(N), RN,

Board members not in attendance: Angela Antonikowski, PhD, Brenda Robinson, DNP, MSN, RN,

Staff in attendance: Pamela McCue, CEO, NursesMC, Jan Zadoorian, NursesMC-CR, Melissa Verga, NursesMC

Mike Abney, CFO NursesMC (via Zoom), Kristine Barnes, NursesMC (via Zoom), Liz Kelly, NursesMC (via Zoom), Leslie Thomas-Roper, CSBM (via Zoom), Lisa Holtzuller, JD (via Zoom)

- I Call to Order
Dr. Susan Birkhead called the meeting at 6:31pm. A quorum was not established. Present members decided to share information but not to conduct business.
- II Open Public Comment
No public comment.
- III Discussion/vote to approve meeting minutes of March 27, 2023
No vote taken.
- IV Financial Report
Ms. Leslie Thomas-Roper (CFO) presented a report of Profit and Loss YTD (March 31, 2023). She informed the board that YTD expenses are under \$300K. Currently running below budget in all buckets except recruiting. She presented to the board the amendment for CSP grant. If they do not spend all of the CSP dollars this year, they have the ability to amend the grant again.
- V Discussion/vote to amend CSP budget.
No vote taken.
- VI Recruitment
 - a. Students
Mr. Jan Zadoorian introduced to the Board Amalia Ortiz, the new administrative assistant in Albany who will be supporting the NursesMC-CR team. He presented enrollment numbers for the incoming freshman class: 83 applications. The majority of applicants (52) came from Albany, 13 from Troy, 7 from Schenectady and Menands, Cohoes, Coxsackie, Broadalbin, Watervliet, Niskayuna and Altamont each had a couple applications. Saturday, April 29 the meet and greet was planned for all families of incoming students, their friends

and the community. The event would be held at Arbor Hill Community Center and there were games, food, music, and t-shirts.

b. Staff

Ms. Elizabeth Kelly informed the board that to date, HR had received 109 applicants through OLAS and Indeed. 79 of the applicants were for instructional positions and 30 were for non-instructional positions. Hiring priorities were Director of Teaching and Learning, and a Special Ed Coordinator. All hiring should be completed by mid-July.

VII Executive session to discuss the proposed acquisition, sale or lease of property.
No quorum.

VIII Discussion/vote to approve Resolution 1 (see page 2)
No vote taken.

IX Adjournment
No vote taken. There was group consensus was to end the meeting at 8:18 pm.