



Nurses Middle College Charter High School – Capital Region  
Board of Trustees  
Meeting Minutes  
October 28, 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, Latasha Powell, Ed. D, APRN, FNP-BC, CNE

Staff in attendance: Pamela McCue, NursesMC, Chelsea De Paula, NursesMC (via Zoom), Mike Abney, NursesMC, (via Zoom), Julia Franklin, NursesMC-CR, Betty Graham, NursesMC-CR

Guest in attendance: Alex Weis and Anthony Delgreco, Matter Real Estate (via Zoom) & Justin Mackenzie, PPA, LLP (via Zoom); Elaina Davis (parent), and her son, Romanillow Conyers; LaToya Pringle (parent; via zoom;)

- I. Call to Order  
Dr. Susan Birkhead called the meeting to order at 5:00 pm.  
Quorum established.
- II. Discussion/vote to approve meeting minutes of September 23, 2024  
On motion by Deborah Elliott, seconded by Mark Little, the board unanimously voted to approve the meeting minutes of September 23, 2024.
- III. Open Public Comment  
No public comment.
- IV. Vote to move into Executive Session to discuss the proposed acquisition, sale or lease of property and personnel  
On motion by Dr. Mark Little, seconded by Maxine Smalling, the board unanimously voted to go into executive session to discuss the proposed acquisition, sale or lease of property.
- V. Vote to approve lease on 32 North Russell road  
On motion by Dr. Mark Little, seconded by LaTasha Powell, the board unanimously voted to approve lease on 32 North Russell road
- VI. Vote to update SY 24-25 Calendar  
On motion by Deborah Elliott, seconded by Maxine Smalling, the board unanimously voted to update SY 24-25 Calendar

- VII. Board Meeting date change  
December 23, 2024 has been rescheduled to Dec 16, 2024 .
- VIII. Review and vote to approve Nurses MC-CR initial audit of inception through FY24  
On motion by Deborah Elliott with suggested corrections; seconded by Dr. Mark Little, the board unanimously voted to approve Nurses MC-CR initial audit of inception through FY24
- IX. Financial Report  
Mr. Michael Abney reviewed the schools cash flows and shared a summary of the expenses. He discussed the increased philanthropy that the school has received and he is expecting additional donations in the future. He also mentioned the importance of the FDIC and how they provide deposit insurance to protect the school's bank account.
- X. Student Recruitment Report  
A. Students  
Ms. Julia Franklin shared a student enrollment update since the last board meeting in September; NursesCR current enrollment is at 85; 48 enrolled as 9th graders and 37 enrolled as 10th graders. 4 new students have accepted their seats but we are still in the process of completing their registration. Recruitment initiatives for September 23rd-October 27th includes 5 upcoming community events; parent involvement with our Family Engagement Specialist; outreach to new community organizations to spread awareness and our ongoing presence on social media.
- XI. Academic Report  
A. Attendance  
Ms Julia Franklin reported the average attendance rate was at 75%. Highest days with ADA at 87% and the lowest ADA at 69%; The next steps will be to track and respond to consecutive absences. She is working with the Guidance Counselor and the Administrative Assistant to schedule bi-weekly meetings with the students to address concerns with low attendance along with planning perfect attendance celebrations for students.
- B. Staffing update  
Ms Julia shared that NursesCR has 12 positions filled; with four current openings for a Full-time Principal or Director of Teaching & Learning and a part-time Nurse, MLL Teacher, SPED Teacher. All positions have been publicly posted on Indeed and OLAS.
- C. Student Culture  
Ms Franklin shared that the school has hired a consultant, Christina Farinacci-Roberts to support the student culture. Her goal will be to provide student culture and management coaching and support for teachers; create a school-wide management system and ladder of consequences for students and design a positive-incentive systems for students



XII. Adjournment

On motion by Mary Therriault, seconded by Ms. Latasha Powell, the board unanimously voted to adjourn at 7:00 pm.