



**Nurses Middle College Charter High School – Capital Region  
Board of Trustees Meeting  
Minutes  
Zoom webinar.  
March 28, 2022  
6:30 PM**

I. Call to Order

Dr Birkhead called the meeting to order at 6:32pm

Mary Therriault conducted a roll call

Susan Birkhead-Present

Brenda Robinson-Present

Deborah Elliott-Present

Mary Therriault- Present

Mark Little-Present

Joseph Porter-Present

Maxine Smalling-Present

Angela Antonikowski- Present

David Brown-Present

Quorum established

II. Discussion/vote to approve meeting minutes of January 24, 2022, and February 14, 2022

Motion made by Mary Therriault, seconded by Mark Little to approve the meeting minutes of January 24, 2022.

Roll Call of votes

Susan Birkhead-Approve

Brenda Robinson-Approve

Deborah Elliott-Approve

Mary Therriault- Approve

Mark Little-Approve

Joseph Porter-Approve

Maxine Smalling-Approve

Angela Antonikowski- Approve

David Brown-Approve

Motion made by Deb Elliott, seconded by Angela Antonikowski to approve the meeting minutes of February 14, 2022.

Roll Call of votes

Susan Birkhead-Approve

Brenda Robinson-Approve  
Deborah Elliott-Approve  
Mary Therriault- Approve  
Mark Little-Approve  
Joseph Porter-Approve  
Maxine Smalling-Approve  
Angela Antonikowski- Approve  
David Brown-Approve

III. Open Public Comment

No public comment

IV. Facility Search Update

Susan Birkhead provided the report in the absence of Brenda Robinson, who had to leave the meeting early. She informed the board that discussions were ongoing with UAlbany (Brubaker Hall) regarding; timeline for university and state approvals, possible terms of a lease, and the anticipated costs of renovations to meet K-12 school codes. She confirmed for the board that this was not a viable option for the immediate school opening but rather would be a longer-term option once the school was operative for a few years. Dr Birkhead and Bill Clarke also informed the board of other sites that have been considered

- 155 Washington Street- former site of a nursing school that has equipment/furniture available
- Bishop Maginn- small footprint on visit, however diocese have decided to lease to other, therefore no longer an option.

V. Head of School Search Update

Pamela McCue provided an update on the Head of School search. She informed the board that board members Deb Elliot, Brenda Robinson, and Susan Birkhead (serving as an alternate) have been actively involved in the search process. Other members of the search committee include RINI's Principal, Director of HR, Director of Teaching and Learning, and the Director of School Culture and Community

- Total of 27 resumes received for the Head of School position.
- 19 of those moved into the basic telephone screen phase

Phone screen-to verify the candidate's credentials, verify their continued interest in the position and explain the interview process and timeline.

Interview Module Round 2-

Prioritized Competencies: Vision of Excellence, School Culture/Systems Leadership, Leadership of People and Self-Awareness.

- 8 candidates participated in this process. Search Committee held a debriefing session and 5 candidates selected for Round 3 and asked for reference checks.

Reference Checks

- The 5 candidates were asked for contact information of 4 references (2 references from former supervisors they directly reported to within the last

5 years, 1 from someone who reported directly to them (employee/subordinate), 1 from a Community Partner, someone they collaborated with (within the last 5 years), volunteered for, or participated on their Board of Directors or Advisory Council.

#### Interview Module Round 3

Prioritized Competencies: Provide written evidence of performance management techniques that capture instructional feedback.

- The 5 candidates have been scheduled for round 3 interviews which will be completed by March 29<sup>th</sup>.

The search committee has a meeting scheduled March 31<sup>st</sup> to discuss next steps which may include a recommendation to the Board of Directors for their final interview and selection.

#### V. Organizational Set-up Update

Susan Birkhead discussed the NursesMC (CMO) relationship with the board. Many questions were posed by the new members that included conflict of interest, governance responsibilities, and proposed scope of services by the CMO. Pamela McCue answered questions and also informed the board the specific details would be outlined in the CMO agreement.

#### VI. New Business

##### a. Discussion/vote to approve amended CSP and 5-year school budget

Deb Elliot provided an overview of the proposed budget. Mark Little made a motion, seconded by David Brown, to approve the amended CSP grant and 5-year budget.

Roll Call of votes

Susan Birkhead-Approve

Brenda Robinson-Not present for vote

Deborah Elliott-Approve

Mary Therriault- Approve

Mark Little-Approve

Joseph Porter-Approve

Maxine Smalling-Approve

Angela Antonikowski- Approve

David Brown-Approve

Motion passed

##### b. Discussion/vote to appoint independent board members to serve on the Finance Committee with the Treasurer.

Motion made by Angela Antonikowski, seconded by Mary Therriault, to appoint Mark Little and Maxine Smalling to the Finance committee

Susan Birkhead-Approve

Brenda Robinson-Not present for vote

Deborah Elliott-Approve  
Mary Therriault- Approve  
Mark Little-Approve  
Joseph Porter-Approve  
Maxine Smalling-Approve  
Angela Antonikowski- Approve  
David Brown-Approve  
Motion passed

- c. Discussion/vote to appoint 2 independent board members to serve on the Executive Committee with the Chair, Vice Chair, and Secretary.  
Motion made by Deb Elliott, seconded by Mark Little to appoint Joseph Porter and Angela Antonikowski to serve on the Executive Committee.

Susan Birkhead-Approve  
Brenda Robinson-Not present for vote  
Deborah Elliott-Approve  
Mary Therriault- Approve  
Mark Little-Approve  
Joseph Porter-Approve  
Maxine Smalling-Approve  
Angela Antonikowski- Approve  
David Brown-Approve  
Motion passed

- d. Discussion/vote to appoint NursesMC as the fiscal agent of the school until such time the school has received 501c3 status. Pamela McCue presented the fiscal agreement to the board. Joseph Porter indicated a typo in paragraph 6", 5<sup>th</sup> line to be corrected. Angela Antonikowski asked if the board had a legal consul to review this document. Susan Birkhead responded that Barton Gilman was the Board's attorney that crafted this document.  
Motion made by Mark Little, seconded by Joe Porter, the board voted to approve NursesMC as the fiscal agent of the school until such time the school has received 501c3 status.

Susan Birkhead-Approve  
Brenda Robinson-Not present for vote  
Deborah Elliott-Approve  
Mary Therriault- Approve  
Mark Little-Approve  
Joseph Porter-Approve  
Maxine Smalling-Approve  
Angela Antonikowski- Approve  
David Brown-Approve

Motion passed

VII. Adjournment

On motion of Mary, seconded by Mark Little, the board voted to adjourn the meeting at 8:07pm.

Susan Birkhead-Approve

Brenda Robinson-Not present for vote

Deborah Elliott-Approve

Mary Therriault- Approve

Mark Little-Approve

Joseph Porter-Approve

Maxine Smalling-Approve

Angela Antonikowski- Approve

David Brown-Approve