



**Nurses Middle College Charter High School – Capital Region  
Board of Trustees Meeting  
Minutes  
Zoom webinar.  
April 25, 2022  
6:30 PM**

**I. Call to Order**

Dr Birkhead called the meeting to order at 6:38pm

Mary Therriault conducted a roll call

Susan Birkhead-Present

Brenda Robinson-Not Present

Deborah Elliott-Present

Mary Therriault- Present

Mark Little-Present

Joseph Porter-Present at 7pm

Maxine Smalling-Present

Angela Antonikowski- Not Present

David Brown-Present

Quorum established

Others in Attendance: Pam McCue, CEO NursesMC, Paul O'Neil, Attorney for the Board

**II. Discussion/vote to approve meeting minutes of March 28, 2022**

Motion made by Deb Elliott, seconded by Mark Little to approve the meeting minutes of March 28, 2022

Roll Call of votes

Susan Birkhead-Approve

Deborah Elliott-Approve

Mary Therriault- Approve

Mark Little-Approve

Maxine Smalling-Approve

David Brown-Approve

**III. Open Public Comment**

No public comment

**IV. Updates**

**a. Facility**

Susan Birkhead reported to the board that several members had the opportunity to visit and walk through of 155 Washington Street. She also stated that the space could serve at as a permanent home allowing the school to scale up when the current

tenants' leases expire. Pam McCue added that her team has requested from the property manager the timeline of these expired leases to conduct an architectural test fit of the program and school as it scales up. Dr Birkhead added that the school is in a desirable location with community partners such as the Albany Public Library, the Armory, and NYSNA. Dr Birkhead also informed the board that she and Bill Clarke visited another site at the invitation of the College of Saint Rose. She stated the space was very nice, however would only accommodate the first year of the school because it was not large enough to fit the school at full scale.

b. Head of School

Pam McCue reported to the board that the search committee met and had a lengthy meeting after the last round of interviews. She informed the board that the committee decided to not make a recommendation of any of the candidates to the board at this time for hire. She stated that the search committee enjoyed meeting the candidates and a few of them demonstrated to be potential outstanding candidates for some of the other school roles that would be needed, however they felt the search should continue for the Head of School. Pam McCue informed the Board that the search committee dedicated many hours to this process, and she thanked Brenda Robinson, Deb Elliott, and Susan Birkhead for their participation. Deb Elliott added that the entire process was organized, and fair and that it was a unanimous vote by all members to continue the search.

c. 501C3 application status

Susan Birkhead informed the board that NursesMC has been in working with the attorney on the application and once completed, she (Susan) would review and sign it for submission to the IRS. She anticipated that this would be completed very soon.

d. Finance Committee/Budget

Deb Elliott reported to the board that the budget as reported at the last meeting had no further changes to it. She informed the board that she would be scheduling a meeting of the Finance Committee prior to the next board meeting.

a. Discussion: Relationship of School and CMO

Board Attorney Paul O'Neill introduced himself and provided an educational session on the roles and responsibilities of the board and NursesMC (CMO)

VI. Next Board Meeting

Susan Birkhead informed the Board that the next meeting was scheduled for May 23<sup>rd</sup> and her hope was to have it in-person. She stated that the location and other details would be forth coming

V. Adjournment

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