

**Nurses Middle College Charter High School – Capital Region**  
**Board of Trustees Meeting**  
**Minutes**  
**June 27, 2022**  
**6:30 pm**

**Board members in Attendance:** Susan Birkhead, Mary Therriault, Mark Little, Joseph Porter, Angela Antonikowski, David Brown, Deb Elliott

**Board members not in Attendance-** Maxine Smalling, Brenda Robinson

Others in attendance -Pamela McCue, CEO NursesMC, Paul O’Neil, Attorney (via Zoom)

I. Call to Order

Dr. Birkhead called the meeting to order at 6:35 pm.

Quorum established

II. Discussion/vote to approve meeting minutes of May 23, 2022

Motion made by Mark Little, seconded by David Brown, the board unanimously voted to approve the meeting minutes.

III. Open Public Comment

No public comment

IV. D Birkhead requested that the agenda item VI-Discussion/vote to approve the CMO contract be moved up in the agenda.

Paul O’Neil walked the board through the CMO contract which outlined the scope of services, responsibilities of each party, dispute resolution procedures, fees, insurance coverage and other such terms. Attorney O’Neil described the proposed contract as including standard terms/conditions included in other CMO contracts and that SUNY had approved/endorsed in the past. Board members posed questions regarding the Head of School reporting to the Board, enough insurance coverage to protect both entities if an incident occurred, and timing to approve the contract at the current meeting. Several board members expressed getting a contract in place was a priority. A motion was made by Dave Brown, seconded by Mark Little, to approve the CMO contract with the correction of the dates on page 1, 3<sup>rd</sup> paragraph. Susan Birkhead requested a roll call vote.

Susan Birkhead-Approve

Deborah Elliott-Approve

Mary Therriault- Approve

Mark Little-Approve

Angela Antonikowski- Abstain

David Brown-Approve

Joseph Porter-Approve

Motion passes.

V. Updates

a. Head of School Search Committee

Susan Birkhead provided the update to the Board. She stated that the search committee would be meeting at the end of the week to debrief on the candidates

recently interviewed and decide if any of the candidates would be recommended to the next level of the process which was the board interview. She informed the board that the committee met many interesting candidates that although were not ready for a Head of School position, would be excellent members of the school team in other leadership roles.

b. Facility

Susan Birkhead informed the Board that the school was still waiting to receive information from the property owners of 155 Washington Ave and 39 North Pearl Street. Several members expressed that Washington Avenue would be a better location. Board members also discussed alternate ideas and possible contacts to assist in the facility search. Pam McCue stated her team would follow up on these ideas/contacts and would continue to pursue 155 Washington Ave to determine if that was still a viable option.

VI. Financial Report

a. Budget/CSP

Deb Elliot informed the Board that no changes were made to the proposed budget presented at the last meeting. She informed the Board, that in these budget projections, the school would need to raise funds in the early years of operation to support the school. Deb Elliott stated that CSP funds had not been released yet for access and that NursesMC continued to cover expenses year to date for the school until those funds were released and/or donations obtained.

b. Philanthropy

Deb Elliot informed the Board that the finance committee met prior to the Board meeting that evening with Pam McCue. At this meeting Pam McCue presented a philanthropy strategic plan with recommendations for the school. Deb Elliott stated that the finance committee recommended the convening of the fundraising committee to begin discussions on the plan and implementation. Susan Birkhead recommended that this meeting be schedule before the next board meeting in July.

VII. Adjournment

On motion of Dave Brown, seconded by Mary Therriault, the board unanimously voted to adjourn at 7:43pm.