



Cotter Schools Board of Directors  
October 25, 2022

Board Members present: Chris Michener, Barry McRaith, Amy Donnenwerth, Meg Krinke, Fatima Said, Christina Uribe Nitte, Kurt Knuesel, Fr. Pat Arens, Fr. Mike Cronin, Mary Eileen Fitch

Board Members excused: Erica Jerowski, Crystal Hiatt, Mary Kirk, Fr. Mark McNea

Meeting called to order by chair Chris Michener at 7:30am. Prayer was led by Fr. Cronin.

**Agenda:** Motion to approve the agenda by Barry McRaith. Second by Fatima Said. Motion approved.

**Minutes:** Motion by Kurt Knuesel to ratify minutes as presented (Governance: 9-7-22, Mission Effectiveness: 9-13-22, Operational Vitality: 9-20-22 and 10-11-22) Second by Father Mike Cronin. Motion approved.

**President's Report:** Mary Eileen provided updates on the following:

- Building Updates:
  1. **Tau** – Tau will serve as our facility for EduCare and Pre-K. Due to the high demand here in Winona, plans are moving forward to incorporate an infant care center. Noted was the concern that Pre-K and Kindergarten will no longer be within the same facility and extra efforts will need to be made to support our goals of having Pre-K families transition to our Cotter Kindergarten program.
  2. **Elementary** – Building and renovations continue to be on target. The goal remains to move in within the month of July and be set to welcome students on the first day of school in August. Fastenal delivered two truckloads of office furniture that Cotter appreciatively received for future use.
  3. **St. Teresa – HVAC system** – Mary Eileen again reported to the high need of a new HVAC system. Although there is potential for a future donation from WHV, there is no commitment at this time. Mary Eileen will follow up as to any potential for favorable loan and or payment terms with same. She will also follow up with WNB as to our current equity line of credit terms. Due to the deteriorating condition of our HVAC system and the concern with supply demands, it was determined that we need to proceed with a plan to have a new HVAC system purchased and installed. Mary Eileen will propose a potential comprehensive plan for the board to discuss and consider prior to our next full board meeting.

- Additional updates were provided to the Board regarding CSF and MCA.
- Master Facilities Plan – Mary Eileen advised that she is in the process of forming a committee to develop a Master Facilities Plan to include all of our buildings, green space and fields. She is hoping to include not only internal Cotter staff, but outside community members that may be able to lend us some of their expertise.
- CSCOE – Mary Eileen advised the board that she attended a conference last week that she found very beneficial and interesting. We are hoping to implement some of their programs in the future.

*Committee Reports:*

**Operational Vitality Committee:** Barry McRaith summarized the financial reports submitted and presented by Slaggie Capital Group.

**Governance Committee:** Fatima presented Handout #1, Ten Basic Responsibilities of Non Profit Boards, for review and discussion. The Professional Development Plan was also presented to the board and the motion to accept the plan was approved. There was also discussion as to our Board Retreat on Friday, December 2<sup>nd</sup> and potential topics that may be covered in addition to Bishop Barron's presentation. Fatima and Mary Eileen also advised the board that if they would happen to have suggestions for future board members, to please feel free to contact us throughout the academic year and not feel the need to wait until May. Governance will work to identify areas of expertise needed on the board and will share at a future meeting.

**Mission Effectiveness:** Amy reviewed the 5-year Strategic Plan and advised that the committee had identified Goals One and Four as priorities to begin with. Goals and internal staff have been identified to move the process forward, however, she also asked the board to consider potential community members that may have special skill sets that would be beneficial to identifying action steps and achieving our goals. The board was asked to contact Amy with any names for consideration.

**Advancement Update:** Meg reported that she, Mike Swenson and Mary Eileen have met and that they have identified potential outside candidates to also serve on the committee. They have also identified some priorities and look forward to presenting another update at our next meeting.

Regular meeting adjourned.

Respectfully submitted by Dawn Guzzo