



**Cotter Schools Board of Directors
August 30, 2022**

Board Members present: Chris Michener, Barry McRaith, Erica Jerowski, Amy Donnenwerth, Crystal Hiatt, Meg Krinke, Mary Kirk, Fr. Mark McNea, Mary Eileen Fitch
Board Members excused: Fatima Said, Christina Uribe-Nitti, Fr. Mike Cronin, Fr. Pat Arens

1. Meeting of the Cotter Board of Directors called to order by chair Chris Michener at 7:30 a.m. Prayer was led by Fr. McNea.
2. The board welcomed our new members - Crystal Hiatt and Christina Uribe-Nitti. Crystal introduced herself and provided some of her personal background to the board. Christina could not be present at today's meeting due to illness.
3. There was a motion to approve the agenda by Barry McRaith. Second by Mary Kirk.
4. Due to the cancellation of our June meeting due to lack of quorum, there were no minutes set forth for approval. There were no subcommittee meetings over the summer, therefore, no subcommittee minutes for approval.
5. Annual Business of the Board:
 - A. Motion brought forth from the Governance Committee to appoint the following slate of officers and leadership positions for the board. Motion approved.

Officers of Board of Directors for 2022-2023 (terms to conclude on the date of 2023 annual meeting):

- Chris Michener - Chair
- Amy Donnenwerth - Vice Chair
- Barry McRaith - Treasurer

Board Committee Chair positions for 2022-2023:

- Executive chair - Chris Michener
- Operational Vitality Chair - Barry McRaith
- Mission Effectiveness Chair - Amy Donnenwerth
- Governance Chair - Fatima Said
- Advancement Chair - Meg Krinke

B. Motion brought forth from Governance Committee to accept the following new members to the Cotter Schools Board of Directors, each for a 3-year term (through 6/30/25). Motion approved.

- Crystal Hiatt
- Christina Uribe Nitti

C. Motion brought forth from the Governance Committee to appoint the following corporate officers for 2022-2023. Motion approved.

- President - Mary Eileen Fitch
- Treasurer - Pam Kimber
- Secretary - Dawn Guzzo

D. Annual meeting calendar for full board and committees was reviewed and discussed

E. Fiduciary Confidentiality Requirements and Conflicts of Interest document was shared.

Board members provided with signature pages to complete. Dawn will work to secure those who were not present today.

6. Subcommittees: Subcommittees did not meet over the summer. Subsequently, current reports were not provided at today's meeting.

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

- **Acknowledgment of President's Report & Chair's Update:** Due to the June meeting being canceled, Mary Eileen Fitch provided a President's Report. Chair, Sara Gabrick, provided an update on the 6/9/22 meeting with Bishop Quinn. This report and update was provided to the board on July 6, 2022. Both of these documents were acknowledged at today's meeting.
- **Advancement Update:** Mary Eileen spoke about the interview process over the summer for the Advancement position and the official hiring of Mike Swenson. She advised the board that he started in August and will be present for the Operational Vitality and Advancement subcommittee meetings.
- **Hall of Fame/Homecoming:** On Friday, September 23, 2022, the following alumni will be inducted into the Cotter Schools Athletic Hall of Fame:
Jon Kosidowski, Class of 1959 | Drew Gibson, Class of 1997 | Kayla (Luehmann) Marty, Class of 2001
These inductees will be honored with a Happy Hour at 5:00, followed by the Induction Ceremony at 6:00 in our Cotter cafeteria. The inductees will also be presented at our Homecoming football game. Mary Eileen encouraged all board members to attend if available.
- **Admissions:** Regarding our endowments for tuition assistance, there was an explanation about the lag in our internal enrollment process. We continue to work on internal tracking with admissions. It was further reported that Kindergarten numbers were down, however, grades 1-12 were up, although not significantly. There was also discussion as to our International enrollment number. We currently have a position posted for another International Recruitment position. International student recruitment will be a primary focus for the coming year.
- **Recommendations for Committees:** Mary Eileen will be working on updating our flow chart. Mary Eileen expressed her vision that there will be productive work within our subcommittees and

the continuation of reaching goals reflecting Cotter as a school of excellence. Primary focus areas as follows: Budget (Operational Vitality), Self-evaluations and terms (Governance) and Strategic Plan (Mission Effectiveness)

- **DOW-R Updates:** Mary Eileen reported to the board about the diocese training days that took place during teacher workshop week. Mary Eileen has had a conversation with our new Bishop, Bishop Barron, and we look forward to continuing a positive relationship with the Diocese.
- **Building Updates:** Some of the issues for the Tau building and the logistics for Educare and preschool programs were shared, however, construction plans are still moving forward. The elementary building construction has been moving along very well, with the exception of a plumbing delay. HVAC and other costly improvements with St. Teresa were discussed although there has not been committed funding as of yet. Operational Vitality will explore this in more detail.
- **St Luke Hall:** HEF was asked as to their preference of an official saint name for our elementary school and they came back with the suggestion of St. Luke Hall. This will be reviewed and voted upon at a later date.
- **Proposal from SMU/Benefactor MCA** - After a delay over the summer, there once again has been outreach from St. Mary's asking us to purchase MCA for a nominal cost. There will be further discussions within Operational Vitality with a possible purchase date of January 1st.

Members were asked to review their profiles and send updates if necessary. Members were asked to provide their cell phone numbers for the Board roster.

Regular meeting adjourned.

Respectfully submitted by Dawn Guzzo