Cotter Schools Board of Directors
January 27, 2026

Board Members present: Barry McRaith, Erica Jerowski, Andrew Kieffer, Kurt Knuesel, Tom DeMarais, Eric Errthum, Tom DeMarais, Andrew Guzzo, Mary Eileen Fitch and Dawn Guzzo

Board Members not present: Kevin Gorman, Jennifer Miller-Gutierrez, Father Arens

Board Chair, Erica Jerowski, called the meeting to order at 7:31 a.m. Mary Eileen led our prayer.

Agenda**:** There was a review of the 1-27-26 Agenda. Barry McRaith made a motion to approve the Agenda; Andrew Guzzo made a second. Motion passed.

The following Minutes were reviewed:
Board of Directors minutes (11-25-25)
Committee Minutes:
Mission Effectiveness (12-5-25 and 1-9-26)
Governance (1-13-26)
Operational Vitality (12-9-25 and 1-20-26)

Barry McRaith made a motion to approve the Minutes; Andrew Guzzo made a second. Motion passed.

Committee Reports:

Operational Vitality Committee:
Our Committee Chair noted the following highlights from the January meeting:

- Cotter's Financial Director continues to communicate with SCG regarding the updates of our investments.
- Cotter Schools recently received a generous estate gift. Following the direction of the estate, these funds have been deposited into our Catholic Schools Fund Endowment account.
- The Cotter Schools Investment Policy has been finalized and provided to the board for review. The board voted at today's meeting to approve the Investment Policy. The motion carried. Our investment managers will be provided with the policy and asked to work within the parameters as set forth.

Board members were then invited to ask any questions they may have following the review of the December and January Operational Vitality meeting minutes.

Governance:
Our Committee Chair noted the following highlights from the January meeting:

- Retreat surveys were reviewed during the last meeting, which reflected that members viewed the retreat in a positive nature, enjoyed the discussion sessions and found the advancement updates informative.
- A draft of a Board Member Pledge was reviewed and we may look at having board members sign the pledge annually at our opening meeting in August.
- Board members were asked to think about friends and colleagues who may want to serve on our board. We will be looking to start this process in early spring.
- Mary Eileen advised that she will be drafting a letter to the Diocese requesting insurance claim history, which would allow us to pursue insurance and benefits options for our employees.

Mission Effectiveness:
Our Committee Chair advised the board that we continue to meet with a variety of building leaders as to their work in regard to our Strategic Plan. The meetings have proved to be helpful for both the committee and our leaders as they articulate the accomplishments and the work that still needs to be done. Measurable data is easier to ascertain at the elementary level, however, ways to accomplish this at the Junior High and High School level are more challenging, but continues to be a goal.

President's Report: The confidential President's Report had been posted for the board to review and Mary Eileen made the following comments at today's meeting:

- Business Classes: We have successfully incorporated dual enrolment C2C classes in the areas of STEM and Health and Science into our high school programming. We would like to see the addition of a Business class and are looking for a qualified candidate with an MBA who would be able to teach this starting next academic year. If you know of anyone who may be interested, please reach out.
- Admissions: We had our first ever Admissions Explore Day last week and felt it was a success. We had ten students shadow at the Elementary level. Our Admission Coordinator communicates that she has been very busy with tours and phone calls with families who are looking at potentially attending Cotter next year. Our Residential Recruiting Coordinator continues to work very hard developing relationships and contacts with potential international students, but we will not necessarily know his success level until later spring when the actual commitments are due. There are concerns with the current events in Minnesota that may hinder recruitment. There have also been reports that overall international educational boarding in the United States is predicted to be down next year. On a positive note, our current group of residential students are doing great and are very much enjoying their Cotter experience.
- Athletic Facility: There are weekly two hour planning meetings for our future athletic facility. It is still the goal to to finalize plans in the near future allowing construction to begin in April.

Our President requested that we move into Executive Session at this time.

Respectfully submitted,

Dawn Guzzo, Secretary