Cotter Schools Board of Directors
August 25, 2026

Board Members present: Andrew Kieffer, Kurt Knuesel, Eric Errthum, Tom DeMarais, Shelley Stewart, Amy Donnenwerth, Andrew Guzzo, Erin Gervais, Laura Fitzgerald, Father Arens, Father Russ, Mary Eileen Fitch and Dawn Guzzo

Board Members not present: All members present

Erica called the meeting to order at 7:32 a.m. Father Arens led our prayer.

We welcomed two new board members: Erin Gervais and Laura Fitzgerald

Agenda**:** There was a review of the 6-23-26 Agenda. Shelley Stewart made a motion to approve the Agenda; Andrew Kieffer made a second. Motion passed.

The following Minutes were reviewed:
Board of Directors minutes (6-23-2026)
Committee Minutes:
Operational Vitality (8-18-26)

Shelley Stewart made a motion to approve the Minutes; Amy Donnenwerth made a second. Motion passed.

Committee Reports:

Operational Vitality Committee:
Andrew Kieffer reported the following:

- Our 2025 Audit is near official completion. The 2026 Audit is well underway and should be completed in a timely manner.
- Our operational costs and tuition rates for our residential students continue to be analyzed as we continue to seek best fiscal practices for the program.

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

Governance:
Kurt Knuesel reminded the board of the importance of our Confidentiality and Conflicts of Interest Policy. All members were asked to sign the policy or to reach out if they had any questions.
Mary Eileen proposed two dates for our annual retreat. Dawn will reach out via email to determine what works best for everyone.

Mission Effectiveness:
Amy Donnenwerth reported the following:

- This year we begin Year 5 of our five-year Strategic Plan and look forward to working with our Building Leaders and Cotter Directors to determine if all of our goals have been met.
- When planning for our next Strategic Plan it was noted that much of our strategic priorities will remain the same, however, new goals will be added and/or updated.
- At the conclusion of the academic year, a formal report will be prepared to share with the entire Cotter community.

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:

- **CSCOE:** CSCOE representatives recently visited our campus and extended a great amount of praise and stated that they consider our school as a flagship school due to the high level of success of the Believe in Read program. Mary Eileen expressed her appreciation of Sara Fellman and all of the St. Luke teaching staff who have worked so hard to make this program a success.
- **Admissions**: We are currently at a 5.6% increase, although admission numbers do tend to move the first few weeks of school. We officially have four classrooms of students for all K-6 grades. We have 74 Kindergarten students this year, which is an increase and wonderful to see.
- **Capital Campaign**: We continue with the soft phase of our capital campaign and are hitting many of our advancement goals. We will be sharing the public announcement process in the near future. Although our enrollment has increased, so does our tuition aid requests. This will be one of the many highlights that we will bring forward with our campaign.
- **Fall activities**: We have an increase in fall activity participation by our students, which is great to see. We continue to ascertain the costs for our activity programs alongside recognizing their importance for student growth.
- **Fieldhouse**: As with most construction projects, hiccups are common and our fieldhouse project is no exception. We continue to work through them and are looking forward to the next phase that will be happening soon where large portions of the exterior will be completed. We continue to work with Schwab to ensure that safety is of the utmost importance for our families, students and neighbors who move and work around the construction site.

Meeting adjourned.

The Board then moved into Executive Session.

Respectfully submitted,

Dawn Guzzo, Secretary