



# President

SEARCH PROSPECTUS



# ST. FRANCIS CATHOLIC HIGH SCHOOL

SACRAMENTO, CALIFORNIA

[www.stfrancishs.org](http://www.stfrancishs.org)

START DATE – JULY 2022

Partners in Mission School Leadership Search Solutions, LLC



## 4 pillars of St. Francis Catholic High School

Faith  
Excellence  
Leadership  
Service



## OVERVIEW

St. Francis Catholic High School is a four-year, all-female college preparatory school founded in 1940 with a class of just twelve young women. As the only Catholic high school in Sacramento affiliated with the Diocese of Sacramento, it now enrolls students from well over 100 area schools and five counties. The school provides a full range of athletics, fine and performing arts, numerous on-campus clubs, and encourages the education of the whole person.

Fully accredited by the Western Catholic Education Association (WCEA) and the Western Association of Schools and Colleges (WASC), St. Francis aims to graduate young women who will change the world. It creates a unique learning environment and a community where girls take center stage and are encouraged to develop their own interests. With an enrollment of over 950 in grades 9-12 and alumnae numbering over 11,000, St. Francis Catholic High School continues its legacy of spirit-filled community and educational excellence, athletic merit, artistic accomplishment, and peace.

## *Mission*

St. Francis Catholic High School is a diocesan college preparatory school dedicated to serving young women and their families who seek a community of faith, excellence, leadership, and service, grounded in the teachings of Jesus Christ. In the spirit and charism of Saints Francis and Clare of Assisi, we form students who share their gifts and talents as models of Pax et Bonum.

## FAST FACTS



# Largest

All-girls school  
west of the Mississippi



# 130

Area schools represented in  
student population



# 71

Zip codes represented  
in student population



# 225

Over the last 5 years,  
students have been accepted  
at more than 225 colleges

## Philosophy

The philosophy of St. Francis Catholic High School is based on a belief in God and is committed to the values of our Catholic faith. The school:

- Commits to the task of educating young women to live full, responsible, and meaningful lives, strengthened through the curricula and experiences unique to a Catholic school and unique to St. Francis Catholic High School;
- Serves the needs of all students through a varied and comprehensive college preparatory curriculum;
- Prepares all students for higher education, career opportunities, life-time vocation choices, artistic development, and athletic proficiency. In imitation of their patron, Saint Francis of Assisi, they help students develop a love for God's creations, and to be of service to others;
- Believes that each student can be a force for "peace and goodness" throughout the world. Thus, young women graduating from St. Francis Catholic High School have been challenged to reach their full potential: spiritually, intellectually, artistically, physically, and socially.

## ABOUT THE SCHOOL

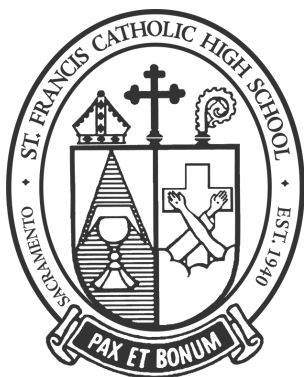
St. Francis Catholic High School is a diocesan college preparatory school dedicated to serving young women and their families who seek a community of faith, excellence, leadership, and service, grounded in the teachings of Jesus Christ, in the spirit and charism of Saints Francis and Clare of Assisi. Every young woman at St. Francis receives a tailored academic experience because of the engaging instruction and challenging curriculum offered by exceptional educators. The safe and nurturing environment offered teaches girls to value themselves and their futures. After spending four years in St. Francis' enriching academic environment, graduates are prepared to enter the world as life-long learners.

## Campus

St. Francis was founded in 1940 with a class of twelve young women on the top floor of St. Francis Elementary School on K Street. The current campus opened in 1965.

In 2004, St. Francis completed a campus renovation and expansion, resulting in several new campus facilities. The Fine and Performing Arts Complex now includes space for visual art, music, dance, and drama classes and a 500-seat theater. The Library Resource Center serves as the information hub of the campus, offering an integrated approach to research, study, and technology experience. The new gymnasium contains a fitness center and practice facilities for three volleyball teams or two basketball teams. With bleacher seating for 1,200, it serves as a venue for athletic competition as well as liturgies, rallies, and special events. This phase of modernization also included four new science classrooms.





#### MOTTO

***Pax et Bonum,  
"Peace and  
Goodness"***

The former gymnasium was remodeled for dual purposes: a suite of offices, currently used by the Guidance and Counseling Department, and storage and workshop space for the Maintenance Department. The former library, converted into a Campus-Life Center, was renovated in 2008 and houses the Campus Ministry, Christian Service and Student Activities offices. With its great-room design and comfortable, modular seating, the "CLC" also serves as a gathering space for student government, clubs, and general socialization.

### **Governance**

St. Francis Catholic High School is owned by The Roman Catholic Bishop of Sacramento. In 2013, the school was incorporated as St. Francis Catholic High School of the Diocese of Sacramento, Inc., a California 501(c)(3) not-for-profit religious corporation. Subject to the provisions and limitations of the California Nonprofit Religious Corporation Law, the corporation's activities, business, and affairs are managed under the direction of the Board of Trustees.

In serving the Bishop in Trust, the Board of Trustees governs with an emphasis on outward vision, strategic leadership, and clear distinction of board roles while collectively focusing on the future and proactivity.

In 2001, St. Francis Catholic High School adopted the President-Principal model of governance. The president serves as the Chief Executive Officer with a special focus on business, development/ advancement, and capital improvements. The President is appointed by the Bishop of the Diocese of Sacramento, and is directly accountable to the Board of Trustees under the Carver Governance model.



## FAST FACTS



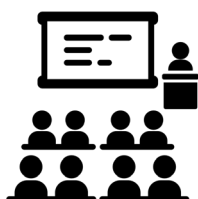
**965**

Students, Grades 9-12



**58%**

Faculty with advanced degrees



**14:1**

Student teacher ratio



### ***Diversity, Equity, and Inclusion***

The St. Francis Racial Reconciliation Plan is a comprehensive living course of action, created in consultation with our families, students, diocese, and outside experts which confronts racism in the school community and touches every corner of campus. Its primary focus is to celebrate the diversity within the community; build the skills of staff and faculty so the benefits of the community are experienced equitably; and to ultimately ensure that all students and families feel a sense of belonging and inclusion. In 2021, a Coordinator of Diversity, Equity and Inclusion joined the school to assist with these efforts and support this important work.

### **FAITH**

Students and, in many instances families, are welcome to participate in school-wide Eucharistic liturgies and prayer services throughout the school year. Under the direction of Campus Ministry, students learn, analyze, and reflect upon the key principles of Catholic Social Teaching:

- Rights and Responsibilities;
- Option for the Poor and Vulnerable;
- Call to Family, Community, and Participation;
- Life and Dignity of the Human Person;
- The Dignity of Work and the Rights of Workers;
- Solidarity;
- Care for God's Creation

### **ACADEMICS**

Each semester, students must be enrolled in a minimum of six courses (30 credits) and not exceed eight courses (40 credits). Exceptions are made for one academic team (1 credit) each semester.

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St. Francis Catholic High School is philosophically opposed to tracking students. A student is free to select any course in any area as long as she meets the prerequisites. All students take a mix of classes, some standard college preparatory, some more rigorous.

## **ATHLETICS**

The Athletic Department mission further commits to the total education of young women by providing comprehensive, fair, and equitable athletic opportunities for the school community in a caring, supportive environment. The St. Francis Athletics program provides 12 Troubadour sports, which include 27 teams over the fall, winter, and spring seasons. These include: Basketball, Cross Country, Diving, Golf, Lacrosse, Soccer, Softball, Swimming, Tennis, Track and Field, Volleyball, and Water Polo.

## **ARTS**

St. Francis maintains a vibrant arts program with over twenty courses in visual and performing arts. Their dedicated instructors are highly qualified and committed to helping students achieve their individual artistic goals. An integral part of the school curriculum and community, artists develop their interests with beginning through advanced classes in music, theatre, dance, and visual arts. These include: Dance Courses, Dramatic Arts & Technical Theater Courses, Music Arts Course, and Visual Arts Courses.

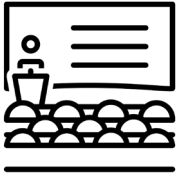
## **STUDENT ACTIVITIES**

Nearly all St. Francis students participate in some form of student activities. With expansive opportunities, students can choose from cultural, to science, to social justice clubs aimed at enriching their experience with content in those areas. The school also provides a student leadership program, internship program, journalism program, and ambassador program. St. Francis encourages its students to reach out – to explore new horizons, to get involved in global concerns, and to help shape ideas and technologies of the future.





## FAST FACTS



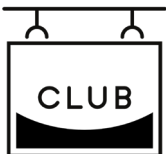
**32**

Honors & AP classes offered



**27**

Visual & performing arts courses



**80+**

Clubs

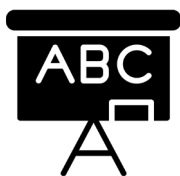
## PRESIDENT: OVERVIEW OF THE POSITION

The President is appointed by the Bishop of the Diocese of Sacramento, and reports to the Board of Trustees under the Carver Policy Governance model. The President is the Chief Executive Officer of the school and, as such, holds full responsibility for all aspects of the school's operation. The Office of the President has as its primary purpose to provide leadership of the school to achieve the fullest attainment of the mission of St. Francis Catholic High School.

The President of St. Francis Catholic High School is a person of deep faith and strong Catholic values whose primary responsibility is to be the spiritual leader of St. Francis Catholic High School and communicate and promote Catholic values throughout the school community, including staff, students, and parents. The President is directly responsible for the external affairs of the school, for ensuring sufficient resources, sound fiscal management and financial stability of the school through direct oversight of the business operations, development, alumnae, community relations and enrollment management activities. The President promotes the good reputation and values of the school in acting as the primary liaison between the school, the Board of Trustees, and the Diocese of Sacramento. Working collaboratively with the school Principal, the Diocesan Priest Chaplain, and administrative staff, the President ensures that Catholic values permeate the entire curriculum. These Catholic values emphasize the dignity of all students and the sanctity of life. They provide a spiritual basis for all relationships and decision-making.



## FAST FACTS



9

Academic Teams



12

Sports offered,  
including 27 teams



28,017

Student hours of service  
performed in 2019-2020



### *Mission and Catholic Identity*

The President ensures that all programs and activities reflect the Catholic mission of the school and maintains and enhances the school's Catholic identity. He/she communicates to the community the distinct role of the Catholic school in promoting the Gospel in word and action.

### *Fiscal Management*

The President provides oversight for school finances and school property in addition to overseeing all financial planning for the school. He/she presents the annual operations budget to the Board of Trustees and monitors its implementation. The President also coordinates the annual budget development, ensures that all policies are promulgated and implemented concerning business affairs, handles all legal affairs for the school in conjunction with the Diocese of Sacramento, and directs the financial aid program. He/she also collaborates with the Diocese of Sacramento in capital campaigns and associated projects.

### *School Advancement*

The President provides leadership for long-range planning and setting of a comprehensive development plan that reflect the school and implements the plan in collaboration with the Principal, Board of Trustees, and support organizations. He/She oversees student recruitment and retention efforts, builds, and maintains positive relationships among internal and external constituencies, and serves as the chief spokesperson and public relations officer of the school. The President assists with marketing, recruitment, and admissions programs. In addition, he/she participates in the cultivation of major donors and solicitation of major gifts while reviewing and approving all fund-raising and development initiatives and activities.

### *Supervision of Programs and Personnel*

The President assists the Principal and other administrators in the overall management of the school and participates in the hiring and discussing of all members of the faculty and staff, and ensures the overall quality of the academic programs. He/ she ensures that policies are promulgated and implemented.



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### ***Board Relations***

The President serves as the executive officer of the Board of Trustees and ensures the implementation of all diocesan policies and Board of Trustees policies. He/she serves as the liaison between the Board of Trustees and the larger school community, and keeps the Board informed of all significant happenings of the school. The President coordinates short and long-range plans with the Board, presents the annual budget, and ensures the appropriate monitoring by the Board. He/she also works with the Board of Trustees in formulating school policy and supervising its implementation.

## **OPPORTUNITIES AND CHALLENGES**

The next President must provide dynamic, mission-focused, and fearless leadership, supporting the values and mission of St. Francis Catholic High School while moving toward a strategic vision and direction for the organization. The President will ensure that Catholic identity is espoused in the mission and vision, reflected in the schools' programs and activities, and realized through the work of the faculty and staff. This includes celebrating diversity and ensuring that families all feel welcome and supported, together with the implementation of the St. Francis Racial Reconciliation Plan.



## FAST FACTS



**~30%**

Students receive financial assistance



**\$1.5M**

Tuition assistance awarded in 2021-2022



**11,000+**

Alumnae

The efforts of the next President must include fundraising and public relations. Specific opportunities include engaging alumnae through outreach and encouraging them to participate in on-campus events and supporting the school's mission.

In addition, the President will lead St. Francis Catholic High School's strategic direction in its development efforts, including facility planning and infrastructure, to provide anticipated educational and extracurricular enhancements to campus buildings and grounds. Renderings of a new aquatic complex have been completed, and the school has secured significant funding for an exciting new project. The President will have the opportunity to continue the work on a capital campaign and successive building project while engaging the broader community around the success of the school.

## QUALIFICATIONS AND APPLICATIONS

- Practicing Catholic in communion with the Church who is faith-filled and Christ-centered servant leader that embraces, models, and champions the mission of Catholic education
- Advanced degree in an educational leadership or business management with five or more years of relevant experience
- Proven capacity in leading mission-critical functions of budget, financial management, institutional growth and development, and philanthropic efforts
- Effective and dynamic communicator with executive presence that inspires confidence, passion, and persistence amongst all constituents and stakeholders.
- Accessible, approachable, and joyful leadership style, with the capacity to relate to internal and external constituents while being extremely visible and interactive on campus and at school-sponsored events.
- Inspirational, humble, and authentic problem-solver who instills leadership in others.
- Must be able to establish immediate rapport and trust with learning, parents, and alumnae communities.
- Familiar with managing the challenges and opportunities of sustaining and growing enrollment in a competitive market.
- Exceptional communication, interpersonal, and public speaking skills while serving as the highly visible public face of the school community in building constructive relationships that inspire crucial support for advancing the mission of the school.
- Fair, firm, and decisive executive who embraces collaboration while leading with compassion and enthusiasm.

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## ABOUT SACRAMENTO, CA

Sacramento is the capital of California. A population of just over a half million people makes it the sixth largest city in the state. The greater Sacramento area has a population of well over 2 million people.

Sacramento is the fastest-growing major city in California, owing to its status as a notable political center on the West Coast and as a major educational hub. It is the home of California State University, Sacramento and University of California, Davis.

Similarly, Sacramento is a major center for the California healthcare industry, as the seat of Sutter Health, the world-renowned UC Davis Medical Center, and the UC Davis School of Medicine. It is a tourist destination, featuring the California Museum, Crocker Art Museum, California State Railroad Museum, California Hall of Fame, and Old Sacramento State Historic Park. Sacramento International Airport, located northwest of the city, is the city's major airport.

Sacramento is known for its evolving contemporary culture. In the early 2000s, the Harvard University Civil Rights Project conducted for Time magazine ranked Sacramento as "America's Most Diverse City."

## APPLICATION PROCEDURE

The next President is expected to start in July 2022.

- To apply, please submit the following four documents, confidentially, and as separate PDF attachments.
  - » Letter of Interest that aligns your experiences and skill sets with the current needs of the school as you understand them.
  - » Statement of Catholic educational philosophy.
  - » Current resume with all appropriate dates included.
  - » List of five references with names, phone numbers and email addresses. No references will be contacted without your knowledge and approval.
- Please include St. Francis Catholic High School in the subject field.



### ***Assemble all of the application materials in one email to:***

Aimee Viana, Partner  
aviana@partnersinmission.com  
Partners in Mission School Leadership Search Solutions, LLC  
8 Nicklaus Way | Mashpee, MA 02649  
919-943-3685 (Cell)  
www.partnersinmissionslss.com





Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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