



# TOTINO-GRACE HIGH SCHOOL

FRIDLEY, MINNESOTA

PRESIDENT  
JULY 2014

## MISSION STATEMENT

Totino-Grace is an Archdiocesan co-educational Catholic high school in the Lasallian tradition. Welcoming a student body that is academically, economically, and culturally diverse, we strive for equity and excellence in all programs. Recognizing the key elements of our mission as learning, faith, community, and service, we seek to provide a safe environment that places priority on mutual respect, self-discipline, and acknowledgment of our responsibility in the world community.

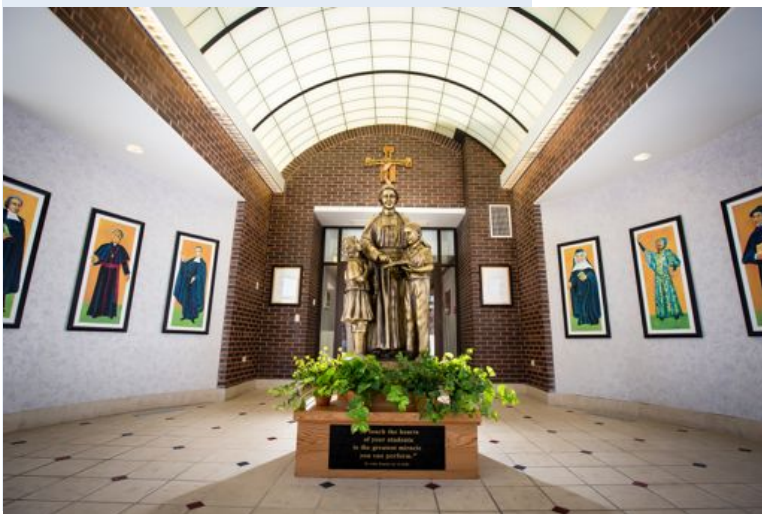
**Core Values: Learning, Faith, Service and Community**

Totino-Grace High School has initiated a search for its next President, who will assume leadership in July 2014. The school seeks a dynamic, experienced, innovative educator who is a practicing Catholic, whose inspirational leadership will ensure an excellent academic program and who will promote the mission and values of the school.

The new President will lead a community of over 600 families, 70 faculty members and 53 staff members. Students come from the northern suburbs of Minneapolis, including cities such as Shoreview, Mounds View, Roseville, Maple Grove and Coon Rapids. The students and families represent a mixture of racial, ethnic, religious and socio-economic backgrounds.

The leadership team at the school consists of the President, Principal, Associate Principal, Vice President for Advancement, Dean of Students and the Chief Financial Officer.

The school is accredited by AdvancEd, under the seal of the North Central Association Commission on Accreditation and School Improvement (NCA CASI). It is a member of the National Catholic Educational Association (NCEA), the Midwest District of the Christian Brothers, the Minnesota Association for College Admission Counseling and the American and Minnesota School Counselor Association.



Located in a northeastern suburb of Minneapolis, the school enjoys the benefits of the city, its bustling business core, cutting-edge restaurants, and thriving arts scene. The Twin Cities (Minneapolis and nearby St. Paul) is home to some of the nation's fastest growing companies (Aveda, Caribou Coffee, Carlson Companies [which is the parent company of Radisson Hotels], General Mills, Target, Medtronic, Cargill and 3M) and boasts a variety of independent schools as well as institutions of higher education. In addition, the state of Minnesota has been named the number one state for heart health by the American Heart Association.

### THE SCHOOL--ITS HISTORY AND MISSION

Totino-Grace is an Archdiocesan Roman Catholic school that is guided by the traditions of the Brothers of the Christian Schools and the charism of Saint John Baptist de La Salle, Founder of the Brothers. Founded as a Catholic school in which teachers assist parents in the educational, ethical and religious formation of their children, the Lasallian educational mission continues to thrive through a worldwide network of Brothers and lay colleagues committed to the education of youth.

The Christian Brothers founded Totino-Grace High School in 1966 with the assistance of the School Sisters of Notre Dame. In 1970, the Brothers turned over the financial support of the school to a lay Corporate Board. Totino-Grace is one of the largest Catholic high schools in the Archdiocese of St. Paul and Minneapolis. The uniqueness of Totino-Grace rests with its desire to provide a quality Christian and values-centered education to students of all abilities, with a rigorous academic program that prepares a high percentage of students for college.

### THE SCHOOL COMMUNITY

*“Touching Hearts and Changing Lives”*

Many at Totino-Grace spoke of the challenge of adequately capturing in words the heart and soul of the school. Totino-Grace High School is a welcoming community where both its Catholic identity and the Lasallian tradition are interwoven in the fabric that makes the school a special, inclusive community. It is not just about the academics; more importantly, it is about “touching the hearts of students” to ensure that their education

### As a Lasallian high school:

- **We educate in the Holy Presence of God, striving for excellence by instilling Gospel values in all we do and by inspiring academic and spiritual growth.**
- **We believe that teachers and staff stand in a providential and grace-filled relationship with students. Totino-Grace students benefit from the witness of a caring, concerned, and dedicated faculty, administration and staff.**
- **We are committed to create and sustain respectful human relationships in community. Within such a setting, Totino-Grace seeks to challenge its students to serve others, especially the poor, and to deepen a sense of responsibility in the world community.**
- **We seek to serve and embrace students with varied academic needs and diverse social, cultural, and economic backgrounds and do so in partnership with families and all those who are committed to living the Lasallian mission.**



is a transformative experience. Totino-Grace is an enthusiastic, supportive and diverse community, one that is comprised of faculty, student, parents and others who are committed to its mission, its Lasallian tradition, to providing the best student experience ever. Everyone at TG understands that their educational success starts with relationships and the school is clearly “a family because all of [their] students are known, supported and loved.” One often hears the phrase “You Belong” and it is clearly evident that all, particularly the students, feel that they belong to this community.

Since its founding in 1966, Totino-Grace continues to offer a unique educational option to families of all backgrounds. The school seeks excellence and equity by providing educational opportunities to all students, pushing each to achieve his or her potential.

*“Show much kindness and love for the young people you teach.”*

Students know they are cared for. They are provided numerous opportunities for leadership development whether it is in the classroom, the sports field, campus ministry, retreats, performing arts or service trips, to name but a few. In addition, Totino-Grace asks students to balance strong academics with service and the development of social consciousness. Small class sizes allow for strong connections to be built between students and faculty. The culture of the student body is one that emphasizes the importance of community and support of one another, where it is “cool to be smart.” Specifically, students are passionate about helping each other—there is a strong sense of inclusivity, respect and the desire to treat each other well.

*“You can perform miracles by touching the hearts of those entrusted to your care.”*

The faculty and staff at Totino-Grace are highly valued by the administration, parents, and students. Faculty and staff members appreciate the warm and supportive relationships with each other based on trust, respect, and reliance on one another. They are a diverse and innovative group who are committed to the school’s core values and mission and who pride themselves on a strong sense of community. Their work is guided by a deep understanding of what it means to teach, as well as to be an integral part of a community. In addition, the teacher-student relationships are critical and are characterized by care and concern. The faculty are dedicated to ensuring the success of their students and participate in all aspects of school life. Their enthusiasm for their chosen profession is reflected in conversations with one another and in their classrooms. In general, the faculty is a veteran group. Annual teacher turn-over is low.

Parents speak to the strong community sense of the school, the “phenomenal, dedicated faculty,” and the individual attention that is a vital part of the day-to-day interaction between students and

teachers. Parents feel that the teachers “really know the kids” and are truly committed to creating a culture built on relationships. Students have a strong sense of school pride and are excited about their peers’ successes and speak of the mutual respect that they and their teachers have.



## PROGRAM

Totino-Grace provides for a transformational experience for its students by offering a strong academic foundation, rooted in faith and spiritual formation, which prepares students for a



difficulty in learning to achieve success in the classroom, provides extra support for academic motivation or organization.

A highlight of the school's program is its E3: Engineering Institute. Designed for students with aptitude for and interest in science, technology, math and their application to the field of engineering, the institute engages and challenges students with a rigorous curriculum. In addition, seminars, engineering mentorships, internships and a capstone presentation are some of the additional components of this program.

This year, the school implemented its one-to-one technology program, with each student being issued an Apple MacBook Air for class and home use. Professional development was provided to faculty to integrate the technology into their classroom, to guide students and provide interactive learning through interdisciplinary projects. With the support of a Curriculum Integration Specialist, faculty are able to receive ongoing training to integrate technology, to support teaching, learning and assessment.

Totino-Grace is committed to equity of learning opportunities. The Achieve Program provides an integrated intervention to support students with academic challenges. Academically talented students in tenth, eleventh and twelfth grade can pursue a rigorous course of study, participate in extracurricular activities, and satisfy their intellectual curiosity through cultural enrichment experiences as Kathleen Murphy Scholars. Students focus on becoming academic, civic and faith-filled leaders in the community through activities in leadership and team-building.

Co-curricular activities play a vital role in the school life of the Totino-Grace student; virtually all students take part in at least one co-curricular activity. The school is currently a member of the North Suburban Conference, though it will join the much larger Northwest Suburban Conference in 2014-15. The Northwest Suburban consists of fourteen schools with highly competitive programs. Varsity offerings at Totino-Grace include football, soccer, basketball, hockey, golf, lacrosse, swimming and diving, tennis, cross country, volleyball, track and field, dance, baseball, and softball.

In Fine Arts, the school has a nationally recognized show choir, jazz band,



world which expects much of them. As members of the Totino-Grace community, students are encouraged to develop their individual gifts and to use their talents to improve the quality of their lives and the lives of others.

The school offers a college-preparatory curriculum, with extensive Honors and Advanced Placement classes. Students can receive college credit through St. Mary's University in Winona, MN, for selected classes. In addition, Learning Lab, a course that makes it possible for many students who experience



drumline, a theater program that produces three productions a year, music summer camps and a Fine Arts Academy that provides high quality fine arts programs and staffing for Catholic elementary and middle schools that do not have them. The school also offers competitive teams such as math, science, speech, chess, knowledge bowl, mock trial and bowling as well as leadership groups such as student council, respect life, LINK, National Honor Society, Empower (anti-bullying) and Lasallian Youth.

**FINANCE AND DEVELOPMENT:**

**Enrollment 2013-14: Total 798**

- Grade 9: 217**
- Grade 10: 200**
- Grade 11: 212**
- Grade 12: 169**

**Percentage of students who are Catholic: 88%**

**Percentage of students of color: 10%**

- Administration: 6**
- Full-time Faculty: 65**
- Part-time Faculty: 5**

- Full-time Staff: 24**
- Part-time Staff: 29**

**Average class size: 24**

**Tuition for 2013-14: \$13,275**

**Percentage of families on Financial Aid: 42%**

The school is financially stable and has an overall annual budget of approximately \$11.5 million. Tuition, which comprises the majority of the school’s revenue, is set at \$13,275 for the 2013-14 academic year. Financial Aid and scholarships totaled approximately \$1.5 million for the 2013-14 school year.

The Finance Committee of the Board and the Chief Financial Officer monitor the finances carefully and support the school’s efforts to maintain excellence while controlling costs.

Total giving to the Annual Fund and Annual Fundraising for 2013-14 is expected to be approximately \$1.6 million.

Current endowment value is \$3.3 million, of which approximately \$1.7 million is considered quasi-endowment (or board designated)

Current debt outstanding is approximately \$5.5 million related to upgrades and new additions to the school in 2010. A portion of this outstanding debt will be paid by outstanding pledges receivable.

**GOVERNANCE**

The Totino-Grace Corporate Board is comprised of current and former parents as well as representatives of the alumni, Christian Brothers, School Sisters of Notre Dame, local clergy, and the Archdiocese. The Directors are strategic and have shown a tremendous dedication to the Lasallian mission and the continued growth and development of the school, with a clear sense that they want Totino-Grace to be the exemplary Catholic school in the area. Totino-Grace has a long history and

a strong commitment to comprehensive strategic planning that dates back over 30 years. The school's planning has always been grounded in the school's mission as a Catholic Lasallian high school. The current Strategic Plan goes through to 2016 and is available on the school's website.

The Board has formed sub-committees to assist in meeting their objectives, including but not limited to the Executive, Mission, Finance, Marketing, Advancement and Building & Grounds Committees.

The Directors recognize the critical importance of finding the right President to lead the school as it approaches its 50<sup>th</sup> anniversary in 2016, someone who will continue to develop and enhance the school's academic, faith formation and advancement programs. They have been diligent in preparing to conduct a thorough, effective search for the next President for Totino-Grace.

Totino-Grace is an educational institution incorporated under Minnesota statute 317A (non-profit corporation). The Archdiocese of St. Paul and Minneapolis owns the land and property of Totino-Grace High School; the school leases the land from the Archdiocese. The Corporate Board of Totino-Grace appoints the President, subject to the approval of the Archbishop of St. Paul and Minneapolis. The Corporate Board delegates to the President full authority necessary to supervise the operation and administration of the school.

### OPPORTUNITIES FOR THE PRESIDENT

The President oversees all aspects of school operation. He/she will preserve and advance the school's exceptional educational program; guide its dedicated faculty and staff; value and articulate the school's special qualities of a diverse and caring community to the broader community; maintain and model its Catholic ethos, mission, and Lasallian tradition; and lead the school in the development of its key strategic priorities.



***Catholic/Lasallian Identity:*** Totino-Grace is an Archdiocesan Catholic school that is formed in the Lasallian tradition. The next President, who will be entrusted to carry on the mission, tradition and charism of the Christian Brothers, must ensure that the Lasallian identity remains an integral part of the school. The challenge is to maintain the essence of the institution while imbuing it with an enhanced sense of purpose to provide for meaningful implementation in a 21st century context. The next President must embrace, promote and ensure that both the school's Catholic identity and its Lasallian tradition informs all that is done at Totino-Grace.

***Faculty:*** Totino-Grace has a committed, dedicated, professional faculty. The President must continue to effectively galvanize and appropriately mobilize this talent to carry out the mission of the school. As a leader, the new President works closely with the Principal, Administration, faculty / staff to support and facilitate their commitment to academic excellence, ensure their continued growth as teachers, and develop strong working teams while delegating appropriately and ensuring accountability. Although Totino-Grace has been blessed with many dedicated faculty who have served the school well for many years, there will be a number of faculty retiring in the

near future. Therefore, it is critical that the new President is attentive to hiring new faculty who will fully embrace, model and live out the core values of the Lasallian charism and Catholic ethos to make sure that the distinctive characteristics of the school's culture are maintained.

**Academics and Excellence:** Totino-Grace has always been committed to serving a broad range of students while ensuring that each is challenged and achieving to the highest level they are capable. As the educational leader, the President will lead faculty in effective discussion and articulation of the pedagogical vision for the school, particularly in the context of Totino-Grace's mission for education and the nature of today's students. Specifically, he/she will engage the faculty to define teaching excellence for Totino-Grace and work collaboratively through professional development and evaluation programs to provide for best practices. Additionally, the President will develop appropriate systems and structures to allow for the effective implementation of the programmatic objectives and to serve the needs of all students. The overarching goal of this work with administration and faculty is to realize a culture of excellence

**Community Relations:** The new President will be responsible for strengthening the community's awareness of the school's success as well as developing meaningful relationships both internally and externally with a variety of constituents (e.g. alums, pastors, etc.). The President must articulate the distinctive value of the school, its Catholic identity, the outstanding academic and co-curricular programs and the wonderful community, all of which are the hallmarks of Totino-Grace. The new President must also actively involve all Totino-Grace constituents (administration, faculty, staff, parents, alumni, board members) in this effort.

**Enrollment Management:** Given the changing demographics and the competitive landscape in the Minneapolis-St. Paul area both in terms of independent schools and Catholic schools, attention must be given to ensure that the school maintains its position in the local marketplace. To that end, the President will need to take a leading role and actively involve all Totino-Grace constituents in a comprehensive marketing and outreach program that articulates the distinctive value of the school, its Catholic identity, the outstanding academic and co-curricular programs and the wonderful community, all of which are the hallmarks of the school.

**Financial resources:** Totino-Grace has a stable operating budget. Given its commitment to keeping the school affordable, the next President will need to continue the work in the areas of development, fundraising and alumni relations to provide for the appropriate resources to ensure that Totino-Grace can fulfill its mission and ensure that it is able to realize its strategic initiatives. The next President will work with the Board to develop the necessary resources to support quality programs

(e.g. E3 Engineering program, technology, etc.), faculty compensation and capital needs. In addition, the next President will need to focus on building Totino-Grace's endowment.

## PROFESSIONAL QUALITIES

*“Preach by example, and practice before the eyes of the young what you wish them to accept.”*

The Corporate Board and the school community are interested in all candidates who can embrace, articulate, and promote Totino-



Grace's vision of academic excellence within the context of a Lasallian Catholic community dedicated to faith, scholarship and service. The next President is a Catholic educator with a deep academic background, a team-builder with a proven track record in administration. The successful candidate is someone who can be an energizing and inspirational leader, who can delegate effectively while ensuring accountability. Along with having a background in secondary education, candidates will have the following qualities:

- A practicing Catholic with an understanding of the Lasallian charism and/or a desire for further formation to develop an understanding and appreciation of the Lasallian charism and how it informs the life of Totino-Grace.
- A demonstrated understanding of Catholic faith and theology as well as the directions and issues in the Catholic Church, including pastoral, social, and moral dimensions of church life, and the role of Catholic institutions within the Church.
- A willingness to work closely and collaboratively with the administrative team, as well as with faculty and staff, to build a true partnership for the school.
- A commitment to transparency that genuinely invites and respects the perspectives and views of others, yet is decisive when required.
- An understanding of organizational dynamics to ensure strong collaboration among senior administration and to facilitate their commitment to providing excellence. In particular, the President must have an understanding of and work successfully in the President-Principal model.
- A knowledge and understanding of an effective external affairs program, which includes fundraising and broader community involvement. The successful candidate must be comfortable asking for financial support and must have a commitment to developing a culture of philanthropy.
- An ability to articulate the school's educational philosophy to inspire and motivate all constituencies.
- A passion for academic excellence and proven experience in enhancing strong academic and faith formation programs.
- The ability to work closely and comfortably with the Corporate Board in building a true partnership in governance and leadership.
- An effective and clear communicator with administration, faculty members, parents, students, community members, and the Corporate Board so that these groups are appropriately informed of potential issues and needs.
- The ability to be visible and make connections with the greater Minneapolis-St. Paul communities to enhance the school's image and reputation to attract students from these communities and to increase the level of financial support.
- A strategic thinker with proven experience in developing and implementing strategic plans.
- An understanding of the fundamentals of business and the economics of running a school.

- Knowledge of and comfort with using technology as a vehicle for communication and organizational systems.
- An advanced degree in educational leadership.



## PERSONAL QUALITIES

Totino-Grace is seeking a practicing Catholic who is willing to immerse himself/herself into the life of the school. The successful candidate is a passionate, energetic, confident person of keen intellect, strong emotional intelligence, deep spirituality, with strong personal values and integrity who will enjoy developing and guiding the school's community.

The school will be best matched by a leader who will embrace the idea of “touching hearts, and changing lives.” Also, Totino-Grace seeks someone who is down-to-earth, calm under pressure, possesses a forward-thinking view and a keen sense of humor. This individual will have a true love of and appreciation for the school's culture and for educating young people, a leader who can encourage administration, faculty and staff in a positive way.

The successful individual will be someone with a warm, approachable presence, who invites and connects easily with parents, teachers and students and who is adept at drawing from the collective wisdom of the community. Finally, Totino-Grace's new President's actions and decisions will need to maintain and model both the core values of the Lasallian mission, as well as the school's Catholic identity.

## SEARCH PROCESS

Totino-Grace High School has engaged the national executive search firm, Educational Directions, Incorporated, to assist with the search. The Search Committee plans to complete the search early Spring 2014.

Candidates should submit all information as soon as possible, but not before first speaking with one of the Search Consultants:

Mathew Heersche, Ed.D.      [mheersche@edu-directions.com](mailto:mheersche@edu-directions.com)

Risa Oganessoff Heersche      [rheersche@edu-directions.com](mailto:rheersche@edu-directions.com)

Electronic submission of materials is required. **Please send materials in a consolidated pdf format.** Reference letters should be submitted separately.

Candidates should submit the following documents.

- Cover letter explaining their interest and qualifications for the Presidency at Totino-Grace High School

- Brief personal statement that includes the candidate’s thoughts on leading Totino-Grace
- Current resume
- Names, e-mail addresses and telephone numbers of five references
- Two written letters of reference

### SEARCH CALENDAR

Deadline for application materials  
Semi-finalists selected  
Semi-finalist interviews  
Finalists announced  
Finalists’ visit to campus  
Selection of new President

January 2014  
Late January 2014  
Early February 2014  
Early February 2014  
Late February 2014  
Early March 2014

