



# Pope John XXIII High School

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888 Broadway, Everett, MA, 02149 • 617.389.0240 • [www.popejohnhs.org](http://www.popejohnhs.org)

October 3, 2016

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## **FOR IMMEDIATE RELEASE:**

### ***Pope John XXIII High School Welcomes Nominations and Applications for Appointment to the Board of Trustees***

**Everett, MA**— Chairman Joseph Lavino, by and on behalf of the Board of Trustees of Pope John XXIII High School, Inc., invites the submission of *curricula vitae* from qualified applicants seeking consideration for appointment to the Board.

#### **About Pope John XXIII High School (PJHS)**

Pope John XXII High School a private, parochial secondary school offering an educational experience holistically rooted in the message of the Roman Catholic Church and the school's namesake, Pope Saint John XXIII.

Located at 888 Broadway, Everett, MA, Pope John was founded in 1966 by Cardinal Cushing and the Sisters of Saint Joseph. Pope John is currently celebrating the 50<sup>th</sup> Anniversary of the school's opening. This fall, September 2016, also marks the opening of the school's 8<sup>th</sup> grade program, Roncalli Prep.

Today, Pope John continues to provide a high quality, faith-based college preparatory education at an affordable cost. Students are immersed in a diverse student body population consisting of both domestic and international students, and students are also presented with co-curricular offerings which are competitive but welcoming to all.

#### **About the PJHS Board of Trustees**

Since 2004, the school has operated as a wholly independent, 501(c)(3) corporation, under the operational direction of Directors as well as a Board of Trustees.

The Board of Trustees is made up of various upstanding members of the internal and local community, who collectively volunteer their time and expertise to the school in an effort to promote the school's ongoing success.

The Board relies upon the collective personal and professional experiences of the various Trustees to make critical decisions which directly impact the school. Matters, such as the school's

marketing/advertising, admissions, curriculum, finances, and facilities maintenance are all within the purview of the Board's oversight. The Board is additionally tasked with the vetting and selection of the Head of School.

### **Expectations of the Board of Trustees:**

Trustees are expected to contribute anywhere from 1-4 hours per month, dependent upon what meetings and events are scheduled for the given month, as further discussed below.

#### *Committee-of-the-Whole*

The Board of Trustees typically conducts 5 Committee-of-the-Whole meetings per year, with scattered additional meetings/conference calls as needed. Board meetings are held on Monday evenings at the school and are typically 2-2½ hours in duration. Barring extraordinary circumstances, the attendance of all Trustees is expected at all Board meetings.

Committee-of-the-Whole meetings consist of reports from the offices of the Chairman, Head of School, Principal and the Board sub-committees (discussed below) along with voting on actionable matters presented to the Board for discussion as appropriate.

#### *Sub-Committees*

Additionally, all non-office holding Trustees will be assigned to one of the four Board sub-committees: Admissions/Development; Curriculum; Finance; Facilities. Each sub-committee shall consist of 3-4 members and will feature the operational positions of Chair, Vice-Chair and Secretary. The minutes of all sub-committee meetings shall be memorialized to writing and distributed to the Trustees for review prior to, and in conjunction with, the report offered at the Committee-of-the-Whole meeting by the given sub-committee.

At minimum, Sub-Committees are expected to conduct meetings on a monthly basis, however the meetings can be conducted in whatever manner is the most accommodating to the given sub-committee's members (i.e. in person at the school or offsite, via conference call, etc.). Sub-committee meetings typically are one hour in duration.

#### *Additional Expectations*

The Board anticipates that all Trustees will be truly invested in the overall well-being of the school and will be active participants at all prominent school functions, including, but not limited to the annual Pinnacle Awards gala. In addition, Trustees will be asked to utilize their pre-existing relationships in the surrounding communities in furtherance of the Board's objectives.

### **Benefits of becoming a member:**

- Making a difference in the future of Pope John XXIII High School and impacting the future direction of faith-based college preparatory education
- Opportunity to network and connect with other successful, influential, and established professions, who may serve as valuable future connections
- Enhance valuable skills, which may add great value to your career, such as strategic planning, public speaking, fundraising, and marketing

- Develop leadership and management skills as an authoritative figure in an organization

**Requirements for consideration:**

- Excellent Communication Skills
  - Must be able to articulate opinions, innovative ideas, arguments, and comments in a concise, clear and logical manner.
- Strategic and Innovative Thinker
  - Must be able to stay focused on goals while considering the future, think independently, and critically, understand issues from different perspectives and synthesize multiple viewpoints to produce sound decisions.
- Collaborator
  - Must be able to collaborate effectively and productively to ensure equal contributions of all Trustees.

All applicants for consideration should forward a professional resume together with a cover letter to Chairman Joe Lavino or Vice-Chairman Andrew Delory. Additionally, please do not hesitate to call or email with questions, suggestions or recommendations.

**CONTACTS:**

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