



Organization: [QUINCY CATHOLIC ELEMENTARY SCHOOLS FOUNDATION \(QCES\)](#)

Project Title: Quincy Catholic Schools Leadership Salary Support

Request Amount: \$92,000

Total Project/Program Budget: \$122,700

Annual Organization Budget: \$7,177,405

Target Population: PreK through 8 (school faculty and staff)

TFF Staff Comments: This organization has received multiple Formal Funding, Capacity Building, and Matching Grants over the years. Most recently, they received a \$5,000 Capacity Building Grant in 2024 for Fundraising 101. They also received a \$45,000 Formal Funding Grant in 2023 for a consultant to guide their Quincy Catholic Schools Strategic Planning process.

In 2023, QCES received a \$36,000 Formal Funding grant to fund this leadership salary. QCES applied for \$76,000 but did not keep TFF up-to-date on their process or the details of their plan. Here is a recap of the TFF Staff notes from their grant application in 2023.

“Over the past 18 months, TFF Staff have repeatedly checked in with Quincy leaders on the development of the new Catholic School System. Unfortunately, the system leadership posted its new Chief Administrative Officer position and moved forward with the hiring process at the same time they submitted a grant application to help pay for the position to TFF. It puts TFF in an odd situation because the Quincy leaders have communicated the role publicly, conducted a search process, and are proceeding to hire for a role that they are hoping TFF will fund 80%. We’ll provide an update on the hiring process at the TFF Board meeting, but TFF Staff feel that some Quincy leaders have been working under the presumption that TFF will significantly fund the new position despite our clear indications that they should not be presumptuous.”

After TFF decided to fund only \$36,000 of their \$76,000 request, Dan met with QCES leadership and the Quincy priests to share TFF’s frustration with the process. Since then, communication has significantly improved and TFF has been included in regularly communications, with Angie Schlater playing a role in the strategic planning work. In addition, Dr. Gill has proven to be a strong leader that is helping the Catholic Schools System work to proceed. TFF Staff support the funding of this role, but the TFF Board should discuss how much is appropriate to fund.

2023 Request – 80% of \$95,000 = \$76,000 (TFF granted \$36,000)

2024 Request – 80% of \$115,000 = \$92,000

QCES’s Suggested Salary Share Plan

Year One -- 80 TFF / 20 QCS – August 2023 – August 2024

Year Two - 60 TFF / 40 QCS

Year Three - 40 TFF / 60 QCS

Year Four - 20 TFF / 80 QCS



QUINCY CATHOLIC
ELEMENTARY SCHOOLS

Proposal

***Request Owner:** Dan Teefey
Request Source: External (Submitted 12/27/2023)
Proposal Type: Formal Grant Application - Education Non-School
Invitation code (where applicable): Cycle 1, 2024 (27827YQL3J)
Action Without Meeting:
Approval Stipulations: N/A
TFF Staff Comments:
Project Title: Quincy Catholic Schools Leadership Salary Support
Request Amount: \$92,000.00
Total Project or Program Budget: \$122,700.00
Funds are being requested for:: Staff
Focus of Education Grant Request:
***Target Population Served by Request:** PreK through 8 (school faculty and staff)
Project Start Date: 05/01/2024
Project End Date: 04/30/2025
Request Information: We are requesting \$92,000 for support of the Chief Administrative Leader. This amount represents 80% of the cost of the position's salary and benefits.

This amount represents an adjustment from our initial salary support request. Our first application was based on our intention recruit a business manager with subsequent plans for the hiring of a superintendent-type role in the following years. The salary was benchmarked against the industry average for such a position, and our request amount aligned with it. However, the hiring process led us to Dr. Christopher Gill, whose extensive experience and expertise more closely align with that of a superintendent. Throughout the interview process, it became evident that Dr. Gill was the best choice to spearhead the next phase in the formation of the system. In order to secure the most qualified leader, the pastors determined there was a need for greater investment in the position and made adjustments to their contributions to ensure the right candidate was hired for the position.

Need for Project: We are seeking to consolidate our four existing elementary schools into one unified system.

The Chief Administrative Leader is the individual tasked with overseeing this significant endeavor. This role includes the following responsibilities: mobilizing the Provisional Advisory Board to address the mandates from the Bishop, collaborating with the Director of the Quincy Catholic Elementary School Foundation to devise a marketing plan for the unification, empathetically engaging with and responding to employees and families affected by this process, supporting the four principals in their school leadership, formulating guidelines, policies, and rules to serve as the foundation of the new system, crafting a strategic plan in collaboration with Partners in Mission to guide us in the future, and developing a budget that not only saves money for Quincy Catholic Schools but also enhances existing programs to better serve our students.

This position is not only tasked with leading the completion of these tasks but is also entrusted with fostering a family of faith-filled educators. We aim to become the best at delivering the highest quality education to our youth.

Best Practices: Catholic education is experiencing a decline in enrollment nationwide, with some researchers suggesting a decrease of up to two-thirds over the past 50 years. Quincy is not exempt from these trends. While our enrollment hasn't dropped by two-thirds, it isn't at the level it was 50 years ago.

The initiative to unify aims to bring us together as one system. Instead of working in opposition, we will now pool resources, share ideas, foster collaboration, and seek to enhance our existing practices.

The Chief Administrative Leader (CAL) plays a crucial role in executing this vision. The current provisional advisory board consists of dedicated volunteers working towards the same goal. While these volunteers are committed to Catholic education, they have other responsibilities and commitments. The CAL, as a paid employee, is instrumental in uniting and strengthening the advisory board's operations. This position's sole focus is to ensure a seamless process.

Collaboration:

***How Does This Request Fit Into Your Organization's Mission and Purpose?:**

At the heart of our organization's mission is forming the next generation of Catholic Disciples of Christ, a goal we pursue in close collaboration with our families. We are committed to providing a foundation of academic excellence and spiritual growth to achieve this mission. Central to our efforts is the unification of our Catholic Elementary Schools into a cohesive system.

The request for funding to support the Chief Administrative Leader (CAL) aligns directly with our mission. This leader will play a pivotal role in uniting our schools and bringing together our diverse community of educators, families, and parishioners. By consolidating our efforts and resources under the guidance of the CAL, we aim to strengthen our ability to deliver on our mission and nurture a vibrant family of faith-filled educators. Together, we can better serve our students and fulfill our shared commitment to academic excellence and spiritual growth.

SWOT Analysis of Organization or Project

Strengths (S) - What do you do very well?	Weaknesses (W) - What do you need to improve?	Opportunities (O) - Where do you see opportunities for impact?	Threats (T) - Where do you see obstacles to your goals?
The Provisional Advisory Board is very strong with a variety of experiences and skills. The board also brings voices from all four elementary schools.	We need to do a better job of communicating the strengths of unification and how the change will not mean the disappearance of traditions or the connection to their specific church.	A great opportunity in fiscal management under one administration should allow us to utilize resources more strategically than with four separate entities.	The main challenge is that change is hard for some. Everyone seems to agree that unification is in our best interest but a few don't want any change to happen to their specific school.
Central leadership - Since the CAL has been hired, he has been able to be a central leader for pastors and principals in decision making as we move closer to the goal of unification. For example, 7 of the 10 mandates are not completed since October.	With only one full-time employee under Quincy Catholic Schools, it is apparent that we will need a Business Manager in the near future to help organize the bookkeeping from the various schools.	Another opportunity is having teachers under one entity will allow them to work closer together in making sure all students are receiving excellent academic instruction but also excellent spiritual formation.	NA
Diocesan support - The Diocese is very supportive of this initiative. There are weekly phone calls with the Diocese to make sure Chris is part of the team and also to support him in this endeavor.	NA	NA	NA

S.W.O.T. Analysis:

SWOT Analysis:

Did you complete the SWOT Analysis for your organization as a whole or only for a specific project and/or program within your organization?: Project/Program

Goals and Action Plan for Measurable Impact

Goal - What do you want to accomplish? What do you want to achieve?	Current Situation - What are you doing now? What does your current data show?	Action Steps to Achieve Goal - What do you plan to do to move from your current situation to your goal?	Measurable Impact Desired - How will you know that you achieved your goal?
Creation of a new strategic plan under the leadership of CAL.	This is currently being done with a grant from TFF. We are currently collecting data and knowledge about Quincy Catholic Schools so we can perform a SWOT analysis.	After narratives are completed we will do a large SWOT analysis which will then end with a retreat at the end of April. Following that retreat we will have 90-95% of the plan finished to go to the board for review and approval.	Completed plan that has an implementation start date of Fall 2024.

Suuccessfully completed the unification of the four existng elementary schools into one unified system. This includes the merging of the four school budgets inot one system budget.	Working on the mandates the bishop has required before approval of unification can occur. 7 of the 10 are approved.	Implementing the strategies set in the strategic plan. Addressing concerns and promoting the benefits of unification. Establishing efficient fiscal management processes under the new administration.	A unified budget in place by Fall 2024.
Engage the community in the transition from four schools into one system	Previous listening sessions were held to allow the community an opportunity to share thoughts, questions, and opinions on the process. Monthly updates are sent to school families and quartely updates have been added to church bulletins.	Continue to work with the board and CAL to scheduel future listening sessions.	At least one listening session/town hall is held. Regular updates continue to be sent.
Hiring of a system business manager (CFO).	Working with pastors and diocese on the reasoning why we need a system business manager.	Work with advisory board to research and draft a document to show the need for a system wide business manager. Work with the Finance Committee to determine the fiscal capacity for a new position.	Hire a business manager by October 2024

Measurable Goals & Action Plan:

Future Funding Plan:

Our original funding request for salary support for this position was funded at 50% of the request amount due to limited information on what the position looked like moving forward as well as how the position would be financially supported. Since that time, the parishes have determined how they would split the cost of the salary and benefits for the position, and a highly qualified candidate was selected.

The TFF has graciously allowed us to apply for a new cycle of funding early. Because we are still in our first year of this position, we would like to request that the TFF consider renewing the support at the original year one request of 80% TFF/20% QCES. The 20% will be supported by the four parishes: St. Peter - 40%, St. Francis - 30%, Blessed Sacrament - 15%, and St. Dominic - 15%.

One of the first projects once the Diocese's mandates are complete and Quincy Catholic Schools becomes an official standalone organization will be to unify the budgets from the four schools. Through this process, we will be able to seamlessly integrate the Chief Administrative Leader's salary and benefits into the budget. In addition to the work on the budget, we will also continue to look at the structure of the overall system as we work to identify and implement efficiencies in purchasing, contracting, and the delivery of education.

As we move forward, it is our goal that these efficiencies will stregthen our budget over time and create the space we need to fully fund this position as well as any future system-wide positions that will be needed to effectively operate.

We would like the TFF to continue to consider our initial funding proposal listed below.

Year One -- 80 TFF / 20 QCS

Year Two - 60 TFF / 40 QCS

Year Three -- 40 TFF / 60 QCS

Year Four -- 20 TFF / 80 QCS

This plan was originally presented in an earlier cycle of this grant, and it will give us the opportunity to slowly incorporate the cost of this integral position into our budget over time.

Capacity Building:

Working on the strategic plan has impacted us the most for Quincy Catholic Schools. The Chief Administrative Leader (CAL) has been the spearhead of this process. He has made sure we are hitting deadlines and engaging our various stakeholders.

Even though we have not completed the process, just going through the strategic planning process is giving us a better understanding of our Strengths, Challenges, and Opportunities. It is helping us solidify our mission, vision, and educational values. It is also helping us determine what our priorities should be in the future.

Project Photos:
Executive Director/President/CEO Authorization: Yes
Does Your Organization Have a Strategic Plan?: No
Project Budget Template: Final_Report_Budget_QCS Leadership.xlsx
Current Annual Organization Budget: \$7,177,405.00
Organization Budget: QCS Actuals 2023.xlsx, QCS Budget 2324.xlsx
Statement of Financial Condition:
Statement of Activities:
Do you have any overdue Final Impact Reports to TFF?: No
Key Staff Member Information: Dr. Chris Gill, Chief Administrative Leader
***Organizational or Personnel Changes:** Dr. Christopher Gill was hired in the fall of 2023.
Board of Directors: Quincy Catholic Schools - provisional advisory board member list.docx
Audit:
990:
***Letter of Agreement - Review and Accept Terms:** ● I ACCEPT
***Name of Individual Agreeing to Terms:** D. Christopher Gill
How long did it take you to complete this grant application?: 6-9 hours
Please share any suggested improvements to our grant application process.: No suggestions that I can think of at this point.
Is this an Invitation Grant?: No
Interim Report 1:
Grant Variance Request:
Site Visit Report:
Challenge Grant Document(s):

Project Budget Template

PROJECT INCOME				PROJECT EXPENSES			
Source	Budgeted Cash Income	Budgeted In-Kind Income	Indicate if income is Committed (C) or Pending (P)	Item	Budgeted Cash Expenses	Budgeted In-Kind Expenses	Dollars Requested from TFF
Local Government	\$	\$		Salaries or wages for project staff <i>(break down by individual position below and indicate full or part-time)</i>			
State Government	\$	\$					
Federal Government	\$	\$					
Individual Contributions	\$	\$			\$	\$	\$
Foundations <i>(specify below)</i>					\$	\$	\$
Tracy Family Foundation	\$92,000.00		P		\$	\$	\$
<i>(name)</i>	\$	\$			\$	\$	\$
<i>(name)</i>	\$	\$			\$	\$	\$
Corporations <i>(specify below)</i>				Salaries and wages subtotal	\$110,000.00	\$0.00	\$88,000.00
<i>(name)</i>	\$	\$					
<i>(name)</i>	\$	\$		Insurance Benefits & Other Related Taxes	\$12,700.00	\$	\$4,000.00
<i>(name)</i>	\$	\$		Consultants & Professional Fees	\$	\$	\$
Program Service Fees	\$	\$		Travel	\$	\$	\$
Membership Income	\$	\$		Equipment	\$	\$	\$
Other <i>(specify below)</i>				Supplies	\$	\$	\$
St. Peter	\$12,280.00	\$	C	Marketing	\$	\$	\$
St. Francis	\$9,210.00	\$	C	Rent & Utilities	\$	\$	\$
St. Dominic	\$4,605.00	\$	C	Training & Professional Development	\$	\$	\$
Blessed Sacrament	\$4,605.00	\$	C	Other <i>(specify below)</i>			
	\$	\$			\$	\$	\$
	\$	\$			\$	\$	\$
Total	\$122,700.00	\$0.00		Total	\$122,700.00	\$0.00	
Total Budgeted Cash and In-Kind Income				Total Budgeted Cash and In-Kind Expenses			
\$122,700.00				\$122,700.00			
				Total Requested from TFF			
				\$92,000.00			