

LOGOS SUMMER TRAINING 2016 - WORKSHOPS & DESCRIPTIONS  
Track: ADMINISTRATIVE

Instructor	#	Title	Brief Description
Matt Whitling	1	Gate Keeping	This talk will address the importance of and methods for admitting qualified students to your school.
	2	Discipline	This talk will address administrative discipline, including dealing with students, parents, and teachers so that we are all functioning faithfully.
	3	Hiring Teachers	This talk will address the importance and practice of hiring first-rate teachers for your school.
	4	Teacher Evaluations & Staff Training	This talk will cover how to train and evaluate teachers for their growth and to bless their students.
	5	Communication	This talk will cover how to stay organized and how to communicate that organization to your students, teachers, and parents.
	6	Special Programs & Events	This talk will establish standards for how to conduct the different programs that your school will host throughout the year.
Tom Garfield	1	Board Roles & Responsibilities	There is a lot to good boardsmanship! Many classical, Christian schools have had board-level problems that could have been avoided with some time-tested, basic procedural principles. We will look at what the job of a board member is and how to work as a corporate unit to bless your school.
	2	Administration - Basic & Advanced	The job of head administrator has many facets, all of which take some good thought, practices, and planning, not to mention a godly character. A pretty tall order! Let's look at some practical ways that work well, by God's grace, in leading our schools.
	3	Board-Admin Relations	It's arguable that the most important relationship in our schools, second only to that of the student to the teacher, is that of the administrator to the board. The health of the entire school is improved or harmed, depending on the health of this relationship. Let's consider some ways to make it a harmonious and effective connection.
	4	Effective Boards	Good school boards share a lot in common, including the practices and ideas they avoid. This is a very practical look at a number of common good characteristics, as well as some all too-common mistakes (to avoid).

Gene Liechty	1	Event Planning: Key to Your Development Strategy	This workshop will provide perspective on event planning as a part of the school's overall development approach. Keys for success, pitfalls to avoid, and strategies to be employed will all be presented. This workshop will be instructive for both the novice and the seasoned fundraiser.
	2	Marketing Basics: Growing Your School	This workshop will include a discussion of some basic strategies for economically raising the visibility of your school in the community and increasing enrollment. The goal is to provide you with a basic plan to implement in your town.
Larry Stephenson	1	School Finances	A principled approach to setting and staying within a budget that works for schools in all parts of the country. It's never too late to discipline your spending and prioritize savings. How much to pay your teachers or how much to charge to charge for tuition? Which comes first? This workshop will help you set those targets and adopt the best practices in these and other financial areas.
	2	Building a Campus	This workshop is based on experience in building campuses in a number of locations around the country. Where do you begin? When should you start a capital campaign? We will discuss strategies that have worked - starting with nothing and ending with your own land and school facility.