

# Principal/Head of School Training and Certification Transformation Academy

July 20<sup>th</sup> to July 24<sup>th</sup>, 2020

July 19<sup>th</sup> – July 23<sup>rd</sup>, 2021

Christian School Management

Wesleyan Christian Academy, NC



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*To train, mentor, and inspire a generation of Christian school leaders who will transform their schools with and for the next generation of children to powerfully impact the world for Jesus.*

Transformation Academy is for new Principals / Heads of School who want to understand how to lead their school at a whole new level, those in leadership positions who want to prepare for a Principalship / Headship, and for experienced leaders who want to renew their vocation and find a new cutting edge in their practice.

## Transformation Academy Syllabus

### Leadership Levels

The syllabus is in a two-year rotation. In the first year of your attendance, you achieve the Sophia qualification. In the second year of your attendance, you achieve the Poimen qualification. The two years can be taken in any order. You can also come for one year only.

Each year comprises a summer leadership retreat (Transformation Academy) and an academic year of subsequent action and reflection.

Year One: Sophia (Wisdom)

Year Two: Poimen (Shepherd)

During the academic year following the Retreat, there will be two opportunities to meet together in a video conversation with each other and the Retreat Leaders to discuss and ask questions. In addition, every participant will have access to two one on one 60 minute coaching / mentoring sessions with a CSM Retreat Leader. Each of the Leaders is accessible by email at any time and every participant has a CSM membership built into the fee so that all articles are available to you.

### Fees

The fee is \$2,300 for each year (CSM members) \$2,450 (non CSM members). This covers the 24 hours of intense professional study, four breakfasts, four lunches, two dinners, and snacks and drinks during each day.

If you sign up for the two years up front, the fee is \$3600, a savings of \$1000, (CSM members) or \$3,750, a savings of \$1,150, (non CSM members).

A non-refundable deposit of \$250 is required to confirm your place. The remainder is payable by May 1st. Please send check to CFO, CSM 1901 Lenawee SE, Grand Rapids, MI 49506. Please mark the check Transformation Academy.

## Agenda

Each Transformation Academy is composed of 12 sessions

Monday 3.00 – 5.00

Tuesday, Wednesday, Thursday 8.00 – 10.00; 11.00 – 1.00; 2.00 – 4.00;

Friday 8.00 – 10.00, 10.30 – 12.30.

In the syllabus below, the following key should be used to interpret the sessions:

R – reflection (a metacognitive process)

T – teaching (direct instruction)

C – using your own school's data (putting knowledge into action)

W – worship and celebration (bowing before the Trinity)

The time between the sessions (morning one hour, lunch one hour) are intended for attendees to reflect, relax, pray, exercise, eat and drink, network, have individual consultations with the Academy faculty. The evenings are intended for relaxation (bring your family to explore this beautiful area) and/or reflection and conversation.

Individual consultations can include:

- application of teaching to your own unique circumstances
- discussion of a topic not covered that is applicable to you
- coaching of conflict situations
- deeper searching in their own vocations
- developing plans to implement when they return

## Journal and Calendar/Plan

Each attendee must maintain a journal for the week and have at least something written to reflect on each day.

Each attendee must develop a calendar/plan or similar for the coming year of takeaways from the Academy that they will put into effect. This calendar is part of their qualification and a copy must be provided electronically by the end of the Academy.

## Curriculum

Session	Year One (2020)	Year Two (2021)
Monday 3-5	What Does It Mean to be Called to Lead? (R)	Joys and Traps of Christian Leadership (R)
Monday dinner	A Christian Professional Learning Community (R/W)	A Christian Professional Learning Community (R/W)
Tuesday 8-10	Income and Expenses (T)	Philanthropy – the Mary Principle (T)
Tuesday 11-1	Strategic Financial Management (C)	Philanthropy – Annual Fund (T)
Tuesday 2.00-4.00	The Finance Committee (T/C)	Philanthropy – Your Annual Fund (C)
Wed 8-10	The CSM Enrollment Model (T)	Philanthropy – Leadership Giving (T)
Wed 11-1	Your Family Relationship Plan (C)	Philanthropy – Solicitation (C)
Wed 2.00-4.00	Marketing and Writing (T/C)	Philanthropy and Data (T/C)
Thursday 8-10	Board Governance (T)	Christian Professional Learning Community and Faculty Culture (T)
Thursday 11-1	Board Committees (T/C)	Your Evaluation System (C)
Thursday 2.00-4.00	Leading Upwards (T/C)	Scheduling (T)
Thursday dinner	A Christian Professional Learning Community (R/W)	A Christian Professional Learning Community (R/W)
Friday 8-10	The Strategic Plan (T)	Your Schedule (C)
Friday 10.30-12.00	Planning Your Project (C)	Planning Your Project (C)
Friday 12.00-1.00	Closing Ceremony and Lunch (R/W)	Closing Ceremony and Lunch (R/W)

R – reflection (a metacognitive process)

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## Coaching / Mentoring

Each leader will be partnered with a CSM Consultant who is experienced, faithful, and wise. They will meet at least twice for an hour over the course of the following year. Participants are strongly encouraged to also join the two community times.

Jesus said: "Therefore, I am sending you prophets and sages and teachers." (Matthew 23: 24)

The mentor is a teacher (can instruct), a sage (can listen and interpret), and a prophet (can anticipate).

### Teacher (instruct)

Mentees should seek advice or assistance as needed.

Mentors help the mentee identify goals and challenges and set priorities for relevant personal growth according to the plan developed at Transformation Academy.

Mentors teach hope within resurrection schools.

### Sage (listen and interpret)

Mentoring is a structured dialogue where reflection is facilitated by the mentor.

The mentoring relationship is based on trust, confidentiality, mutual respect and sensitivity.

The mentor allows the mentee to drive the relationship and encourages them to take increasing responsibility for their own self-reflection and development.

Mentors acknowledge the benefits they gain from the process of mentoring.

### Prophet (anticipate)

Mentors provide supporting resources that facilitate and continue the mentee's continuing journey.

Mentors and mentees interrogate reality to ensure that the future is a light in the darkness.

Mentors and mentees pray together about the present and for the future.

**Note:** mentors are not an emotional crutch and are not trained counselors. They are educators and skilled professionals who will always push the mentee to faithful hope and skilled action. They will defer to other professionals if the mentee seeks advice and counsel beyond their competency.

## Projects

**Sophia (1<sup>st</sup> year participants):** to demonstrate a grasp of enrollment principles and to carry out a sophisticated enrollment strategy that has positive results; to create and implement a Family Relationship Plan including:

- Retention plan
- Enrollment / marketing plan
- Calendar
- Materials
- Website
- Events

Final Product: a report documenting the strategy and strategy outcomes. Approval of the report will result in the Sophia certification being given.

There are two other options for your project depending on the year you attended and the first needs of your school:

### Philanthropy Project

- Philanthropy Plan
- Philanthropy Committee
- Annual Fund strategy and objectives
- Data collection, analysis, and application
- Materials
- Demonstrated skill in leadership solicitation

Final Product: a report documenting the strategy and positive strategy outcomes.

### Faculty Culture Project

- Development of a positive faculty culture demonstrated through qualitative and/or quantitative data and focused on student learning outcomes
- Practice of a Christian Professional Learning Community
- Implementation / improvement of a CSM faculty evaluation process
- Faculty professional growth criteria, objectives, outcomes through the Professional Learning Journey
- Demonstration of budget planning, budget use to drive growth

Final Product: a report documenting the strategy and positive strategy outcomes.



**Poimen (2<sup>nd</sup> year participants):**

To demonstrate mature leadership through a project of your own choosing.

Final Product:

1. a report documenting the strategy and positive strategy outcomes.

Approval of the report and participation in the community and mentoring will result in the Poimen certification being given.

## Transformation Academy Mission

The mission of Transformation Academy is:

*To train, mentor, and inspire a generation of Christian school leaders  
who will transform their schools with and for the next generation of children  
to powerfully impact the world for Jesus.*

We welcome and invite all who want to become Christian school leaders and/or want to deepen their Christian school leadership. This is for new school leaders; it is as much for more experienced school leaders who want to know what the cutting edge is in research and practice; it is also for Christian school leaders who want to renew themselves.

As we move forward, we know that we must:

- Follow Jesus

We are first of all washers of feet (John 17: 26). We are Jesus' hands in the real world, serving our children in grace and truth. If we are not willing to take off our outer garments, pick up a bowl of water, and kneel on the ground, we cannot be transformational.

- Trust God

We are not blind in our trust. We open our eyes and we see the witness of Jesus, believe him in his prayer to the Father to protect us (John 17: 15), and walk in the power of the Spirit. We acknowledge our task to bring the loaves and fish; we are confident in the miracle that He will perform.

- Be a messenger

We believe we are sent (John 17: 18, 20). We have a task to do, not a job to have. We are vocational, called to be Jesus' voice to this generation. It is not a political voice. It is the voice of resurrection, bringing hope and life where there is despair and death.

- Speak Wisely

We are strengthened by the knowledge of God the Creator, God the Redeemer, and God the Sanctifier. We have knowledge (John 17: 14, 26) and will use that knowledge creatively, reflectively, and authoritatively for transformation.

- Exercise Stewardship

We do not own our schools any more than we own ourselves. We have been given everything by the Father (John 17: 7). We are prayerful, intelligent, insightful, cunning stewards in order to be light in the world.