

Educational Management

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“Wherever schools are established, wise managers must be provided, ‘able men, such as fear God, men of truth, hating covetousness,’ men who will do their very best in the various responsibilities of their positions. Business ability they should have, but it is of still greater importance that they walk humbly with God and are guided by the Holy Spirit.”

2TT 473-474

“The financial management in some of our schools can be greatly improved. More wisdom, more brain power, must be brought to bear upon the work. More practical methods must be brought in to stop the increase of expenditure, which would result in indebtedness.... When the managers of a school find that it is not meeting running expenses, and debts are heaping up, they should act like levelheaded businessmen and change their methods and plans. When one year has proved that the financial management has been wrong, let wisdom’s voice be heard. Let there be a decided reformation.”

2 TT 468-469

How do you
understand the Adventist
Educational System?

The Adventist School is one of the channels that the church chose to complete its mission.





Physical Structure

When beginning the project of a school, the physical structure and the location assume great importance, because they can help or, if poorly planned, hinder the operation of the school.

**Do marketing
research for
all new projects.**

Build in the right place.

You will never build

correctly in the wrong place!

Remember that a good project should save:

- 1. Up to 30% electric;**
- 2. Up to 50% water;**
- 3. Up to 80% of the costs of sewage;**
- 4. Costs of building maintenance;**
- 5. Costs of landscaping.**

Other aspects:

- 1. Shopping Center ideas;**
- 2. Recreation center ideas;**
- 3. Cafeteria ideas;**
- 4. Lounges ideas;**
- 5. Library ideas.**

Gama Academy

Brasília







Portao Academy

Curitiba



25 3:27 PM



25 3:32 PM





Financial Planning

Network Management:

Every action should
be directed for the
edification of all.

**Attention to details
is the secret to
SUCCESS!**

- 1.Fixed cashier;**
- 2.Budget X Achievement;**
- 3.Supervision of delinquents;**
- 4.Insurance;**
- 5.Education Fund;**
- 6. Classroom teacher;**
- 7. Discount / Gratuities**



Educational Field

Plan and budget:

- 1. Quantity of students;**
- 2. General costs;**
- 3. Administrative costs;**
- 4. Personnel costs;**
- 5. Investment costs.**

1st Stage: August/September

2nd Stage: March/April

Monthly and Student Spreadsheet

MONTHLY SPREADSHEET				
	Pre	1-4	5-8	HS
Year 2005	149	217	240	285
Year 2006	159	232	256	305
Graduates	→			

STUDENT SPREADSHEET						
GRADE	Q'TDE	Q'TDE	VALUE	STUDENTS	STUDENTS	TOTAL
	T2005	T2006	MONTHLY	2005	2006	
Preschool	2	1	159,00	25	20	3.180,00
Prekindergarten	1	3	159,00	45	43	6.837,00
Kindergarten	3	3	159,00	55	69	10.971,00
Sub-Total	6	7		125	132	20.988,00
1st	3	3	232,00	75	71	16.472,00
2nd	3	3	232,00	65	78	18.096,00
3rd	3	3	232,00	74	63	14.616,00
4th	2	2	232,00	63	71	16.472,00
Sub-Total	11	11		277	283	65.656,00
5th	3	3	256,00	109	96	24.576,00
6th	3	3	256,00	97	103	26.368,00
7th	3	3	256,00	89	99	25.344,00
8th	2	3	256,00	68	92	23.552,00
Sub-Total	11	12		363	390	99.840,00
9th	2	1	305,00	50	43	13.115,00
10th		1	305,00	-	40	12.200,00
11th			305,00	-	-	-

Class Average	Class Ideal
20	18
14,33	22
23	24
18,86	21
23,67	26
26	27
21	28
35,50	30
25,73	28
32	35
34,33	40
33	40
30,67	40
32,50	39
43	45
40	45

General Spreadsheet

School :

EXPENSES				
Accounts	Monthly	Annually	%	
Staff	(75.439,05)	(905.268,63)	(52,84)	
General/ Administrative	(13.526,26)	(162.315,15)	(9,47)	
Interns	(600,00)	(7.200,00)	(0,42)	
		-	-	
SUB-TOTAL ADM/GENERAL	(14.126,26)	(169.515,15)	(9,90)	
TOTAL ADM/GENERAL + STAFF	(89.565,32)	(1.074.783,78)	(62,74)	
Barter forecast	Index=9%	(6.789,51)	(81.474,18)	(4,76)
Inflation forecast	Index=13%	(1.836,41)	(22.036,97)	(1,29)
TOTAL EXPENSES	(98.191,24)	(1.178.294,93)	(68,78)	

REVENUE				
Accounts	Monthly	Annually	%	
Monthly total	211.799,00	2.541.588,00	148,36	
Average - Department Expenses	4,00%	(8.471,96)	(101.663,52)	(5,93)
Gratuity	24,04%	(50.916,48)	(610.997,76)	(35,67)
Monthly - Gratuity		160.882,52	1.930.590,24	112,70
Annual Default	6,00%	(9.652,95)	(115.835,41)	(6,76)
Goal June 2006 - 4,5%				
MONTHLY NET	142.757,61	1.713.091,31	100,00	
Discount Rental	432,00	5.184,00	0,30	
Cafeteria	748,00	8.976,00	0,52	
Interest	1.177,00	14.124,00	0,82	
		-	-	
TOTAL REVENUE	145.114,61	1.741.375,31	101,65	

OUTCOME			
Items	Monthly	Annually	%
Total Revenue	145.114,61	1.741.375,31	101,65
Total Expenses	(98.191,24)	(1.178.294,93)	(68,78)
OPERATIVE OUTCOMES	46.923,36	563.080,38	32,87
Education Fund	(23.461,68)	(281.540,19)	(16,43)
FINAL OUTCOMES	23.461,68	281.540,19	16,43

Final Summary

SCHOOL. [REDACTED]

FINANCIAL ANALYSIS

Student Total 888

Total Employees / Students	28	32 students
Administration/Treasury/ Students	4	222 students
Supervision/Coordenation/Discipline / Students	5	178 students
Monitors / Students	5	178 students
Janitors / Students	5	178 students

Gratuities and Discounts		24,04%
Average Students per Class		27,75
Net Revenue/ Students	Revenue	R\$ 145.114,61
Total Expenses / Students	Expenses	R\$ (98.191,24)

R\$ 163,42	Per Student
R\$ (110,58)	Per Student



Marketing and Registration

**Unification of
NETWORK action!**

a. The entire group should know the minor details of the campaign.

b. Encouraging registration.

c. The entire School should be prepared for registration.

d. Everyone should be involved and prepared to receive return customers and potentially new customers.



Human Resources

1 – Career Development Plan;

Accomplished on two main principles:

- a – Assistance for personal development through **technical training courses** and academic training;
(school, post, masters and doctorate)**
- b – **Differentiated salaries** following the completion
of the course of the desired level;**



Educational Action



**Appreciation,
guidance and
training
of staff.**

CONTINUING EDUCATION PROGRAM

Objective: Improved quality of work of professionals.

Action Plan: 2008

WORK TIMELINE												
Areas of Action	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Recept./Switchboards		x		x			x			x		
Supervisors		x		x			x					
Janitorial		x		x			x			x		
Cantineiros		x		x			x			x		
Profs. Early Child Ed.	x		x				x		x		x	
Profs. 1st Elementary	x		x	x	x	x	x	x	x	x	x	
Profs. 2nd Elementary	x						x		x		x	
Profs. Middle School	x						x		x		x	
Profs. High School	x	x	x		x		x		x		x	
SOE - Guidance	x		x		x		x		x		x	
SOP - Supervision	x		x		x		x		x		x	
Directors/Treasurers		x		x			x		x		x	

Strategy: * In Attendance

*** Virtual**

Teacher Qualification Project;

**Aims to create a spirit of academic production by teachers and project implementation in the network.
Providing a greater commitment and a sense of accomplishment.**



Strategic Field Planning

**“It’s a job that’s
never started that
takes the longest
to finish.”**

J.R.R. Tolkein, British Author

“I wish that I could command language to express clearly the importance of the proper management of our schools. All should feel that our schools are the Lord’s instrumentalities, through which He would make Himself known to man. Everywhere men and women are needed to act as channels of light. The truth of God is to be carried to all lands, that men may be enlightened by it.”

Testimony Treasures, V2 465