



### ***Catholic Schools Office Elementary School Visit***

#### **Documents**

In preparation for the CSO School Visit, please forward the requested documents electronically to your school's assigned superintendent ([ldangelo@cdow.org](mailto:ldangelo@cdow.org) or [cripken@cdow.org](mailto:cripken@cdow.org)) at least **two weeks** prior to the date of the school visit.

- Staff directory
- Teaching schedule for the day of the visit
- Floor plan of the school
- Overview of School
  - Strengths
  - Challenges
  - Progress on Recommendations from last CSO School Visit
- School Budget for the current year
- Middle States Action Plan progress
- Professional Development Plan for the current year

#### **Schedule**

8:15 am*	Arrival
8:30 – 9:30 am	Meeting with School Administration
9:30 am – 12:00 noon	Principal is requested to schedule conversations for <b>30 minutes</b> with <ul style="list-style-type: none"><li>• Pastor w/ Dr. De Angelo</li><li>• Principal w/ Mrs. Filippone</li><li>• Board Chair, if available, w/ Dr. De Angelo</li><li>• Finance Officer w/ Miss Ripken</li><li>• Finance Officer (records review) w/ Mrs. Filippone</li><li>• Advancement Director, if applicable, and Principal w/ Mrs. McGirl</li><li>• Admissions Director, if applicable, w/ Miss Ripken</li><li>• Religion Coordinator w/ Mr. Pin</li><li>• Student Representatives w/ Dr. Wallen</li></ul>
9:30 am – forward	Classroom Visits will be scheduled by CSO Team  Lunch is provided by the school for the CSO team
2:00 pm	Feedback Meeting with School Administration
2:30 pm	Departure

\*Schools outside New Castle County will begin with arrival at 8:45 am and schedule will be advanced by 30 minutes.

## ***Conversation Topics with School Administration***

- Overview of the School
- Faith Formation
  - Worship
  - Service
  - Staff Retreat
  - Catechetical Certification
- School Culture
  - Community
  - Communications
- Academic Rigor
  - Assessment Data and Use
  - Curricular or Instructional Initiatives
- Professional Development
  - Middle States Action Plan progress
  - Professional Development Plan
- Personnel
  - Licensing/Certification
  - PowerSchool
- Advancement
  - Enrollment Management (recruitment and retention)
  - Finances
  - Development
  - Marketing

*The Catholic Schools Office leads, serves, and supports the school communities of the Diocese of Wilmington to proclaim the Gospel of Jesus Christ. We partner with our schools to develop leaders for the Church and the world by fostering faith formation, promoting academic rigor, encouraging service, and planning for a vibrant future for Catholic education.*