



Catholic Schools Office Secondary 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 or 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 30 minutes with <ul style="list-style-type: none">• Pastor, if applicable, w/ Dr. De Angelo• Principal w/ Mrs. Filippone• Board Chair, if available, w/ Dr. De Angelo• Finance Officer w/ Miss Ripken• Finance Officer (personnel records review) w/ Mrs. Filippone• Advancement Director w/ Mrs. McGirl• Admissions Director w/ Miss Ripken• Theology Department Chair w/ Mr. Pin• Student Leaders w/ Dr. Wallen
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
 - Communication
- Academic Rigor
 - Assessment Data and Use
 - Curricular or Instructional Initiatives
- Professional Development
 - Middle States Action Plan progress
 - Professional Development Plan
- Personnel
 - Licensing/Certification
- 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.