



Sample Schedule for the Review Visit

The CESA school visit is different than other organizations' visits. Because CESA is committed to edifying school leaders, we spend our time visiting with leaders, from the Board to Department Chairs, and we look to get multiple perspectives on how a school is performing with respect to the Institutional Standards.

The Head of School and Director of Reviews will work together to determine the best schedule for the team and the school. A sample schedule can be found below, but keep in mind that we will work together to ensure the visit is profitable for both CESA and the school.

Day 1

- 4:00 p.m. - CESA Institutional Review Team meeting at the team hotel
- 6:00 p.m. – Board Dinner at a local restaurant. Dinner followed by a meeting time with the board.

Day 2

- 8 -10 a.m. - Meeting and Campus Tour with the Head of School
- Followed by the following meetings during the day:
 - Academic Team (typically 2 hours)
 - Leadership Team (typically 2 hours)
 - Division Heads (1-2 hours)
 - Directors of Development, Admissions, and Communications (1 hour)
 - Director of Business and Finance with or without the Finance
 - Committee of the Board (1 hour)
 - Parents – 8-10 parents from various grade levels, lengths of tenure at school, etc. (1 hour)
 - Group of faculty members – 8-10 faculty members from various grade levels, lengths of tenure at school, etc. (1 hour)
 - Lunch with various students in 8th-12th grade totaling around 8-10 students comprised of at least one:
 - Student Government representative
 - Student involved in fine arts
 - New student
 - “Average” student
 - Minority student
 - Other students representing areas that make the school distinctive
- 6:30 - 8:30 p.m. - CESA Review Team dinner and meeting at a local restaurant on own

Day 3

- 8 - 10 a.m. – CESA team meeting to prepare report
- 10 a.m. – Meeting with Board Chair and sample of Board members
- 11 a.m. – Review with the Head of School