



COUNCIL ON EDUCATIONAL
STANDARDS & ACCOUNTABILITY

THE CESA INSTITUTIONAL REVIEW

The purpose of the Institutional Review is to gain a perspective on the institution and where it performs in relation to best practices nationally for Christian schools. The goal of CESA is to have high-performing Christian institutions delivering the best education to students across the country.

- The school will set up an Institutional Review Visit with the Institutional Review Director, Jim Marsh.
***Note: The CESA Institutional Review may be scheduled to coordinate with an accreditation process of another accrediting organization, if appropriate.*
- The Institutional Review Visit will include a team of four individuals. The team will be composed of the Institutional Review Director and/or the Executive Director of CESA, 1 or 2 heads of school, as well as an expert in independent school academics. The Institutional Review Visit will give an opportunity for the school to better understand the main areas of success as well as improvement, hopefully resulting in membership of CESA.

THE INSTITUTIONAL REVIEW VISIT

- The Visit generally begins on a Sunday night with dinner and concludes mid-morning on Tuesday, but if necessary, other days will be considered.
- The school will provide a hotel relatively close to the school that will house the Team during the visit.
- The Institutional Review Team will provide their own transportation to/from the school.
- The Institutional Review Team will make their travel arrangements and request reimbursement after the visit.
- The visit begins with a dinner meeting in a private room of a restaurant or at the school with the head of school and a representative group of board members (all board members are welcome to attend).
- The morning of Day 2 will begin with a tour of the school by the head of school and then a 60-minute meeting.
- The school will then establish a schedule for the Team that includes 45-minute meetings with the following school constituents on Monday morning:
 - Leadership team
 - Representative group of faculty members (4-10 established and new faculty).
 - Chief academic officers (e.g., division heads, academic dean, dean of students, etc.)

- Chief operations/business officer and team, and board members that are members of the finance committee.
- Development, Admissions, and Marketing Team.
- Representative group of middle and upper school students (could be over lunch).
- The afternoon of Day 2 will be left open for classroom visits and additional needed meetings.
- The morning of Day 3 will include a meeting with a board member (preferably the board chair), working time for the team as well as any additional meetings that might be needed. The team will conclude with a meeting with the Head of School on Tuesday afternoon.
- When the team visits the school the following items, at minimum, should be provided for review. *Please note: if there are supporting documents for ANY standards, please add them to the folder.* It is generally easiest to put these in a Dropbox or a Google docs and share with the entire team.
 - Standard One
 - Board Chair Letter
 - Faculty Handbook
 - Family Handbooks
 - Standard Two
 - School by-laws
 - Board by-laws
 - Accreditation reports
 - List of board members
 - Board induction/orientation program
 - Any board handbooks
 - Strategic plans
 - Evaluation forms for head of school, admin team, and faculty
 - Organization chart
 - Records retention policy for storage of student and faculty records
 - Standard Three
 - School budget
 - Financial audits
 - Job descriptions
 - Crisis management plan (or safety and security plan)
 - Any advancement/development literature
 - Enrollment/marketing plan
 - Technology plan
 - Standard Four
 - Testing reports
 - Curriculum guides
 - Student evaluation forms used for faculty in grades 8-12
 - Tool and results for faculty culture assessment
 - Tools used for faculty development and evaluation
 - Professional development calendar
 - List of professional development activities and conferences attended by faculty in past and present school year. Please list the conference, the individual's name who attended, and their position.
 - New faculty orientation plan/schedule
 - Mentoring plan
 - Graduation requirements
 - Faculty Culture Survey
 - Standard Five: Sense of Coherent Christian Community
 - All Surveys (Alumni, Parent, Student)
 - Communications Plan

- The Team will meet at a local restaurant the evening of Day 1 by themselves to discuss the focus group meetings and begin formulating the Institutional Review report.
- The Team might visit the school on morning of Day 3 to meet with additional personnel missed on Monday or follow up with individuals, as needed.
- The Institutional Review Team will meet with the head of school mid-morning on Tuesday to present an oral report regarding the findings of the visit.
- The school must meet all primary standards and 80% of the secondary standards.
 - **Primary Standards:** Within each section there are primary standards that CESA views as important to membership in the organization. If an institution feels they are not able to meet one of the primary standards, please contact the Institutional Review Director or Executive Director for guidance. We realize schools are in various phases of development and it is important to view each institution individually and according to its strategic goals. Primary standards will be rated by only two categories: Meets (M) or Does Not Meet (DNM).
 - **Secondary Standard Ratings:** Secondary standards will be rated according to the following three categories: Meets standard (M), In Progress (IP), or Does Not Meet (DNM) standard.
- Following the CESA Institutional Review Visit the school will receive a written report by the Institutional Review Team outlining their findings during the school visit.
- Within 60 days following the Institutional Review, the school will submit its final documentation in the form of a Standards Achievement Plan (SAP), coordinated to its own strategic plan. The plan will include timelines and tactics that the school will employ toward achievement of its goals as established by the SAP. Each indicator noted as in need of growth will include annual benchmarks to which the Institutional Review Team will refer in the context of membership renewal.
- Upon completion of the SAP, the Board of Directors, in conjunction with the Institutional Review Team assigned to the school applying for membership, will determine if the school has satisfactorily passed the Institutional Review and determine if they are certified as a CESA Member of Council.

Note:

- *The review process is meant to be a rigorous process that helps schools improve throughout the completion of the process and develop long-range initiatives for continual improvement.*
- *The review process is meant to stretch even the best schools so that they may not be satisfied with the status quo.*
- *The review process is on-going as schools must seek re-certification every fifth year.*
- *The Member of Council designation signifies the school receiving full membership status has completed a rigorous course of action, and is also committed to ongoing growth and development*

Sample Schedule

Sunday Night

4:00 pm - CESA Institutional Review Team meeting at the team hotel

6:00 pm – Board Dinner in a private room at a local restaurant or at the school. Dinner will be followed by a meeting time with the board.

Monday

8:00-10:00 am - Meeting and Campus Tour with the Head of School

Followed by the following meetings during the day (1 hour with each group):

- Academic Team
- Division Heads
- Directors of Development, Admissions, and Communications
- Director of Business and Finance with or without the Finance Committee of the Board
- Parents – 8-10 parents from various grade levels, lengths of tenure at school, etc.
- Group of faculty members – 8-10 faculty members from various grade levels, lengths of tenure at school, etc
- Leadership Team

Lunch with various students in 8th-12th grade totaling around 8-10 students comprised of at least one:

- Minority student
- New student
- “Average” student
- Student Government representative
- Student involved in fine arts
- Other students representing areas that make the school distinctive

6:30-8:30 CESA Review Team dinner and meeting at a local restaurant on own

Tuesday

9:00 – 10:00 am – Board member meeting

10:00 - 11:00 am – CESA team meeting to prepare report

11:00 am – Review with the Head of School