

# Draft Agenda Template

## Iowa Department of Education On-Site Monitoring

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<b>8:00 – 9:00 a.m.</b>	<u>Entrance Interview</u> Welcome and Introductions	
	<u>Purpose and Expectations</u> Iowa Department of Education Team (IDE)	(Location)
	<u>Overview of Local Adult Education Program</u> Presented by Local Coordinator to IDE Team and Local Program Director/Dean	
<b>9:15 – 10:15 p.m.</b>	<u>Data Management Demo and Questions</u> IDE Team and Local Program Staff	(Location)
<b>11:15 – 12:15 p.m.</b>	<u>Document Review and interviews as needed with appropriate personnel</u> IDE Team	(Location)
<b>12:15 – 12:45 p.m.</b>	Lunch / Working Lunch to continue Review	(Location)
<b>1:00 – 2:30 p.m.</b>	<u>Classroom Observation</u> IDE Team	(Location)
<b>2:30 – 3:30 p.m.</b>	<u>Financial Group Meeting</u> IDE Team and Local Program Staff/Financial Office	(Location)
<b>3:30 – 4:00 p.m.</b>	Group Meeting (TBD-optional time permitting) Local Program designated focus group for Q and A session with IDE Team	(Location)
<b>4:00 – 4:30 p.m.</b>	<u>Exit with Senior Staff</u> IDE Team, Local Program Coordinator, Local Program Director/Dean	(Location)

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