

VIRTUAL PROGRAM MONITORING AGENDA

Note: This schedule is flexible and may be adjusted to accommodate center staff or those participating interviews. Times are approximate and may vary.

9:00 – 9:15	Monitoring Introduction The monitoring team will discuss the monitoring process and review the schedule for the day with the coordinator.
9:15 – 11:30	Review Monitoring Tool The center Coordinator will meet with the lead and assistant monitors.
11:30 – 12:30	Lunch
12:30 – 2:30	Continue Program Monitoring
2:30 – 3:00	Monitors' Meeting
3:00 – 3:30	Exit Conference Presentation of findings Those invited may include Superintendent, District Contact, Advisory Council Chairperson, Principals and/or other interested parties.

Interviews:

Coordinators are asked to schedule interviews for one day just prior to the tool review, preferably within the same week and all on the same day. Interviews can overlap as both members of the monitoring team will be available to interview. The coordinator is responsible for sending the lead monitor the list of interviewees, interview times, and phone numbers.

*** Please schedule 6 to 8 individuals in 20-minute intervals.** These interviews must include

- School Principal(s),
- District Contact,
- A parent whose children have been directly served by the center
- at least one Advisory Council member,
- at least one community partner,
- school staff **
- Other interviews may include Community Education Director, 21st Century Learning Center Site Coordinator, additional school staff member(s), additional advisory council members, parents, community partners, students, and/or others who are involved with or are served by the Center.