



## **Schedule Guide for FY25 ESEA Programmatic Monitoring On-Site Visit**

Each on-site visit will include a brief presentation by the LEA based on the district ESEA process and programs, and time spent at the school site(s). The presentation will be based on all five focus areas, using the provided presentation outline. The Mc-Kinney-Vento Homeless Assistance Act does not require evidence submissions but must be included in the presentation.

Depending on the LEA's context and size, both the LEA and ADE reserve the right to extend the on-site visit information gathering; this could add extra hours or extra days to the visit. Once an LEA receives notice of the on-site visit, all school sites should be informed of the possibility of an on-site visit. The specific school sites ADE visits will be included in the schedule request.

The below schedule is a guide that can be used to create the LEAs schedule and provide information to the ADE team on logistical items. On the following pages are an example submitted from an LEA. ADE will send their requested items to observe 5 days prior to the on-site visit. The LEA will submit their proposed schedule 3 days before the on-site visit.

\*\*\*Please note that the LEA site leader(s) should be participating in the LEA Presentation, Information Gathering, and Feedback and Debrief Process.

On-Site Visit Agenda for LEA NAME

DATE OF VISIT

- 1. Correct address of location where team will begin the day.**
- 2. Where to enter lot and park vehicles.**
- 3. Where to enter building and sign in process.**
- 4. Wi-Fi network and password.**
- 5. Location of restrooms and where to fill water bottles.**
- 6. Any other pertinent information the team may need for the on-site visit.**

<b>TIME</b>	<b>TOPIC</b>	<b>LOCATION</b>	<b>PURPOSE</b>	<b>PARTICIPANTS</b>
1 hour	ESEA Continuous Improvement Presentation		Required	LEA Team and ADE Team



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Minimum of three hours	Information Gathering via observations, walkthroughs, discussions, etc.		Based on ADE & LEA requests	ADE Team and LEA site leader(s)
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On-Site Visit Agenda for ABC Arts School      Wednesday, December 11, 2024

- 1. Start time of On-Site Visit Presentation: 9am**
- 2. Correct address of location where team will begin the day:** 2345 W. Rose Avenue; Phoenix, AZ 89067
- 3. Earliest time team members can arrive:** 7:00am
- 4. Where to enter lot and park vehicles:** Enter from Rose Avenue, follow the parking lot flow, and you will see the playground on your right hand side and a small house on your left, this is the District Office. Park in any spot in front of District Office.
- 5. Where to enter building and sign in process:**
- 6. Wi-Fi network and password:** Our IT team will be on site to ensure internet connection for all devices for the ADE team.
- 7. Location of restrooms and where to fill water bottles:** We will have water bottles available for the team. Restrooms are available in the school front office, we will show you where they are when the team is here.
- 8. Any other pertinent information the team may need for the on-site visit:** Traffic is heavily backed up on Rose Avenue, due to construction, after 7:30am until about 9:00am.



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<b>TIME</b>	<b>TOPIC</b>	<b>LOCATION</b>	<b>PURPOSE</b>	<b>PARTICIPANTS</b>
9am to 10am	ESEA Continuous Improvement Presentation	District Office	Required	LEA Team and ADE Team
10am to 10:30am	Observe Title 1 Reading Specialists	Room 156	Budget Item	ADE Team, Ms. Happy, and Mr. Jolly
10:30am to 11:00am	Visit 4 <sup>th</sup> grade classrooms	Room 187 Room 190 Room 189	Item Related to Evidence Submissions	ADE Team, Mr. Merry, Ms. Careby, and Ms. Glitter
11:00am to 12:00pm	Observe Middle School Intervention PLC & Debrief with Coach	Room 123	Budget Item; Showcase/Spotlight Item	ADE Team, Ms. Fuzily, Mr. Branch, Ms. Tello, Ms. Luki
12:00pm to 12:30pm	Meet with Staff that Attended XYZ Conference	District Office	Budget Item; Related to Evidence Submissions	ADE Team, Ms. Happy, Mr. Jolly, Ms. Fuzily
12:30pm to 1:00pm	Observe Math Intervention in Classrooms	Room 134 Room 165 Room 149	Gather more information	ADE Team, Ms. Bupil, Mr. Turner, Ms. Downy