

**MINUTES**

**May Monthly Meeting on Enrichment Initiative to to Increase Literacy at the Primary School Level  
Activity Implementation Cooperative Agreement No. AID-532-A-13-00003**

**DATE:** May 22, 2015

**PRESENT:** AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), PM Dane Richardson (DR), Training Officer Evadne Cowell (EC), M&E Officer Jo Anderson-Figueroa (JAF), MoE EP, Shauner Murray (SM)

<b>Action</b>	<b>By</b>	<b>Date</b>	<b>Update</b>
Confirm the date, time and venue during the week of June 8 for the Project Steering Committee Meeting with the Chair's (Mrs. Lena Buckle-Scott) Secretary.	SM	May 29, 2015	
Advise other members of the Steering Committee of the revised meeting date, time and venue.	SM	June 2, 2015	
Retrieve and share a soft copy of Enrichment Manual as created by the ESTP through the advisement of Dr. Michele Meredith.	SM	May 27, 2015	
Summarize areas are to be cut from the first draft of the manual prior to arranging a second review meeting	SM	June 5, 2015	
Liase with Dr. Winsome Gordon of the JTC to advise DF on the confirmed days of the: 1. Cohort 2 Residential Teacher Training II 2. Principal Sensitization	SM	May 27, 2015	
Send revised, signed detained inventory sheets to Claire for her to take on site visits in order to close off the activity.	JAF	June 26, 2015	
Provide formal approval for the Yr3 Work Plan and Budget	CS	May 27, 2015	
Formally advise the relevant parties in Regions 2 – 6 about the summer school intervention in 25 schools.	SM	May 27, 2015	
Share final approval of EMPR	CS	May 27, 2015	
Provide feedback on Annual Report	CS	Before Next Meeting	

<b>DISCUSSION – ISSUES</b>	<b>RESPONSIBLE</b>	<b>DATE</b>
<p><b>1) Welcome &amp; Call to Order – (DR)</b> Meeting was called to Order by DR (8:40am)</p> <p><b>2) Confirmation of Minutes &amp; Matters Arising – (DR)</b> No corrections were identified. No matters Arising.</p>		

### 3) Project Performance Review (Various)

- a. MoE Project Activity Update (SM)
  - i. Steering Committee Meeting

The dates during the week of May 18 were found to not be convenient for various members of the Steering Committee. Mrs Buckley Scott is available for the week of June 8<sup>th</sup>. Monday June 8, 10:00am was suggested as tentative date and time.

**Action:** Confirm the date and time with Mrs. Buckley Scott's secretary and secure the Caenwood Meeting Room.

Advise other members of the committee of the revised meeting time and location

SM

May 29, 2015

SM

June 2, 2015

- ii. Review of Enrichment Manual

Following a meeting with all stakeholders, feedback is to be shared with Roxanne Malcolm. SM shared that Dr. Meredith does not wish to be involved in any further review of the manual. Her primary feedback is to ensure that the manual is aligned with the Enrichment Programme policy as opposed to Mrs. Malcolm-Brown's practice. It was shared by SM that a manual had previously been created by Dr. Meredith. SM noted that the scope of work for reviewing the manual has thus expanded as the first manual will have to be reviewed and the two works may have to be combined. SM also noted a desire to reduce the size of the manual.

SM noted that all teachers have been trained, and queried whether we need a training manual as opposed to a document which shares activities etc.

DR notes that in all his discussions with ESTP and Dr. Meredith, including those around the intent to create this document, the existence of a manual was never raised. As such we should ensure that when we say manual, we are speaking about a similar type of document.

He also highlighted the following reasons for creating this manual

- Teachers, though trained, have different competences and may need additional support in different areas
- It will provide a training resources for schools outside of the scope of the USAID supported project which may not have received as much training support
- It hopes to enhance the sustainability of the programme by serving as a resource for teachers assigned to implement the programme as replacements for Enrichment Centre Managers, and other Grade 1 – 3 teachers as a resulting of attrition, teacher turnover and/or movement of teachers among grades

<p>The difficulty involved in the editing of the manual, and thus the length of time required was highlighted by SM and CS. SM also highlighted some challenges at the ministerial level such as the need to discriminate between good practice and replicable practice and what is defined as / can be called a 'manual' as opposed to a different type of document.</p> <p>All stakeholders would like to meet to review a second draft in late July / Early August.</p> <p><b>Actions:</b> Retrieve and share a soft copy of Enrichment Manual with DF and USAID teams.</p> <p>All stakeholders would like to meet to review a second draft in late July / Early August.</p> <ul style="list-style-type: none"> <li>➤ Have a conversation with MoE stakeholders regarding which areas are to be cut from the first draft of the manual and other feedback</li> <li>➤ Second draft of manual to be submitted for review</li> <li>➤ Working meeting to review / share feedback on second draft</li> </ul> <p style="text-align: center;">iii. Cohort 2 Residential Teacher Training II</p> <p>July 6 – 8 was the originally proposed date for same. SM has mentioned this date at National Literacy Team Meeting and engaged the training team from Region 6 for same. She noted however that the regional directorates have all shared a preference for the 3rd week in July. SM further shared that if national literacy training is happening, during this time, the 3<sup>rd</sup> week of July remains viable as the national training will not specifically target grades 1,2 and 3. DR noted however, we do not know the dates and agendas for math and special needs national trainings, which may also affect the availability of teachers. SM noted that SEOs will have visibility on this, and they have all suggested 3<sup>rd</sup> week of July.</p> <p>As such, while noting that she will have to engage Dr. Hill before confirming the date, SM advocated for the training to be held in the third week of July.</p> <p>New tentative proposed dates are June 20 – 22.</p> <p>CS noted that region 6 will have Camp Summer Plus (July 6 – August 7). She however feels that the third week in July will be inconvenient for teachers.</p> <p>SM also noted that the JTC has a general calendar of all annual trainings. She will engage Dr. Gordon of the JTC regarding the best dates for the DF/ MoE training. She suggested that we also consider having training in the new academic year it</p>	<p>SM</p> <p>SM</p> <p>USAID, DF, MoE</p>	<p>May 27, 2015</p> <p>June 5, 2015</p> <p>July 16, 2015 August 4, 2015 TBC</p>
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<p>was however noted that this would be difficult as it is a residential training and would need to take place in the first month of school.</p> <p><b>Action:</b> Advise DF on the suggested days for Cohort 2 Residential Teacher Training II following conversation with Dr. Gordon of the JTC</p> <p style="text-align: center;">iv. Principals Sensitization</p> <p>This is tentatively set for August 2015. Various principals have expressed challenges with the proposed date, however the Regional Offices did not have a challenge with the August date as Principal Conferences also take place in that month. SM will also discuss this training with Dr. Gordon and revert.</p>	SM	May, 27, 2015
<p><b>Action:</b> Advise DF on the suggested days for principal sensitization (2 days) following conversation with Dr. Gordon of the JTC</p> <p style="text-align: center;">b. DF Project Activity Update (DR)</p> <p style="text-align: center;">i. Finalization of Cohort 1 EC Inventory list</p> <p>Completed inventory lists were shared with CS. CS noted some typographical corrections to be made to the sheets. She noted that she will have to do site visits to all sites ahead of signing off on the lists.</p> <p>SM asked if a similar inventory exercise can be carried out at the 50 for 50 schools under the DF budget, noting a concern regarding the programme in these schools, particularly as they did not receive training.</p> <p>CS notes that this can't be done under this current agreement, as working outside of the specified scope will be an audit concern. In light of this, she suggests that MoE would have to take on these responsibilities.</p> <p>EC asked whether the EOs could do this. SM responded that this would be too much to ask of them.</p> <p style="text-align: center;">ii. Renovations Defects Period</p> <p>To date 20 of the outstanding 24 schools have been completed. Three of the remaining four are almost complete. Works at Bryce Primary, the last school to be renovated, will begin once these three are signed off on. Nonetheless, as of May 15, 2015, we are now in the defects period for the renovation component of the works at these schools. This period will last six months. This information, along</p>	SM	May 27, 2015

with the BoQs for each site, has been shared with all regional directors and SEOs. SM noted that she will request that Building Officers make site visits to schools with DF construction manager, Gene Shaw, to review works done as per the shared BoQ.

iii. Modification 02

The modification was signed on May 15. Thanks were expressed to CS and BFY for guiding the DF team through the process. Formal correspondence sharing the increased scope of the project was sent to the Minister, CEO, PS and the head of the NPSC at the MoE

iv. Finalized Yr3 Work plan & Budget

The work plan and budget to the end of the project have been finalized and provisional approval received from CS.

**Action:** Provide formal approval for the final Work plan and Budget

CS

May 27, 2014

v. Approval of Additional Seven (7) Enrichment Centre Schools

Site visits were made to nine potential schools in Region 6. Seven of these were prioritized in a follow up meeting with members of the Regional 6 office including both SEOs and various EOs. Correspondence seeking approval of the shortlisted schools was sent to MoE CEO, Dr. Grace Mclean. SM and DR have meeting with the CEO on May 27th to update her on the programme and to discuss approvals going forward.

vi. Summer School – Grade 1

EC shared a presentation on the proposed summer school intervention including objectives, schools involved, proposed timetable and roles and responsibilities of each party.

It was noted that the preference would be for Enrichment Programme teachers, such as the EMC and grade 2 teachers to carry out the summer school programme in the schools. This would allow for modelling/training of a second teacher in how the centre is used and allow the teachers who will receive the targeted students in September and the students in the programme to get familiar with each other. Other viable teachers would include the grade one or three teacher. Additional teachers who could provide support were discussed. These include EP teachers from schools that will not be targeted for the summer school intervention. SM recommended that teachers that are not sustaining the

<p>programme in their own school be excluded from consideration for summer school activities. She will share a list of potential recommended teachers.</p> <p>SM suggested changing the proposed timetable to having review and homework, then edutainment after lunch. She also suggested that the ERAC be used for qualitative assessment of students enrolled in the summer schools. She shared that teachers should not need training to use the tool, though if they are on the G2G programme, they should have already received same.</p> <p><b>Action:</b> Formally advise the relevant parties in regions 2 – 6 about the summer school intervention</p> <p style="padding-left: 40px;">vii. ERAI Assessments</p> <p>Follow up assessments to collect mid-line data from sample schools will take place over the course of June, 2015.</p> <p>SM asked if there are stipulations for using the ERAI as the Foundation team would like to engage trained volunteers to assist with this process.</p> <p style="padding-left: 40px;">c. USAID Project Activity Update (CS)</p> <p style="padding-left: 80px;">i. EMPR Feedback</p> <p>The EMPR for the first year of the project has been approved.</p>		
<p><b>Action:</b> Share approval of EMPR with DF team for their files</p> <p style="padding-left: 40px;">ii. Annual Report Feedback</p>	SM	May 27, 2015
<p><b>Action:</b> Provide feedback on same to DF team</p> <p><b>4) Plans quarter ending June 2015 (DR)</b></p> <p style="padding-left: 40px;">a. Parent Place Audit &amp; School Situational Analysis</p>	CS	May 27, 2015
<p>This will be carried out over the summer months of June, July and August. The ECC and NPSC will be engaged to provide assistance.</p>	CS	Before Next Meeting
<p><b>5) AOB</b></p> <p>Parent places:</p> <p>It was noted that security will not be included in the scope of works for establishing parent places. It is recommended that parents take care of this as this allows for increased buy in and thus sustainability.</p>		

The date of the next meeting is set for June 26, 2015.  
The meeting was adjourned at 11:02am.

## DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
<b>1. Financial Reports</b>			
a. Funds voucher (SF-1034 & Advance/Liq Report)	Monthly	By 15th of each month	sdvouchers@usaid.gov/ AOR (AOR send to FM)
b. Federal Financial Form (SF-425)	Quarterly	45 days after quarter ends	santodomingoobligation inbox@usaid.gov/AO/A OR
c. Accruals	Quarterly	10 days before quarter ends	AOR
d. Final Financial Report	Once	23-May-16	FM/AOR
e. Tax Report	Annually	16-Apr	Supervisory Financial Analyst (avasquez@usaid.gov)/A OR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/2014 (report due 30 days after audit)	AOR
<b>2. Program Reporting</b>			
a. Annual Implementation Plan	Annually	10-May	AOR
b. M&E Plan	Once	10-May-13	AOR
c. Marking and Branding Plan	Once	24-May-13	AOR/DOC
d. Periodic Reports			
April-June	Quarterly	30-Jul	AOR
July-September (semi-annual report)	every 6 months	30-Oct	AOR, DGP
October-December	Quarterly	30-Jan	AOR
January-March (semi-annual)	Every 6 months	30-Apr	AOR, DGP
e. Performance Reports	As requested	TBD	AOR
f. Final Report	Once	8-Jun-16	AOR
<b>3. Evaluations</b>	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)

<b>4. EMPR</b>	Annually	December	AOR, Environmental Officer
<b>5. Inventory List/Property Title</b>	On going	8-Jun-16	AOR
<b><u>SUBSTANTIAL INVOLVEMENT CLAUSES</u></b>			
a. Approval of Annual Implementation Plans			
b. Approval of M&E Plan			
c. Approval of 4 Key Personnel: Project Manager, Accountant, Project Officer - Training, Project Officer - M&E			
d. Involvement in selection of advisory committee members			
e. Prior approval of all sub-awards			
f. Approval of changes in program direction			
g. Monitoring of activity and sites			