

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: September 18, 2015

PRESENT: AOR Claire Spence (CS), A-AOR Bridget Fong-Yee (BFY), Training Officer Evadne Cowell, (EC)
M&E Officer Jo Anderson-Figueroa (JAF), Parent Specialist, Jenifer Brown (JB)

Actions September 18, 2015

Action	By	Date	Update
Re-share revised checklist for assessment / audit of schools with JB	EC	21 Sept	Completed
Finalize checklist for assessment / audit of schools	DR/JB	23 Sept	Completed
Confirm date of next steering committee meeting	SM	21 Sept	In progress
Send update to Judy on recruitment of procurement officer	SC	26 Sept	Completed
Select schools for summer school 2015	EC	1 Nov	In progress
Seek approval of selected schools	DR	15 Nov	In progress
Check on the status of repairs at May Pen Primary School to the building that contains Enrichment Centre	DR	30 Sept	
Select 40 schools to receive additional support under parenting initiative	JB	14 Dec	In progress
Draft TOR for field personnel	EC	23 Sept	Completed and finalized
Set up meeting on Parents' Places with G2G team to finalise list of required items for Parents' Places as well as Parent Place Manual	DR/JB	2 Oct	Completed
Send concurrence for spend on materials and items for additional 7 Enrichment Centres	CS	18 Sept	Completed

Actions, August 21, 2015

Action	By	Date	Update
Share feedback on EP manual	DF team	28/08	Update provided during meeting by DR
Send list of 4 schools which can be visited over the next two weeks	JAF	26/08	Completed
Send list of 104 project schools to JB	JAF	21/08	Completed
Finalize checklist for the assessment of schools and Parent Places	JB	25/08	To be completed the week 21 – 24 September, 2015
Follow up on DF/ MoE MoU and updated DF team	SM	28/08	Update shared on 25/08
Share assessment criteria from the New Horizon's	CS	28/08	Cannot be located -

programme to see if some other award can be created for the schools.			Determined to not necessary as all relevant inputs were taken into consideration
Update TraiNet with training related figures from USAID FY 2015 ahead of September end	JAF	31/8	Completed
Arrange meeting to review liquidation supporting documents	BFY		Meeting set for 10am, 29 September, 2015 at Digicel
Follow up with all stakeholders re meeting with ECC, NPSC and JB to establish way forward for assessments of schools and parent places	DR		Outstanding

DISCUSSION – ISSUES

1) Welcome & Call to Order – (DF)

Meeting was called to order by DR (8:52am)

2) Confirmation of Minutes & Matters Arising – (DF)

Notes from the last meeting were circulated ahead of this meeting. There were no corrections. Action list was updated in above table and as per below:

Review of EP manual: Revised version shared with Dr. Michele Meredith, ESTP who will do a second review in collaboration with Mrs. Roxanne Malcolm-Brown. Final version expected to be returned today, September 18, 2015.

Checklist: Received, reviewed and shared with JB. EC to re-share revised checklist with JB
Checklist to be finalized by Wed.

3) Project Performance Review (Various)

a. MoE Project Activity Update

- i. Steering Committee Meeting
 - Meeting Date, notes, actions and agenda

The proposed date for the next meeting is 1 October 2015. This will be confirmed by SM following conversation with Mrs. Buckle- Scott's Secretary.

b. DF Project Activity Update

- i. Recruitment Update

DF has received approval from the Regional Contracting Officer (RCO) to hire the selected candidate to fill the accountant position. The candidate will begin on 1 October 2015 and be employed through 31 December 2016. DR would like a meeting with Florene Cox to be arranged once the accountant comes on board to review requirements

and SOPs. DF has conducted over six (6) interviews so far for the procurement position. Persons interviewed have either not been experienced enough, or have been experienced but their earning history would be outside the assigned budget. The team will continue the recruitment process. CS queried whether Samantha has communicated with RCO Judy re the status as she believes there was a deadline for sharing update or recruitment of project personnel.

Action: Samantha to send update to RCO on procurement officer recruitment status

ii. Year Awards 2015

DR notes that Year Awards are a part of our Cooperative Agreement and we are responsible for same. DR notes that schools were asked to produce their substantiating information over the summer which may have resulted in noncompliance. DF will solicit the information with the assistance of SM now that schools are back in session and only proceed with the shortlisted schools, once the information can be substantiated using MoE protocol documentation. A second option may have to be examined based on the outcomes.

iii. Summer School 2015 Update & 2016 Plans

All payments have now been made for Summer School activities. A total 500 students (283 boys, 217 girls) were engaged. A total of JA\$9,947,004.00 was disbursed to participating schools and USAID funds savings of over JA\$4m were achieved.

The focus of the Summer School 2016 will remain at the Grade 1 level. This is in keeping with the direction of the MoE and the targets set out in the DF/USAID Agreement. A random sample of 25 schools will once again be selected to carry out a summer school intervention. DF looks to identify the schools earlier this year in order to provide the approved schools with more notice. Some lessons learned from this year's intervention include:

- ✓ Advise schools earlier;
- ✓ Have a session on the use of the ERAC and other required supporting documentation with schools ahead of beginning the intervention;
- ✓ Revisit collection of quantifiable data on student progress as this was not done well by all schools; and
- ✓ Principals and teachers need further clarification on how the intervention is to be run.

Feedback from schools and the DF include:

- ✓ Schools found intervention to be very helpful;
- ✓ Schools found instructional guidelines to be very helpful;
- ✓ Schools requested that the intervention be longer than three (3) weeks. CS recommends five (5) weeks as more effective;
- ✓ DR notes that monitoring of all schools over the short period of time was difficult due to the geographical spread of the schools. He suggests looking at engaging someone in each region that can provide monitoring for the intervention; and
- ✓ EC notes that the support from parents reported from most schools was also commendable.

We are expecting the draft of the manual for Summer School on 21 September 2015

Action: Eva to select schools for summer school 2015

Action: DR to seek approval of Summer Schools

DR notes that the inclusion of new students the summer before they start Grade 1 was an unanticipated success of last summer's initiative. DR would like to see how this could be accommodated in the next intervention within budget.

Action: Eva to include numbers for additional students who were not reported on because they were not included in the original scope such as those who will begin Grade 1 this academic year.

iv. Manuals: Enrichment Programme & Grade 1 Summer School

As above.

v. Renovations – Cohorts 2 & 4

Bryce Primary is over 80% complete. Grills and some fixtures need to be completed ahead of delivery of the items.

Renovations at four (4) of the seven (7) additional schools are practically complete. Two (2) others are well advanced. Old Harbour Bay Primary is scheduled to be completed in mid-October.

CS notes that on her last visit to May Pen Primary, the School Board had approved repairs to the building on which the Enrichment Center is located but works had not yet begun. Repairs are scheduled to be completed by the end of September

CS will do a follow up visit on 6 October 2015

Action: DR to check on the status of repairs by the school to the building

vi. Library Corners – Additional 7 Schools

Delivery of all items to all schools has been completed. Delivery slips have been received from Reading Solutions.

vii. Parenting Assessment Partnership

i) Work plan changes with all deliverables and adjusted timelines

This was reviewed by DR and his queries addressed. Forty schools are to be identified before the end of this semester to allow for the maximum possible months of intervention.

ii) Development of ToR and recruitment of field personnel

Four appropriate persons have been confirmed to do assessments. They are from Regions 2, 3, 5 and 6. All four (4) own and operate motor vehicles. The additional two (2) persons (Regions 1 and 4) will be confirmed by Monday 21 September 2015.

All identified persons will be called in for a meeting early in the week beginning 28 September 2015 to solidify their engagement.

Action: EC to draft TOR including roles, responsibilities, timelines and compensation for field personnel

iii) Finalisation of Parents' Place and Governance Evaluation Form

As above. To be finalised ahead of meeting with engaged research officers

iv) Finalise list of required items for DF/USAID Parents' Places

To be reviewed in context of budget by DR. JB reiterated her opinion that books recommendation in the NPSC Parents' Place Operational Guide may not be appropriate based on the capacity of parents of students attached to project schools.

Action: DR to set up a meeting to create and finalise the list of items for Parents' Places established through the project.

v) **Parents' Place Manual**

DF will share the manual produced under the G2G project. Content has not yet been finalized. A brief ready reckoner may also be produced and included in the Parents' Places established at project schools. JB confirms that schools also get a directory of social services.

Action: DR to set up a meeting to discuss the content for Parent Place manual to be created through the G2G Project.

c. **USAID Project Activity Update (CS)**

i. Semi-Annual Report

The semi-annual report is to be submitted in the format of annual report. It must include detailed inventories from Enrichment Center schools, the updated PMP and a financial update including amounts remaining by line item. It is due 31 October, 2015 and will cover the six (6) month period 1 April – 30 September 2015.

CS notes last financial report was submitted error free and thanks team for same.

ii. Review of Liquidation Supporting Documentation

BYE to visit on Tuesday 29 September 2015 to complete same at 10:00am.

Action: CS/Agreement Officer to approve spend for materials and items from cohort 4 schools.

4) Plans to quarter ending September 2015 (DR)

a. Yr2 Audit

DR has been in conversation with Florene Cox around same. DR will also engage Digicel Jamaica Finance team and follow up accordingly with requisite communication to CS in order to move forward with audit.

b. Teacher in-service training

To take place 29 September through to 1 October 2015.

c. Teacher utilization of Effective Practices.

DR notes that DF will be designing and carrying out an assessment to attempt to see if teachers are incorporating

the learnings from teacher and in-service training.

5) AOB

CS to send success story template to team for story on Student of the Year 2013 from Petersfield Primary who mastered the Grade Four Literacy Test.

Follow up on AO actions:

- Policy manual to be followed up on in upcoming DF Board meeting;
- Inventories to be included in semi-annual report; and
- DR to share draft of document noting the actions currently being undertaken by the project with regards to safeguarding of equipment and materials provided to the schools.

CS notes that the AO visits Jamaica each quarter.

CS notes the BYE and herself will be making more site visits, and that the DF should visit every school, and look at how the schools are securing the items in the school.

Bethany Primary School

CS notes Bethany Primary in St. Ann has an Enrichment Cart. She feels they are in need of some assistance, and asks that EC go on a visit with the USAID team to the school to provide some training to the school. She notes that the principal and guidance counselor are new, and very gung-ho.

The date of the next meeting is set for October 23, 2015.

The meeting was adjourned at 10:32 am.

DELIVERABLES

TYPE OF REPORTS	Frequency	Deadline	Addressed To
1. Financial Reports			
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)/AOR
f. Financial Review (USAID FM)	Mid-term	TBD	FM/AOR
g. Audit (Independent)	Annually	4/14/201 (report due 30 days after audit)	AOR
2. Program Reporting			
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
3. Evaluations	Mid-term & Final	TBD	AOR, DGP (mid-internal and USAID procures final, check budget)
4. EMPR	Annually	December	AOR, Environmental Officer
5. Inventory List/Property Title	On going	8-Jun-16	AOR
<u>SUBSTANTIAL INVOLVEMENT CLAUSES</u>			
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			
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