

NOTES

**November 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: November 20, 2015

PRESENT: AOR Claire Spence (CS) MoE Enrichment Specialist Shauner Murray (SM), Programme Manager Dane Richardson (DR) Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF), Parenting Specialist Jennifer Brown (JB)

Actions November 20, 2015

Action	By	Date	Update
To format summer school manual for sharing with graphic artist	EC	15 Dec	
To send dates and locations of teacher training to CS	EC	23 Nov	
To advise RAO that request for approval of spend on furniture for cohort 4 is being withdrawn	DR	27 Nov	
To submit verification for shortlisted schools for Region 6 following situational audits	JB	24 Nov	
To share report on Audit and Focus Groups by	JB	30 Nov	
To share draft Parents' Place Manual by	JB	15 Dec	

Actions October 23, 2015

Action	By	Date	Update
Share notes and actions from 13 October 2015 meeting of the Advisory Committee	SM	28 Oct	Completed
Confirm if Enrichment Programme presentation will be done at next Educational Services Meeting	SM	30 Oct	To be done at January Meeting
Update on the status of nominated schools for School of the Year	SM	COB 23 Oct	Site visits to be completed
Share GOILP information with DF to facilitate finalization of Summer School 2016 list	SM	COB 23 Oct	Data reviewed and not suitable for proposed purpose
Share graph on Text Readability	SM	Next Bi-Weekly Update	Outstanding
Confirm proposed 6 November 2015 date for next bi-weekly update meeting	SM	30 Oct	Completed
Outstanding Actions from Previous Meetings	By	Date	Update

Select 40 schools to receive additional support under parenting initiative	JB/DR	14 Dec	Schools selected
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 – (DR)

Meeting was called to order by DR (8:45am)

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

Meeting Notes confirmed by C Spence. Action items updated in table above.

3) Project Performance Review (Various)

a. MoE Project Activity Update (SM)

i. Year Awards

Year awards are going forward based on previously established criteria. Education Officers have been engaged to visit the four shortlisted schools to verify information supplied by schools. Officers will review a sample of scripts to see if IDRI's are completed correctly, and to verify student movement. To date, visits to three of four schools show IDRI's to be correctly filled out and reported student movement to be accurate. It is anticipated that reviews and visits will be complete by the end of November 2015 for selection of the schools in December 2015.

ii. Summer School 2015 Update & 2016 Plans

➤ List of Schools for submission to CEO

Having revisited the schools GOILP data, it was noted that this inventory does not provide a summary assessment of each child's reading level. Nonetheless, was noted that the schools shortlisted to deliver the summer school intervention received a number of students displaying low competencies across the areas assessed by the GOILP. A memo noting this, along with a shortlisted 28 schools will be shared with the CEO for her approval today, November 20, 2015. These were the schools with the lowest percentage mastery at the 2014 G4LT. Though the project only targets 25 schools, if funds allow DF will invite all 28 schools to participate.

The summer school will only target students transitioning from Grade 1 to Grade 2.

Summer School will begin immediately following the end of the academic year and run from Monday through Friday for four weeks.

➤ Meeting with Regional Financial Controllers

The date for a meeting with all regional Financial Controllers to be confirmed. This meeting will establish the advised sum to be awarded to each school for the upcoming summer school intervention. Dr. McLean asks that the financial controllers be engaged to ensure that principals create a budget ahead of summer school and to provide oversight for the management of the funds provided including identifying the account in which the received funds are placed.

b. DF Project Activity Update (DF)

i. Yr2 Audit (DR)

The Yr2 external audit has been completed including review of files and verification visits to schools. A draft report should be received in the week November 23 -27, 2015.

ii. Summer School Teacher Manual (EC)

A draft of the manual was submitted by C. Young. DF will review and format same for distribution to all summer school schools when they are engaged in January 2016.

Action: EC to format manual for sharing with graphic artist

iii. Teacher Training

This month's in-service teacher training will be done in geographical clusters on November 24, 25 and 27, 2015. Sessions will focus on the integration of technology. They will be held at the ECs of Central Branch All Age, Stony Hill Primary, Annotto Bay Primary and Free Hill Primary.

Action: EC to send dates and locations to CS

iv. Recruitment Updates (DR)

DF engaged a Finance Officer who began working at the end of October and a Procurement Officer who began working in early November. As such the full complement of staff is now on board. Introductions between these new officers and Claudia are to be arranged when Claudia is back in office.

v. Renovations & Resource Delivery – Cohorts 2 & 4

Items have been delivered to Bryce Primary. All approved items will be delivered to cohort 4 schools beginning the week November 23 -27, 2015. Furniture for these schools will be bought with DF funds in order to expedite the purchase. Additionally funds from the relevant USAD funded line have been fully expended.

Action: DR to advise RAO that request for approval of spend on furniture for cohort 4 is being withdrawn.

vi. Parenting Assessment Partnership (JB)

▪ Audit and Focus Group Update

Visits and focus groups for all schools and regions have been completed. Documentation for all schools, except Region 4 has been submitted. Region 4's information will be submitted today. The shortlist of 40 schools to receive additional support around parental involvement in school governance has been submitted. The rationale for the shortlisted school for Regions 1 – 5 were shared in hard copy in the meeting. The information for Region 6 schools

will be submitted next week.

SM notes that Dr. Patrice Charles-Freeman of the NPSC has accepted the invitation to sit on the Advisory Committee of the Enrichment Programme. The project looks forward to increased collaboration with the NPSC as a result of this appointment.

JB notes that the problems regarding parental involvement identified in the focus groups appear to be uniform across all regions. Strategies on how to engage parents more effectively were shared with the teachers during the focus groups.

Action: JB to submit verification for schools for Region 6

- Timeline on data review

Timelines for sharing of rationale for the shortlist of 40 schools as noted above. A report on the focus groups and the audit in general will be shared to JB by November 30, 2015.

Action: JB to share report on Audit and Focus Groups by November 30, 2015.

- Parents' Place Manual

A Parents' Place Manual being drafted by the G2Gteam. The Draft will be shared with DF by December 15, 2015.

Action: JB to share draft Parents' Place Manual by December 15, 2015.

c. USAID Project Activity Update (CS)

- i. Reporting going forward (PPR 2016)

CS notes that she has completed her draft of this year's PPR which includes information from both the G2G and DF projects. Next year's PPR will only include information on the DF project. CS will verify if this should include the standard indicator on number of PTA's supported.

- ii. Other USAID Documentation

Updated work plan, as per last meeting, is to be shared with Claire. DR requests a work plan meeting, tentatively for December 15, 2015 following which any updated to the work plan will be shared with USAID for approval. JAF will reference the meeting notes, and challenges experienced on any changes being made.

CS notes that DF team needs to do another DQA. This will be done in January 2016.

4) AOB

SM notes that the in-service training being coordinating by DF is being incorporated well by a number of the teachers. This is evidenced by the improvement seen in the execution of the IDRI by teachers who received training on this. She also notes that based on SOTY verification process, and her site visits, that she is confident in the movement of student reading being reported by the schools.

DR notes that the DF is planning to create a protocol to do an assessment of the integration of learnings from in-service training sessions into teacher execution. SM and CS note that negative reactions to/ perceptions of this can

be a problem and suggest that some formal approval and notice of this is shared with the schools. This will be discussed at the upcoming DF/MoE bi-weekly update.

CS recommends that any additional savings made be used to train additional teachers from target schools on the use of the materials provided.

The date of the next meeting is set for January, 2015

The meeting was adjourned at 10:27 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)/A OR
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			