

NOTES

Extraordinary 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: January 12, 2016

PRESENT: AOR Claire Spence (CS) A-AOR Bridget Fong-Yee (BFY), Programme Manager Dane Richardson (DR) Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF),

Late: Parenting Specialist Jennifer Brown (JB), Director of Parenting Support Coordination & Behavioral Change Peta-Gay Waugh (PGW), National Parenting Support Commission (NPSC)

Actions: January 12, 2016

Action	By	Date	Update
Close out all Yr2 audit actions by January 2016	DR	Ahead of Feb meeting	Completed
Remind CS of time and location of School of the Year handover and photo op	JAF	Jan 12	Completed
Assist EC in reducing list of 65 identified schools for additional parenting support to 40	JB	Jan 12	Completed
Liaise with to PGW about including NPSC in training calendar	EC	Ahead of Feb meeting	
Send link to online platform to CS, BFY and PGW for her to share with Parenting Support Managers	EC	Ahead of next meeting	
Hold a meeting to ensure PGW is brought up to speed on all parenting activities of the DF/USAID project	EC/ PGW	Ahead of Feb meeting	
EC to attend Parent Support Manager (PSM) meeting to give update on DF/USAID Project parenting activities	PGW	January 28	
Confirm training for procurement officer with Regional Contracting Office	DR	Ahead of Feb meeting	Completed
Discuss partnership with ISSA Foundation for medicals for students at summer school	DR/CS	Ahead of Feb meeting	

Actions: November 20, 2015

Action	By	Date	Update
To format summer school manual for sharing with graphic artist	EC	15 Dec	Completed

To send dates and locations of teacher training to CS	EC	23 Nov	Completed
To advise RAO that request for approval of spend on furniture for cohort 4 is being withdrawn	DR	27 Nov	Completed
To submit verification for shortlisted schools for Region 6 following situational audits	JB	24 Nov	Completed
To share report on Audit and Focus Groups by	JB	30 Nov	Completed
To share draft Parents' Place Manual by	JB	15 Dec	Was not completed. Mrs Carter and Dawkins have the most to date document however USAID has been advised that NPSC will be responsible for completion of this document, as with all activities under parenting. CS shares that from USAIDs perspective we will not expend any more funds of effort on work that falls under NPSC

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	Was to be done at January Meeting, further update to be provided by SM
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
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		Meeting held with NPSC as per mandate of PS that all parenting activities goes through NPSC

DISCUSSION – ISSUES

1) Welcome & Call to Order – (DR)

Meeting was called to order by DR (8:12am)

DR notes that last year, though filled with challenges, was a positive year with many successes as well. He also notes that this is the last year of the project and looks forward to it being an impactful year. He thanks the USAID team for the support, understanding and council and looks forward to continued good working relations. He also extended thanks to the remainder of the DF team for their support and work over the project to date.

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

Notes reviewed and actions updates as above.

i) Summer School Manual

This is an instructional guideline to be used to support this year's summer school intervention which will be a 4 week programme running from Monday – Friday targeting Grade 1 students. The manual was created with the assistance of SM and Cecile Young, Education officer MoE. The Manual aims to be as user friendly, and as pragmatic as possible. The Schools will be engaged this term in order to allow the schools to begin planning for their interventions.

Next steps re the summer school itself include engaging Mr. Cedric Scott from the MoE with regards to best practices for providing the summer school bursaries to the schools. CS suggested partnering with the ISSA Trust Foundation to do medicals for the students. (see AOB)

DR also suggests trying to see if any special needs support could also be provided.

ii) Audit

Dane notes that all documentation was sent to USAID. All audit issues should be resolved by the end of this month. Responses to the management notes will be addressed in this month's monthly financial reporting form.

3) Workplan

i. Output I

Complete with the exception of wrapping up renovations at Old Harbour Bay.

CS queries re May Pen Centre is in use. DR confirms that it is.

ii. Output III

a) Monthly Training

These are ongoing and will continue until June 2016. DR notes that he is in discussion with NPSC regarding their participation and support in monthly meetings. Peta-Gay notes that NPSC has a 45-minute workshop on parental engagement from a teacher's point of view that can be presented at an in-service session.

b) Meeting with Regional Financial Controllers

Meeting is proposed for February 1.

c) Other Outputs

The Online Platform has been created. Content is being uploaded to it on an ongoing basis. EC will share the link to the platform with CS and PGW. The Gender Manual has been circulated electronically to project schools. The G2G produced Grade 2 lesson plan manual has also been shared with project schools. The Grade 1 and 3 manuals will also be printed and circulated to project schools. JAF and EC have completed a preliminary design of a tool to assess teacher integration of programme learnings into their classroom activities.

iii. Output IV

Following verification exercises by the MoE, Horizon Park Primary has been identified as the School of the Year 2014. There will be no Cart School awarded for the preceding academic year. A surprise visit will be made to the school tomorrow, January 13, 2016 to advise them and present them with a plaque and a commitment letter for a grant of J\$100,000 towards their Enrichment Programme, as well as a weekend trip to Club Hotel RIU for the Centre Manager in recognition of her hard work and dedication to the programme.

Student and Parent of the Year for 2014 will be awarded along with those selected for the final year of the project. Student of the year will be highlighted in September 2016 in keeping with for literacy day while Parent of the year will be highlighted in November, in keeping with Parents Month. It is proposed that the final School of the Year be highlighted in August 2016 in keeping with the back to school period.

ERA end line assessments will be done in June 2016.

iv. Output V

Parent Places are to be established in all schools identified by this programme with the exception of 5 schools identified in the audit. Four of these schools are already in possession of fully outfitted parents places. The fifth school is not in a position to begin operating one. NPSC's guidance will be required regarding the location of the parent places as well as ensuring that the resources provided can be best utilized by the project schools.

Additional support will also be provided for 40 schools. Dr. Patrece Charles-Freeman (head of the NPSC) has noted that 8 schools already have PSMs. The NPSC will be asked to provide guidance regarding providing additional support to the remaining 32 in particular. This will support the recommendations already provided by the assessment team which carried out audits in all of these schools.

Summer School, focusing on Grade 1, and parental engagement, will take place this summer in 28 schools targeting and average of 30 students per school. The hope is that PSMs from the NPSC will be able to provide some support here as well for the schools implementing the summer interventions.

v. Output IV

The output is largely around administration and will be further discussed by DR with CS.

CS notes that one of the primary things of note for the final year of the project will be the disposition of items. This will be completed using the detailed asset registries created over the life of the project. She also notes that

updates should be made to the Development Clearing House online. JAF confirms that she has uploaded implementation meeting notes and quarterly technical reports that have been finalized to the DEC to date.

PGW asks that asset registries be shared with NPSC for the parents' places to facilitate their reviews of the schools. DR notes that we have committed to doing so. PGW also asks that a DF team member attend the next PSM meeting, tentatively scheduled for January 28, to inform them about the programme and what kind of support we would be interested in from them.

4) AOB

CS asks that the training for the Procurement Officer be confirmed by DR. In addition, she proposed that the project seeks to partner with the ISSA Foundation regarding medicals for summer school students. CS notes that the information provided on the children's health at Camp Summer Plus last year was very good and useful. Following confirmation of DF's interest, CS will contact the ISSA Foundation and make the necessary introductions.

Dane thanks JB for her work, effort and support as well as Mrs. Claudette Carter, Project Director of the G2G USAID Project for her support.

The date of the next meeting is set for February 19, 2015

The meeting was adjourned at 9:28 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			