

NOTES

**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: April 22, 2016

PRESENT: AOR Claire Spence (CS) A-AOR Bridget Fong-Yee (BFY), Training Officer Evadne Cowell, (EC) M&E Officer Jo Anderson-Figueroa (JAF), NPSC Director of Parenting Support Coordination & Behavioral Change Peta-Gay Waugh (PGW), MoE Enrichment Specialist Shauner Murray (SM) – Via Skype

Actions: April 22, 2016

Actions	By	Date	Update
Circulate Training Plan Annex to DF and USAID for review	SM	May 6	
Have Mr. Desnoes (Legal officer) to send JAF correspondence re MoUs between DF and MoE and DF and various schools	SM	May 6	
Re-share tool regarding monitoring at school level with team (use frequency tool)	SM	May 6	
Discus Trainet with BFY and update as recommended	JAF	May 20	
Share dated copy of manual with edits with EC and CS	SM	April 29	
Share finalized manual with all parties	EC	Upon completion	

Actions: March 4, 2016

Actions	By	Date	Update
Share Summer School Manual with CS for proof reading	EC	Following edits	Awaiting edits from MoE ahead of sharing with CS
Share schedule of monthly activities with USAID team	JAF	Mar 7	Completed
Confirm attendance and names of Parenting Support Coordinators (PSCs) for residential Training, Mar 29-31	PGW	Mar 8	Completed
Make arrangements for PSCs at residential training	EC	Mar 29	Completed
Share G2G DQA with JAF	CS	Mar 11	Completed
Pull together necessary documentation for DQA for project	JAF	Apr 30	Completed
Recirculate link to theknowledgeportal to the USAID and NPSC teams	ED	Mar 7	Completed

Have ERAC uploaded to theknowledgeportal	EC	Apr 22	Completed
Share procurement documents around the parenting component, including multiple quotes and supplier selection justifications, to CS for her review	EC	Ongoing	Completed

Actions: January 12, 2016

Actions	By	Date	Update
Liaise with to PGW about including NPSC in training calendar	EC	Ahead of Feb meeting	Ongoing

DISCUSSION – ISSUES

1) Welcome & Call to Order – (JAF)

Meeting was called to order by JAF (9:06 am)

2) Confirmation of Meeting Notes & Matters Arising – (JAF)

No changes were made to the notes. The actions were updated as per table above which was circulated prior to finalization of the March 4 meeting notes

3) Project Performance Review

- a) MOE Project Activity Update (SM)
 - i) Enrichment Programme Training Plan Annex- Ministry of Education

SM has reviewed the training activities carried out under the project in light of a report on the Enrichment Programme drafted by the office of the Education System Transformation Project (ESTP) – the Ministry of Education office under whose mandate the Enrichment Programme originally was placed. This review was undertaken with a view to identifying gaps in stakeholder engagement in order to address same and to assist in having the Programme fully embedded in the policy framework of the MoE. Following her review, SM created a training plan annex aimed at filling the gaps she has identified. It proposes additional engagement, in the form of additional training, at three levels:

- 1) At school level to engage principals and teachers around what they should be doing at school level;
- 2) At regional level to increase buy-in, and thus support, at the regional level;
- 3) At the managerial level (eg. Dr. McLean and Dr. Meredith in her capacity as manager of Special Needs in

the Ministry) to increase buy in at the highest levels within the Ministry.

CS Asked when these trainings are proposed to take place.

SM suggested the first could be incorporated into DFs monthly trainings, the second in May when SM visits regional trainings and the third in June.

CS noted that USAID does not wish to participate in these additional engagement activities. CS is of the opinion that MoE should take the lead on this, and that DF would not be leading on this as the project, and thus DF's involvement in this capacity is ending. DF's role, to the end of the project, would be around teacher training on technology and the use of the items provided through the project.

CS asked for clarification of the role of the Chief Education Officer (CEO) in this programme and effort. SM noted that the CEO was identified as part of a broader call for the full commitment of the senior management of the MoE. She highlighted that schools engaged under a period of high support from the MoE, e.g. Jessie Ripoll Primary School, are still in good shape. She is hoping to reengage this level of support to the benefit of the newer schools to the programme.

JAF suggested that this should be addressed at the Advisory Committee as it appears to speak to the sustainability of the programme. SM disagreed as it is not an action requiring approval.

ii) School Visit Collaborations

SM suggested that all parties share what they look at/ for when conducting site visits for her feedback. This would be with the aim of creating one method/ tool for collecting all the information that various teams hope to collect on site visits. In this way site visits could be divided among the USAID, DF and MoE teams in order to cover more schools and avoid overlap.

EC clarified that on her site visits she tries to learn about any additional support teachers may need and to provide support in areas in which teachers need one-on-one support.

JAF suggested that SM's proposal may not always work as different parties may have specific requirements on site visits that another party may not be able to meet for them.

iii) The Memorandum of Understanding

SM asked if the DF team has responded to an MoE request for changes to be made to overarching MoE. She notes the PS had sent correspondence to the regional directorate asking them to withdraw the school level MoU's following conversation with DF CEO. JAF asks SM to share the previous correspondence sent to DF on the matter in order for her to follow up on same.

SM to ask Mr. Desnoes (Legal officer) to share info with JAF on MoUs

iv) Monitoring of the Programme at school level

A tool proposed by SM is being pushed to schools regarding the monitoring of the schools at the school level. It has Principals acting as accountable officers and reporting to the regional offices on a monthly basis. The tool is already in use in some schools, particularly in region 2. Under the guidance of the SEOs it will be deployed in all regions by the end of the month.

SM to re-share tool with team

b) DF Project Activity Update (EC) (Slides attached)

i) Teacher Training

The final residential training for the project took place March 29 – 31, 2016 at Jewel Dunn’s River Hotel in St. Ann. A total of 65 teachers (62 females, 3 males) from 35 of the 37 school of cohorts 3 and 4 were in attendance. Upcoming monthly in-service training is scheduled for April 26 – 29 at The MICO University College in Kingston. It will target teachers from cohorts 3 and 4. This is the penultimate scheduled monthly in-service training under the project.

JAF to discuss trainet upload with BFY

ii) Parental Engagement

➤ Parent Place

A parent place stakeholder workshop targeting principals and PTA presidents was held on March 15, 2016 at FDR, in St. Ann. Thirty-eight of the targeted 40 schools were in attendance. At this meeting DF was able to engage school representatives around this component of the project. The NPSC also led a session around parental engagement and action plans with the participants.

CS notes that the Permanent Secretary, MoE, has handed responsibility for Parent Places over to the NPSC. The outgoing Mission Director, USAID, in her close out speech lauded Dr. Patrice Charles, Executive Director of the NPSC, on taking up the baton. She is pleased that DF is doing their bit to set up parent places at project schools under this project and will handover these Parent Places to the NPSC.

EC notes that NPSC does not yet have enough Parenting Support officers to service all 104 project schools, as such we are a bit ahead of them. SM notes that, in light of their not being enough officers, a strategy will need to be devised as the NPSC builds out their capacity.

SM notes that information on items to be provided to each school has been shared with the regional offices. Checks are being made by the regional offices regarding the storage / set up of items for Parent Places. SM will advise the team of any irregularities or problems that come to her attention. EC notes that some schools have belatedly complained of not having a space to locate items, though they had shared, in the needs analysis done ahead of procuring the items, that they had suitable spaces in which to place the items. EC asked that Ms. Murray asks the regional offices to ensure a suitable area is being identified and utilized for the establishment of parent places.

➤ Summer School Update

Last year schools were engaged via emails, phone and some site visits. Despite this, there were some deficits in the implementation of summer school activities. This year all schools were invited to a stakeholder meeting to fill this gap. The meeting was held, on March 10, 2016 at FDR in St. Ann and targeted the principals and 2 Enrichment teachers from each of the 28 schools slated to carry out summer school activities. Representatives of 25 of the targeted 28 schools were present. Representatives of the 3 absent schools got in touch with Training Specialist ahead of the meeting to advise of their inability to attend. Last year schools received 100% of their funding following the summer school activities. This posed some accounting problems for the schools as they had to make purchases ahead of the commencement of summer school activities. This year, following consultation with the MoE, funding will be handed over in 2 tranches based on the submission of certain documents. In keeping with this a total of J\$7,986,000.00 was handed over to 26 schools up to April 15, 2016. This represents a 60% advance for the schools based on the submission of various documents including parental consent forms and student assessments.

SM suggests visiting Tavares Gardens and Mt Olivet Primary Schools over the course of the summer school activities as these schools late in submitting their substantiating documents, and thus have not yet received any monies from DF. SM notes that the MoE is prepared to step in to support the schools which did not receive an advance.

All schools have received the Summer School Manual, in draft form, to guide implementation of the summer school activities. The manual was shared in the meeting on screen for viewing and has been previously shared with the MoE and USAID teams for review and editing. The finalized version will be shared, in hard copy with the schools. Final payments will be made at the end of summer school in keeping with information on slides attached. CS notes that it should be made clear to the schools that the remaining 40% is contingent on the attendance of the expected numbers of students and that the schools must have all invoices ready for audit purposes. EC notes that this had been done but that she will include a reminder in upcoming correspondence to schools. SM feels this would be overkill and specifically asked that no written reminder be sent to the schools. CS noted she is making these points in light of the audit activities that DF will have to undergo under its agreement with USAID. She asks only that DF does not expose themselves to unnecessary audit risk.

SM reiterated that she is against the schools being advised, in writing, of the circumstances under which they will receive their additional 40%. EC and JAF reiterate that they believe it is advisable to do so.

SM to share dated copy with edits to EC and CS by Monday, May 2.

EC to share completed manual to all team.

c) USAID Project Activity Update

i) Preparing for Activity Close-out

CS brought the approaching close out date to the attention of the DF team and noted that they should be in the process of putting things in place to ensure that all close out activities, as prescribed in the Cooperative Agreement, are completed.

ii) Data Quality Assessment

JAF and CS are currently working on this. JAF is to call CS in the upcoming week to review same.

iii) Site Visit Protocols and Reports

This item was not addressed as time did not allow.

4) AOB

No other business was tabled.

The date of the next meeting is set for May 20, 2016

The meeting was adjourned at 10:36 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	santodomingoobligationinbox@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			