



Ministry of Education Monthly Report

Office of the Minister

March 2021

Core Responsibility: The core responsibility of the Office of the Minister of Education is administering programs of education and public instruction throughout the Republic, including education at the preschool, primary, middle and secondary school levels, health education and instruction, teacher training programs, adult education, community education programs, vocational schools and training programs, and such other programs as may be established.

Major Activities

- Composing letters and other correspondence.
- Assisting with meeting arrangements.
- Assisting with data entry.



Core Responsibility: The Bureau of Curriculum and Instruction is responsible for program planning and research for effective and efficient methods and strategies that enhance school curricula and instruction and for the management and administration of federal programs that pertain to the bureau. The bureau is responsible for the performance of the duties and functions of the following divisions:

- Division of Curriculum and Instructional Materials Development (DCIMD)
- Division of Instructional Implementation and Teacher Training (DIITT)

Major Activities

MOE Annual Plan (2020-2021): MOE Management Team worked to finalize the plan and submit to the Office of the President.

2021 Insular Areas and Palau Technical Assistance Meeting: Participated in a two-day video conference with the US Department of Education to provide guidance to Palau and the US Territories of Guam, CNMI, American Samoa, and the US Virgin Islands as we begin preparing our grant proposals for program year 2021-2022.

Meeting with Grant External Evaluator: Held several meetings with the Palau Education Grant Program External Evaluator regarding the grant quarterly report that was originally due to US ED on March 19, 2021 but was later postponed to April 13, 2021. Also discussed at this meeting was the new proposal for FY 2021-2022 funding from US ED and the data needed for the completion of the proposal for the upcoming grant competition.

Meeting with PCC Vice President: Met with PCC Vice President Jay Olgeriil and his staff to review the status of MOE teachers and staff enrolled at PCC and to clarify the terms of the contract currently in place to assist these teachers and staff attain their degrees in the field of education.

Partnership with PADECO Co., Ltd., Osaka Kyoiku University, Japan: Expressed interest in entering into a partnership with PADECO Co., from Osaka Kyoiku University, Japan, to develop a proposal to avail of 1,000 used tablets offered from the Ministry of Internal Affairs and Communications of Japan for our schools. The tablets are in very good condition and will be used to support instruction in mathematics in public schools. Digital learning materials in mathematics will be developed and installed in the tablets by PADECO Co., while MOE will install other subject-specific apps other than mathematics at our own expense. The tablets are expected to be in Palau sometime in September 2021.

Education Awareness Week: Provided support to schools as they prepared for and conducted their Education Awareness Week activities.

PHS Job Shadow: Hosted a Palau High School sophomore student in the Job Shadow Program, who was assigned to the Division of Instructional Implementation and Teacher Training, to orient the student on some of the duties and responsibilities of an education specialist as this was the field that the student was interested in.



Upcoming Activities

- Met with Former Minister Sinton Soalablai, now Regional Advisor for McREL International, regarding his role in the organization and the services he can provide to MOE to improve services provided by REL and McREL International.
- Attended Management Team meetings.
- Interviewed two applicants for the position of Chief of the Division of School Management for the Bureau of Education Administration.
- Attended Quarterly meeting with all school principals, education specialists, and program managers
- Attended Principals' Monthly Forum

Upcoming Activities

RPGP FY 2021 Grant Proposal: Prepare a new Palau Education Grant Plan worth \$1,000,000 to the US Department of Education to support student achievement and improve teacher effectiveness. The Palau Grant Plan is due in Washington, DC by April 09, 2021 and, if funded, will run from July 01, 2021 to September 30, 2022.

RPGP FY 2020 Quarterly Report: Prepare and submit the RPGP FY 20 Quarterly Report to US DOE in preparation for the Grant Quarterly meeting scheduled for April 19, 2021.

Core Responsibility: The Division of Curriculum and Instructional Materials Development oversees all curriculum revisions/improvements, development of assessment for public school's curricula, development or acquisition of appropriate instructional materials for schools, and development of supplemental and complementary programs for curriculum and instructional materials, where possible and appropriate, through other funding sources.

Major Activities

- Attended and participated in Radio "Talk" Shows" with education specialists to inform and update the public on education matters and to address concerns and questions raised.
- Participated in a REL Zoom meeting on virtual coaching sessions
- Attended and participated in MOE management meetings on MOE Annual Plan.
- Participated in a 2-day Virtual Planning meeting for Palau Mentoring and Induction Program
- Participated in a 2-day virtual meeting for Insular Areas and Palau Technical Assistance
- Attended and participated in 2021 Education Awareness Week opening day at Peleliu Elementary School and later during the week, visited Aimeliik and Melekeok elementary schools.
- Attended and participated in a week-long grades 1-3 SSIP training at Koror Elementary School.
- Attended and participated in a collaborative meeting pertaining to 2021 MOE Annual Plan.

Other Activities

- Attended management team meetings
- Attended GBH Elementary School assembly to bid farewell to teacher Lannie Jane Tsuneo – retired.
- Met with DITT Chief to review and discuss education specialist position descriptions.
- Attended a meeting with DIIT chief and Dr. Sinton Soalablai to discuss college and career readiness activities for Palau High School.

DCIMD Education Specialists' Activities

- Classroom observations and demonstrations: DCIMD content area specialists conducted classroom observations and performed lesson demonstrations to support and assist teachers in the following schools: PJF (Kayangel), Airai, Aimeliik, Sonsorol, and Pulo Ana elementary schools.
- Quarterly Assessments: All content area assessments were reviewed, packed, and delivered to all schools.
- Education Awareness week: Content area specialists served as judges for the varying schools' science projects and other activities that were on display/performed during the 2021 Education Awareness Week.
- Trainings/Workshops: DCIMD education specialist conducted the following trainings/workshops for teachers during this month – Ocean Stewardship training, Palau Instructional Transformation Circle 2, Achieve 3000 professional development zoom trainings, and Physical education trainings.

Upcoming Activities

- Scheduling of *Differentiated Instruction* training to all the schools



- Scheduling and confirmation of teacher capacity trainings, classroom observations, and school site visits for the month of April
- Palau Comprehensive Approach to Transformation Instruction for Student Success Circle 3 Palau High School
- Development of 4th quarter quarterly assessments

Core Responsibility: The core responsibility of the Division of Instructional Implementation and Teacher Training is to handle planning and implementation of all teacher training activities to improve teaching skills and capacities, implementation of established public school curricula and instructional programs, administration of assessments and development of performance standards for students and teachers in public schools, and identification of teachers' training needs thru classroom observations.

Major Activities

- Participated in a virtual distance learning with Regional Education Learning (REL) regarding Palau Partnership for Teacher Effectiveness
- Attended a virtual distance learning (WEB-ex) for the Insular Areas & Palau Technical Assistance Meeting
- Attended Palau High School Education Awareness Week
- Attended Meyuns Elementary School – Cultural Day Presentation on March 18, 2021
- Conducted a Systemic School Improvement Plan Training on how to use Reading Success Network data to accommodate students with different needs at Koror Elementary School from March, 22 to 25, 2021
- Attended and participated in a virtual distance learning (Zoom) with the Regional Education Learning with Palau Community College Administrator & President on March 22, 2021
- Attended the March Quarterly Meeting on March 25, 2021
- Attended the March Principals Forum on March 26, 2021
- Attended a retirement awarding ceremony for George B. Harris Elementary School counselor on March 29, 2021
- Attended and participated in a virtual distance learning with Regional Education Learning regarding the status of the teacher coaching initiative on March 30, 2021.
- Joined and coach Meyuns Elementary School Acting Principal & Faculty with the Transformation Project third circle reflection on March 30 & 31, 2021
- Attended a final State Systemic Improvement Plan meeting at Special Education Main Office on March 31, 2021
- Attended a meeting with REL Regional Representative regarding findings on Using High School Data to Predict College Success in Palau. The purpose of the meeting is to review the findings and brainstorms methods to improve instructions in order to improve students' performance and prepare them for college. March 31, 2021

DIIT Education Specialists' Activities

- Classroom Observations and Coaching: DIIT content specialists conducted classroom observations in the following schools – Ngardmau, Ngarchelong, Ngeremlengui, Ngaraard, Airai, Aimeliik, Koror, and Meyuns elementary schools. Specialists assisted and coached new teachers with their lesson plans and delivery of instruction in the classroom.
- Training/Workshop and provision of technical assistance: DIIT specialists provided technical assistance on *Differentiated Instruction* and *Remote Learning* for teachers at GBH, Koror, Aimeliik, Ngarchelong, Melekeok, Airai elementary schools, Palau High School, and Mindszenty High School.
- Education Awareness Week: DIIT specialist served as judges of projects and activities displayed/presented at the varying schools during 2021 Education Awareness Week.
- Achieve 3000: DIIT specialists conducted trainings and workshops for teachers to use and work with Achieve 3000 – an online program that provides nonfiction reading content to students in grades preK-12 and focuses on building phonemic awareness, phonics, fluency, reading comprehension,



vocabulary, and writing skills.

- DIITT Specialists assisted in the development, review, packing, and delivery of quarterly assessments.

Upcoming Activities

- Scheduling of *Differentiated Instruction* and *Achieve 3000* workshops/training to schools.
- Conduct follow-ups of classroom observations
- Scheduling and confirmation of teacher capacity trainings, classroom observations, and school site visits for the month of April
- Development of 4th quarter quarterly assessments.



Core Responsibility: The Special Education Program is a federally funded program that provides specialized instructional programs and related services to children aged 0-21 with special needs.

Major Activities

Annual Grant Application/Report/Survey and Related Activities

- FFY2021 Part B Grant Application's public participation timeline to collect public comments before submission in May 2021.
- SY2019-20 State Systemic Improvement Plan (SSIP) – Compilation of data and final report write-up for submission through virtual meetings with target school principal and technical assistance (TA) provider, & SSIP Core Team Meeting

Virtual Trainings/Technical Assistance (TA)/Meetings

- Physical Therapy training on development of observation reports and IEP goals
- Training on a new evaluation tool (GARS) for specialists/CRTs
- Review of Existing Data (RED) follow-up training for education specialists/CRTs and data analyst assistant
- Early childhood technical assistance for early childhood specialist, teachers and related service providers (e.g., speech teachers, sign language teachers)
- Early childhood training on completing the Child Outcome Survey Form for specialist and early childhood teachers
- Follow up session on GARS for individual specialist/CRT per request
- Guam CEDDERS technical assistance relating to teacher certification, private school consultation and SSIP
- NCSI Pacific Entities Collaborative on issues and updates relating to SSIP
- IDEA Data Center (IDC) technical assistance on new updates for SPP/APR Indicator 3 (Statewide Assessment)
- OSEP Monthly TA Call on IDEA Part B & Part C COVID-19 Question and Answer Review

Upcoming Activities

Face-To-Face Meetings/Other Activities

- Mid-Year Private School Consultation Meeting which involved BEA director, special ed. coordinator, private school principals and parents of students with disabilities parentally placed in private schools
- Stakeholders meeting to complete Survey B for inclusive education

Upcoming Activities

Reports and Activities

- SY2019-20 SSIP Phase III Year 5 Report submission, 4/1/2021
- SY2020-21 Child Count & Educational Environment Data submission, 4/7/2021

Virtual Trainings/Technical Assistance (TA)/Meetings



- Targeted TA for individual specialist/CRT on child specific issues related to evaluation and eligibility determination involving autism
- Targeted TA for Koror Elementary School (KES) IEP team to address child specific issues or needs related to autism
- Assistive Technology training for KES IEP team to address child specific needs
- Assistive Technology Workshop Series for special ed. specialists/CRTs, related service providers and early childhood teacher, 4/16/2021, 4/23/2021, 4/30/2021, & 5/7/2021
- OSEP monthly TA call on COVID-19 recovery plan, 4/9/2021
- Special OSEP TA Call on DMS 2.0 for state monitoring, 4/23/2021
- IDC 2021 Interactive Institute, 4/14-16/2021
- FFY2019 Annual Performance Report (APR) Clarification, 4/15/2021
- Monthly meeting with special ed. specialists/CRTs, 3/8/2021

Core Responsibility: The core responsibility of the Bureau of Education Administration is to direct implementation of all education programs and activities, supervise and coordinate core functions and administrative/support services, and coordinate external grants and federal programs for the Bureau. The bureau is responsible for the performance of the duties and functions of the following divisions including administrative services:

- Division of School Management (DSM)
- Division of Research and Evaluation (DRE)
- Division of Personnel Management (DPM)

Major Activities

Annual Work Plan: The MOE Management Team finalized and disseminated the MOE FY2021 annual work plan to all units. The annual work plan was discussed extensively in the Principals Forum with school principals along with the monthly reports. In the plan, respective MOE units are tasked with implementing, monitoring, and evaluating activities assigned to them.

Review of Work Processes: Several work processes were reviewed and streamlined to improve efficiency and strengthen accountability. Based on prior discussions, the job order request form was redesigned by the Division of School Management. Another work process reviewed and updated relate to collecting and reporting electricity consumption data.

School Internet Networks: The work to upgrade Internet network at Koror Elementary School commenced. While the laying of fiber optic lines was underway, PNCC agreed to install wireless Internet access points at 4th-6th grade classrooms to allow for reliable access for students logging into Achieve 3000 when doing online reading assignments.

PILNA Steering Committee Meeting: The Director of Education Administration represented Palau Ministry of Education in the PILNA Steering Committee Meeting on March 16-17, 2021. The key meeting discussions included PILNA trial in 2020, enhancement of reading and writing scales, test booklet design to include rotated book design, multilevel modelling of questionnaire, decisions on student accommodation and reporting, translation of test items for countries needing the items in local languages, PILNA administration in 2021, and coding and reporting results.

Pacific Board of Education Quality Meeting: The Director of Education Administration represented Palau Ministry of Education in the Pacific Board of Education Quality Meeting on March 17-18, 2021. In the meeting, the EQAP Director presented the annual report highlighting key achievements in 2020. Additionally, country workplans relating to technical assistance that EQAP would provide in 2021 were discussed and finalized with individual countries. It was noted in the meeting that virtual meetings will serve as primary mode of engagement with countries until border closures are lifted.

School Facility Projects: The following is an update of school facility improvement projects

- Meyuns Elementary School slab repair project was successfully completed in time for the Education Awareness Week, which began on March 16, 2021.
- A meeting was held with CIP engineer to commence preparation for contract bidding for phase 2 of the hand washing stations project for schools in Babeldaob and outlying states. Toward the end of the



month, Japan GGP grant funding of \$135,000 for the project was deposited into the bank account created by the Ministry of Finance.

- The Aimeliik Elementary School project to replace cafeteria and special education classroom roofing and second floor windows at the back of the two-story classroom building commenced.
- Preparations were also undertaken to initiate the project at Melekeok Elementary School to replace cafeteria and walkway roofing, including the renovation of PE storage room.

Other Activities

- Attended a meeting with the Director of Youth to discuss possible school outreach activities to commemorate the National Youth Day on March 15.
- Attended a meeting with a US Marine officer to discuss potential school facility improvement projects for the summer visit of the US Marines.
- Attended Civic Action Coordinating Group meeting.
- Delivered opening remarks and showed support for the First Aid CPR school competition.
- Attended GBH Elementary School assembly to bid farewell to retiring teacher Lannie Jane Tsuneo.
- Conducted school visits of Palau High School, Melekeok, Ibobang, Ngeremlengui, Aimeliik, Meyuns, Koror, George B. Harris, and Airai elementary schools to show support for Education Awareness week activities.
- Attended MOE Management Team meeting
- Attended MOE Quarterly Meeting with program specialist, managers, and school principals.
- Attended Principals Forum

Upcoming Activities

- Annual Work Plan: Implement activities assigned to BEA in the annual work plan and provide support to the other units as they implement assigned activities.
- Streamlining Work Processes: Other work processes will be reviewed and streamlined as necessary.
- School Facility Upgrade: Work with CIP Office to help advance the various school facility improvement projects. Work with UNOPS representative to make progress on infrastructure projects.
- Preparation for the 8th Grade Transition Workshop on April 22-23, 2021.



Core Responsibility: The core responsibility of the Division of School Management is the administration and management of all public schools and the public library under the Ministry of Education.

Major Activities

MOE Radio Talk Show. Attended MOE radio talk show with Chief Magaria Tellei. The main focus of the talk show were the Education Awareness Week events.

First Aid and CPR Competition. This was a competition for 6th to 8th grades for Koror, GB Harris, Meyuns, Airai, Maris Stella and SDA Elementary Schools. GB Harris won first place in this years' competition and took home the revolving trophy.

Education Awareness Week. Visited all schools except for outlying schools.

High School Debate. Attended a debate for all high schools at the Koror State Assembly Hall. Emmaus Bethania High School did not participate in this event.

School Health Office Grand Opening. Attended grand opening for the MOH School Health Office located in the Palau High School campus.

Other Activities

- Attended interviews for various applicants to fill various positions in schools and at the central office.
- Attended several management meetings.
- Attended Principals' Forum.
- Attended Quarterly Meeting.

Upcoming Activities

- Differentiated Instruction Workshops for Palau High School, GB Harris, Koror, Ngarchelong, Airai, Aimeliik, and Melekeok Elementary Schools.
- 8th Grade Transition Workshop

School Summary Reports

Aimeliik Elementary School

Highlights	<ul style="list-style-type: none"> • There were parents that came to school for a week before EAW helping their kids with their Science projects. • Maintenance work for 7th and 8th grade classroom doors was done on the 3rd to 5th • Prevention Unit visit on the 9th • STEM judging was done on the 11th • Education Awareness Week activities and parents involvement • Three of our students received award for calendar artwork for the National Landfill
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	<ul style="list-style-type: none"> • PTA on the 24th with 80% parents attendance • Coaching for new teachers on March 31st
Visitors	<ul style="list-style-type: none"> • Aimeliik PAN: Coordinator Losii Samsel and Ranger Abimelech Etpison • MOE maintenance: Boni Marcil • MOH: Prevention Unit team • STEM fair judges: Science Specialist Debbie Nagata (MOE), Losii Samsel (Aimeliik PAN), Director Junior Ueki (Aimeliik Public Land Authority), Shelley Kailang (Aimeliik Public Land Authority), Edna Otong (Ngatpang State Gov't), Stephanie Andrew (PTA Vice-Chair) – • Senators: Andrew Tabelual and Topps Sungino • Parents and community members during EAW • Specialists: Sarah Sugiyama (Science), Linda Ngotel (Social), Vanessa Mobel (Math), Delina Kebekol (Palauan)
Donations	<ul style="list-style-type: none"> • Delegate Warren Umetaro - 2 cs. water for Little League and prizes for EAW • Delegate Lee Otobed - prizes for EAW • Governor Francesca Otong - prizes for EAW, 2 tents and 75 chairs • Governor Brownny Simer - prizes for EAW, additional meal ingredients and supplies • Parent Franny Oiferong - 2 cs chicken and fruit salad for EAW • Community member Tilde Erüich - 10lbs bananas, airtime, \$10 - cash for EAW • Parents for all grade in support of OMSASO project - total profit: \$1,050.00 during EAW • Aimeliik PAN- Future Ranger T-shirt for students and staff for EAW

Airai Elementary School

Highlights	<ul style="list-style-type: none"> • All students completed QAT. • Selected students represented Airai E School in CPR/First Aid competition. • EAW was a success. • Students participated in Art Contest for Airai Fisheries Cooperative.
Visitors	<ul style="list-style-type: none"> • Palau Pledge visited 5th – 8th Graders • Tobacco Prevention Unit visited 6th – 8th Graders • Specialist Linda Ngotel coached teacher Beaulah Tebengel
Donations	<ul style="list-style-type: none"> • Delegate Vicky Kanai donated a van to the school. • Senator Sungino – 1 case of water

Angaur Elementary School

Highlights	<ul style="list-style-type: none"> • To meet school's literacy needs and creating student's love for reading, the school adopted the idea and did a Reading Week doing Read-A-Loud with Dr. Seuss' books for 5 days during lunch breaks. To encourage and get students excited about reading, teachers made themes for each day of the week that relates to the Read-A-Loud book selected as well as related activities to help students make connections to what they read. • Administered 3rd Quarter Assessments and administered Math Quarterly Assessment on two seatings over two days for the first time, a decision that was made during last Principal's Forum on February 25, 2021. • Make-up day for "no-classes" last January 21, 2021 to witness and celebrate ROP President Surangel Whipps Jr.'s Inauguration Ceremony. Teachers used this day to go over theme for upcoming Education Awareness Week as well as the theme for 2021 Science Fair and help students identify and work on their projects and presentations; Teacher Graham Rideb and Margarita Abraham travelled to Koror to meet with their PCC instructor; Parents and volunteer community members mowed school's lawn. • Kindergarten Teacher, Ms. Lolita Alfred returns to school after a 3-months of leave taking care of a family member during a health crisis. • Students, teachers and staff celebrated Education Awareness Week with parents, guardians and community members as well as partner entities by: Going on a Field Trip and Career
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	<p>Exploration Tour on the 1st day; Academic Presentations on the 2nd day; Cultural Demonstrations, Math Games and Science Fair on the 3rd day; Walk-a-Thon, Beach Clean-Up, Cultural Performances and Physical Education Activities on the last day.</p> <ul style="list-style-type: none"> • Members of Palau Adventist Community Services visited school and donated to school's lunch program. • Senator Kazuky "Topps" Sungino called the school to wish a happy Education Awareness Week to everyone and donated to school's EAW programs; 1st Grade Teacher, Ms. Margarita Abraham travelled to Koror escorting her mother on medical emergency. • State Government workers helped school's EAW by setting-up tents for activities. • Principal Kasiano travelled to Koror to attend meetings. • Principal Kasiano attending a briefing on IOWA Assessment with Chief Ngiraswei along with Principal Arurang and Acting Principal Inawo of Peleliu Elem. School and PJF-Kayangel Elem. School. • Principal Kasiano attended and chaired MOE's Quarterly Meeting. • Principal Kasiano attended Principal's Forum. • Held an In-House Meeting to review and submit evidence(s) collected for the first half of the school year for WASC report. • Administered Post PERA (Palau English Reading Assessment).
Visitors	<ul style="list-style-type: none"> • Parents and Community Members
Donations	<ul style="list-style-type: none"> • Food Supplies – Palau Adventist Community Service • Monetary Donations – Blake King (Alumni) • Monetary Donations – Uchelremasch Carlos Ramon • Drinks – Senator Topps Sungino • Food Supplies – Ms. Melanie Santiago • Tents – Angaur State Government

George B. Harris Elementary School

Highlights	<ul style="list-style-type: none"> • Students were able to complete 3rd Quarter Assessments • Principal meeting with all teachers/staff regarding Instructional Transformation • Science Projects were completed by 190 students this school year. They were able to judge them before Education Awareness Week. • Education Awareness Week was a success! Parents and other stakeholders showed up. • In collaboration with Koror State Government, 8th graders went on a field trip to Ngemelis. It was a success! • Teachers issued 3rd Quarter report cards to parents. It was a success! • Post PERA was administered to all grade levels. It was a success!!
Visitors	<ul style="list-style-type: none"> • Palau National Marine Sanctuary visited 8th graders • Koror State Representatives visited 8th graders
Donations	<ul style="list-style-type: none"> • Taiwan Technical Mission (TTM) continues to deliver fresh vegetables to the school.

Ibobang Elementary School

Highlights	<ul style="list-style-type: none"> • All students successfully completed all quarterly assessments. • 4th to 6th grade teachers and principal attended Achieve 3000 meeting via zoom with the program support team and Dr. Pham. • Principal was invited by Ngatpang State Governor to attend the Disaster Management Plan Workshop at the State summerhouse from 9am to 12pm. • The school conducted a successful STEM fair. All students prepared and presented their science projects to judges from Ngatpang State Government and Ngatpang State PAN. • A successful Educational Awareness Week. Students were able to display and showcase to parents and community members what they have learn in the classrooms through presentations and activities. Parents were actively involved in the activities. The school also
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	<p>had a field trip on the second day of the EAW where grades 1,4, and 5 visits the 3 branches of the government offices in Ngerulmud while 6th and 8th grade attended the PCC CTE Awareness Week. On the last day of EAW, the school also had a field trip to Ulong Island, where they learned a lot about the islands historical, cultural, as well as natural aspects. •</p> <ul style="list-style-type: none"> • 90% of students prepared and submitted their drawing entries for the Arts & Tides Calendar Arts contest. • Principal attended Iowa Assessment briefing along with all other public and private elementary and high school principals at TTC, MOE. • All students successfully completed the Post PERA assessment.
Visitors	<ul style="list-style-type: none"> • MOH Prevention Unit • Senator Tabelual and Senator Sungino met with Principal and staff to share what they are working on in regards to education. • Director Mechol • Chief Mikel • Dental Screeners
Donations	<ul style="list-style-type: none"> • \$210.00 check from Ngatpang State Government as prize for all students who participated in the Science Fair. • Noch Skebong (1st grade parent) donated ice cream and cones for students to enjoy after successful presentations of their science projects. • Danica Elechang (Alumni) donated 26 boxes of Macadamia nuts for all students and school staff. • Senator Sungino donated a case of water. • Chauncey Tarkong (Ngatpang State PAN Coordinator) sponsored lunch to all students and staff during their EAW field trips.

Koror Elementary School

Highlights	<ul style="list-style-type: none"> • Successful Education Awareness Week, Parental involvement, Science Fair • Students and parent involvement was amazing.
Visitors	<ul style="list-style-type: none"> • Parents • Kotel a Deurreng Organization
Donations	<ul style="list-style-type: none"> • Parents, Koror State Government, Busonge Organization, Teachers and Staff

Melekeok Elementary School

Highlights	<ul style="list-style-type: none"> • 4th Regular PTA Meeting and Progress Report Card Distribution; shared information regarding EAW Activities and programs. • EAW 2021: Successful EAW that started with Opening Ceremony on 2/16 with academic activities from all grades, this year marked different activities in this category. Field trips were academically fun and safe, quest speakers were effective as well as informative. The Health and PE day which was the last day was very successful with involvement of the parents and communities • Principal attended Quarterly meeting and Principal Forum on the next day 3/26.
Visitors	<ul style="list-style-type: none"> • Parents • High Chief Reklai Bao Ngirmang • Delegate F. Tellei • Governor F. Melaitau • Director Mechol • Chief Mikel • Chief Ngiraswei • Edward Anastacio • K9 Unit • Public Safety Officers



	<ul style="list-style-type: none"> • PTA Chairman Lentcer Basilius
Donations	<ul style="list-style-type: none"> • \$500 from High Chief Reklai • EAW Banner from Delegate Tellei • Governors Polloi, Melaitau, and Adelbai – Transportation for 1st, 3rd, and 5th Grade Field Trips

Meyuns Elementary School

Highlights	<ul style="list-style-type: none"> • All students were able to complete their assessment. • Meyuns participated the First Aid and CPR competition. • All students' report cards were generated by Edwel Ongrung and printed and distributed to parents. • Two story building project completed. • All students were able to complete their Science Project and participate the awareness week activities. • Acting principal, two teachers and two specialists participated in a zoom meeting with Eloise Sanchez for Palau Instructional Transformation- Second Circle. We were able to finish the transformation circle two.
Visitors	<ul style="list-style-type: none"> • 167 visitors signed in to the log book
Donations	<ul style="list-style-type: none"> • None

Ngaraard Elementary School

Highlights	<ul style="list-style-type: none"> • Successful Achieve3000 zoom workshop for 4th-6th grades • 3rd Quarterly Assessment • 2021 Education Awareness Week was the best. *Students were all prepared with their science projects, and the end results were great. *Both students & parents were involved in all other EAW activities. * Parents participation increased this year compared to other years. *Successful "Cook off" activity with parents. *Field trip to Todai-Ngarchelong, Bird Sanctuary-Ngeremlengui, & Aimeliik Bai in Aimeliik was a good learning experience for both teachers and students. Also, there were 24 parents who went on the trip as chaperones. *P.E. day which took place on the last day-Friday of the EAW was a huge success. • Belau Modekngai School staff & 2 students came to visit and to recruit 8th grades. • Last class observations for 3 teachers internship program (PCC). • Principal attended both Quarterly & Principals forum. • MOH presentation with 5th-8th grades (Growth & Behaviour and Hygiene). • All students turned in their Arts & Tide drawings. • Principal attended Iowa briefing and TOY portfolio meeting
Visitors	<ul style="list-style-type: none"> • Professor Derbei Meyar
Donations	<ul style="list-style-type: none"> • Ngaraard State Olbetibel – Cases of bottled water and sweet drinks for Education Awareness Week • Parents – Fruits for EAW Cook Off • Aimeliik State Government – Chips and Juice for all students and teachers during their field trip to visit Aimeliik Bai • Kerradel Conservation Society (PAN) - \$300 for students as prize money for Science Fair

Ngarchelong Elementary School

Highlights	<ul style="list-style-type: none"> • Teachers of Grades 4 and 6 and Principal attended Zoom meeting with Achieve3000 consultants. • Students took the Quarterly Assessments. • Parents, guardians, teachers, and staff attended PTA meeting at the school cafeteria. • Most teachers and staff received their first doses of the vaccination to fight COVID19. • Students, teachers, staff, parents, guardians, community members, and organization partners participated in Education Awareness Week activities.
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	<ul style="list-style-type: none"> Teachers and staff from Belau Modekngai High School visited 8th grade class and gave a presentation about their school; Principal attended the Quarterly Meeting. Principal attended the Principal's Forum. Day 1 of Palau English Reading Assessment post-test, which was administered to students; Principal attended a briefing meeting about the Iowa Assessment.
Visitors	<ul style="list-style-type: none"> Parents, guardians, and other community members Personnel from MOE, Ngarchelong State Government, ICDF Taiwan Technical Farm, and Japanese Embassy Senator Sungino Members of other partner organizations
Donations	<ul style="list-style-type: none"> Japanese Embassy-origami paper, posters of Japan; use of several kimono and Japanese toys Ngarchelong State Government-hinged lunchboxes; foam cups; chairs and 8-piece stage Ngaraard State Government-large tent Choll Community-foldable tables Senator Kazuyuki T. Sungino-bottled water 855-Youth: bottled water Parents, guardians, teachers, & staff: food, drinks, utensils, paper products, etc.; use of plants, fabrics, and accessories

Ngardmau Elementary School

Highlights	<ul style="list-style-type: none"> Conducted 3-days quarterly assessment was conducted. The Education Awareness Week was held throughout 4 School Days, having been granted the honorary presence of our Governor and State Leadership throughout the Opening Ceremony - observed on the first day. All parents had been present, in addition to the vast majority of our community, while the Governor on the other hand extended his personal remarks towards the School and our Students. MOE maintenance fixed the sewage line from the kitchen to septic tank. Printer donated by Ms. Noelani Oidudul Wachi, to Ngardmau Elementary School was installed and set up by MOE tech. We were so happy because is to fulfill the needs and implementation of the school's instructional and classroom activities. This is a great 4-in-1 device that can print, scan, copy, and fax. PTCA meeting was held and the main items shared/discussed are EAW, students' performance result from the 3rd quarter and promotional day. Meeting with PCC president Dr. Patric Tellei asking help about the extension of the school building accompany by Senator Andrew Tabelual and a week after Dr. Tellei visit our school to assess the plan for extension. I agree with design of the extention, so Mr. Tellei was go ahead and make a estimation cost and later I was sharing it with Director Mechol and acting Chief Mikel. Attended quarterly meeting and principals' forum. MOE content specialist conducted 2 days classroom observation for specific teachers as follow up.
Visitors	<ul style="list-style-type: none"> Senator Topps Sungino Senator Andrew Tabelual Dr. Patrick Tellei
Donations	<ul style="list-style-type: none"> Ms. Noelani Oidudul Wachi – Printer Cook – Spaghetti for student meals Senator Sungino – Case of water Ngardmau State Speaker – Transportation for all student activities



Ngeremlengui Elementary School

Highlights	<ul style="list-style-type: none">• All teachers participated in the school PLC then finally the last group of teachers completed the English Lesson Plan presentation.• All teachers attended the PLC sessions held every Monday to share and collaborate helping each other improve in their areas of work.• Three classroom teachers for grades 4, 5 and 6 participated the Achieve 3000 Zoom session with the consultant from CMNI.• All students were present at school to complete their 3rd Quarter Assessment.• Held PTA meeting for 3rd Quarter. All parents attended a brief individual parent-teacher conference in the classrooms and to receive their kid's Report Card for 3rd Quarter. A general PTA meeting was held for all parents to receive the presentation by the principal about the students conduct and academic performance for the whole 3rd Quarter.• At the same PTA meeting parents discussed the plans and schedules in preparation for the upcoming Education Awareness Week on March 16-19, 2021.• The guest speaker from CID, Bureau of Public Safety visited on the first day of the Education Awareness Week to present cyberbullying and digital citizenship to all students, teachers and parents.• All grade levels showcase their class presentation integrating all content areas such as Math, English, Palauan and Social Studies including Health on the first day of the Education Awareness Week.• All grade levels presented their Science Project during our school Science Fair; There were total of 19 science projects that were observed and judged by three judges; a retired teacher, a parent and the representative from PCC Hatchery Center.• Held the first Career Fair for Grades 1st to 6th, which the guest speakers/presenters for 5 different stations of various jobs in our community presented to different grade levels to showcase their responsibilities and duties at their respective job.• The 7th & 8th graders attended the PCC CTE Awareness Week on the same day.• On the last day of the Education Awareness Week, all students, teachers, parents and some community members participated in the networking and physical activities held at the State Center. Parents donated lunch for everyone during the last day activity.• Awarded the certificate of participation to all students who scored first place for their science project.• Awarded the certificate of appreciation to all the presenters during the school career fair.• Awarded consolation prizes of small school supplies to all students doing science projects.• Held staff meeting for reflections of highlights and challenges for the whole week of Education Awareness to help all staff improve their next year EAW planning.• The six at-risk students were able to attend the after school tutoring classes twice a week for the entire third quarter doing extra study hour to help them improve in their studies.• Principal attended the MOE quarterly meeting and the principals' monthly meeting.• The Principal also attended the Iowa Briefing hosted by Chief of DRE, MOE in preparation for the upcoming Iowa Assessment for all grades 3 to 8.• The new teacher started to work at the school to replace a retired teacher and she started team teaching with the 4th grade teaching until she is capable to take over the whole 4th grade class.
Visitors	<ul style="list-style-type: none">• The CID officers from Bureau of Public Safety visited for cyberbullying presentation to all students, teachers and parents.• The Belau Modekngai School students, teacher and a member of the School Board visited to conduct their school recruitment to all 7th and 8th graders.• The School Health Counselors visited to conduct health wellness sessions to all 6th to 8th graders.



Donations	<ul style="list-style-type: none"> All parents donated food and drink for lunch during the last day of Education Awareness Week. All parents continued donating snacks and drinks for the students attending the after school tutoring class for the entire 3rd Quarter.
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Peleliu Elementary School

Highlights	<ul style="list-style-type: none"> Peleliu Elementary School held its Annual Education Awareness Week. This year we saw an increase of parent participants attending and participating during academic activities. The school teachers tried to ensure that there would be activities for parents to participate right after student activities but at the necessary level of parents for each content areas. The school scheduled academic activities, culture, Health displays, Career Model Show, and ended the week with PE activities for students and parents. The 6th and 8th graders participated in the Back to Nature: Jellyfish Lake Program in partnership with MOE and Coral Reef Research Foundation (CRRF) to raise student awareness. The 6th & 8th grade students had a enjoyable and fun filled learning experience. Students participated in the 2022 Art and Tides Calendar Contest sponsored by the Palau International Coral Reef Center (PICRC). Parents conferenced with teachers and picked up students' 3rd Quarter Report Cards
Visitors	<ul style="list-style-type: none"> Chief Magaria Tellei Specialist Debbie Nagata Specialist Charmaine Bitlaol Specialist Dean Terry Coral Reef Research Foundation Parents
Donations	<ul style="list-style-type: none"> Nathania Raver – 2 ea. Tonga Mariana Postol - Bananas

PJF Kayangel Elementary School

Highlights	<ul style="list-style-type: none"> No Report
Visitors	<ul style="list-style-type: none">
Donations	<ul style="list-style-type: none">

Palau High School

Highlights	<ul style="list-style-type: none"> PHS Freshmen hosted our March monthly assembly. They were able to invite President's Chief of Staff Ms. Landisang Kotaro to speak to the entire student body. We, PHS faculty and staff, were able to complete our Instructional Transformation Project, Circle 2, session 3. PHS Palau Major League Baseball Team held their first meeting with the parents of the team players. We were able to address concerns and questions of the parents. Parents were very supportive of the effort and gave their full support to ensure that their children will be monitored academically. Sergeant Hiland and Officer Salinas of the Civic Action Team visited the school to assess the PHS Spiders Electric panel board and to see if they can help the school's request to change light bulbs. Vice Principal served as my proxy to interview Dileah Faungy who was interviewed for social studies teacher on March 4, 2021. Final exams were conducted smoothly on April 4 and 5. It was a half day on both days.
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	<ul style="list-style-type: none"> • On Friday the 5th of March, the PHS Debate team coaches, Charmaine Aquino, Taylor Golia, Louann Sungino, and Mark Orrukem attended a meeting at Koror State to reschedule the date of debate event. • PHS Education Awareness Week Committee, chaired by Dalton Thomas followed up on their request to hold classes on a half day basis on the 10th, 11th and 12th of April allowing students and advisor to prepare for the EAW. MOE management approved our request, and instruction on those 3 days were on a 45-minute schedule. • PHS EAW events began with a grand opening march from Global Village to PHS campus. The EAW ended with a cultural Day at Long Islands. • On the 22nd of March, PHS held an assembly to recognize all students for their EAW participation. EAW Committee Chairman and members awarded all winners including recognizing and awarding overall winners. • On March 24th, PHS Debate team competed in the debate competition and made it to the 3rd place. The team members were Bars Williams, Kesiil Thomas, Kyle Sugiyama, Deureng Camacho, and Ikelau Misech. • PTSA Chairman Abraham Ngiruos came to school for a brief meeting to schedule 3rd quarter PTSA meeting and report card distribution. • Job Shadowing for PHS sophomores was held on March 25, 2021. Ariana Shiro did her job shadow at MOE and was able to joint quarterly meeting. On the next day, Friday, I also attended monthly Principals Forum. • CAT team headed by Salinas brought in the lifter on the 29th, supposedly to change light bulbs at the gym, but they were not to bring the lifter into the gym. They will be fixing a ramp so that the lifter can be pushed into the gym. • I attended an opening ceremony of the newly renovated office for the MOH located upstairs of the MOH school health office. SBA officer also joined the ceremony. I also attended Iowa assessment briefing at TTC. • I attended the REL meeting at TTC on the 30th of March. Student arts for PICRC Arts & Tides Calendar were submitted to PICRC by the school registrar. • PHS and PCC conducted FAFSA night for all seniors and their parents. FAFSA Night was held for four day which started on the 29th and ended on April 1st, 2021. • Finally, on the 31st of March, PHS PTSA meeting and distribution of 3rd quarter report cards were held.
Visitors	<ul style="list-style-type: none"> • Chief of Staff Landisang Kotaro • PTSA Chairman Abraham Ngiruos • CAT Sergeant Hiland and Salinas • Director Melson Miko • PICRC Representative Singeo Hideos • PCS Representative John Techitong • Parents of PHS Palau Major League Team
Donations	<ul style="list-style-type: none"> • Delegate Masasinge Arurang - \$300 to EAW Committee • Senator Topps Sungino – 2 cases of water • Vice President J. Uduch Sengebau Senior – 4 cases of water for EAW • Speaker Alan Marbou – smart watches, bluetooth speakers, air pods for raffle prizes for EAW • Koror State Government/Governor Franco Gibbons – Stages, electric token for the use of Long Island and approved our request for Koror State Rangers to assist in monitoring students at Long Island.



Palau Public Library Report

- HIGHLIGHTS
 - Ongoing Story Time every Wednesday from 3:00 P.M - 4:00 P.M. with CAT Team and U.S. Embassy along with the Story Time Reading challenge for 1st to 4th grade students with an incentive of educational supplies as prizes.
 - Meeting with ROP Vice President regarding the assistance needed for the Palau National Archive.
 - Received 4 PHS sophomore students in the job shadow program, who were interested to learn and shadow for the library assistant position at the library.

- OTHER ACTIVITIES
 - Circulation Desk – Books and materials circulated:
 - Books Checked Out : 189
 - Books Returned : 136
 - Books Renewed : 48
 - Overdue Books : 534
 - Computer Usage : 67
 - New Library Members : 1

- PALAU BOOKMOBILE
 - Public Library Outreach Program in Partnership with PCC Library:
 - Did library outreach to Ibobang, Melekeok, G.B.H., and Ngaraard elementary school.
 - Activities are: Read aloud, bookmobile orientation, reading comprehension and hands-on activities, learning parts of books, library scavenger, reading challenges for upper grade, borrowing books and many more library activities to promote early reading literacy.
 - March 11 – Bookmobile team partnered up with the Australian Ambassador and did read aloud and activities for 1st and 4th grade students at Ibobang elementary school.

- IMLS Grant
 - The FY 2019-2021 IMLS grant projects are ongoing.
 - March 22 – Submitted the American Rescue Plan Act (ARPA) survey to the IMLS.

- VISITORS
 - Total Patrons : 734
 - Juvenile : 515
 - Adult : 219

DSM Education Specialists Reports

- PUBLIC SCHOOL LIBRARIES
 - MAJOR ACTIVITIES
 - Continue working with Career Guidance Counselors/School Librarians with their monthly activities for the library and provide help and/or assistance with planned activities.
 - Continue to encourage school libraries to submit their quarterly reports.
 - UPCOMING ACTIVITIES
 - Continue working with Career Guidance Counselors/school librarian and provide training, resources or activities of needed
 - Continue working with Specialist Ikesiil for upcoming activities for CG Counselors



- CAREER GUIDANCE/CAREER TECHNICAL EDUCATION
 - MAJOR ACTIVITIES
 - Attended and observed PCC CTE Awareness Week
 - Collected, analyze, and review with teachers PHS CTE assessments for construction and automotive tech new course guides.
 - UPCOMING ACTIVITIES
 - Develop a tool/form to capture and track counselors' monthly activities.
 - Develop a training module for counselors to prep them for next school year
- SCHOOL OPERATIONS

Core Responsibility: The core responsibility of the Division of Research and Evaluation is to conduct research and evaluation activities for effective strategies that will improve educational programs and activities. Major Activities

Major Activities

Pre-PERA: Division of Research and Evaluation (DRE) was able to analyze and disseminate the national result of Pre-PERA to all schools. School level and classroom level results will be completed upon receiving of final Pre-PERA data.

Education Awareness Week: Attended and witnessed school activities during the education awareness week. Because of scheduling, DRE was only able to go to Melekeok, Ngaraard, Ngarchelong, and Koror Elementary School.

Systematic School Improvement Plan (SSIP): Attended an evidenced based training with Koror Elementary School teachers. The training was using RSN results as tools to identify strategies/best practices to help enhance teaching. The workshop was very successful.

Quarterly Meeting and Principals Forum: Attended a quarterly meeting with principals, specialists, and management team. Principals Forum was next day where DRE was able to report National results of Pre-PERA as well as remind principals about Iowa Assessment Briefing.

Iowa Assessment Briefing with Principals: Conducted Iowa Assessment briefing with all public and private schools' principals. The briefing was done in preparation for the Iowa Assessment administration that is coming up on April 14-16, 2021.

Regional Education Data Virtual Workshop: DRE and staff participated in a four days Regional Education Data Virtual Workshop. The workshop specifically focused on Education Management Information System (EMIS). Outcomes of the workshop include: 1. Be able to collect, analyze and disseminate relevant education statistics that meet the needs of national, regional and international education stakeholders. 2. Increase the use of information for policy development and implementation, planning and management. 3. With the UIS objective, contribute to strengthening the regional collection of education and statistics by building regional capacity. Masubed Tkel is the DRE personnel responsible to collect, analyze, and complete all data required for EMIS purposes.

Iowa, RSN, and Pre-PERA Results: DRE Statistics Specialist was able to complete various data reports that include Iowa reports on central schools by cohort, RSN screening results for Koror Elementary School, and Pre-PERA national percentile. All these reports will help drive training to help teachers in the classroom.

School Information System Updates: DRE Data Manger was able to update various data that includes PILNA 2021, school level data, and all other data aggregation for the purposes of reporting. All these data work will help pave way for better reporting and dissemination of information to all stakeholders.

SAT: DRE and identified staff were able to administer SAT to 38 students from three high schools, namely Mindszenty High School, Palau High School, and Palau Mission Academy High School.



Other Activities

- SAT materials for October and December 2020 were prepared and sent out
- DRE worked with all public schools in preparation for up-coming Iowa Assessment
- Preparation for Iowa Assessment
- Various circle meetings with GB Harris and Koror Elementary Schools continued for the purposes of meeting the goals and objectives of the Palau Instructional Transformation Project \
- Final SSIP meeting was held to clarify information and data used to complete report. All data required were aggregated and clarified for reporting.
- Attended three management meetings to go over MOE Annual Plan

Upcoming Activities

- TOEFEL is scheduled for April 10, 2021
- Iowa Briefing for monitors will be held on April 11, 2021
- Iowa Assessment will be administered on April 14-16, 2021
- Palau Achievement Test for Palau High School will be administered concurrently with Iowa Assessment
- Palau Achievement Test for grade 8 will commence on April 26-30, 2021



Core Responsibility: The core responsibility of the Division of Personnel Management is the administration and implementation of the Public Service System Act and related personnel policies and regulations; establishment of systems for personnel training and performance evaluation; management and issuance of personnel certification; maintenance and management of a centralized MOE personnel data file system equivalent to that of BPSS.

Major Activities

- Conducted daily task of the Personnel Office such as the different types of Personnel Actions and following up on them from the different government offices we work with. Informed the supervisors to complete employees' Performance Evaluation and following up on them when they didn't submit within reasonable time.
Below are the numbers and type of actions processed and completed:

Table with 3 columns: No., Type of Action, Total. Rows include New Appointment (3), Appointment & Termination (2), Change of Status (5), Medical Termination (0), Merit Increase (8), Resignation (1), Retirement (1), Step Increase (2), Yearly Increment (12), and a TOTAL row with 34.

Other Activities

- Attended a meeting with Special Education Program Coordinator to work on Position Description (PD) for a new position of Occupational Therapist.
Attended two (2) zoom meetings with MOE representatives, PCC representatives, and McRel representatives to discuss goals, activities, and timelines for Teacher Induction and Mentoring.
Attended a 3 days meeting along with the rest of the management team to review and finalize the MOE Annual Plan.



- Visited the following schools during Education Awareness Week: Meyuns, Ngarchelong, Ngaraard, and Melekeok. I visited the schools along with the Media Tech person to record clips of student's activities to produce a video of teachers, students, and school successes to be shown later during the school year.
- Attended a Radio Talk Show at T8AA Eco Paradise with DPM staff Hester Hesus. Content of the show was to inform the public of what we do in the Division of Personnel Management and also announced all vacant positions in the Ministry and recognized all Teachers of the Year.
- Conducted a new employees orientation to six teachers from Koror Elementary School and Palau High School.
- Attended a management team meeting along with the rest of the management members.
- Disseminated the Teacher of the Year packet to the school principals and met with them to let them see samples of the National Teachers of the Year profiles in the past so that they have an idea of putting together a professional profile. We had good discussions and questions so we hope to see good profiles this year.
- Conducted a total of eight interviews to different positions

Upcoming Activities

- McREL meetings with MOE representatives, PCC representatives, and McRel consultants.
- Radio Talk Show
- Conduct new employees' orientation.



Core Responsibility: The Adult Education Program is a federally funded program that aims to provide General Education Development opportunities to out-of-school youth and educationally disadvantaged adults so that they may obtain and retain employability skills/knowledge and achieve a High School Equivalency Diploma. The program operates under the Bureau of Education Administration and provides its services to the populace of the Republic.

Major Activities:

- Continue working with Career Counselors with their monthly activities for the library and provide help and/or assistant with planned activities.
- Following classes began in January and will continue until beginning of April:
 - English II: 15 students (Mr. Yalap)
 - Writing: 10 (Mr. Julius)
 - Math I: 8 (Mr. San Juan)
 - Math II:18 (Ms. Medalarak)
 - Continue to call students who miss their class
 - Conducted CASAS Post Assessment for all classes
 - Writing Survey for both English Classes
- Conducted HiSET Tests for the following subjects:
 - Reading (8 students)
 - Writing (3 students)
 - Math (3 students)
- Data Survey for all students:
 - Employment Status
 - Postsecondary status
- Continue to recruit new students



Upcoming Activities:

- Next class will begin on the second week of April
- Schedule upcoming HiSET Test
- Continue to update Adult Education data (ongoing)
- Work with teachers to finalize students list for outlying states (Peleliu, Angaur and Aimeliik)
- Online training for NRS reporting tables
- Continue working with Career Guidance Counselors/school librarian and provide training, resources or activities of needed
- Continue working with Specialist Ikesiil for upcoming activities for CG Counselors



Food Service Program

March 2021

Core Responsibility: The core responsibility of the Food Service Program is to provide daily school lunch meal for all public schools' students. The program operates on an annual budget of \$846,000 to support program activities.

Major Activities/Accomplishments

FSP Monthly Budget Activity: \$10,398.72 (Cover additional food costs for last week of March)

Actual Monthly Food Cost: \$25,218.54 (Food purchase for the month)

Related Non-food Cost: \$1,705.26 (Housekeeping supplies and LP Gas monthly cost)

Meal Count for the Month:

- Student Meal – 45,364 (All Public Elementary Schools and Palau High School)
- Adult Meal – Awaiting meal counts as only 4 schools have submitted their monthly reports
- 2nd Serve Meal – Awaiting meal counts as only 4 schools have submitted their monthly reports
- Total Meals served: 45,364

Upcoming Activities

- Complete quarterly cafeteria/kitchen inspections for all schools in time to award at the next workshop.

Challenges

- Cooks continue to submit incomplete meal counts, so student meal count reflects full enrollment. School year is almost over yet this issue continues, thus implying lack of good organizational skill, which will be addressed in the upcoming quarterly cook workshop.

Recommendations/Improvements

- Working to propose a checklist that the cooks will utilize to make sure they complete tasks.
- Conducted Nutrition Education with students and parents at Sonsorol & Pulo-Anna Elem. Schools.
- Improved menu in order to increase school lunch variety and decrease food leftover amount.

Core Responsibility: Maintain operability of MOE electronic and digital infrastructure and equipment.

Major Activities/Accomplishments

		FEB	MAR
Core Business			
1	Consistent internet access for Central Office and SpEd	100%	100%
2	Wifi Network coverage for Central Office and SpEd	100%	100%
3	Back end services uptime (Servers, email, etc)	-	-
4	Consistent internet access for 15 schools	100%	98.7%
5	WiFi Network coverage for 15 schools	75%	75%
6	School network upgrades completed for 15 schools	7%	7%
7	Operational copiers and printers at 15 schools	87%	87%
8	Principals laptops downtime	0%	0%
9	Teachers laptops downtime	2.24%	2.24%
10	School scanner set ups for Meyuns, Koror, GBH, and Airai	50%	50%
11	Telephone System/PNCC Services	-	-
12	Lenovo ThinkPad Laptops for 15 schools Career Guidance Counselors, Library Aide, Secretary		-
13	Management Team Laptops downtime		2%
Special Projects			
1	Meyuns Records Digitization Pilot	25%	25%
2	Elem SIS Upgrade	25%	25%
3	Education Management Information System (Finance, Inventory, Personnel, SIS)	10%	10%
4	Koror Elem. School Network/PNCC	25%	25%
5	Koror Elem. School Network/PNCC : Temporary AP Connection in 4th, 5th, 6th grade classrooms	25%	25%
6	Solar Panels Installation: Southwest Schools (Sonsorol, Hatohobei, Pulo Anna)		-

- Core Business #5: - See Item #4 & #5 under Special Projects
- Core Business #7: - Ngaraard and Ngardmau need replacement copier. Ibobang E. S. copier waiting \ for parts.
- Core Business #8: - No Principals' laptops serviced. There are total of 15 Principals laptops.
- Core Business #9: There are total of 225 teachers' laptops. Five laptops need to be surveyed out and use as parts due power and screen issues. Two laptops were able to be repaired this month.
- Core Business #12: Received 32 Lenovo ThinkPad Laptops - Windows 10 OS: 14 - complete OS installed & Microsoft Office, 12 - complete OS installed & Microsoft Office, but no chargers, 6 - need repairs due to power & ram issues.



- Special Project #4: Still in Layer 1 (fiber layout only)
- Special Project #5: Updates from PNCC contact person said they are limited to 1.5 hrs. of work each day. AP connection in progress, 5th & 6th grade classrooms AP. They are connecting the APs in 4th grade classrooms.
- Special Project #6: Solar Panel Installation: March 29, 2021 - had first zoom meeting, two IT staff, Director Mechol, and Bruce.



Inventory

March 2021

Core Responsibility: To prepare and maintain an accurate fixed asset list/inventory.

Monthly Activities/Accomplishments

Total Asset Value - Original: 89 units - \$2,473,467.70

Total Asset Value - Depreciated: 36 units - \$583,223.25

Total Asset – No Value 53 units - \$1,890,244.45

Transfer Activity: 0 - \$ 00.00

New Activity: 20 - \$ 20,200.00

Survey Activity: 0 - \$ 00.00

Reporting Timeliness: 100%

Actual Value Rate: 23.58%

Challenges

- A process for controlling the acquisition, receipt, storage, issuance, utilization, maintenance, safeguarding, accountability and disposal of the Ministry of Education property should be in place.



Records

March 2021

Core Responsibility: To establish and maintain complete and comprehensive corporate documentation for the MOE

Major Activities/Accomplishments

- Ngeremlengui Elementary School student records scanning is ongoing

Challenges

- Scanners in use can only scan letter and legal-size records. Bigger size records are copied into manageable size prior to scanning. Once scanning is completed, copies are shredded and disposed.



Core Responsibility: To provide multi-media production services for the MOE.

Major Activities/Accomplishments

Desktop:

- Layout of PERA post answer sheets

Audio/Visual Production:

- Compilation of ROP President's videos is still ongoing.
- Taking video and photographs of Education Awareness Week activities

Printing:

- Printing PERA
 - Grade 1 Total Print: 5,875 pages (26 pages | 230 copies)
 - Grade 2 Total Print: 5,875 pages (25 pages | 235 copies)
 - Grade 3 Total Print: 4,674 pages (19 pages | 246 copies)
 - Lamination of 21 pcs. forter for school
 - Book binding of 30 booklets

Upcoming Activities

Desktop:

- PAT and QAT

Audio/Visual Production:

- Compilation of ROP President's videos and Education Awareness Week photo
- Compilation of video and photographs of Education Awareness Week activities

Printing:

- QAT

Upcoming Activities

- Timing of deadlines



School Facilities

March 2021

Core Responsibility: This unit is responsible for the maintenance and upkeep of all the MOE facilities – inclusive of all public schools and libraries.

Major Activities/Accomplishments

Total Job Orders received: 18

School Facilities' Projects

- Aimeliik Elementary School:
 - Special Education Classroom roof replacement completed
 - Second floor of two-story building sliding window installation completed
 - Cafeteria roof replacement completed
- Melekeok Elementary School:
 - 6th grade classroom's brand new air-condition installation completed
 - Cafeteria water pump replaced
- Koror Elementary School:
 - Water Tank Base completed
- Palau High School:
 - Installation of 2 air-condition units completed

Upcoming Activities

- Aimeliik Elementary School
 - Installation of new doors (awaiting materials)
 - Replacement of water pump
 - Redesign interior of SPED Classroom
 - Roofing of walkway from cafeteria to two-story building (awaiting procurement of materials)
- Melekeok Elementary School
 - Renovation of P.E. classroom storage (awaiting procurement of materials)
 - Roof replacement of cafeteria and walkway (awaiting procurement of materials)



Transportation

March 2021

- Core Responsibility: To provide transportation service for the public school and the MOE. Main duty is to provide bus transportation service to students to and from schools every day and to continue to provide services to students during field trip activities.

Major Activities/Accomplishments

- The following table list the total transportation requests that were fulfilled for the month of March 2021.

Requestor	Total Bus Request	Total Boat Request
MOE personnel	0	4
Public School	33	2
Private School	3	0
Other Ministry/Agencies	0	0