



Ministry of Education Monthly Report

Office of the Minister

February 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.
- Facilitate transmittal of requisitions and correspondence.
- Assist 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 (DIIT)

Major Activities

Meeting with President Surangel S. Whipps, Jr.: MOE Management Team and PCC President and his Team met with President Surangel S. Whipps, Jr., on February 05, 2021 to share student performance data and key initiatives for the MOE as well as for PCC.

Special Education Alternate Assessment: Along with Special Education Coordinator, Sped staff, BCI Chiefs, and education specialists, BCI finalized priority standards in language arts and math for grades 3 to 11 that will require alternate assessment for the severely cognitive disabled students.

Grant Report: Prepared and submitted an annual performance Report (APR) and the Federal Financial Report (FFR 425) for the Education Grant Program for project year 2019—2020 to US DOE on February 16, 2021.

K-3 Early Literacy Workshop: Supported a 5-day K-3 Early Literacy Workshop for Region 2 (Babeldaob) teachers, principals, and Headstart teachers. The workshop focused on strengthening the foundational skills that students in K-3 needed to master in order to become competent readers.

Meetings with Ministry of Finance: Held several meetings with Director of Finance Gail Rengiil and Procurement Officer Sharnnel Sumang regarding the status of the procurement action for laptops and accessories funded by a grant from the US Department of Education. There were some issues with the vendor who was awarded the bid but has not delivered the goods as scheduled.

Other Activities

- Courtesy meeting with Senator Andrew Tabelual and the MOE Management Team
- Zoom meeting with Comprehensive Center Region 18 staff to set up logistics for a second virtual training on the Three Circles of Reflections (Instructional Transformation for Student Success) that is being piloted in the four central schools.
- Attended Management Team meetings.
- BCI Staff Meeting
- Interviewed applicant for the position of English specialist for BCI.
- Attended Principals' Monthly Forum



Upcoming Activities

- Grant Proposal: Prepare a new Palau 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.
- MOE Annual Plan (2020-2021): MOE Management Team will work to finalize the plan and submit to the Office of the President.
- 2021 Insular Areas and Palau Technical Assistance Meeting: Will participate 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.
- Education Awareness Week: Will provide support to schools as they prepare for and conduct their Education Awareness Week activities.

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

- Judging of Japan Fair Essay Contest entries
- Provided support and assistance to Palauan Orthography training for new teachers and Palauan studies teachers
- Participated in Palau Comprehensive Approach to Transformation Instruction for Student Success (CCR#18) Virtual Zoom Training
- Participated in T8AA Radio Talk Show to give updates and answer questions pertaining to delivery of education services on behalf of Bureau of Curriculum & Instruction.
- Attended Early Literacy Training for region 2 schools: Babeldaob Schools
- Attended Virtual PILNA Coding & Item Finalization Workshop (3 days)
- Attended Achieve 3000 Virtual Meeting
- Assisted all content specialists in packing and delivery of quarterly assessments

Other Activities

- Attended management team meetings
- Attended a series of Division Unit meetings regarding MOE Annual Plan
- Participated in LBC monthly meeting with McREL
- Participated in Palau Islands Sports Education Program meeting
- Participated in Zoom meeting with Meagan Taylor and Dr. Patricia Reiss of McREL

DCIMD Education Specialists' Activities

- Early Literacy (K-grade 3) Training: All DCIMD content specialists (Math, English, Palauan, Science, Social Studies, and Physical Education) attended and participated in an early literacy capacity building training focused on reading and writing across all content. The education specialists earned 9 hours of training over a 3-day period.
- Palau Comprehensive Approach to Transformation Instruction for Student Success (CCR#18) Virtual Zoom Training: All DCIMD content specialists participated in 5-day training that focused on the application of the "Three Circles Process" as a tool to improve areas of instructional practices in the schools.
- Pacific Islands Literacy and Numeracy Assessment (PILNA): DCIMD Education Specialist participated in a 3-day PILNA Zoom meeting on assessment coding.
- Asia-Pacific Global Learning and Observations to Benefit the Environment Program (GLOBE) partners Zoom Conference: DCIMD Science education specialist participated in a zoom conference with Asia-Pacific GLOBE partners to develop and improve Palau High School 9th grade environmental science course.



- Science, Technology, Engineering, and Mathematics (STEM): DCIMD science education specialist provide support and assistance to selected public schools and private schools' STEM Fair.
- Class Observations: During the month of February, DCIMD education specialists conducted classroom observations Airai, Ngaraard, Ngeremlengui elementary schools and Palau High School. Classroom observations are conducted based on requests and as follow ups on post training reinforcement of learned classroom management and teaching strategies.
- Quarterly Assessments: All DCIMD education specialist prepared, packed, and delivered quarterly assessments for each content to all schools.
- T8AA Radio Talk Show: During the month of February, DCIMD education specialists participated in T8AA Radio Talk Show to disseminate information, give updates, and answer questions specific to each content area.
- Outreach Activity: DCIMD Physical Education Specialist conducted a basic survival swimming skill training at Meyuns Swimming pool for 6th to 8th grade students from Ngardmau, Aimeliik, Airai, Ngarchelong, and Ngaraard elementary schools. A total of 70 students participated in this skills training.

Upcoming Activities

- Preparation for 2021 Education Awareness Week
- Scheduling and confirmation of teacher capacity trainings, classroom observations, and school site visits for the month of March
- Improvement and Development of instructional resources to enhance classroom instruction.

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

- Classroom observations at Koror Elementary School for SSIP - February 2, 2021.
- Participate in a virtual learning meeting with PREL regarding the Classroom Transformation Project for Palau – February 4, 2021
- Participated in a DIITT work meeting for the MOE Annual Unit Plan – February 10, 2021
- Conducted interview with individual principals at the central schools and Babeldaob school regarding follow up classroom observations and school visits and inquire status of Achieve 3000 in each school (Koror, GBH, Melekeok, Ngaraard, Ngarchelong, Ngardmau & Palau High School – February 11 to 19.
- Participated in an interview session on behalf of the bureau of curriculum and Instructions – February 9, 2021
- Attended the Ministry of Education Management meeting – February 12, 2021
- Attended the early literacy workshop for Babeldaob elementary schools – February 10 to 12 & 16 to 17, 2021
- Attended School Systematic Improvement Plan (SSIP) – February 22, 2021
- Participated in the virtual learning with PREL regarding the Classroom Transformation Project for Palau – February 23 to 24, 2021

DIITT Education Specialists' Activities

- Differentiated Instruction and Remote Learning training: DIITT science specialist provided technical assistance and training for Palau High School teachers on using Zoom and Edmodo as tools for improving instruction.
- Ocean Stewardship training: DIITT science specialist conducted trainings and teacher capacity building workshops on Ocean Stewardship at Kayangel Elementary and Airai elementary schools.
- Parental Awareness Workshop on Technology: DIITT education specialists support and assistance in a Parent workshop on technology held at Melekeok Elementary School. The workshop focused on raising parental awareness of digital tools and online platforms as it pertains to in-person learning and remote learning.
- National Climate Change (NC4) meeting: DIITT science specialist continue to participate in the National Climate Change meetings to give inputs as well as to take in information as resource to improve delivery of science instruction in the classrooms.
- Palauan Orthography and Language Workshop: a training/workshop was conducted for new teachers and a refresher for current teachers on delivery of instruction of the Palauan Orthography and to enhance the teachers understanding and knowledge of the tiered Palauan vocabulary.
- Class Observations: During the month of February, DIITT education specialists conducted classroom observations at Koror, George B. Harris, Ngardmau, Airai, Ngaraard, Ngeremlengui, (PJF) Kayangel elementary schools and Palau High School. Classroom observations are conducted based on requests and as follow ups on post training reinforcement of learned classroom management and teaching strategies.



- Quarterly Assessments: All DIITT education specialist prepared, packed, and delivered quarterly assessments for each content to all schools.
- T8AA Radio Talk Show: During the month of February, DIITT educations specialists participated in T8AA Radio Talk Show to disseminate information, give updates, and answer questions specific to each content area.

Upcoming Activities

- Virtual learning meeting with McREL International & Palau Community College and Ministry of Education regarding Teacher Induction and Mentoring Framework for Palau- March 3, 23, & April, 19 2021
- Scheduling of follow up classroom observations at Aimeliik, PJF Kayangel, Ngardmau elementary schools
- Schedule training with new teachers at Koror elementary school and Palau High school
- Conduct training about usage of data to drive instruction with the SSIP Pilot School – Koror Elementary School
- Virtual Learning meeting with REL regarding the Palau Professional Framework with focus on the current coaching that is being implemented – March 30, 2021
- Preparation for 2021 Education Awareness Week

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

- FFY2019 Annual Performance Report (APR) Submission, 2/1/2021
- SY2020-21 State Supplemental Survey Submission, 2/24/2021
- SY2019-2020 State Systemic Improvement Plan (SSIP) – Ongoing SSIP Core Team meetings to review data and prepare for submission, 2/9/2021 and 2/22/2021.

Virtual Trainings/Technical Assistance (TA)/Meetings

- Follow-up training on the speech assessment tool (OWL) for speech service providers and special ed. specialists/CRTs, 2/2-4/2021
- OSEP State Lead TA Support through a virtual call relating to our grant's specific condition, 2/3/2021
- Pacific Entities NCSI Technical Assistance and Support, 2/3/2021
- Physical Therapy Training on developing the skills of the physical therapist assistant on assessment, and delivery of services, 2/2-4/2021 & 2/8/2021
- Training on Review Existing Data (RED) procedures for special ed. specialists/CRTs as an option for 3 yrs. Re-evaluation to determine eligibility for special education for services, 2/11/2021 & 2/18/2021
- IDEA Data Center (IDC) Webex training on *Developing Your Stakeholder plan for the new SPP/APR Package*, 2/19/2021
- TA Support for Koror Elementary School IEP Team and CRT to address specific needs of student with autism, 2/12/2021 & 2/24/2021
- Early Childhood (EC) Training to support EC teachers to improve their knowledge and skills on delivery of services, 2/23/2021 & 2/26/2021
- OSEP Monthly TA Call on *Differentiated Monitoring System 2.0*, 2/26/2021

Face-To-Face Meetings/Other Activities

- Meeting with MOH representatives to discuss concerns involving MOE special education participation in the Child with Special Needs (CSN) committee meetings, 2/4/2021
- Meeting with BCI director, chiefs, specialists (English & Math), and special ed. specialists/CRTs to identify priority standards/objectives for alternate assessment, 2/5/2021
- Co-sponsored a mini-workshop with Palau National Scholarship Board (PNSB) to showcase newly acquired skills, knowledge and experience of recipients of the Palau Fellowship Award in the field of education, 2/16/2021
- Meeting with special ed. specialists/CRTs for the final review of their plan and presentation for the upcoming CSN Committee meeting (2/26/2021), to eliminate any misunderstanding and clarify their roles to improve collaboration and teamwork with partner agencies, 2/24/2021

Upcoming Activities

Reports and Activities

- SY2020-21 SSIP Submission, 4/1/2021



- SY2020-21 Child Count & Educational Environment Submission, 4/7/2021

Virtual Trainings/Technical Assistance (TA)/Meetings

- Training on standardized assessment tool (GARS) for special ed. specialists/CRTs, 3/5-8/2021
- OSEP National Technical Assistance call on service provision under Part B during COVID 19 pandemic
- Special OSEP Technical Assistance Call on DMS 2.0 will cover content, best practices and guidance for states on the completion of various protocols, expectations and address any questions.

Face-To-Face Training/Meetings/Other Activities

- Private School Consultation Meeting, 3/11/2021
- Early Literacy Training for SSIP Target School primary grades teachers, 3/22-25/2021



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: Continued working with the MOE Management Team to finalize the development of annual work plan as a strategy to ensure that goals and key objectives in the Education Master Plan 2017-2026 are implemented, monitored, and evaluated on regular basis. It is expected that the annual work plan will be ready for dissemination in early March 2021.

Monthly Reporting: The MOE monthly report for the month of January 2021 was finalized and disseminated to major units and programs within the Ministry. It was determined that the dissemination of the monthly report to staff within each of the divisions and units would be the responsibility of the managers. The units that failed to submit monthly reports were impressed upon to ensure that the reporting deadline is adhered to.

Review of Work Processes: Several existing work processes were reviewed and streamlined to improve efficiency and strengthen accountability. The work process for requesting and acquiring instructional materials and supplies for schools was further clarified by the Division of School Management. The standard operating procedures were finalized and disseminated to school principals in last Principals Forum. Other work processes reviewed and clarified relate to generating monthly financial report, fund availability analysis, expenditure request for support services, field trip request, and tracking fuel expenditures.

Grant Report: Prepared and submitted a Consolidated Annual Report (CAR) for CTE grant for review and approval by US DOE.

School Internet Networks: Held consultation with PNCC Chief Operations Officer and staff to finalize work arrangements for increasing Internet speed at Palau High School. The final outcome of the consultation was that the increased Internet speed will materialize immediately while billing will commence on March 1, 2021. The next schools targeted for Internet network upgrade are Koror elementary school, followed by George B. Harris, Meyuns, and Airai.

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

- Followed up with CIP Office for the status of handwashing stations (phase 1) and Meyuns Elementary School projects. There were delays due to bonding requirement and acquisition of permits for the handwashing stations projects.
- Participated in a project conference with CIP engineers and the contractor for the Meyuns Elementary School project to repair the concrete slab damage of the two-story classroom building. The work began on February 14, 2021 and is expected to be completed in several weeks. The contractor agreed to a



request for work on the project to be undertaken after school hours and on weekends to prevent interruption to student learning.

- The Ministry of Education received Japan GGP grant funding of \$135,000 for phase II of the hand washing stations for schools in Babeldaob and outlying states.

Meeting with ROP President and PCC Officials: The MOE management team worked to prepare a presentation for a meeting with the ROP President and Palau Community College officials to discuss the current state of education in the Republic. The MOE presentation focused on student performance and key initiatives.

Palau High School Visit: Toured Palau High School campus along with the ROP President and Palau High School Principal and to discuss school facility improvements that could be targeted immediately. It was determined that CIP Office is to be engaged immediately to help put together a project scope for consideration and further action.

Courtesy Visit by Honorable Senator Andrew Tabelual. Attended a courtesy meeting with Senator Tabelual where he relayed his commitment to assist the Ministry in meeting its mandate.

Other Activities

- Represented the MOE in the Civic Action Coordination Group meeting
- Attended the 11th Japan Fair
- Represented the MOE in the Civic Action Team turnover ceremony
- Attended a meeting with Budget Office officials to discuss the preparation of Fund Availability Analysis
- Met with PRR marketing staff on possible promotions targeting the youth on the National Youth Day
- Met with Special Education coordinator to finalize a federal grant proposal for funding support for schools
- Attended Principals Forum

Upcoming Activities

- Annual Work Plan: Dissemination of annual work plan to MOE units and public schools.
- Streamlining Work Processes: Other work processes will be reviewed, clarified, and streamlined as necessary.
- School Facility Upgrade: Work with CIP Office to initiate construction of the handwashing stations phase I, construction bidding for phase II, and to finalize the project scope for Palau High School facility improvement project.
- Education Awareness Week: Conduct school visits to support Education Awareness Week activities on March 16-19, 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

- Radio Talk Shows. Attended radio talk shows with Principals of PJF Kayangel and Angaur Elementary Schools where principals shared updates on their respective schools while I shared general MOE Updates.
- Management Team Meeting with His Excellency President Surangel Whipps Jr. Attended a meeting with President Whipps Jr. where we shared student achievement results and current activities that we are doing within the Ministry.
- Courtesy Visit by Honorable Senator Andrew Tabelual. Attended a meeting with Senator Tabelual where he reiterated his commitment to assisting the Ministry with our needs.
- Protection, Gender and Social Inclusion in Disaster Risk Management Training. Attended training with Administrative Officer Oreng Ngemaes at West Plaza Lebuu Street.
- Elementary Schools Softball Championship. Attended the Elementary School Softball Championship that was held at Peleliu Elementary School between Meyuns and Peleliu Elementary School. Meyuns Elementary School won the championship game.
- Handwashing Stations Phase II Signing Ceremony. Attended a signing ceremony for Phase II of the Handwashing Stations Grassroots Grant.

Other Activities

- Finalized standard operating procedures for requesting supplies for schools.
- Finalized field trip request processes.
- Attended interviews for various applicants to fill various positions in schools and at the central office.
- Attended several management meetings to finalize the FY 2021 MOE Annual Work Plan.
- Attended Principals' Forum.

Upcoming Activities

- First Aid and CPR Competition
- Education Awareness Week
- Principals' Forum
- Iowa Briefing for School Principals



School Summary Reports

School	Highlights	Visitors	Donations
Aimelilik Elementary School	<ul style="list-style-type: none"> 1st to 3rd grade teachers, Resource teacher, and principal attended Early Literacy Workshop PTA meeting on 02/15 regarding EAW and distribution of Friday uniform - SDG4 T-shirts 5th to 8th graders attended Swimming championship on 02/19 at Meyuns Pool First wearing of the SDG4 uniform on Friday 02/19 Mr. Joel and Assistant worked to mount wall fans in the cafeteria on 02/19 – Junior Rangers in Action with PAN staff (planning activities for EAW program with PAN) on 02/25 	<ul style="list-style-type: none"> PPUC staff - Jessie Joseph and Sharley Oiwil Christine Nakamura (parent) Piolani Rengulbai (former Librarian) – PAN staff - Chief Ranger Abimelech Etpison (parent) Losii Samsel - PAN Coordinator MOE maintenance staff - Bevence, Boni, Joel, and Jimbo 	<ul style="list-style-type: none"> PPUC/Legislator Wridon Ngiralmau donated 3 empty drums for trash bins – Former Librarian Piolani Rengulbai donated 3 boxes of assorted toys and 2 sets of puzzle mats to 1st grade class.
Airai Elementary School	<ul style="list-style-type: none"> Class observation completed New teachers completed Palauan Orthography workshop. Airai Team participated in softball tournament. 5th grade students attended Japan Fair. Transformational Circle I completed. Airai Team participated in swimming tournament. 8th grade field trip to Jellyfish Lake with CRRF. 	<ul style="list-style-type: none"> Public Defender Prevention Unit NEA Director Aguon CRRF 	<ul style="list-style-type: none"> Delegate Vicky Kanai donated a box of baseballs
Angaur Elementary School	<ul style="list-style-type: none"> Principal Kasiano attended Radio Talk Show with DSM Acting Chief, Aileen Mikel, PJF-Kayangel Principal, Ality Inawo. Principal Kasiano travelled back to Angaur. Mentor Teacher Graham Rideb and Principal Kasiano conducted a classroom observation with Mentee Teacher, Coralee Echang. 	<ul style="list-style-type: none"> Ilima Kloulechad and Ime Sato from Ebiil Society Warren Fukuichi from PPUC Angaur Plant 	<ul style="list-style-type: none"> None



	<ul style="list-style-type: none">• Distributed 3rd Quarter Mid-Progress Report; Held Arts & Craft class with all the student during Career Guidance.• Conducted General Assembly and distributed gifts of school supplies to students from former Minister, now Senator Umiich Sengebau; Held a meeting with all students to review Technology Use Contract and issue new Tablet to all the students.• Conducted an In-House Workshop on "5-Ways to Avoid Being Boring in the Classroom" and Using Google Sheets to create and generate Report Card grades.• Meeting and launching of Achieve 3000 schedule to be held twice per week for 4th to 6th graders.• Ebiil Society Team visited school and held an initial meeting regarding field trip schedule for tomorrow.• Conducted a Field Trip with Ebiil Society with 4th to 8th graders. Field Trip conducted visited 4 different types of ecosystems found in Angaur which are the Mangrove, Forest, Fresh Water Pond and Seagrass Bed and ended with student presentations about the field trip.• Collaboration and Staff Meeting to finalise Education Awareness Week Program.• Held staff meeting to review Math Program and its activities and to finalise school's SWOT Analysis for Math Program.		
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	<ul style="list-style-type: none">• Mentor Teacher, Graham Rideb and Principal Kasiano conducted classroom observation with Mentee Teacher, Coralee Echang.• Teacher Margarita Abraham on leave, taking her personal day off and Teacher Coralee takes over her classes for the day.• Principal Kasiano travelled to Koror to attend this month's Principal's Forum.• Principal Kasiano joined MOE Specialists, Sarah Sugiyama and Charmaine Bultedaob along with Angaur Teachers, Tricia O'Brien and Graham Rideb on a Zoom Meeting with Achieve 3000 Consultants.• Principal Kasiano attended Principal's Forum.• Principal Kasiano attended Principal's Workshop on WASC - 3 Year Action Plan.• Principal Kasiano travelled back to Angaur.		
George B. Harris Elementary School	<ul style="list-style-type: none">• Several teachers were able to attend the Palauan Orthography workshop and it was a success.• Several specialists were able to observe several teachers.• Mini PTA along with 3rd Quarter Mid-Quarter Progress Report was conducted/disseminated and it was a success.• First Grade Trip to Mariculture, PICRC, Museum and Koror State Recycling Area was a success.• First Circle Meeting with Dr. Allison from Instructional Transformation Project to try and improve school instructions.	<ul style="list-style-type: none">• Specialist Jay Watanabe from MOE visited 6th graders and gave an awesome presentation.	<ul style="list-style-type: none">• Taiwan Technical Mission continues to donate vegetables to the school.



	<ul style="list-style-type: none"> • 2nd General PTA meeting was conducted and it was a success. • Several Teachers and students attended the Japan Fair • 6th graders had a trip to Ngermeskang and it was a success • Second Circle Meeting with Dr. Allison form Instructional Transformation Project to try and improve school instructions. 		
Hatohobei Elementary School	NO REPORT		
Ibobang Elementary School	<ul style="list-style-type: none"> • Bookmobile- Public Library visits and did reading activities with 5th and 6th graders. In commemorating World Wetlands Day, MCN did a presentation on “Importance of Watershed as source of freshwater” to all students. Ulai T. Ikesiil visited and did career activities with all students. • • PNMS Outreach – Did an educational presentation on Palau National Marine Sanctuary followed by outdoor Scavenger Hunt Activity for 4th to 8th graders. The students really enjoyed and were very engaged in the activities. • • Third quarter mid-progress report were distributed to parents. • Principal and Teacher Suzuko attended the Early Literacy Training at Mings, Palasia Hotel. • All students, principal, and teacher Suko, Melinda and Mechereng and some parents attended the Annual Japan Fair at Ngarachamayong Cultural Center. 	<ul style="list-style-type: none"> • Gerda Setts • MCN Staff • Ulai Ikesiil • Imengel Mad • Director Shiro • Esebei Remengesau 	<ul style="list-style-type: none"> • None



	<ul style="list-style-type: none"> • Successfully conducted Head Start Transition. • • Principal attended principal's monthly forum. • • Principal attended the working meeting with Acting Chief Mikel and all other public school principal regarding school-wide action plans. 		
Koror Elementary School	<ul style="list-style-type: none"> • My students were able to participate on sports events. • 2 successful Zoom Meeting with Allison Layland for our Transformation Instruction Implementation. 	<ul style="list-style-type: none"> • PCAA personnel for our transition meeting for the incoming 1st graders. 	<ul style="list-style-type: none"> • Parent's donations that will be reported during our school wide PTA meeting.
Melekeok Elementary School	<ul style="list-style-type: none"> • Wetlands Presentation to 5th - 8th by Ngardok Nature Reserve Staff to 5th - 8th grades. Students were able to write their reflection after the presentation. • Conquer Group (Christian Organization) presentation to 6th - 8th grade. It was about character building through songs and skits. Afterwards students wrote their journal and reflection papers. • Senator Andrew Tabelual and Senator Topps Sungino visited school as representative of the Senate on Education and Youth Affairs. They informed us of standing committees in Senate and others including extending their assistance in anything. • Teachers from grades 1-3 and Resource Teacher including the Principal attended Early Literacy Training at Mings. Continuation of this training happened on Feb.16-17 to make it five days. • Coral Reef Research Foundation's Back to Nature 	<ul style="list-style-type: none"> • Parents • Ngardok Nature Reserve Staff • Coral Reef Research Foundation Staff • Conquer Group • Senator Tabelual • Senator Sungino • Ulai Ikesiil • Imengel Mad • Palau Farmers Association Members • Delegate Frutoso Tellei 	<ul style="list-style-type: none"> • Car donation for former Delegate Lentcer Basilius • Plants from Palau Farmers Association



	<p>program with 8th grades. Introduction as school, Field Trip to Jellyfish Lake then Wrap Up at school</p> <ul style="list-style-type: none">• Melekeok Elem. School Annual Parents Forum - this year's forum objective was Remote Learning Awareness. Most parents were interested and asked for another day like it, as stated in the forum evaluation.• Palau Farmers Association provided plants (pineapple & dragon fruits) and assisted students from grade 7 in planting them for the school. Afterwards, a short information sharing regarding the plants was done by Association President Kalistus Ngirturong. This was Delegate Frutoso Tellei's initiative to donate the school.• Ulai Tomichi (Career Guidance Specialist) and Imengel Mad (Library Chief) visited and observed 7th and 8th Career Guidance classes.• Zoom Meeting with grades 4th - 6th Teachers and MOE Specialist Linda Ngotel and Consultant in Saipan. It was a success. We were informed of our areas for improvement and also achievements.		
Meyuns Elementary School	<ul style="list-style-type: none">• Dental screening team was able to complete their screening and schedule follow up appointments for students.• Meyuns Softball Team won the Central Schools Softball Championship Game that was held at Peleliu Elementary School Field.	<ul style="list-style-type: none">• 111 different people visited the school for the month of February.	<ul style="list-style-type: none">• None



	<ul style="list-style-type: none"> • Greg Gordon from the Rotary Club visited the school regarding the construction of a playground for the school. • P&Q Company started the repair project for the two-story building. • Mid Quarter Progress Reports were generated by Mr. Edwel Ongrung, printed, and distributed to all students. • Seventh graders and their teacher participated in the Japan Fair showcasing the use of sorobans. • Swimmers won 2nd place in the central schools' category. • Acting Principal, two teachers and two specialists participated in a Zoom meeting with Eloise Sanchez and others for the Palau Instructional Transformation – First Circle. We were able to finish circle one of the transformation. • Coral Reef Research Foundation staff conducted the introduction for the Jellyfish Lake activities. • Eight graders had a field trip to Jellyfish Lake. • Special PTA meeting was held regarding the upcoming Education Awareness Week. 		
<p>Ngaraard Elementary School</p>	<ul style="list-style-type: none"> • Ngaraard Elementary School PTCA Chairman, Vice Chairwoman & I met to create the PTCA by-laws. • Successful (Mid-progress reports) PTCA Meeting • Successful Palauan Orthography training at TTC. (2 of my teachers completed the training). • Successful "get away picnic to Airai View Water Park" for all Students and staff. 	<ul style="list-style-type: none"> • Ngaraard Head Start Staff and students (Transition Day) • PICRC Staff • Senator Tabelual • Senator Sungino • MOH Prevention Unit Staff • Ulai and Imengel • PCC Instructor Derbei Meyar 	<ul style="list-style-type: none"> • Dil-Ngebuked Incorp. Donated \$4000 worth of food to school.



	<ul style="list-style-type: none">• Headstart Transition Day (2 Headstart students successfully participated with their parents at the school).• PICRC Program with the 8th grade class. (Introduction)• Dil-Ngebuked Incorp. donated \$4,000. worth of food for students.• PICRC Field trip to Jellyfish Lake. (8th grade & their teacher)• PICRC Program with 8th grade class. (Wrap up)• Literacy Training for teachers (Primary grades)• Fridays only (School served 1st break)• School gave food donations to about 60 households (5 hamlets)• 5th & 6th grade students attended 11th annual Japan Fair at Ngarachemayong.• Successful staff meeting with Senator Tabelual & Senator Sungino.• Successful Follow up class observations.• Continuation of Literacy Training for teachers (Primary grades)• Successful Prompt Writing for 3rd, 5th, & 7th grades.• Successful MOH-Prevention Unit Outreach for 6th-8th grades.• Career Guidance Specialists Ulai & Imengel successfully conducted 8th grade College readiness activities.• PCC Instructor Derbei Meyar observed 3 teachers. (Internship)• PTCA Meeting (Awareness Week)• Principals Forum• Australian Ambassador visited with the Public	<ul style="list-style-type: none">• Content Area Specialists and Consultant Orrukem• Australian Ambassador	
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	<p>Library-Book Mobile (1st & 2nd Grades Read Aloud Program).</p> <ul style="list-style-type: none"> • Principals Action Plan workshop at TTC. 		
Ngarchelong Elementary School	<ul style="list-style-type: none"> • All students participated in the Japanese T-shirt Exhibit & Online Exchange with students from 7 schools in Kuroshio Town in Japan. • Students in Grades 6-8 participated in the Elementary Schools Softball Tournament. • Career Guidance coordinator visited with Grades 7 and 8; PICRC personnel conducted an outreach with Grade 8 students • Teachers and Principal attended the Early Literacy Training at Palasia. • 2nd Grade students took part in Bookmobile activities. • MOH Prevention Unit held a presentation for Grades 6-8. • Students in Grades 3, 5, & 7 took part in Phase 2 of the MOE journal-writing activity. • Students in Grades 6 & 7 participated in the National Swimming Championships in Meyuns. • Principal attended the monthly forum. • MOH School Health Unit conducted presentations for Grades 5-8; Principal attended the Action Plan Workshop at MOE. 	<ul style="list-style-type: none"> • Senators, • ICDF Taiwan Technical Mission workers, • JICA staff, • Ngarchelong State Government personnel, • MOE personnel, • parents, guardians, youth group, and other community members. 	<ul style="list-style-type: none"> • JICA – Clothespins and pin-back buttons • Bureau of Cultural and Historical Preservation – Posters • Delegate Sinsak – Bottled water, chocolate milk, aloha drinks, soda, chips, bread rolls, cookies, rice crackers, sweetbread, and lollipops • Legislator Brynn Demei – Chocolate milk and apples
Ngardmau Elementary School	<ul style="list-style-type: none"> • Mid-term progress report distribution • Hold Head Start transition, four students and their parents came for transition they stayed at school doing some activities with 1st grade students and teacher 	<ul style="list-style-type: none"> • PTA Chairman Bradley Kumangai • Senator Andrew Tabelual • Senator Topps Sungino 	<ul style="list-style-type: none"> • Parent Sabo Esebei donated bananas for student meals • Parent Armstrong August provided pizza for the swimming team



	<p>until noon and have lunch with them and leave.</p> <ul style="list-style-type: none"> • Participated in five days Literacy workshop with 1st to 3rd grade teachers at Palasia Hotel. • 3 teachers and 12 students attended the Japan Fair at Ngarachamayong Cultural Center. • Health Prevention unit conduct a short presentation with 6th, 7th, and 8th grades. • Ngardmau School Swimming team participated swimming championship at National Swimming Pool at Meyuns, Koror. Fortunately, our kids win the championship in their category group. • Palau Pledge visit our school and spend 1 and half hours with 5th – 8th grade with presentation and some activities at the field regarding the conservation. 		
<p>Ngeremlengui Elementary School</p>	<ul style="list-style-type: none"> • Professional Learning Community (PLC) session is being held every Monday for all classroom teachers to share their complete Math lesson plan presentation for sharing and collaboration. The teachers were divided into 3 different groups, 1st to 3rd grade, 4th to 6th grade then 7th and 8th grade teachers while working together planning a Math lesson plan taking turns for sharing on Monday PLC sessions. All teachers participated while the assigned groups share their prepared lesson plan then other teachers had an opportunity to share their comments and feedback. • The school Tech Team conducted two sessions of 	<ul style="list-style-type: none"> • Career Guidance Specialists from MOE visited to observe and assist the school career guidance counselor. • Representatives from the Friends of PNMS visited and did a presentation on Palau Pledge to grades 6 to 8. • The Palauan Studies and Science Specialists visited the school to conduct a 2 day follow up class observation for two classroom teachers and provided support to other teachers. • Senator Andrew Tabelual and Senator K. Topps Sungino 	<ul style="list-style-type: none"> • The Ngeremlengui State Office has been supporting the school by providing two extra support staff, one office clerk and one cook aid. • The Olbill of Ngeremlengui donated \$100.00 cash for students snacks and drinks during the softball tournament held at Meyuns Baseball field on February 5, 2021. A parent also donated \$20.00 cash for student drinks. • The Taiwan Technical Mission continue to assist at the school every Tuesdays of the week to support the



	<p>Parents Technology Awareness workshop for all parents in Grades 1-4 to explain their kid's usage of tech. devices at school.</p> <ul style="list-style-type: none">• Three classroom teachers attended Palauan Orthography training conducted by the Palauan Studies Specialists from the Ministry of Education.• Teachers for Grades 1 to 3 and the Principal attended the 5 days Early Literacy Training sponsored by BCI, Ministry of Education held at Ming's Restaurant, Palasia, Koror.• All 5th - 8th graders participated in the Non-central softball tournament held on February 5, 2021 at Meyuns Baseball Field in Koro State. The students were proud to rank second place which they received their trophy at the end of the softball tournament.• The school Tech Team conducted mini-on-site workshop for the usage of Google Doc and Google Drive to all classroom teachers.• The teachers distributed the student's Mid-quarter progress report to their respective parents and guardians. Majority of the parents showed up for teacher-parents conference then received the mid-quarter progress report for their kids.• The first-grade teacher and the Principal partnered up to conduct the final transition session for the three in-coming first graders next school year 2021. The three incoming first graders	<p>visited the school for a brief meeting with all school personnel for teachers to share their concerns and any comments to improve the Palau School System.</p>	<p>students school farm project providing free seedling and teaching the students how to maintain their farm. These school farm projects has helped subsidized students' hot lunch with fresh vegetables. If there are more harvests, students may bring home their share of fresh vegetables to share with their family.</p>
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	<p>were escorted by the teacher and their parents.</p> <ul style="list-style-type: none">• The students in Grades 3, 5 & 7 successfully completed their best writings for the assigned Journal Prompt from BCI, Ministry of Education then the best ones were submitted to the Chief of BC for final review.• Principal sent notes to parents informing the dates for the students taking 3rd Quarter Exam then request support from parents during the quarterly exam.• Principal attended the monthly principal forum.• The requested instructional supplies and school cleaning supplies were received and distributed to all teachers and staff.• PCC representative visited at school to conduct observation to the new first grade teacher's internship class.		
Peleliu Elementary School	<ul style="list-style-type: none">• Peleliu Softball Team participated in the Non-Central softball competition in Koror and took 1st Place.• Teachers and parents conferenced during the 3rd Quarter Mid-Progress Report.• Peleliu 4th and 5th grade participated in the Ebil Society Outdoor Classroom program. The 4th grade students visited and snorkled around Seagrass Bed ecosystem around Peleliu. The 5th graders visited the Forest of Hope, a forest ecosystem, in Peleliu.• Students in grades 3rd, 5th, and 7th did their 2nd Phase of the journal writing.• Staff meeting to discuss the upcoming Educational Awareness Week proposed	<ul style="list-style-type: none">• Ebiil Society Representatives• Parents	<ul style="list-style-type: none">• Ms. Marlyne Kodep Dominic – 20 lbs fish• Ms. Nathania Raver – 2 squash



	<p>activities and scheduling for the week.</p> <ul style="list-style-type: none"> • Principal attended the Principal's Forum in Koror. 		
PJF Kayangel Elementary School	<ul style="list-style-type: none"> • Hired new teacher • General clean up school campus (parents, community, and school staff) • Bank of Guam visit students and collect trash on the beach with students. • MOH prevention unit outreach visit. (Sifumi Midar and Rusing Kotaro) • Zoom meeting with Charmaine Bitlaol, Sarah Sugiyama and Teacher Floria Kambalang regarding Achieve 3000 • PJF started to implement Achieve 3000 twice a week on Monday and Friday 	<ul style="list-style-type: none"> • Bank of Guam Staff • Rusing Kotaro • Sifumi Midar • Parents • Community Members 	<ul style="list-style-type: none"> • Soccer Ball, Basketball, Pencils, and Electric Sharpener from Bank of Guam
Pulo Anna Elementary School	NO REPORT		
Sonsorol Elementary School	NO REPORT		
Palau High School	<ul style="list-style-type: none"> • Freshmen officers and their advisors successfully conducted monthly assembly. They were able to invite the former President Madergebuked Tommy E. Remengesau, Jr. to speak to our students on the virtue of love. • EAW Committee was organised on February 2, and they held their first meeting on the 3rd. • I proposed to PE teachers to organise a PHS baseball team to join the Palau Major League Baseball. Ray Rumong was able to put together a team for PHS and immediately, the team started practicing. PHS Spiders PML team's first game is March 22 against Airai. 	<ul style="list-style-type: none"> • Former President Madergebuked Tommy Remengesau, Jr. visited as a special guest speaker for the school's assembly; • Clint Mersai and Hermana Idip of Belau Force visited for a meeting with Juniors' advisors and officers; • Specialist Linda Ngotel visited to observe Kelalabai Teblak and Joyce Maldengesang; • Hilda Kenzio, Delina Kebekol and Charmaine Bitlaol visited as part of PHS team for Instruction Transformation project; 	<ul style="list-style-type: none"> • None



	<ul style="list-style-type: none">• The Juniors, their officers and advisors, were able to work with Belau Force to organise their baseball fundraiser event that took place on February 25, 26, 27, and 28.• Linda Ngotel successfully observed our 2 new social studies teachers, Kelalbai Teblak and Joyce Maldengesang.• Instructional Transformation Circle 1 meeting was conducted for 3 days (February 8, 9 & 15).• With our effort to improve the Spiders Gym, Senator Topps Sungino and Jubilee Kuardei were invited to the school for a meeting to discuss ways we can address issues of the Gym which includes assessing wirings, panel box and switch breakers, replacing burnt out bulbs and possibility of replacing lights into LEDs lights. Possible solutions we explored included soliciting help from US Embassy, Civic Action Team, CIP & Public Works, and PNOC.• Vice Principal and I successfully conducted 2 separate parental conferences regarding two major fighting related incidences in which one was and outside incident while the other one was captured on a video. The two conferences were very successful and parents appreciated the school's effort to prevent and stop these acts of violence.• PHS students and I attended the 11th Japan Fair on February 14th. PHS	<ul style="list-style-type: none">• Parents Dwane Tochi, Edwina Ngirailild, Lenda Ngiratechekii, Morales, Jeremey Ann Desebel visited for parents conference;• Senator Topps Sungino and Jubilee Kuardei visited to discuss about improvements of the Spiders Gym;• Chief Lucia Tabelual visited to follow-up on observations of PHS teachers;• Specialist Dean Terry visited for an observation conference;• Billy Naruo, Umai Naruo, Masuo Ichikawa, Cecile Ichikawa, Ronald Yashiro, Leileen Reklai, and Clarice Melus visited for a parents conference;• Mr. President Surangel Whipps, Jr. and Director Mechol visited for initial check of the school's facilities.	
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	<p>Theatre & Arts Club also performed during this annual event.</p> <ul style="list-style-type: none">• I attended a mini-workshop conducted by Noe Yalap of PNSB in partnership with SPED program. The workshop was to bring together interns and former interns working in the fields of education to showcase their newly acquired skills knowledge and experiences. The purpose of the workshop was on how to bridge these interns knowledge and skills into the school setting.• Chief Lucia Tabelual and I, during our conference regarding observation, were able to agree on specific TA for PHS teachers. We are currently working on the schedule of the trainings.• Conducted teachers & staff monthly meeting on the 24th. Major agenda included updated status of the PHS school-wide action and the Instructional Transformation Project.• On the afternoon of February 24th, President Surangel Whipps, Jr. visited the school with Director Mechol.• Attended Principals Forum on the 25th.• Instructional Transformation Circle 2, Session 1 & 2 were conducted successfully on February 22 & 23. Circle 2, session 3, will be held on March 1st.• February 24, I met with the seniors' officer to discuss their proposal and ideas for the graduation. Given their proposal to not allow balloons for their		
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	<p>graduation, we have planned a mini-ptsa meeting for all seniors and their parents on the 24th of March.</p> <ul style="list-style-type: none"> On February 26, I had a meeting with the selected teachers and students that will be part of the PHS Debate Team. The teachers/coaches are Mark Orrukem, Louann Sungino, Taylor Golia, and Charmaine Aquino. The PHS Debate Team members are Bars Williams, Kesil Thomas, Kyle Sugiyam and Ikelau Misech. The debate competition is hosted by Koror State Government and will be held on March 8. 		
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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 a gift certificate for a free Gelato.
- OTHER ACTIVITIES
 - Circulation Desk – Books and materials circulated:
 - Books Checked Out : 112
 - Books Returned : 116
 - Books Renewed : 35
 - Overdue Books : 567
 - Computer Usage : 44
 - New Library Members : 5
- PALAU BOOKMOBILE
 - Public Library Outreach Program in Partnership with PCC Library:
 - Did library outreach to Ibobang, Aimeliik, G.B. H., Ngeremlengui, Ngardmau, Melekeok, K.E.S., Ngaraard, and Ngarchelong 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, and many more library activities to promote early reading literacy.
 - Feb. 4 & 25 – Bookmobile team partnered up with the Australian Ambassador and did read aloud and activities for 1st and 2nd grade students at Ngeremlengui and Ngaraard



elementary school.

- IMLS Grant
 - Feb. 03 – Submitted payment request for FY2019 and 2020 Cares Act grant through eGMS.
 - Feb. 15 – Delivered all-in-one printer to Ngchesar State library/resources center that was funded by the FY2018 grant.
 - Feb. 16 – Delivered all-in-one printer to Ngatpang State library/resources center that was funded by the FY2018 grant.
 - Feb. 24 – Delivered all-in-one printer to Ngiwal State library/resources center that was funded by the FY2018 grant.
 - The FY 2019 and 2020 IMLS grant projects are in progress.
- VISITORS
 - Total Patrons : 586
 - Juvenile : 381
 - Adult : 205

DSM Education Specialists Reports

- PUBLIC SCHOOL LIBRARIES
 - MAJOR ACTIVITIES
 - School visit (Aimeliik, Ibobang, Ngeremlengui, Ngardmau, Ngaraard, Melekeok and Ngarchelong) - Working with Career Guidance Counselors with their monthly activities for the library
 - Quarterly Report for School Libraries (continue to encourage them to submit their quarterly reports)
 - Joined Mary Arius for the handover of State Library printer to Ngchesar and Ngiwal
 - Virtual Close-Up Summit with High School students
 - UPCOMING ACTIVITIES
 - Continue working with Career Guidance Counselors/School Librarians and provide training, resources or activities of need.
 - Continue working with Specialist Ikesiil for upcoming activities for Career Guidance Counselors.
- CAREER GUIDANCE/CAREER TECHNICAL EDUCATION
 - MAJOR ACTIVITIES
 - Administered College Prep Survey to 7th and 8th graders and assist Guidance Counselors with college prep assessment to help students prepare to go to college.
 - UPCOMING ACTIVITIES



- PCC CTE Awareness Week

- SCHOOL OPERATIONS

Supplies Requests Processed

No	School	Request Rcvd.	Items Delivered	Processing Time	Value of Items
1	Palau High School	2.3.2021	2.10.2021	6 days	\$1099.80
2	Palau High School	2.3.2021	2.10.2021	6 days	\$661.90
3	Palau High School	2.4.2021	2.8.2021	3 days	\$619.35
4	Palau High School	2.17.2021	2.18.2021	2 days	\$206.25
5	Palau High School	2.17.2021	2.18.2021	2 days	\$180.00
6	Palau High School	2.22.2021	2.23.2021	2 days	\$151.00
7	Angaur Elementary School	2.3.2021	2.9.2021	5 days	\$183.56
8	Angaur Elementary School	2.3.2021	2.12.2021	8 days	\$399.90
9	Angaur Elementary School	2.15.2021	2.15.2021	1 day	\$215.90
10	Sonsorol Elementary School	2.3.2021	2.25.2021	17 days	\$319.40
11	Sonsorol Elementary School	2.18.2021	2.18.2021	1 day	\$167.15
12	Ngeremlengui Elementary School	2.8.2021	2.18.2021	9 days	\$1596.30
13	Peleliu Elementary School	2.15.2021	2.18.2021	4 days	\$632.95
14	Pulo Anna Elementary School	2.16.2021	2.19.2021	4 days	\$218.09
15	Melekeok Elementary School	2.19.2021	2.26.2021	6 days	\$239.95
				Total	\$6891.50

Field Trip Requests Processed, Transportation Requests Processed and Job Orders Processed will begin in March 2021.

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

Palau Instructional Project: DRE Chief and staff were able to partner with principals in a working session to discuss and schedule circle group meetings. Schedules for the circle group were met where everyone connected with consultants through zoom virtually for guidance. Feedback from the principals involved suggested that the circle group meetings were successful.

Management Meeting with Palau President, Surangel Whipps Jr.: Was able to join the Ministry of Education Management Team as they presented the Ministry of Education's initiatives to President Surangel Whipps Jr.

Pacific Islands Literacy and Numeracy Assessment (PILNA) Coding and Finalization of Items Virtual Training: DRE staff and Division of Curriculum and Implementation and Material Development (DCIMD), English, and Math Specialists were able to attend a 3 days PILNA virtual training with Educational Quality and Assessment Program (EQAP). Other countries that participated in the training were FSM, Nauru, and the Solomon Islands. The purpose of the training was to upskill the country officers on the specific of coding and included the following; 1. Train the officers on coding of new literacy and numeracy items; 2. Inform the officers of the analysis of the field trial items and how the analysis informs item selection; and 3. Build skills in coding student responses, identifying the items viable for the main study. We came out of the workshop understanding the outcomes of the field trial analysis and viability of items for the main study and aware of how the codes are applied and the process involved in coding the different domains of the assessment.

IOWA Virtual Training: DRE and staff were able to connect with Riverside LLC for IOWA training. The first meeting was a working session where we were able to identify IOWA technical assistance, we wanted for the two hours training on the 25th. The later meeting was a 2 hours session that covered the preparations before, during and after the administration of IOWA. The consultants were also able walk us through their managerial site where we could disaggregate results of IOWA. The session was a success.

Systematic School Improvement Plan (SSIP): Two SSIP steering committee meetings were held this month. The meetings were scheduled to talk about the outcome of SSIP screening and observation results from Koror Elementary School. Everyone was able to look at the results and plan for training that will be held next month.

School Perception Survey Report: Was completed and shared

Screening Refresher Participant Evaluation: The final screening refresher report is done and will be shared in the next SSIP meeting.

Pre-Pera Results: Results of Pre-Pera are being analyzed at this time and will be reported out to schools as soon as possible.



Other Activities

- Was able to attend a courtesy meeting with Senator Andrew Tabelual with the MOE Management Team
- DRE staff and Edwel Ongrung were able to meet and touch base on the history of data work in DRE. In the meeting, we were able to understanding the rationale behind the collection of data and how they have evolved over time. It was very successful meeting.
- DRE and staff met to work on the objectives in the MOE Annual Plan. DRE objectives in the plan were identified and discussed. Plan for action for those objectives were completed and uploaded to the google doc.
- Attended a management meeting at Minister's Conference room. The meeting was to discuss everyone's agenda for the Principal's forum and other related information.
- Attended a signing ceremony of Japan GGP Grant for school hand-wash stations for COVID-19 response, Phase 2. Ambassador Karasawa Akira of the Embassy of Japan and His Excellency, President Whipps signed the grant. The grant is for facilitating Hand-Wash Station to Schools in Babeldaob and Outlying States under Japan's Grassroots grants.
- Helped provide technical assistance to a PHS teacher who needed help with data entry.
- Instructional Transformation: Attended a virtual conference with George B. Harris (GBH) principal, teachers, and Dr. Allison Layland in a scheduled circle group meeting. Another circle group session was with Jay Watanabe, Koror Elementary School Principal, Vice Principal, and lead teachers.
- TOEFL scheduled for February was postponed by ETS until further notice as they are having shipment issues.
- Continue working on SIS database to iron out missing data

Upcoming Activities

- SSIP Core Team Meeting will meet to discuss up-coming workshop.
- Systematic School Improvement Plan (SSIP) will have an evidenced based training with teachers.
- Education Management Information System (EMIS) will have a virtual meeting with EQAP
- DRE will have a mini workshop to brief all public and private school principals about IOWA Assessment
- DRE will work on disaggregation of IOWA data stored online for reporting.
- SAT is scheduled for March 13, 2021 and is awaiting shipment of test materials
- Entering third quarter Report Card and Quarterly Assessment Test scores into SIS database for reporting



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 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 number and type of Actions processed and completed:

Personnel Actions		
No.	Type of Action	Total
1	New Appointment	3
2	Appointment & Termination (Renew-Exempt)	2
3	Change of Status	4
4	Medical Termination	0
5	Merit Increase	4
6	Resignation	2
7	Retirement	1
8	Step Increase	11
9	Suspension without pay	1
10	Yearly Increment	3
TOTAL:		21



Other Activities

- Attended courtesy meeting with Senator and Chairman of Education Mr. Andrew Tabelual and Ms. Charity Wachi along with the rest of the management team.
- Submitted a monthly report for January 2021
- Submitted the Division of Personnel Management 2021 Annual Plan.
- Reviewed the MOE 2021 Annual Plan with the rest of the management team
- Attended several meetings with Bureau of Public Service System to finalize Position Description for Career Guidance Counselor so that MOE can fill up all CG positions in all school instead of hiring them as Library Aide.
- Attended an initial meeting through zoom conference as a core team member with this initiative with REL, with the rest of core team members from the Bureau of Curriculum and Instruction, Palau Community College, and REL representatives. The meeting was to set dates for the upcoming meetings to start discussion and the work of the identified needs for Palau Ministry of Education which is Palau Teacher Mentoring and Induction for Teacher Effectiveness.
- Attended the signing ceremony of the Japan Grassroots Grants Aide along with the rest of the management team for the Hand Washing Stations at the school sites.
- Met with Special Education Coordinator to work on position descriptions for SpEd positions. Some of their position descriptions are either outdated or does not exist.
- Attended the Principals Forum for the month of February
- Attended management meetings

Upcoming Activities

- Two REL meetings in the month of March
- Two Radio Talk Show in March and one in April
- 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:

- The following classes began in January and will continue until the 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've missed classes
- CASAS Assessment Test: Seven (7) new students have been assessed and are in the class list for April
- Continue to recruit new students
- 6 students took the HiSET test this month and are still waiting for their tests results
- Next classes will begin on the second week of April
- Emailed Director the draft MOU between MOE Adult Education and PCC Adult High School

Upcoming Activities:

- Continue to update Adult Education data
- Working with teachers to finalize students list for outlying states (Peleliu, Angaur and Aimeliik)
- Online training for NRS reporting tables



Food Service Program

February 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 Food Cost: \$12,000.00 (Cover additional food costs - Sonsorol/Pulo-Anna Trip)

FSP Monthly Budget Expenditure: \$22,090.00 (Program Expenditures)

Actual Food Cost: \$37,894.03 (Food purchase for the month)

Related Non-food Cost: \$3,451.54 (Housekeeping supplies and LP Gas monthly cost)

Meal Count for the Month:

- Student Meal – 36,825
- Adult Meal – 1,306 (School staff monitoring daily student lunch)
- 2nd Serve Meal – 1,356
- Total Meals served: 39,487

Upcoming Activities

- Trip to visit Sonsorol and Pulo-Anna Elementary School to conduct food education for students/parents.

Challenges

- Cooks continue to submit incomplete meal counts, so student meal count reflects full enrollment.

Recommendations/Improvements

- Recommended an increase of Quarterly Fixed Costs as prices from vendors have increased.
- Since last cook workshop, many cafeterias are doing well with adding color to the plate and trying different ways to fill up the plate (FSP introduced sushi roll and chicken wrap to the monthly menu).
- 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
<i>Core Business</i>		
1	Consistent internet access for Central Office and SpEd	100%
2	Wifi Network coverage for Central Office and SpEd	100%
3	Back end services uptime (Servers, email, etc)	-
4	Consistent internet access for 15 schools	100%
5	WiFi Network coverage for 15 schools	75%
6	School network upgrades completed for 15 schools	7%
7	Operational copiers and printers at 15 schools	87%
8	Principals laptops downtime	0%
9	Teachers laptops downtime	2.24%
10	School scanner set ups for Meyuns, Koror, GBH, and Airai	50%
<i>Special Projects</i>		
1	Meyuns Records Digitization Pilot	25%
2	Elem SIS Upgrade	25%
3	Education Management Information System (Finance, Inventory, Personnel, SIS)	10%
4	Koror Elem. School Network/PNCC	25%
5	Koror Elem. School Network/PNCC : Temporary AP Connection in 4th, 5th, 6th grade classrooms	25%

- Core Business #2: - Feb. 18-19: SpEd Assessment Office Wi-Fi Installed
- Core Business #5: - Feb. 16: Airai E. S. - restart APs from 1st-6th grade classrooms
- - See Item #4 & #5 under Special Projects
- Core Business #7: - Ngaraard and Ngardmau need replacement copiers
- - Feb. 18: PHS Copier - high voltage wire repaired and installed
- Core Business #8: - No Principals' laptops serviced. There are total of 15 Principals laptops.
- Core Business #9: There are total of 225 teachers' laptops. Feb. 9 - 6 laptops received with several issues and only 1 laptop was able to be repaired while others are left in the office for lack of parts.
- Special Project #4: Still in Layer 1 (fiber layout only)

Upcoming Activities

- Updates from PNCC contact person said they are limited to 1.5 hrs. of work each day. They should be able to start installing AP connection on March 19, 2021.



Inventory

February 2021

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

Monthly Activities/Accomplishments

Total Asset Value - Original: 86 units - \$2,453,267.70

Total Asset Value - Depreciated: 37 units - \$625,935.32

Total Asset – No Value 49 units - \$1,827,332.38

Transfer Activity: 0 - \$ 00.00

New Activity: 0 - \$ 00.00

Survey Activity: 0 - \$ 00.00

Reporting Timeliness: 100%

Actual Value Rate: 25.51%

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

February 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

Printing: Second Quarter Tests were requested to be printed by English, Math, Palauan, Social Studies, and Science Specialists. Refer to tables below for production listing:

Core Subject	Total copies produced (1 st – 8 th grade classes)
English	15,337 (30.714 reams)
Math	20,981 (41.9 reams)
Social Studies	14,056 (28.112 reams)
Palauan	14,393 (28.786 reams)
Science	12,352 (24.704 reams)
TOTAL	77,119

PTSA Forms	450 copies
SAT 10 Forms	400 copies
Lesson Plans	1000 copies
Leave Forms	500 copies

Audio/Video Production: Continue collecting all video clips of former president's terms.

Upcoming Activities

- Visit all public schools during Education Awareness Week to take pictures of the many different student activities to take place. (March 16-19, 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

- Monitor Meyuns Elementary School Slab Repair Project
- Installation of new doors at Aimeliik Elementary School
- Repair Air-condition Units through Job Orders
- Obtained quotations for Aimeliik Elementary School roof replacement for Cafeteria and SPED Classroom Building and window fabrication

Upcoming Activities

- Aimeliik Elementary School
 - Roof replacement for Cafeteria and SPED Classroom Building
 - Window fabrication and installation
- Melekeok Elementary School
 - Roof replacement for Cafeteria Building
 - Renovation of PE Classroom Building
- Ngaraard Elementary School
 - Roof Painting of Cafeteria and Walkway
- Address job orders for facility and air conditioning repairs



Transportation

February 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

Requestor	Total Bus Request / How many fulfilled	Total Boat Request / How many fulfilled
MOE personnel	0/0	0/0
Public School	28/28	10/10
Private School	0/0	0/0
Other Ministry/Agencies	0/0	1/1

- The Daewoo 60-seater Bus Plate Number 1556 was under repair at Ksau Motor shop and is now back in operation.

Upcoming Activities

- Continue Routine bus service for students
- Awareness week activity

Challenges

- One school bus is still under repair at the auto shop. According to the mechanic, more time is needed to continue to scan the entire electrical system and fuel system to determine the problem.

Recommendations/Improvements

- Boat trailer is old and is not safe to use to pull up the boat to clean and do hull preventive. A quotation request was submitted for the purchase of a new trailer to replace the existing one.