

*REGION ONE*



# SCHOOL IMPROVEMENT PLAN 2020/2023

Name of School: -**JESSIE RIPOLL PRIMARY**  
*'EVER TO EXCEL'*

**Principal:** O'Neil Stevens \_\_\_\_\_

**Board Chair:** Marcia Thwaites \_\_\_\_\_

**Education Officer:** Ewan Williams (PhD)

## **VISION**

**TO PROVIDE A SOUND EDUCATIONAL FOUNDATION THAT WILL:**

- Facilitate academic growth and promote positive values and attitudes enabling each student to function successfully in a changing global society



## **MISSION**

To create an atmosphere that will encourage the continuous growth of each member of the school community

### **School Improvement Plan Committee (SIP) Committee**

Chairman- Mrs Marcia Thwaites

Principal- Mr. O'Neil Stevens

Vice Principal- Mr. Raphael Davis

Representative of the teaching staff- Mrs Marsha Moodie-Benbow

Guidance Counsellor- Mrs. Kediesha Grant

Representative of the parent teachers' association- Ms Lynette Brown

Representative of the non-teaching staff- Ms Dorothy Knight

Representative from the past student association- Mrs Annice Webber-Waugh

Representative of community organisation- Mrs Sandra Derby Thompson

## School History

Alpha Primary II, a Catholic school, opened its doors on September 24, 1979 (Mercy Day The founding day for the Sisters of Mercy).

This new school began with six hundred students and twelve teachers. Four hundred of these students and eight teachers came from Alpha Primary, and two hundred students and four teachers were from the Franklyn Town Primary School. A joint decision by the Board and administrator, along with the blessings of the Ministry of Education brought about a name change Jessie Ripoll Primary. This highlighted the Alpha 100 celebrations and brought to the fore Jessie Ripoll's thrust to help through education, the less fortunate in our society.

Phenomenal growth in the school has occurred over the years.

Extracurricular activities include dance, music, karate, and chess. Our athletes have participated in major sporting events such as cricket, football, netball, track, rugby, and swimming.

In addition to our game activities, various clubs enrich the lives of our students. These include, Brigaidiers, Brownies, Spanish, 4-H, Debating/Quiz, Art, Sign Language, Good Groomers, Humming Birds and K-Kids. Worship is a very important aspect of the daily activities of the school

The school's strong belief is 'Education is the total development of the child and that the spiritual dimension plays a large role.

The school's theme for 2020-2021 is "**Led by MERCY positioned for GREATNESS**" (subject to change annually)

As our school song states, We strive only for the best, toiling on, no thought of rest, '**JESSIE RIPOLL EVER TO EXCEL**'.

MOEYI Strategic Objectives (SO)	School Goals/Outcomes	Baseline	School Targets	Assumption
<p>1. To maximize parental involvement in the lives of children and minimize the number of at-risk children and youth.</p>	<ul style="list-style-type: none"> <li>Implement a Parent Support Programme focused on Empowering parents to be involved in the lives of their children.</li> </ul>	<ul style="list-style-type: none"> <li>70% Parent/Guardian involvement per year group</li> <li>40% of stakeholders are aware of the Child Care &amp; Protection Act (CC&amp; PA)</li> </ul>	<ul style="list-style-type: none"> <li>To have at least 3 empowerment initiatives for parents each school year</li> <li>To have at least SIX information sessions by June 2023 which will allow greater awareness of the (CC&amp;PA)</li> </ul>	<ul style="list-style-type: none"> <li>Data gathered from Class teachers and PTA body will inform the type and frequency of intervention which will help to improve parental involvement</li> </ul>
<p>2. To maximize the percentage of Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and /or training (0-29 years).</p>	<ul style="list-style-type: none"> <li>Improve the school's ICT infrastructure and implement an Online Home Work Programme to provide one-on-one and small group support for students</li> </ul>	<ul style="list-style-type: none"> <li>Current Bandwidth speed is 50 Mbps- Mega bites per second</li> <li>The Computer/Enrichment Room has outdated computers and software</li> </ul>	<ul style="list-style-type: none"> <li>To improve the school's bandwidth to at least 100 MBps by June 2021</li> <li>To ensure that full student enrollment has access to up-to-date ICT systems by January 2022</li> </ul>	<ul style="list-style-type: none"> <li>Donors have been identified and will contribute to the venture</li> <li>The MoEYI will provide the necessary support influenced by standards</li> </ul>

	<ul style="list-style-type: none"> <li>• Implement a School Psychosocial Programme</li> </ul>	<ul style="list-style-type: none"> <li>• No Online Home Work Programme exists</li> <li>• MoEYI Psychosocial Framework exists</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that students have access to one-on-one/small group support to complete home work by June 2022</li> <li>• To create a Psychosocial Committee by 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Students will become more acquainted with Video Conferencing- Zoom, Google Classroom</li> </ul>
<p>3. To maximize the number of children who live in a safe, secure, and healthy state care environment.</p>	<ul style="list-style-type: none"> <li>• Implement a MERCY school community outreach initiative a component of the school's Guidance Plan</li> <li>• Formalize the Health and Wellness Committee (H.W.C) and implement a Nutritional Plan for the school</li> <li>• Implement infrared cameras throughout the school plant</li> </ul>	<ul style="list-style-type: none"> <li>• The school has outreach opportunities but requires greater MERCY involvement</li> <li>• The H.W.C is inactive</li> <li>• The School Plant needs to be more aesthetically pleasing</li> <li>• MoEYI Menu Plan exist however its Nutritional Plan awaits Cabinet approval 2021</li> <li>• The school has no infrared cameras</li> </ul>	<ul style="list-style-type: none"> <li>• To get an additional Guidance Counsellor and School nurse by June 2023 to provide support to the MERCY/School community outreach.</li> <li>• To develop greater awareness of healthy lifestyle practices by 80% of stakeholders by June 2023</li> <li>• To improve the aesthetical appeal of the School Plant by 2023. <b>NEI REPORT (2018)</b></li> <li>• To have the daily menu influenced by the MoEYI Nutritional Plan by 2022</li> <li>• To change to infrared cameras by June 2022 to improve school security surveillance</li> </ul>	<ul style="list-style-type: none"> <li>• The School's Guidance Plan will be referenced</li> <li>• Sweet Energy Fitness, revised (JESWEL) to include other stakeholders and will provide oversight</li> <li>• The JRPS Beautification Committee and other stakeholders will provide oversight</li> <li>• The MoEYI Menu Plan will be referenced by the Canteen staff</li> <li>• Sponsorship will be sought to purchase the cameras</li> </ul>

<p>4. To maximize access to official records, provide information and digital literacy.</p>	<ul style="list-style-type: none"> <li>• Implement a Digitized System which will allow increased access to official records and information and an Inventory Management System (I.M.S) to monitor daily sales</li> </ul>	<ul style="list-style-type: none"> <li>• The school has a semi-digitized system</li> <li>• 60% of the staff need training in Digital Literacy skills</li> <li>• The I.M.S has not yet been used due to online learning</li> </ul>	<ul style="list-style-type: none"> <li>• To move from a semi-digitized system (50% files hard copy) to a digitized system (90% files in the cloud/scanned to online folders by June 2023</li> <li>• To have at least ONE training per year for staff on Digital Literacy. <b>NEI REPORT (2018)</b></li> <li>• To improve monitoring and supervision of daily canteen and Tuck shop sales by 80% by 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Computer training/software will be provided by the school</li> <li>• JRPS ICT/Online Committee will facilitate Training</li> <li>• Service provider Communication Solutions-COMSOL will provide training</li> </ul>
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<p>5. To maximize the performance of students.</p>	<ul style="list-style-type: none"> <li>• Implement an Academic Committee (A.C) and a Management and Supervision Plan for the Library</li> <li>• Implement the Specialist Teacher model and encourage greater ICT in lesson planning and execution</li> <li>• Review school-wide activities to motivate students to improve in their academic achievement</li> <li>• Implement Student Promotion Policy</li> </ul>	<ul style="list-style-type: none"> <li>• A Curriculum Implementation Team (CIT), and Assessment Committee exists</li> <li>• A Management and Supervisory Plan for the library does not exist at the school</li> <li>• The Specialist Teacher Model does not exist at the school</li> <li>• Some of the activities are no longer conducted</li> <li>• Stakeholders are unclear of the tenets of the draft policy</li> </ul>	<ul style="list-style-type: none"> <li>• To improve student performance in Literacy from 96% Mastery to 98% and 95% Mastery in Numeracy to 98% by 2022</li> <li>• To provide small group access to educational tools: online research capabilities and curriculum-based printed materials by 2023</li> <li>• To improve student performance by 10 % in 2023 in Core subjects</li> <li>• To implement a ‘Top Student Achievers Wall’ by June 2021</li> <li>• To review the Merit System by 2021</li> <li>• To implement Student Promotions Policy by June 2023</li> </ul>	<ul style="list-style-type: none"> <li>• Teachers will use available data to guide their planning and will reflect accordingly</li> <li>• Jamaica Library Service Manual will be referenced</li> <li>• The MoEYI will provide the necessary support</li> <li>• Teachers will review the existing activities</li> <li>• Stakeholders will meet to conclude on this policy</li> </ul>
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<p>6. To maximize the percentage of Jamaican educational programmes and institutions that meet prescribed standards of quality.</p>	<ul style="list-style-type: none"> <li>• Implement a High-Performance Team to provide training to different categories of staff</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Development opportunities are offered to staff by stakeholder groups</li> </ul>	<ul style="list-style-type: none"> <li>• To liaise with the MoEYI, the HEART/NTA and other educational institutions to offer training in Digital Literacy for non-teaching staff by 2023</li> <li>• To conduct at least one Action research each year to inform the effectiveness of educational programmes offered for teachers at the Primary level.</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Institutions will facilitate Training</li> <li>• SMT will conduct Action Research</li> </ul>
<p>7. To ensure the efficient deployment of financial and qualified human resources, safe and secure facilities, as we assess equipment and other resources (technological) in achievement of the Ministry's goals.</p>	<ul style="list-style-type: none"> <li>• Implement a Quality Assurance Team</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts exist for non-teaching staff and meetings are held with them monthly</li> </ul>	<ul style="list-style-type: none"> <li>• To conduct non-teaching staff evaluations at least once per term</li> <li>• To do a maintenance Audit once per term</li> <li>• To evaluate school accounts each term</li> <li>• To revise all non-teaching staff job descriptions by September 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Worker's contracts and non-teaching staff Manual will be referenced</li> </ul>
<p>To increase compliance with national and international standards, laws, and regulations.</p>	<ul style="list-style-type: none"> <li>• Provide awareness of the Code of Regulations and Child Care and Protection Act</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant codes and Acts are available online</li> </ul>	<ul style="list-style-type: none"> <li>• To ensure that at staff meetings aspects of compliance are referenced by June 2021</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Codes and Acts are accessible to staff for referencing</li> </ul>

## OPERATIONAL PLAN

### 5.2 Operational Plan

*This process is repeated for each Goal.*

<p><b>MOE Strategic Objective 1:</b> To maximize parental involvement in the lives of children and minimize the number of at-risk children and youth.</p> <p><b>School Goal 1:</b> Implement a Parent Support Programme focused on Empowering parents to be involved in the lives of their children.</p> <p><b>Baseline Data:</b> 70 % parent/guardian involvement per year group</p> <p><b>Target 1:</b> To have at least 3 empowerment initiatives for parents each school year</p>						
Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
<b>Conduct feasibility study</b>	Feasibility study developed	By January 2021	Guidance Department, PTA, School Administration	Human	---	Survey findings report
<b>Get Guest presenters for Parenting Workshops</b>	Letters of invitation sent to presenters	By March 2021	Guidance Department, PTA, School Administration	Human/Financial	\$50,000	Acceptance Letters received from presenters
<b>Conduct Parenting workshops</b>	<ul style="list-style-type: none"> <li>• 8 meetings held annually</li> <li>• 250 parents in attendance at each meeting</li> </ul>	By May 2021	Guidance Committee & PTA	Human	---	Progress report/Meeting Minutes
<b>Set criteria for Parent Awards</b>	2 meetings held before each Award Ceremony	By September 2021	Guidance Committee & PTA	Human	--	Meeting minutes, Delivery date, invoice

<b>Procure resource materials</b>	# of resource materials procured, disaggregated by type, # of resource materials delivered to school	By October 2021	School Administration, PTA, Guidance Committee and Donors	Human/Financial	\$50,000	Meeting minutes, Delivery date, invoice, delivery note, procurement report
<b>Procure gifts/certificates for Parent Awards</b>	# of gifts for Outstanding Achievement # of Certificates of Appreciation	By October 2021	School Administration, PTA, Guidance Committee and Donors	Human/Financial	\$150, 000	Meeting minutes, invoice, procurement report and delivery note
<b>TOTAL</b>					<b>\$250,000.00</b>	

**5.2Operational Plan**

*This process is repeated for each Goal.*

<b>MOE Strategic Objective 1:</b> To maximize parental involvement in the lives of children and minimize the number of at-risk children and youth.						
<b>School Goal 1:</b> Implement a Parent Support Programme focused on empowering parents to be involved in the lives of their children						
<b>Baseline Data:</b> 40% of stakeholders are aware of the Child Care and Protection Act						
<b>Target 2:</b> To have at least SIX information sessions by June 2023 which will allow greater awareness of the (CC&PA)						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct feasibility study</b>	# of responses to Google survey	By January 2021	ICT/Online Committee	Technological	---	Report from survey
<b>Planning committee meets</b>	# of meetings held	By February 2021	Principal/Guidance Counsellor/PTA	Human	---	Meeting minutes
<b>Contact guest speakers</b>	Letters of invitation sent to Guest Speakers	By March 2021	Guidance Counsellor/PTA	Human	---	Letter of acceptance delivered to the school
<b>Procurement of materials</b>	# of flyers sent to parents # of banners prepared	By March 2021	Clerical Worker	Human/Financia 1	\$20, 000.00	Invoices, Report from Board chair.
<b>Conduct Parent Sensitization sessions</b>	# of attendees/participants to meetings	By May 2021	Guidance Department	Human	\$20, 000.00	Parent Testimonials from Sessions
<b>Distribute copies of Child Care and Protection Act</b>	<ul style="list-style-type: none"> <li>• # of electronic copies sent via email</li> <li>• # hard copies issued at PTA meetings</li> </ul>	By September 2021	Guidance Committee & PTA	Human	----	Log of names of parents in receipt of CCPA booklet
<b>TOTAL</b>					<b>\$40, 000.00</b>	

**MOE Strategic Objective 2:** To maximize the percentage of Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and/or training (0-29 years)

**School Goal 1:** Improve the school's ICT infrastructure and implement an Online Home Work Programme to provide one-on-one and small group support for students

**Baseline Data:** Current bandwidth is 50 Mbps

**Target 1:** To improve the school's bandwidth to at least 100 Mbps by June 2023

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Convene meetings with stakeholders</b>	# of meeting minutes, # attendance register	By March 2021	Principal/Vice Principal & stakeholders	Technological	--	Delivery date, invoice procurement report
<b>Seek sponsorship from stakeholders</b>	Approval of sponsorship from stakeholders	By June 2021	Administration	Human Financial	\$200,000.00	Letter of request sent to Sponsors
<b>Procure resource materials/equipment</b>	# of resource materials procured, disaggregated by type: ethernet expander	By September 2021	Teacher liaison to the Service provider	Financial	---	Delivery note, invoice, and procurement report
<b>Install materials/equipment</b>	# of equipment and fittings installed	By January 2022	(RSM) Technicians	Human	---	Completed checklist on installation
<b>Conduct preliminary checks on new internet strength/speed</b>	Approval document from Service provider	By June 2023	Principal and ICT Teacher	Human/Technological	--	Letter of Approval from Service provider
<b>TOTAL</b>					<b>\$200,000.00</b>	

**MOE Strategic Objective 2:** To maximize the percentage of Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and/or training (0-29 years)

**School Goal 1:** Improve the school's ICT infrastructure and implement an Online Home Work Programme to provide one-on-one and small group support for students

**Baseline Data:** The Computer/Enrichment Room has outdated computers and software

**Target 2:** To ensure that full student enrolment has access to up-to-date ICT systems by 2023

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct feasibility study</b>	Feasibility study developed	By July 2021	Principal/Vice Principal & stakeholders	Human	--	Survey findings report
<b>Organise an ICT procurement team</b>	# of parents and teachers comprising the Procurement team	By January 2022	Principal and technical personnel from (RSM & JRPS)	Human	--	Minutes of meeting indicating membership of the committee
<b>Procure resource materials</b>	# of resource materials procured, disaggregated by type; # of resource material delivered to school	By July 2023	Principal/ Office secretary	Financial	\$200,00.00	Delivery date, invoice, procurement report
<b>Procure computers and software</b>	# of computers procured, disaggregated by type, # of computers delivered	By July 2023	Technical representatives from school and donor group	Financial	\$500, 000.00	Delivery note, invoice, and procurement report

<b>Installation and Training</b>	Completed installation checklist	March 2023	Technical representative from school and donor group	Human	---	Principal and technical representative sign Installation document
<b>Maintenance Audit</b>	# of computers, warranty list	By July 2023	Technical representatives: RSM and JRPS	Human/Technological	--	Maintenance report
<b>Total</b>					<b>\$700,000.00</b>	



**MOE Strategic Objective 2:** To maximize the percentage of Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and/or training (0-29 years)

**School Goal 1:** Improve the school's ICT infrastructure and implement an Online Home Work Programme to provide one-on-one and small group support for students

**Baseline Data:** No Online Home Work Programme exists

**Target 3:** To ensure that students have access to one-on -one/small group support to complete home work by June 2022

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct feasibility study</b>	Feasibility study developed: # of parents interested # available devices/internet access #teacher availability	February 2021	Teacher & PTA	Human Technical	---	Feasibility report
<b>Organise an Online Home Work Support Framework/Policy</b>	Approval granted from other school their Homework framework	By April/May 2021	Administration and SMT	Human	---	Completed JRPS Homework Framework/Policy
<b>Sensitisation Letter</b>	Flyer sent in class' WhatsApp groups	September 2021	Administration	Human	--	School SMS, flyer posted in all class WhatsApp groups
<b>Meetings with teachers &amp; parents</b>	Log student's attendance	By January 2022	Teacher and Parents	Human Technological	--	Student Registration List
<b>Establish protocol for Online Home Work Programme</b>	Protocol established	By July 2022	Principal & PTA	Human	---	Signed Protocol document

**MOE Strategic Objective 2:** To maximize the percentage of Jamaican children and youth who have access to and/or attachment to quality care, stimulation, education and/or training (0-29 years)

**School Goal 2:** Implement a School Psychosocial Programme

**Baseline Data:** MoEYI Psychological Framework exists

**Target 1:** To create a Psychosocial Committee by January 2021

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Get a copy of MoEYI Psychosocial Framework</b>	MoEYI framework	By October 2020	Principal/ Guidance Counsellor-GC	Human/Technological	---	Survey findings report
<b>Create JRPS Psychosocial Programme</b>	-Electronic copies of -Psychosocial Programme shared with stakeholders	By November 2020	Principal/Guidance Counsellor----GC	Human	---	-Copy of the JRPS -Psychosocial Programme
<b>Create the JRPS Psychosocial Committee</b>	Membership log	By November 2020	Principal and Guidance Counsellor-GC	Human	---	-Membership log -Roles/responsibilities of members
<b>Psychosocial Committee meeting</b>	-Acceptance letters of members -Meeting Agenda	By December 2020	Principal/ Guidance Counsellor-GC	Human	---	-Letters of invitation -Minutes of the meeting
<b>Create a Sensitization campaign</b>	-Attendance at Staff and PTA meetings	By January 2021	Principal/JRPS Psychosocial Committee	Human/Financial	----	List of sensitization activities

**MOE Strategic Objective 3:** To maximize the number of children who live in a safe, secure, and healthy state care environment.

**School Goal 1:** Implement a MERCY school community outreach initiative a component of the school’s Guidance Plan

**Baseline Data:** The school has outreach opportunities but requires greater MERCY involvement

**Target 1:** To get an additional Guidance Counsellor and School nurse by June 2023 to provide support to the MERCY/School community outreach.

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Seek Approval from the MoEYI for an additional Guidance Counsellor (GC)</b>	Approval Letter	By June 2021	School Board	Human/Financial	---	Letter of Approval
<b>Share proposal with the School Board to compensate the school nurse p/t</b>	Approval by the Board	By January 2022	School Board	Human/Financial	\$720,000 p/a	School Budget Minutes of Board Meeting
<b>Establish Expectation document for GC &amp; Nurse</b>	Completed Expectation document	By March 2023	MoEYI & School Board	Human	---	Signed Expectation document
<b>Advertise the posts of Guidance Counsellor and School nurse</b>	Advertisement of posts in print media	By July 2023	Administration	Human	\$5,000.00	Invoice, advertisement in print media
<b>Shortlist candidates and conduct interviews</b>	Interview panel completed interview checklist for selected candidates	By 2023	Interview Panel	Human	---	-Interview schedules -Copies of application documents -Selection criteria for transparency
<b>Total</b>					<b>\$725,000.00</b>	

**MOE Strategic Objective 3:** To maximize the number of children who live in a safe, secure, and healthy state care environment.

**School Goal 2:** Formalize the Health and Wellness Committee (H.W.C) and implement a Nutritional Plan for the school

**Baseline Data:** The H.W.C is inactive

**Target 1:** To develop greater awareness of healthy lifestyle practices by 80% of stakeholders by June 2023

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct Feasibility study</b>	Feasibility study developed	By May 2021	Administration/PTA	Human	---	Survey report
<b>Rebrand the Health and Wellness Committee</b>	-List of members -List of reviewed roles for members	By September 2021	Administration/PTA/ Sweet Energy Fitness	Human/Financial	---	Logo and framework for Committee
<b>Create annual Health and Wellness Campaigns</b>	Events on School calendar	By February 2022	Administration & stakeholders	Human/Financial	\$200,000.00	Campaign Framework
<b>Management and Evaluation of Campaigns</b>	Questionnaires Committee meetings	Continuous to 2023	MoEYI & School Board	Human	---	-Completed checklist -Report from survey
<b>Total</b>					<b>\$200,000.00</b>	

<b>MOE Strategic Objective 3:</b> To maximize the number of children who live in a safe, secure, and healthy state care environment. <b>School Goal 2:</b> Formalize the Health and Wellness Committee (H.W.C) and implement a Nutritional Plan for the school <b>Baseline Data:</b> The School Plant needs to be more aesthetically pleasing <b>Target 2:</b> To improve the aesthetical appeal of the School Plant by 2023. <b>NEI REPORT (2018)</b>						
Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
<b>Conduct a feasibility study</b>	Feasibility study developed	By October 2020	School Administration and PTA	Human/Financial	---	Feasibility report
<b>Stakeholder meetings</b>	Membership	By November 2020	School Administration and PTA	Human	---	Meeting minutes
<b>Formation of a Plant Improvement Plan (PIP)</b>	Approved Tactical, Operational, and Financial Plans	By February 2021	-School Administration -JRPS Beautification Committee -Sweet Energy Fitness	Human	---	Completed PIP
<b>Procure materials and equipment:</b> -Mercy Hall -Football Field -Pavilion -Home Work Centre	# of resource materials procured, disaggregated by type, # of resource materials delivered to school	By June 2021	School Administration, JRPS PTA, Sweet Energy Fitness & RSM	Human and Financial	\$1000,000.00	-RSM Maintenance Grant allocation to PIP -School Fundraiser
<b>Monitor and Evaluate (M &amp; E) objectives of the PIP</b>	(M & E) PIP Checklist	By June 2023	School Administration, JRPS Beautification and Sweet Energy Fitness	Human and Financial	---	-Submit termly evaluation reports -Completed PIP Checklist
<b>Total</b>					<b>\$1000,000.00</b>	

**MOE Strategic Objective 3:** To maximize the number of children who live in a safe, secure, and healthy state care environment.

**School Goal 2:** Formalize the Health and Wellness Committee (H.W.C) and implement a Nutritional Plan for the school

**Baseline Data:** MoEYI Menu Plan exist however its Nutritional Plan awaits Cabinet approval 2021

**Target 3:** To have the daily lunch menu influenced by the MoEYI Nutritional Plan by June 2022

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct a feasibility study</b>	Feasibility study developed	By January 2021	School Administration and Canteen Supervisor	Human	---	Feasibility report
<b>Schedule meeting with Stakeholders to discuss adjustment to lunch menu</b>	Attendance to sensitization session	By February 2021	School Administration	Human	---	Meeting minutes
<b>Sensitize stakeholders of adjustments made to lunch menu</b>	Letters sent to parents	By March 2021	School Administration and PTA	Human	---	Attendance to PTA and other stakeholder meetings
<b>Examine food preparation considerations influenced by MoEYI Nutritional Plan</b>	Approved checklist for food preparation considerations	By June 2021	Canteen Supervisor	Human and Financial	---	Completed checklist with food preparation considerations
<b>Monitor and Evaluate (M &amp; E) the implementation of the Nutritional Plan</b>	(M & E) Nutritional Plan Checklist	By June 2023	School Administration, and Canteen Supervisor	Human and Financial	---	Completed M & E forms

<b>MOE Strategic Objective 3:</b> To maximize the number of children who live in a safe, secure, and healthy state care environment. <b>School Goal 3:</b> Implement infrared cameras throughout the school plant <b>Baseline Data:</b> The school has no infrared cameras <b>Target 1:</b> To change to infrared cameras by June 2022 to improve school security surveillance						
Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
<b>Conduct Feasibility Survey</b>	Feasibility Survey conducted	By February 2021	Principal and Technician	Human	---	Survey Report
<b>Participate in a Campus Walkthrough with Technician to identify strategic location points</b>	Notes and suggestions from walkthrough	By March 2021	Principal and Technician	Human	---	Walkthrough Report
<b>Procure material and equipment</b>	# of resource materials procured, disaggregated by type, # of resource materials delivered to school	By July, 2021	School Board and Principal	Human	\$300, 000.00	-Maintenance Grant allocation to cameras -School Fundraiser
<b>Phased Installation of material and equipment</b>	# of Infrared cameras	By Jan-March 2021	Technical Team	Human	---	Completed checklist
<b>Testing and Evaluation of equipment.</b>	Termly reports	By April-June 2021	Technical Team	Human	---	Completed (T & E) Report
<b>Total</b>					<b>\$300,000.00</b>	

**MOE Strategic Objective 4:** To maximize access to official records, provide information and digital literacy.  
**School Goal 1:** Implement a Digitized System which will allow increased access to official records and information and an Inventory Management System (I.M.S) to monitor daily sales  
**Baseline Data:** The school has a semi-digitized system  
**Target 1:** To move from a semi-digitized system (50% files hard copy) to a digitized system (90% files in the cloud/scanned to online folders) by June 2023.

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct Feasibility survey on Digitized system in school</b>	Feasibility study developed	By February 2021	School Administration, ICT Committee	Human	---	Survey findings report
<b>Inform School Board of the desire to move to a Digitised System</b>	Board Approval	By February 2021	School Administration	Human	---	Board meeting minutes/email from board members
<b>Conduct training sessions on the expansion to a Digitized system</b>	PTA Meeting-# of parents Staff Meeting-# of teaching & non-teaching staff	By March 2021	ICT Committee, COMSOL and RSM	Human Technological	---	-Reference the JRPS ICT Log -Excerpts in meeting minutes
<b>Conduct inventory of resources/equipment available to expand the Digitised system</b>	Resources: # to be refurbished # to be updated # to be discarded	By April 2021	ICT Committee, COMSOL and RSM (technician)	Human Technological	---	Inventory Management log
<b>Procure appropriate resources and equipment</b>	# of resources and equipment, Disaggregated by type. # of resources/equipment	By June 2021	School Administration, ICT Committee, COMSOL & RSM	Human Technological Financial	\$100,000.00	Delivery note, invoices, procurement report



<b>Create a school domain-jessieripoll.org</b>	Domain created	By September 2021	ICT Committee RSM (technician)	Human Technological	---	-Staff members will have an email address reflecting the school's domain
<b>Input official files to the cloud and online folders</b>	#files uploaded to the cloud/online folders	By June 2023	Principal/VP/Clerical Staff	Human Technological	---	Log of files uploaded to cloud and online folders
<b>Monitoring and Evaluation (M &amp;E)</b>	# google surveys to (M & E) # of reports on the Digitised System	Continuous	Administration ICT Committee RSM (technician)	Human Technological	---	Progress report Board minutes
<b>TOTAL</b>					<b>\$100,000.00</b>	

**MOE Strategic Objective 4:** To maximize access to official records, provide information and digital literacy.  
**School Goal 1:** Implement a Digitized System which will allow increased access to official records and information and an Inventory Management System (I.M.S) to monitor daily sales  
**Baseline Data:** 60% of the staff need training on Digital Literacy  
**Target 2:** To have at least ONE training per year for staff on Digital Literacy. **NEI REPORT (2018)**

Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
<b>Conduct Feasibility surveys on:</b> <b>-Teacher's use of ICT in instruction,</b> <b>-Empowering Non-teaching Staff on Digital Literacy</b>	Feasibility studies developed	By January 2021	School Administration, ICT Committee	Human	---	Reports from survey findings
<b>Committees meet to plan sessions for Staff regarding ICT Instruction and Digital Literacy</b>	# of meetings held quality of meetings held	By February 2021	CIT, Assessment, and ICT Committees	Human	---	Attendance log of meetings Minutes of meetings
<b>Conduct training sessions on:</b> <b>-Teacher's use of ICT in instruction,</b> <b>-Empowering Non-teaching Staff on Digital Literacy</b> <b>-Cyber Security</b> <b>-Other meetings</b>	# of teaching & non-teaching staff in attendance	By March 2022	ICT Committee	Human Technological	---	-Attendance from Training sessions -Certificates of Participation issued
<b>Monitoring and Evaluation (M &amp;E)</b>	# google surveys to (M & E) # of reports on the Digitised System	Continuous in 2021	Administration ICT Committee RSM (technician)	Human Technological	---	Progress report Board minutes

**MOE Strategic Objective 4:** To maximize access to official records, provide information and digital literacy.

**School Goal 1:** Implement a Digitized System which will allow increased access to official records and information and an Inventory Management System (I.M.S) to monitor daily sales

**Baseline Data:** The I.M.S has not yet been used due to online learning

**Target 3:** To improve monitoring and supervision of daily canteen and Tuck shop sales by 80% by 2023

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Schedule meetings for IMS training</b>	Agenda for meetings prepared	By January 2021	School Administration	Human	---	Agenda for meetings shared
<b>Conduct Training on the use of the IMS</b>	# of meetings held quality of meetings	By June 2021	School Administration COMSOL	Human Technological	----	Meeting report
<b>Conduct Termly maintenance of the IMS equipment</b>	# of maintenance checks done	September 2021	School Administration COMSOL	Human Technological	\$20,000.00	Invoice Maintenance report
<b>Monitor and Evaluate the use of the IMS</b>	# surveys conducted	Continuous to June 2023	School Administration Inventory Officer Clerical Officer	Human Technological	---	M & E log
<b>TOTAL</b>					<b>\$20,000.00</b>	

<b>MOE Strategic Objective 5:</b> To maximise the performance of students						
<b>School Goal 1:</b> Implement an Academic Committee (AC) and a Management and Supervision Plan for the Library						
<b>Baseline Data:</b> A Curriculum Implementation Team (CIT), and Assessment Committee exist and a Management and Supervisory Plan for the library does not exist at the school						
<b>Target 1:</b> To improve student performance in Literacy from 96% Mastery to 98% and 95% Mastery in Numeracy to 98% by 2022						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct feasibility study</b>	Feasibility study developed	By March 2021	Literacy and Enrichment Teachers	Human	---	Survey findings report Needs Assessment
<b>Re-establish a Mathematics Committee</b>	<ul style="list-style-type: none"> <li>Quarterly meetings</li> </ul>	By May 2021	Principal/Vice Principal	Human	---	Progress report/Meeting Minutes
<b>Create a Numeracy Rich Centre/Room</b>	<ul style="list-style-type: none"> <li>Procure resources</li> <li>Identify Location</li> <li>Approach Stakeholders</li> </ul>	By January 2022	School Administration, Mathematics Club/Committee and PTA	Human/Financial	\$100,000	Invoices and Receipts Letters to Stakeholders
<b>Plan and Execute Bi-Annual Math Expo</b>	<ul style="list-style-type: none"> <li>Invitation letters to stakeholders</li> <li>Meetings/workshops</li> <li>Procure resources</li> </ul>	By March 2022	School Administration, Mathematics Committee/Club & PTA	Human/Financial/Physical/Material	\$200,000	Meeting minutes, Delivery date, invoice, Stakeholder Response

<b>Renovate Library and Procure materials</b>	# of resource materials procured, # of resource materials delivered to school	By December 2021	School Administration, Library Supervisor, Resource Teacher, PTA and Donors	Human/Financial/Physical/Material	\$200,000	Meeting minutes, Delivery date, invoice, delivery note, procurement report
<b>Implement Borrowing Scheme</b>	Library card Procure Fiction and Non-Fiction Books (Donations) Jamaica Library Service	By October 2021	Library Supervisor, School Administration Resource teachers	Human	---	Record Keeping Library Card
<b>Procure gifts/certificates for Users of the Library</b>	# of gifts for Outstanding Readers # of Certificates for Avid Readers	By October 2021	School Administration, PTA, Guidance Committee and Donors	Human/Financial	\$150, 000	Invoice
<b>Host Spelling, Reading and Mathematics Competitions</b>	Certificates, Medals, Trophies, Gifts	By June 2022	Spelling Bee Committee/Mathematics Committee/Academic Committee/PTA/Donors	Human/Financial/Material/Physical	200,000	Meeting minutes and reports, invoice, receipts, Letters to Stakeholders
<b>Total</b>					<b>\$850,000.00</b>	

**MOE Strategic Objective 5:** To maximise the performance of students

**School Goal 2:** Implement the Specialist Teacher Model and encourage greater ICT in Lesson Planning and execution

**Baseline Data:** The Specialist Teacher Model does not exist at the school

**Target 1:** To improve student performance in Core Subjects by 10% in 2023

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct feasibility study</b>	Feasibility study developed /Appraisal	By January 2021	School Administration/ SMT	Human	---	Survey findings report Appraisal Document
<b>Host Workshops in Core Areas</b>	<ul style="list-style-type: none"> <li>• Multiple Appraisals</li> <li>• Teacher Area of Interest</li> <li>• Survey to Identify Teacher Ranking of preferred subject</li> <li>• ICT Committee agenda</li> </ul>	By March 2021	School Administration/ SMT	Human/Financial	\$100,000	-Invoices and Receipts -Letters to Stakeholders -Workshop effectiveness survey -MoEYI Worksop Attendance sheet
<b>Identify Specialist Teachers</b>	<ul style="list-style-type: none"> <li>• Procure resources Approach Stakeholders (Workshops)</li> </ul>	By May/June 2021	Principal/Vice Principal/SMT	Human	--	Progress report/Meeting Minutes  Appraisal document

<b>Adjust Academic Calendar to reflect Specialist Teacher Model</b>	Adjusted Academic Calendar Approved	By August 2021	CIT/SMT/Assessment Committee	Human	--	Teachers provided with copies of the Adjusted Academic Calendar
<b>Monitoring and Evaluation (M &amp; E)</b>	Pre-conference meeting with teachers	Continuous to 2023	Principal and Vice Principal	Human	--	Meeting minutes Principal/VP (M & E) log
<b>Total</b>					<b>\$100,000.00</b>	

<b>MOE Strategic Objective 5:</b> To maximise the performance of students						
<b>School Goal 3:</b> Review school-wide activities to motivate students to improve in the Academic Achievement						
<b>Baseline Data:</b> Some of the activities are no longer conducted						
<b>Target 1:</b> To Implement a ‘Top Student Achievers Wall’ and review the Merit System by June 2022						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Create an Honour Wall</b>	Merits Recommendations Photographs/signature strips	By June 2022	Academic Staff/School Administration, PTA.	Human/Financial/ Material/ Physical	\$40, 000	Students’ average Report card Progress report
<b>Implement Day of Excellence</b>	<ul style="list-style-type: none"> <li>• Awards ceremony</li> <li>• Trophies</li> <li>• Medals</li> <li>• Certificates</li> </ul>	By October 2022	School Administration/Acade mic Staff / PTA/ Donors	Human/Financial/ Material/Physical	\$150, 000	Students’ average Report card Progress report, Photos, Videos, Invoice, Receipt
<b>Implement Open Day</b>	Resources Resource personnel Stake holders	By June 2023	School Administration/Acade mic Staff / PTA/ Donors	Human/Financial/ Material/Physical	\$150, 000	Photos, Videos, Invoice, Receipts,
<b>Implement Subject Button Awards</b>	Create subject buttons per subject	By December 2021	Academic Committee/Academic Staff/ Administrative Staff/PTA/Donors	Human/Financial/ Material/Physical	\$100, 000	Receipts, Product, Invoice



<b>Award Merits for Academic Achievement</b>	Grade Scale Term Report Cards	December 2021	School Administration/Academic Staff	Human	-----	Report Cards
<b>Host Motivational Workshop/Talks</b>	Approach Resource Persons Certificates/Gifts	By April 2021	School Administration/Guidance Department	Human/Financial	\$60,000	Photos, Videos, Invoice, Receipts
<b>Total</b>					<b>\$500,000.00</b>	

<b>MOE Strategic Objective 5:</b> To maximise the performance of students						
<b>School Goal 4:</b> Implement Student Promotion Policy						
<b>Baseline Data:</b> Stakeholders are unclear of the tenets of the draft policy						
<b>Target 1:</b> To implement Student Promotions Policy by June 2023						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Feasibility Study</b>	Feasibility study developed: # awareness of Promotions Policy	By January 2021	MoEYI/Administration	Human/Financial	---	Completed minutes
<b>Schedule meetings with SMT and Assessment Committees</b>	Attendance to meetings confirmed	By February 2021	Teacher and Parents	Human/Financial	---	Meeting minutes
<b>Schedule meeting with COMSOL regarding possible adjustment to online report card</b>	Attendance for meeting confirmed	By March 2021	Principal and Vice Principal	Human	---	Meeting minutes
<b>Seek ratification by the School Board</b>	Ratified by the School Board	By June 2021	School Board	Human	---	Excerpt from Board consensus
<b>Schedule meetings with Academic Staff and Parents</b>	# of teachers and students in attendance at meetings	By September 2021	Principal/Vice Principal	Human	---	Meeting Minutes
<b>Sensitisation of Student Promotion Policy</b>	#/types of sensitisation sessions	Continuous t0 June 2023	Principal, /Vice Principal	Human	---	Promotion Policy posted in the School Handbook And printed (available)

**MOE Strategic Objective 6:** To maximize the percentage of Jamaican educational programmes and institutions that meet prescribed standards of quality.  
**School Goal 1:** Implement a High-Performance Team to provide training to different categories of staff  
**Baseline Data:** Professional Development opportunities are offered to staff by stakeholder groups  
**Target 1:** To liaise with the MoEYI, the HEART/NTA and other educational institutions to offer training in Digital Literacy for non-teaching staff by June 2021

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Conduct Feasibility Study</b>	Feasibility study developed	By January 2021	Administration ICT Committee	Human	---	Survey findings report
<b>Discuss Workshop logistics with Educational Institutions to offer Training</b>	Meetings scheduled	By February/March 2021	Administration	Human Technological	---	Notes from discussion
<b>School sends an invitation letter to presenters</b>	Invitation to present approved	By March 2021	Administration	Human Technological	---	Copies of Invitation letters
<b>Conduct inventory on available ICT devices/resources to facilitate the workshop</b>	Inventory done	By April 2021	Administration ICT Committee	Human Technological	---	Report of ICT inventory
<b>Conduct Professional Development Workshops for Non-Teaching Staff-include training in Digital Literacy</b>	# of Professional Development Workshop conducted	By May 2021	-Administration -ICT Committee -Other Education. Institutions	Human Technological Financial	\$60,000.00	Non-teaching staff Programme and Agenda
<b>Non-teaching staff provide feedback on the effectiveness of the workshops</b>	# of non-teaching staff completed questionnaire	By June 2021	Administration ICT Committee	Human Technological	----	Google survey report
<b>Total</b>					<b>\$60,000.00</b>	

**MOE Strategic Objective 6:** To maximize the percentage of Jamaican educational programmes and institutions that meet prescribed standards of quality.  
**School Goal 1:** Implement a High-Performance Team to provide training to different categories of staff  
**Baseline Data:** Action Research needs to be conducted more regularly  
**Target 2:** To conduct at least one Action research each year to inform the effectiveness of educational programmes offered for teachers at the Primary level.

Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
<b>Conduct Feasibility survey</b>	Feasibility study developed	By February 2021	Curriculum Implementation Team	Human	---	Survey findings report
<b>Sensitization sessions with teachers on Components and Relevance of Action Research</b>	# of sessions conducted (%) of teachers in attendance	By May 2021	Administration	Human Technological	---	Notes on sensitization sessions
<b>Administration provides teachers with resources and technical support</b>	Procurement of resources conducted	By October 2021	Administration RSM	Human Technological	\$150,000.00	Sponsorship letter approved
<b>Action Research Team formed</b>	Membership confirmed	By November 2021	Administration	Human Technological	---	Register of membership
<b>Action Research team identifies areas of focus</b>	-List of areas of focus	By December 2021	Administration	Human	---	Action Research document
<b>Informed action will then be taken based on the recommendations made in the research</b>	Types of actions taken	By June 2022	Administration	Human	---	Action Research document
<b>Total</b>					<b>\$150,000.00</b>	

**MOE Strategic Objective 7:** To ensure the efficient deployment of financial and qualified human resources, safe and secure facilities, as we assess equipment and other resources (technological) in achievement of the Ministry's goals.

**School Goal 1:** Implement a Quality Assurance Team

**Baseline Data:** Contracts exist for non-teaching staff and meetings are held with them monthly

**Target 1:** To conduct non-teaching staff evaluations at least once per term

Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of verification
<b>Review present evaluation document for non-teaching staff.</b>	Evaluation document obtained	By January 2021	Principal and VP	Human	--	Non-teaching staff evaluation on file.
<b>Modify/Update performance evaluation document to include job description that were not included.</b>	Notes on Job description and preconference conducted	By February 2021	Principal and VP	Human	--	Comparison of Data
<b>Monitoring of non-teaching staff monthly</b>	# of non-teaching staff that were monitored	February-June 2021	Principal and VP	Human	--	Incident report or personnel file (dossier)
<b>Training of non-teaching staff in areas of weakness</b>	Seminar, webinar, courses	By March 2021	Principal and VP	Human	\$10,000.00	Certificate from training courses
<b>Non-Teaching Staff Evaluations</b>	#Non-teaching staff evaluation conducted	By May/June 2021	Principal/Vice Principal	Human	---	
<b>Set specific time, each term, to conduct evaluation and set timeline for completion and submission.</b>	Principal and VP school calendar highlighting specific dates	By August 2021	Principal and VP	Human	---	Evaluation Report
<b>Total</b>					<b>\$10,000.00</b>	

<b>MOE Strategic Objective 7:</b> To ensure the efficient deployment of financial and qualified human resources, safe and secure facilities, as we assess equipment and other resources (technological) in achievement of the Ministry's goals.						
<b>School Goal 1:</b> Implement a Quality Assurance Team						
<b>Baseline Data:</b> Contracts exist for non-teaching staff and meetings are held with them monthly						
<b>Target 2:</b> To do a maintenance School Accounts Audit once per term						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Develop a document to record assessment of equipment and other resources</b>	Assessment Document obtained	By January 2021	Principal and VP	Human	---	Assessment Report
<b>Maintain Asset Register to record all equipment on location</b>	Asset Register obtained	By February 2021	Principal/Vice Principal & Technical personnel	Human	---	Asset Register
<b>Conduct Assessment of equipment and other resources</b>	Assessment Report obtained/ # of Equipment assessed.	By June 2021	Principal/Vice Principal & Maintenance a officer	Human	\$100,00.00	Assessment Report, invoices, Maintenance reports
<b>Record findings of assessment</b>	Assessment Report obtained	By January 21	Principal/Vice Principal	Human	---	Assessment Report
<b>Prepare budget to cover cost of assessment, maintenance, and audit at beginning of school year</b>	Budget Report obtained	By August 21	Principal, Vice Principal//Clerical Officer	Human	---	Budget Report
<b>Total</b>					<b>\$100,000.00</b>	

**MOE Strategic Objective 7:** To ensure the efficient deployment of financial and qualified human resources, safe and secure facilities, as we assess equipment and other resources (technological) in achievement of the Ministry's goals.

**School Goal 1:** Implement a Quality Assurance Team

**Baseline Data:** Contracts exist for non-teaching staff and meetings are held with them monthly

**Target 3:** To evaluate school accounts each term

<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Maintain a Cashbook and/General ledger account</b>	Cashbook and ledger obtained	By October-December, 2020	Principal/Vice Principal/Clerical Officer	Human	--	Cashbook and/Ledger
<b>Maintain a monthly bank reconciliation report</b>	Bank Recon Report obtained	By October-December 2020	Principal/Vice Principal/Clerical Officer	Human	---	Monthly Reconciliation statement
<b>Post financial transactions to cashbook and general ledger</b>	# of transaction posted	By October-December 2020	Principal/Vice Principal/Office staff	Human	---	Cashbook and Ledger
<b>Reconcile bank statements with cashbook monthly</b>	Cashbook balance equal to bank statement monthly	By October-December 2020	Principal/Vice Principal/Clerical Officer	Human	---	Bank statements and Bank Recon. Report
<b>Resolve any discrepancy</b>	# of discrepancy found Use available ICT software	By October-December 2020	Principal/Vice Principal/Clerical Officer	Human	---	Query Report
<b>Prepare Bank Reconciliation Report</b>	Monthly Bank Recon Report	By October-December 2020	Principal/Vice Principal/Clerical Officer	Human	---	Bank Recon Report

**MOE Strategic Objective 7:** To ensure the efficient deployment of financial and qualified human resources, safe and secure facilities, as we assess equipment and other resources (technological) in achievement of the Ministry's goals.

**School Goal 1:** Implement a Quality Assurance Team

**Baseline Data:** Contracts exist for non-teaching staff and meetings are held with them monthly

**Target 4:** To revise all non-teaching staff job descriptions by September 2021

Tasks	Indicators	Timeframe	Responsibility	Resources	Cost	Means of Verification
Obtain all job descriptions for non- teaching staff	Job description obtained	By February 2021	Principal and VP	Human	---	Old Job description
Conduct discussions with non-teaching staff to determine duties carried out	Interviews conducted obtained	By March 2021	Principal and VP	Human	---	Interview document / notes
Compare previous job descriptions with notes from the discussion with non-teaching staff	Comparison Report done obtained	By March 2021	Principal and VP	Human	---	Comparison Report
Note all discrepancies	Discrepancy Report obtained.	By June 2021	Principal and VP	Human	---	Discrepancy Report
Adjust job descriptions to reflect staff duties	Adjustment to job descriptions obtained	By September 2021	Principal and VP	Human	---	Revised job descriptions
Update/ Revised job descriptions placed on staff files	Revised job descriptions obtained.	Aug-21	Principal and VP	Human	---	Revised job descriptions



<b>MOE Strategic Objective 8:</b> To increase compliance with National and International Standards, Laws and Regulations						
<b>School Goal 1:</b> Provide Awareness of the Code of Regulations and Child Care and Protection Act						
<b>Baseline Data:</b> Relevant codes and Acts are available online						
<b>Target 1:</b> To ensure that at Staff meeting s aspects of compliance is referenced by June 2022						
<b>Tasks</b>	<b>Indicators</b>	<b>Timeframe</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Cost</b>	<b>Means of Verification</b>
<b>Host Seminars on Aspects of the Child Care and Protection Act and Code of Regulations</b>	<ul style="list-style-type: none"> <li>• Child Care Act Manual</li> <li>• Code of Regulations Manual</li> <li>• Resource Persons</li> </ul>	By December 2021	School Administration/ Guidance Counsellor Mentorship committee	Human/Material	---	Meeting Minutes Reports
<b>Create Staff Noticeboard</b>	<ul style="list-style-type: none"> <li>• Flyer/Posters</li> </ul>	By June 2021	School Administration/ Guidance Committee Guidance Counsellor/JTA Representative	Human/Physical/ Material	\$10,000.00	Invoices and Receipts
<b>Procure Copies of Child Care and Protection Act and Code of Regulations</b>	<ul style="list-style-type: none"> <li>• Manuals</li> </ul>	By February 2021	Principal /Guidance Counsellor/JTA Representative	Human	\$8,000.00	Access to Manuals
<b>Create Murals Depicting Aspects of Child Care and Protection Act and Code of Regulations</b>	<ul style="list-style-type: none"> <li>• Illustrations</li> </ul>	By June 2022	Administration	Human	\$100,000.00	Invoice/Receipts/ Blueprints/Murals

<b>Total</b>	<b>\$118,000.00</b>
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