Smart College	Minutes of meeting	Code: CM5

Administered by: Dr.Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	31/1/2025
Attendees	:	Mr.Bassam Ismail/ Mrs.Israa Al Okla/ Mrs. Farah Abboud/Mrs. Abir Ghabris/ Mrs. Manal Issa /Mrs.Rayan Siklawi/ Mrs. Ghina Jaffal/ Mrs. Tala Nasser/ Mrs. Seriya Joudi/ Mrs.Zahraa Bazzoun / Mrs. Manal Issa
Absences	:	

Began at 9.00 p.m. and Adjourned at: 10.15 p.m.

Number	Topic	Decision	Responsible parties	Duration and due date

1	MTSS	**MTSS**: Multi-Tiered System of Support
		In the educational framework of MTSS, the distribution of students' needs and interventions follows a structured approach:
		
		1. **Normal Distribution:**
		  - **Struggling:** 10% of students requiring High Assistance (individual).
		  - **Majority:** 80% of students performing at expected levels.
		  - **10%:** High achievers / gifted students
			Dr. Tarek Harmoush
			Special Team
			Coordinators
				-

Tiered Levels:
- **Tier 1:** Tailored for the Majority.
- **Tier 2:** Focus on group collaboration and support.
- **Tier 3:** Individualized Educational Plan leading to an IEP
In the context of MTSS, the system operates on:

- **Multi-Tiered System of Support**
- **Levels → Tiered**
- **Advanced → System**
- **IP School → Inclusion**

This structured approach ensures that students' varying educational needs are met effectively through a systematic and inclusive support system. By implementing the principles of MTSS, we aim to address individual student requirements comprehensively and promote academic success for all learners.

2.	Online students	Teacher to start the session promptly at the scheduled time. - If no students join within 5 minutes, the teacher will exit and inform the Head of Department. - If there is one student present, the teacher will conduct the session with that student.	Teachers	Throughout the year