



Minutes of Meeting

Code: CM - 15

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's & HODs Meeting
Date of meeting	:	March 17, 2023
Attendees	:	Mrs. Israa, Mr. Abbass, Mrs. Abir Ghabris, Mrs, Ghina, Mrs, Amira, Mr. Bassam, Mr. Ghassan, Mrs. Laila, Mrs. Rayan, Mrs. Hawraa,
Absences	:	Mr. Abi Salloum, Mr. Hassan Jaffal, Mr. Hassan Hakkani, Mr. Mustafa

Began at 10:00 am and adjourned at 10:45 am

No.	Topic	Decision	Responsible parties	Due date
1	Salaries	<ul style="list-style-type: none">• \$275 → \$520• Contractual (\$8 - \$12 / hour)	Administration	Next academic year 2023-2024
2	Contracts	<ul style="list-style-type: none">• Contracts renewal will start soon with teachers who want to stay next year	Administration and coordinators	
3	Science in cycle 1 and 2	<ul style="list-style-type: none">• A project-based evaluation needs to be implemented in order to have an authentic assessment.	Coordinators	During the year
4	Reports	<ul style="list-style-type: none">• Teachers must present a report about teachers that includes all the notes and remarks about the teacher's performance and attitude	Coordinators	During the year

5	Ramadan Schedule	<ul style="list-style-type: none">• From 8:00 am till 1:10 pm• Wednesday is OFF	Administration	During Ramadan
---	-------------------------	--------------------------------------------------------------------------------------------------------	----------------	-----------------------