



Minutes of Meeting number (22).

Code:CM

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	April 19,2024
Attendees	:	Mr. Ghassan Salameh/ Mr. Bassam Ismail/ Mrs. Israa Al-Okla / Mrs. Farah Abboud / Mrs. Abir Ghabbris/ Mrs. Manal Issa/ Mrs. Rayan Seklawi / Mrs. Ghina Jaffal / Mrs. Hawraa kazan/ Mrs. Abir Salloum/ Mr. Reda Toami.

Began at 09.00 and adjourned at 09.40

No.	Topic	Decision	Responsible parties	Due date
1	Grade 12	<p>May 1st - May 6th: Grade 12 mandatory attendance days during Easter break.</p> <p>Easter Break Schedule: Miss Israa will develop a schedule for the mandatory attendance days (May 1st-6th) based on input from coordinators. This schedule will be distributed beforehand.</p> <p>May 20th - May 24th: Grade 12 Final Exams.</p> <p>Grade 12 Attendance Status for May 10th.</p>	<p>Mrs.Israa Grade 12 Coordinators</p>	<p>May 1st - May 6th May 20th - May 24th May 10</p>

2	Grade 9	<p>Grade 9 Important Dates</p> <p>Last Day of Classes: Sections A & B: May 17th Foreign Language 9 C: May 10th Final Exams: Start May 27th</p>		May 10 May 17 May 27
3	Teacher's Evaluation	<p>There will be a final teacher evaluation conducted before the end of the school year.</p> <p>Performance Indicators: The evaluation framework utilizes various indicators, with indicator number 5 signifying the highest level of teaching proficiency.</p>	Coordinators	End of school year
4	End of Year Exam	<p>Final Exams: Cycles 1 & 2: May 27th - June 7th Cycles 3 & 4: June 7th - June 14th</p>	Coordinators	May 27th – June 14th