Smart College	**Minutes of Meeting**	**Code: CM -**

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	Friday, October 3, 2025
Attendees	:	Abir Ghabris, Farah Abboud, Ghina Jaffal, Hawraa Kazan, Israa Al Okla, Manal Issa, Rayan Siklawi, Seriya Joudi, Tala Nasser,Mustafa al Mustafa,Reda Tohme , Iyad Srour.
Absences	:	Bassam Ismail , Abir Salloum

Began at 11:05 AM and adjourned at 12:25 PM   **Written by: Tala Nasser**

No.	Topic	Decision	Responsible parties	Due date
1	**Schoolwide Teaching Framework (Rule 1-3-10-30)**	*The school will adopt the 1-3-10-30 framework as the unified teaching system for all subjects:* • *Step 1: Lesson explanation.* • *Step 2: Assign homework with every lesson (mandatory).* • *Step 3: Reinforce the skill through a worksheet.* • *Step 4: Conduct an assessment at the end of the month.* *This ensures that students acquire, practice, and retain each concept effectively.*	**Teachers**	**Ongoing**
2	**Weekly Distribution Process**	The weekly distribution follows the official review process: • Teachers prepare the weekly plan. • Coordinators (GRR) review and ensure alignment. • Principal gives the final approval.	**Teachers & Coordinators**	**Ongoing**

		The format may vary slightly by department: • Languages: follow a language-based plan format. • Scientific subjects (Math, Science, etc.): must include Title, Materials, Vocabulary, Activity, Exercise, Assignments, and Objectives..		
3	**Vocabulary, Lesson Objectives, and Activities**	Each weekly plan must include the Vocabulary and Lesson Objective for every lesson. In Mathematics, every lesson must also include a mandatory practical activity related to the concept taught.	**Teachers & Coordinators**	**Ongoing**

4	**Kindergarten Skill Connection**	• In Kindergarten, teachers must connect the school skill with the home environment. Each lesson should include a home-based skill activity (e.g., folding towels, organizing toys) to reinforce independence and practical learning.	**Teachers & coordinators**	**Ongoing**
5	**Oral Reading Fluency**	• For Oral Reading Fluency, teachers will use ChatGPT as a support tool: they will input the vocabulary taught during the week, and ChatGPT will generate short, level-appropriate reading texts based on those words.	**Teachers**	**Ongoing**