

	Minutes of Meeting number (22).	Code:CM
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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 Ghabris/ Mrs. Manal Issa/ Mrs. Rayan Seklawi / Mrs. Ghina Jaffal / Mrs. Hawraa kaza/ Mrs. Abir Salloum/ Mr.Redha Toami.

Began at 09.00 and adjourned at 09.40

No.	Topic	Decision	Responsible parties	Due date
1	Grade 12	May 1st - May 6th: Grade 12 mandatory attendance days during Easter break. 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. May 20th - May 24th: Grade 12 Final Exams. Grade 12 Attendance Status for May 10 th .	Mrs.Israa Grade 12 Coordinators	May 1st - May 6th May 20th - May 24th May 10

2	Grade 9	Grade 9 Important Dates Last Day of Classes: Sections A & B: May 17th Foreign Language 9 C: May 10th Final Exams: Start May 27th		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	Final Exams: Cycles 1 & 2: May 27th - June 7th Cycles 3 & 4: June 7th - June 14th	Coordinators	May 27th – June 14th