



Minutes of Meeting

Code: CM -

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's meeting
Date of meeting	:	Friday,16 Jan 2025
Attendees	:	Mrs. Israa Okla, Mrs.Tala Nasser, Mrs.Ghina Jaffal, Mrs.Rayan Siklawi, Mrs.Abir Salloum, Mrs.Abir Ghabris, Mrs. Farah Abboud, Ms. Seriya Joudi, Mr Bassam Ismail , Ms Manal.
Absences	:	Mrs. Hawraa Kazan, Mr.Mustafa AlMustafa, Mr.Reda Tohme , Mr. Iyad Srour.

Began at am and adjourned at am 9:00 am and adjourned at 9:35

Written by: Tala Nasser

No.	Topic	Decision	Responsible parties	Due date
1	Staff Changes	<ul style="list-style-type: none">- PE teacher, Mrs. Fidaa Fakih, will remain with us only until the end of the month .- Mrs. Aseal Basma will replace her as a full-time teacher .- This adjustment will result in minor changes to the schedule and slightly impact the timing of “teacher-parents meetings”.	PE teacher	January 31st
2	Weekly Updates	<ul style="list-style-type: none">- Teachers should add the grades weekly on the Gradebook instead of waiting until the end of each month to avoid time pressure .	Teachers	Throughout the academic year

3	In-Class Training	<ul style="list-style-type: none"> - Focus will be placed on increasing practice and training within the classroom using the fluency technique . - Teachers are encouraged to introduce as many exercises as possible in a short amount of time to enhance cognitive development. 	Teachers	Throughout the academic year
4	Grades and Parents Meeting	<ul style="list-style-type: none"> - Final grades must be submitted by February 11,2025. - Teachers may replace a student's grade with the better grade if necessary . - The next parents Meeting is scheduled for February 26,2025. 	Teachers	Throughout the academic year
5	Classroom Behavior	<ul style="list-style-type: none"> - Raising voices or shouting in the classroom is strictly prohibited . - Teachers should be reminded to create a calm and encouraging environment for students to respond actively. 	HOD's and Teachers	Throughout the academic year
6	Specialized Clinic	<ul style="list-style-type: none"> - A specialized clinic for speech therapy and other needs will be established at the school. - Sessions will take place on campus with a professional team. - Initially, teachers will complete an assessment sheet for specific students requiring evaluation. - A follow-up Zoom meeting or a voice message with the therapist will outline strategies and next steps. 	Teachers	Throughout the academic year
7	Grade 12 Trials plan	<ul style="list-style-type: none"> - Total Teaching Days: 118 days - Duration: December 11, 2024 – May 27, 2025 - The 118 days are divided into three teaching periods (40 days each) with one trial at the end of each period. - Plan Overview: <ul style="list-style-type: none"> - First Period: Teaching days: December 11, 2024 – February 6, 2025 <ul style="list-style-type: none"> - Trial 1: February 3 – February 7, 2025 - Second Period: Teaching days: February 7 – April 8, 2025 - Trial 2: April 7 – April 11, 2025 	Grade 12 Teachers	Throughout the academic year

		<p>- Third Period: Teaching days: April 11 – June 1, 2025</p> <p>- Trial 3: June 2 – June 9, 2025</p>		
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