

	Minutes of Meeting	Code: CM - 5
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' meeting
Date of meeting	:	20/9/2024
Attendees	:	Mr. Bassam Ismail/ Mrs. Israa Al-Okla / Mrs. Farah Abboud / Mrs. Abir Ghabris/ Mrs. Rayan Seklawi / Mrs. Ghina Jaffal / Mrs. Abir Salloum/ Mr. Reda Toami /Miss Seriya Joudi /Mrs. Tala Nasser.
Absences	:	Mrs. Manal Issa/ Mrs. Hawraa kazan.

Began at 9 am and adjourned at 11 am

Written by: Abir Salloum

No.	Topic	Decision	Responsible parties	Due date
1	Teacher permission policy	Teachers must request permission only from Mrs. Rima (not just inform her). Mrs. Rima will notify the coordinator and HOD. The coordinator will inform the substitute teacher about class activities, and the HOD will manage the substitution schedule as follows: <ul style="list-style-type: none"> - If only one teacher is absent, Mrs. Kawthar Nouredine will substitute the entire day. - If more than one teacher is absent, Mrs. Nour El Dor will substitute when she is available (without her own classes or appointments in the chemistry lab calendar). The 	Mrs. Rima, Coordinator, HOD	Ongoing

		coordinator, if available, will substitute for at least 2 hours. Other sessions will be covered by other teachers as needed.		
2	Certificate designs	From now on, certificate designs will be prepared by Mrs. Nour (the school's graphic designer), while the names of the students will be filled in by Mrs. Rima.	Mrs. Nour, Mrs. Rima	Ongoing
3	Certificate distribution process	The dates and process for certificate distribution will be replanned by Mrs. Israa.	Mrs. Israa	Ongoing
4	Teacher responsibilities	Teachers should focus on memorizing students' names, helping new students integrate into the school, and promptly following up with parents of students performing below grade level.	Teachers	Ongoing
5	Grading policy for younger students	The grades that students receive should reflect their academic level. Language coordinators must adjust grades accordingly, especially for reading in Grades 1 and 2.	Language Coordinators	Ongoing
6	Weekly reading links for students	Teachers will add a link to the eSchool agenda on a weekly basis for optional reading: - Arabic stories: once per week - English stories: at least three times per week	Teachers	Weekly
7	Online schedule and student list	By next Friday (27-09-2024), Mrs. Israa will complete the online schedule and collect the names of online students.	Mrs. Israa	27/09/2024