

	Minutes of Meeting	Code: CM - 15
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Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinator's & HODs Meeting
Date of meeting	:	March 17, 2023
Attendees	:	Mrs. Israa, Mr. Abbass, Mrs. Abir Ghabris, Mrs, Ghina, Mrs, Amira, Mr. Bassam, Mr. Ghassan, Mrs. Laila, Mrs. Rayan, Mrs. Hawraa,
Absences	:	Mr. Abi Salloum, Mr. Hassan Jaffal, Mr. Hassan Hakkani, Mr. Mustafa

Began at 10:00 am and adjourned at 10:45 am

No.	Topic	Decision	Responsible parties	Due date
1	Tuition Fees	<ul style="list-style-type: none"> • KGs (\$1,100 + \$100) • Cycle 1 and 2 (\$ 1,200 + \$100) • Cycle 3 (\$1,300 + \$100) • Cycle 4 (\$1,400 + \$100) 	Administration	Next academic year 2023-2024
2	Salaries	<ul style="list-style-type: none"> • \$275 → \$520 • Contractual (\$8 - \$12 / hour) 	Administration	Next academic year 2023-2024
3	Contracts	<ul style="list-style-type: none"> • Contracts renewal will start soon with teachers who want to stay next year 	Administration and coordinators	

4	Science in cycle 1 and 2	<ul style="list-style-type: none"> • A project-based evaluation needs to be implemented in order to have an authentic assessment. 	Coordinators	During the year
5	Reports	<ul style="list-style-type: none"> • Teachers must present a report about teachers that includes all the notes and remarks about the teacher's performance and attitude 	Coordinators	During the year
6	Ramadan Schedule	<ul style="list-style-type: none"> • From 8:00 am till 1:10 pm • Wednesday is OFF 	Administration	During Ramadan