



Minutes of Meeting

Code: CM -

Administered by Dr. Tarek Harmoush

Topic of meeting	:	Coordinators' Meeting
Date of meeting	:	Friday, September 19 th , 2025
Attendees	:	Abir Ghabris, Farah Abboud, Ghina Jaffal, Hawraa Kazan, Israa Al Okla, Manal Issa, Rayan Siklawi, Seriya Joudi, Tala Nasser
Absences	:	

Began at 11:40 AM and adjourned at 12:40 PM

Written by: Seriya Joudi

No.	Topic	Decision	Responsible parties	Due date
1	Eschool Agenda	<ul style="list-style-type: none"> Eschool Agenda locks down every day at 3:00 PM. <i>Assignments, tests or journals should be posted before that, or they won't appear.</i> Teachers should post on Journal after every period the material covered in class (<i>objectives and documents of the used/solved material</i>). The duration of every assignment or test must be shown to allow other teachers to set the duration of their assignments/test, so that overall, the daily study-time is not exceeded. <i>(don't use the default duration on Eschool)</i> 	Teachers	Ongoing
2	GRR	Teachers can't use the GRR of one another – the GRR should reflect the teacher's own teaching approach and style.	Teachers & Coordinators	Ongoing
3	Weekly Plan	<ul style="list-style-type: none"> Weekly plans are mandatory to ensure alignment of daily work with the annual plan, and will be checked on OneDrive by the administration. 	Teachers & Coordinators	Ongoing

		<ul style="list-style-type: none">Weekly plans of different sections of the same grade must be aligned (by the end of the week, all sections should have covered the same objectives and tasks).If one section is behind, this section can switch periods with another subject, or the other sections solve a worksheet until the first section catches up.										
4	Student Government	<ul style="list-style-type: none">A student government was formed.One of its tasks is to provide support to underperforming students, where they are tutored by high performing peers during breaks or periods such as religion (or online).The tutors’ labor will be recorded to be rewarded.This experience will be tested with higher cycles initially.	Teachers, coordinators, HoDs, student government	Ongoing								
5	Memorizing students’ names	Teachers are expected to memorize the names of all of their students this week.	Teachers	Sep. 22 – Sep. 26								
6	Agenda	<ul style="list-style-type: none">The following daily study time hours are allocated for each cycle:<table><tr><td>Cycle 1</td><td>Cycle 2</td><td>Cycle 3</td><td>Cycle 4</td></tr><tr><td>1 hour</td><td>1.5 hours</td><td>2 hours</td><td>3 hours</td></tr></table>Quizzes must be assigned before the weekend.Performance tasks in English, Arabic and Science are assigned once per month.	Cycle 1	Cycle 2	Cycle 3	Cycle 4	1 hour	1.5 hours	2 hours	3 hours	Teachers & Coordinators	Ongoing
Cycle 1	Cycle 2	Cycle 3	Cycle 4									
1 hour	1.5 hours	2 hours	3 hours									
7	MTSS	<ul style="list-style-type: none">A policy to transfer students into MTSS is to be followed.<ol style="list-style-type: none">Teachers:<ul style="list-style-type: none">(Primarily English and Arabic teachers) will be handed a “diagnostic test” that they can use to evaluate students through speech, psychomotor and emotional aspects.Teachers report students’ underperformance to coordinatorsCoordinators: Coordinators estimate if the case should be transferred to MTSS, discussed with parents or else.HoDs: If the coordinator approves of transferring the case to MTSS, the teacher informs the HoD about it, who will continue the process with MTSS.Our MTSS specialists will collect information about students from their teachers.	MTSS team, teachers, coordinators & HoDs	Ongoing								

		<ul style="list-style-type: none"> A list of new students will be shared including notes about each – taken during their entrance interview. 		
8	Conditional Registration	<p>Some students were enrolled with “conditional registration” – meaning that their enrollment was granted with the parents’ approval and commitment to cover ‘gaps’ that were observed during the entrance interview.</p> <p>If teachers observe that these gaps were not addressed, the enrollment is to be reconsidered.</p>	Teachers & Coordinators	Ongoing
9	Parent-staff fairness	<p>Teachers, coordinators and staff whose children are enrolled in Smart College are treated equal to non-staff parents; should they have any inquiries or concerns, they can address them with the designated subject teacher/coordinator during weekly parents-meeting periods like any other parent.</p>	Staff Parents	Ongoing
10	Bullying	<ul style="list-style-type: none"> Mrs. Hana Karaki will be present in school 1-2 times per week to help with awareness and policies regarding bullying. Setting/applying these policies will be shared with HoDs, school psychologists, etc. 	Staff	Ongoing