

**AVATAR Partnership Region: 9**

**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

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| **Meeting:** | AVATAR Meeting | | | | |
| **Meeting Purpose:** | Quarterly AVATAR Meeting | | | | |
| **Date:** | April 10, 2014 | **Start Time:** | 4:30 p.m. |  | 5:30 pm |
| **Meeting Coordinator/ Facilitator:** | Kathy Harvey | **Location:** | | Region 9 Education Service Center | |
| **Meeting Recorder:** | Kathy Harvey | **Meeting Timekeeper:** | | Kathy Harvey | |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:30-4:45 | Budget & Project Review | P | Kathy Harvey, Joe Johnston, Taleigha Murray | Review and approve budget expenditures. |
| 4:45-5:00 | Project Review | P | Joe Johnston, ELA  Taleigha Murray, Math | Update team members on progress of projects for math and ELA teams. |
| 5:00-5:30 | Team Meetings | W,D | Math/ELA team members | Review and plan for completion of projects for 2013-2014 year. Set deadlines for budget submissions. |

**Agenda Format Key:** P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes**

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| **Action Item** | **Person Responsible** | **Due Date** |
| Math Classroom Project-teacher meeting & planning | Taleigha Murray, Christina Hoffmaster | June 1, 2014 |
| ELA Conference-Doing It Write-guest speaker, luncheon, round-table discussion | Kathy Harvey, Joni Lemley | August 1, 2014 |
| Math/Science Conference-guest speaker/breakout session presenter | Diane Hubbard, Lee Seman | June 12, 2014 |
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| **Notes** | | |
| Final quarterly meeting will take place on Monday, July 28, 2014. A round-table luncheon discussion with AVATAR team members, teachers, and workshop presenter Melanie Mayer on vertical alignment in the ELA classroom and across the content areas. All AVATAR team members will be expected to attend or send a proxy. | | |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Kathy Harvey | Facilitator | Region 9 Education Service Center |
| Lee Seman | Math Teacher | Burkburnett HS |
| Taleigha Murray | Math Coordinator | Wichita Falls ISD |
| Celeste Littlecreek | English Teacher | Vernon ISD |
| Dr. Karen Gragg | Division Chair-Math/Science | Vernon College |
| Jessica Bennett | Early College Start Coordinator | Vernon College |
| Dr. Gary Don Harkey | Dean-Instructional Services | Vernon College |
| Joe Johnston | Division Chair-ELA | Vernon College |
| Diane Hubbard | Education Specialist-Math | Region 9 Education Service Center |
| Joni Lemley | Education Specialist-ELA | Region 9 Education Service Center |
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