

**AVATAR Partnership Region: 9 ESC**

**Meeting/Session Documentation Form**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Meeting:** | ELA AVATAR Team | | | | |
| **Meeting Purpose:** | Project Focus for 2013-2014 | | | | |
| **Date:** | October 17, 2013 | **Start Time:** | 4:00 p.m. | **End Time:** | 5:00 p.m. |
| **Meeting Coordinator/ Facilitator:** | Kathy Harvey, Joe Johnston | **Location:** | | Foard Room-Region 9 ESC | |
| **Meeting Recorder:** | Kathy Harvey | **Meeting Timekeeper:** | | Kathy Harvey | |
|  |  |  | |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:00-4:30 | Review of past ELA projects and effectiveness | D | Joe Johnston | Focus needs to be on Writing for college versus writing for STAAR and the challenges faced by both secondary and postsecondary teachers |
| 4:30-5:00 | How to proceed | D | Kathy Harvey | Host a symposium or conference for ELA teachers with secondary and postsecondary teachers as presenters. Address topics of frustration for both secondary and postsecondary teachers. Hire keynote speaker who will also do breakout session for teachers. |
|  |  |  |  |  |

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

**AVATAR Meeting Minutes**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Person Responsible** | **Due Date** |
| Another planning date for the event. Secure Keynote speaker. | Kathy Harvey | November 21, 2013 |
| Consult high school and postsecondary instructors to present at symposium | Betty Carroll-MSU  Joe Johnston-Vernon College  Lindsey Cluley-Burkburnett HS | November 21, 2013 |
| Secure vendors and exhibitors | Joni Lemly-Region 9 ESC | November 21, 2013 |
|  |  |  |
| **Notes** | | |
| A tentative date of February 13, 2014, was set for the ELA teacher symposium. Future planning dates will flesh out the details for the event. Region 9 Education Service Center will be the host site for the event and AVATAR funds will secure keynote speaker and lunch expenditures. Topics will focus on the areas of concern for high school and postsecondary ELA instructors, but grades K-16 teachers will be invited to attend. Gt credit will be awarded for full day conference attendance and vendors will be invited to sell books and instruction related materials. | | |

**Meeting Participant List**

|  |  |  |
| --- | --- | --- |
| **Name** | **Title** | **Organization/Institution** |
| Kathy Harvey | Facilitator-AVATAR | Region 9 Education Service Center |
| Joe Johnston | Division Director | Vernon College |
| Misti Spear | Curriculum Coordinator-ELA | WFISD |
| Betty Carroll | ELA Instructor | Midwestern State University |
| Missy Mayfield | Curriculum Director | Burkburnett ISD |
| Lindsey Cluley | English Teacher | Burkburnett HS |
| Denise Sanders | English Teacher | Vernon HS |
| Joni Lemley | Curriculum Specialist | Region 9 Education Service Center |
| Shannon Johnston | English Teacher | Burkburnett HS |
| Erika Leopold | English Teacher | Wichita Falls ISD-WFHS |
| Ann Kopel | English Teacher | Windthorst HS |
| Jessica Bennett | Dual Credit Coordinator | Vernon College |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |