

**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:** | Math AVATAR Team | | | | |
| **Meeting Purpose:** | Project Focus for 2013-14 | | | | |
| **Date:** | October 24, 2013 | **Start Time:** | 4:30 p.m. | **End Time:** | 5:30 p.m. |
| **Meeting Coordinator/ Facilitator:** | Christina Hoffmaster | **Location:** | | Jack Room- Region 9 Education Service Center | |
| **Meeting Recorder:** | Christina Hoffmaster | **Meeting Timekeeper:** | | Christina Hoffmaster | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:30 | Update on P-16/Gen Tx conference | P | Cheryl Sigel | Information shared with team members |
| 4:45 | Group discussion on past projects and effectiveness | W | Christina Hoffmaster | Select projects with greatest impact for teachers and students |
| 5:00 | Focus on two team projects for the year | D, W | Christina Hoffmaster,  Paula Whitmire | Plan for expenditures and implementation of projects |

**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** |
| Continue with campus visits to area schools by Vernon College math professors to share the need for math skills in the work place and for college | Paula Whitmire | Spring Semester-2014 |
| Implement a group study of the book, *Lesson Study Step by Step: How Teacher Learning Communities Improve Instruction* by Jacqueline Hurd & Catherine Lewis.  Region 9 will purchase books for study with AVATAR funds. Teachers will use Algebra 1 and AQR as the focus for their book study and create lessons to share with teachers who teach these 2 subjects. Project will be tweaked and repeated as a summer workshop for teachers. | Christina Hoffmaster | Spring Semester-2014  Summer Workshop-2014 |
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| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Christina Hoffmaster | Math Instructor | Vernon College |
| Paula Whitmire | Math Instructor | Vernon College |
| Cheryl Sigel | Math Teacher | Vernon High School |
| Mona Pelkey | Curriculum Director | Vernon ISD |
| Ward Roberts | Curriculum Director | WFISD |
| Lezli Boren | Math Teacher | Hirschi HS |
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