

**AVATAR Partnership Region: \_\_\_\_\_\_\_11\_\_\_\_\_\_\_\_\_\_\_**

**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 Planning Meeting | | | | |
| **Meeting Purpose:** | Provide AVATAR Spring 2014 Project details | | | | |
| **Date:** | 12/11/2013 | **Start Time:** | 1:30 p.m. | **End Time:** | 3:30 p.m. |
| **Meeting Coordinator/ Facilitator:** | Kathy Wright-Chapman | **Location:** | | Burleson ISD Board Room, 1160 SW Wilshire Blvd, Burleson, TX 76028 | |
| **Meeting Recorder:** | Susan Patterson | **Meeting Timekeeper:** | | Susan Patterson | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 1:30-3:30 p.m. | * AVATAR Project – Engage in a vertically aligned process with secondary and postsecondary partners to produce a product that will lead to increasing college and career ready opportunities for all students * Grant Partners * District * Two Year Postsecondary * Four Year Postsecondary * Project Goals and Outcomes * District and Postsecondary Roles and Responsibilities * AVATAR project participants * Teachers (CTE/ELA) * How many teachers? * District Leadership * Postsecondary teaching staff and leadership * Determine the number of sessions, Spring 2014 session dates and location(s) * Discuss session agendas/topics/resources * AVATAR team member roles and responsibilities * Regional data (College/University and   STAAR/EOC)   * HB 5 Update * TEKS (ELA and CTE) * CCRS * TSI connections * Current writing implementation and   evaluation in the CTE classroom   * Discuss district AVATAR project funding   Questions and/or Concerns | P/F | Kathy Wright-Chapman and  Susan Patterson | Provide AVATAR grant project Spring 2014 session details |

**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** |
| * **AVATAR Project Goals/Outcomes**   + Build collaborative partnership between Burleson ISD, Godley ISD, Joshua ISD, Hill College, and Tarleton University.  I have made a call to Texas Wesleyan about participation in the AVATAR project.   + Build common knowledge and understanding of writing connections in the ELA and CTE classrooms.   + Create a collaborative document outlining writing non-negotiables, classroom strategies, and evaluation tools to increase writing support in CTE classrooms. * **AVATAR Project Partnership Membership**    + District and postsecondary partners will submit project session participant names (organization leadership members and CTE and ELA teachers) to Kathy Wright-Chapman by **January 6, 2014**. * **AVATAR Project Spring 2014 session dates and location(s).  Each session will begin at 8:30 a.m. and end at 3:00 p.m.  Working lunch will be included.**   + - January 23, 2014 – session location Burleson ISD     - February 10, 2014 – session location in Joshua ISD     - March (date to be determined) – session location in Godley ISD * **AVATAR Project Sessions Draft Agendas**   + Session #1 Draft Agenda     - AVATAR Project Goals and Outcomes (ESC 11 staff)     - Examine state, regional, and district data (STAAR, EOC, SAT, ACT, and Texas Success Initiative) (ESC 11 staff)     - HB5 update (ESC 11 staff)     - Texas Success Initiative postsecondary assessment tool update (Hill College staff)     - College and Career Readiness Standards (ESC 11 staff)   + Session #2 Draft Agenda     - TEKS Writing in the Secondary Classroom (ELA and CTE Course of Study TEKS connections, strategies, evaluation, and resources) (ESC 11 Staff)     - Postsecondary Connections to Core Curriculum and higher education writing expectations (Postsecondary Partners)     - AVATAR project product development ( attached is the Burleson ISD AVATAR project product from the 2012-2013 school year) (All participants)   + Session #3 Draft Agenda     - AVATAR project product development (All participants) * **District and Postsecondary AVATAR Project Funding**   + Each district will receive $2,000.00 (to cover the expenses of teacher substitutes, travel, and working lunch for approximately 25 participants).   + Each postsecondary partner participant will receive a $100.00 stipend for each of the three sessions totaling $300.00. | Kathy Wright-Chapman | January 21, 2014 |
| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Hines, Sandra |  | Burleson ISD |
| Smith, Brenda |  | Burleson ISD |
| Osborne, Charles |  | Burleson ISD |
| Davis, Kari |  | Burleson ISD |
| Patterson, Susan |  | ESC Region 11 |
| Villanueva, Cheryl |  | Godley ISD |
| Brown, Leigh |  | Godley ISD |
| Holland, Nancy |  | Hill College |
| Parcells, Rex |  | Hill College |
| Bush, Floretta |  | Hill College |
| Boyd, Joan |  | Joshua ISD |
| Neal, Celeste |  | Joshua ISD |
| Wright-Chapman, Kathy |  | ESC Region 11 |
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