

**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:** | District Leadership Meeting to plan 2014 AVATAR Project |
| **Date:** | 12/2/2013 | **Start Time:** | 12:00 noon | **End Time:** | 1:00 p.m. |
| **Meeting Coordinator/ Facilitator:** | Kathy Wright-Chapman | **Location:** | ESC Region 11 - A104 |
| **Meeting Recorder:** | Susan Patterson | **Meeting Timekeeper:** | Susan Patterson |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 12:00 – 1:00  | * 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* Discuss district AVATAR project funding

Questions and/or Concerns | P/F | Kathy Wright-ChapmanandSusan 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** |
| Contract interested districts and plan goals and outcomes for the project | Kathy Wright-Chapman | 12/11/2013 |
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| **Notes** |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Kari Davis |  | Burleson ISD |
| Susan Patterson |  | ESC Region 11 |
| Kathy Wright-Chapman |  | ESC Region 11 |
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