

**AVATAR Partnership Region: 2**

**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 Team Meeting |
| **Meeting Purpose:** | Information Meeting |
| **Date:** | June 8, 2016 | **Start Time:** | 3:30 p.m. | **End Time:** | 4:50 p.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | Peoples Restaurant |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | Connie Nowell |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:30 | Welcome  | Discussion | Janet Cunningham |  |
| 3:40 | Review of Spring Exam | Discussion | Janet Cunningham |  |
| 3:55 | Math Workshop | Discussion | Bethany Goralczyk |  |
| 4:00 | Professional Development | Discussion | Janet Cunningham/Tammy Donaldson |  |
| 4:10 | AVATAR Final Report | Discussion | Janet Cunningham |  |
| 4:15 | MOU | Discussion | Janet Cunningham |  |

**AVATAR Meeting Minutes**

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| **Action Item** | **Person Responsible** | **Due Date** |
| Welcome: Dr. Cunningham welcomed members.Review Spring 2016 CPC Math Exam: Review of data from four schools giving assessment and percentage of students, question by question, who passed. Questions where students had difficulties were discussed. Possibility of hosting a workshop for teachers who will teach next semester’s course was discussed, along with information to be disseminated at said meeting. Time and venue of meeting was discussed.Math Workshop: Bethany Goralczyk discussed details of the math workshop to include discussion of syllabus, timeline of yearly events, results of fall assessment. A basic game plan for teaching the class was begun.Professional Development:  Math: Decided that teachers of course should be brought together to discuss syllabus, assessments, and course procedures. ELA: Creation of supplemental material with training and textbook. Information still on-line for upcoming year.AVATAR Final Report: Dr. Cunningham reported that she would be making her final report to AVATAR. It was discussed that the Advisory Council needs to find some way to continue to meet to create new assessments for each year.MOU: Dr. Cunningham will obtain a list of participating districts from Melissa Morin next week. We are getting closer to signing CBC. Something should be planned for district counselors/advisors regarding purpose of course, how it will affect students who take the course, etc.Stipends: Stipends were delivered to meeting participants.  |  |  |
| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Janet M. Cunningham | Executive Director | E2E Partners (P-16 Council) |
| Bethany Goralczyk | Assistant Math Instructor | Del Mar College |
| Elsa Brown | Math Instructor | C Math is Easy |
| Steven Mendoza | Secondary Mathematics Specialist | ESC-2 |
| Tammy Donaldson | Reading/ELA Instructor | Del Mar College |
| Melana Silva | Curriculum Director | Calallen ISD |
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