

**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:** | Discuss Math Symposium and develop action plan | | | | |
| **Date:** | February 28, 2013 | **Start Time:** | 7:30 a.m. | **End Time:** | 8:30 a.m. |
| **Meeting Coordinator/ Facilitator:** | Janet M. Cunningham | **Location:** | | Northwest Center for Advanced Studies | |
| **Meeting Recorder:** | Janet M. Cunningham | **Meeting Timekeeper:** | | Connie J. Nowell | |

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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 7:30 a.m. | Welcome | Discussion | Janet Cunningham |  |
| 7:45 a.m. | Mathematics Symposium | Discussion | Janet Cunningham | Set action plan |
| 8:10 a.m. | AVATAR Training Modules | Discussion | Janet Cunningham | Review before next meeting |
| 8:15 a.m. | VAT Survey | Discussion | Janet Cunningham |  |
| 8:20 a.m. | Professional Development | Discussion | Janet Cunningham |  |
| 8:25 a.m. | Discussion of new state legislation and high school graduation requirements | Discussion | Dr. Melana Silva |  |
| 8:30 a.m. | Next Meeting | Discussion | Janet Cunningham | Set date |

**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** |
| The team discussed the Math Symposium:  Date to be changed to Tuesday, March 26  Registration/deadline – No deadline until 120 participants reached  Place – ESC, Room 3-23  Lunch – initial order 50; no full service lunch; box lunches  Program – Pick up box lunch and find seat; introduce team and give reason for symposium; begin  Flyer – needs to be revised; use AVATAR logo on flyer; name changes suggested to session titles; also add institutions to presenters’ names  Audience – do not need prepared folders with all flyers; provide empty folder with agenda for participants into which they can add handouts  Publicity  Registration Desk – ESC will prepare sign-in sheet of those registered; have participants sign in | Janet Cunningham  Janet Cunningham  Janet Cunningham  Janet Cunningham  Janet Cunningham  Janet Cunningham  Janet Cunningham (Kingsville)  Faye Bruun (Coastal Bend)  Janet Cunningham | March 4, 2013  March 4, 2013  March 20, 2013  March 26, 2013  March 4, 2013  March 26, 2013  March 4, 2013  March 26, 2013 |
| AVATAR training modules – Dr. Silva called up module for review | Members to review on module for next meeting | March 20, 2013 |
| VAT Survey | Dr. Cunningham will resend survey for members to complete | March 4, 2013 |
| Professional Development – there are funds available before end of May for members for attendance at seminar, presenting, etc. | Dr. Cunningham will check to see if funds could be used for math teachers or for funds to be used during summer |  |
| The team agreed to meet on Wednesday, March 20, 7:30 a.m. to review last minute details for symposium |  |  |
| **Notes** |  |  |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Dr. Melana Silva | Curriculum Specialist | Calallen ISD |
| Paul Johnson | Math Instructor | Del Mar College |
| Dr. Faye Bruun | Assistant Professor, Department of Curriculum and Instruction | Texas A&M University Corpus Christi |
| Dr. Janet M. Cunningham | Executive Director | Coastal Bend Partners for College and Career Readiness (P-16 Council) |