

**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:** | Quarterly | | | | |
| **Meeting Purpose:** | Review & Plan | | | | |
| **Date:** | October 30, 2014 | **Start Time:** | 4:30 p.m. | **End Time:** | 5:30 p.m. |
| **Meeting Coordinator/ Facilitator:** | Kathy Harvey | **Location:** | | Region 9 Education Service Center | |
| **Meeting Recorder:** | Kathy Harvey | **Meeting Timekeeper:** | | Kathy Harvey | |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 4:30 | Review Expenditures | P, D | Kathy Harvey | Approve current and future expenditures |
| 4:45 | Project Updates | P, D | Dr. Karen Gragg  Betty Carroll | Updates on math & ELA syllabus for CPC course |
| 5:00 | Project Planning for 2014-15 | D,F,W | Kathy Harvey | Discuss needs for CPC course syllabi |

**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** |
| Expenditures approved |  |  |
| Project chair to bring rough syllabus outline for next quarterly meeting | Betty Carroll, Karen Craig, Taleigha Murray | Feb. 19, 2015 |
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| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Kathy Harvey | Facilitator | Region 9 Education Service Center |
| Betty Carroll | ELA Team Leader | Midwestern State University |
| Sandra Scheller | Team ELA | Wichita Falls ISD |
| Ann Kopel | Team ELA | Windthorst ISd |
| Joni Lemley | Team ELA | Region 9 Education Service Center |
| Dr. Gary Don Harkey | Team Math | Vernon College |
| Dr. Karen Gragg | Math Team Leader | Vernon College |
| Taleigha Murray | Team Math | Wichita Falls ISD |
| Lee Seaman | Team Math | Burkburnett ISD |
| Lezlie Boren | Team Math | Wichita Falls ISD |
| Diane Hubbard | Math Specialist | Region 9 Education Service Center |
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