

**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 andSusan 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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