

**AVATAR Partnership Region: ESC 16**

**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 Coordinator (Robin Adkins) & District Administrator (Tammy Nash) |
| **Meeting Purpose:** | Progress Report: `13-14 Activities to-date & Planning |
| **Date:** | 1-8-14 | **Start Time:** | 2:15 pm | **End Time:** | 3:15 pm |
| **Meeting Coordinator/ Facilitator:** | Robin Adkins | **Location:** | Amarillo High School |
| **Meeting Recorder:** | RA | **Meeting Timekeeper:** | RA |
| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 2:15 pm | 1. Discuss activities to-date. | F | RA/TN | Gain understanding of work done to-date. |
| 2:45 pm | 2. Discuss next steps. | F | RA/TN | Planning for project. |
| 3:15 pm | 3. Adjourn. |  |  |  |

**Agenda Format Key:** P = Presentation, F = Feedback, D = Decision-Making, W = Work Group, O = Other, with explanation

**AVATAR Meeting Minutes**

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| **Numbered items below correspond to agenda items above.** |  |  |
| 1. No push-back from kids. Teachers must remind themselves to not answer kids but to refer them to their journals.What formats are being used for the journals? 7 classes using loose-leaf journal. Pre-Cal: Began in August and used with College Alg. Will refer to journals in Spring as work on Trig.Tammy has done a staff development for a 5th-grade campus in the district: format that students can use and take on to 6th grade. Carry through to 8th grade and on into HS. |  |  |
| 2. Will contact students next fall of college term and ask if journal is helpful. Close to 150 kids we’ll be able to contact.Will survey kids RE what helped and didn’t help after a round of TSI testing.Want to improve how teachers teach writing of concepts. |  |  |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Tammy Nash | AVATAR District Administrator -- Assistant Principal of Instruction | Amarillo High School |
| Robin Adkins | AVATAR Coordinator – P-16 Specialist | Region 16 ESC |