

**AVATAR Partnership Region: 9 ESC**

**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:** | Organize AVATAR Team Members |
| **Date:** | 9-13-2012 | **Start Time:** | 3:35 p.m. | **End Time:** | 5:15 p.m. |
| **Meeting Coordinator/ Facilitator:** | Kathy Harvey | **Location:** | Region 9 Education Service Center |
| **Meeting Recorder:** | Kathy Harvey | **Meeting Timekeeper:** | Jessica Sutherland |
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| **Time** | **Topic** | **Format** | **Discussion Leader** | **Desired Outcome** |
| 3:40-4:00 | Welcome, Introductions, AVATAR information | P, PP | Kathy HarveyJessica Sutherland | Introduce team members and explain purpose for team; present regional statistics, quiz over common terminology |
| 4:00-4:45 | Discussion about direction to take and data presented | F, W | Dr. Matthew CappsDr. Gary Harkey | Determine content areas of focus to be math and ELA |
| 4:45-5:15 | Team organization and selection of team leaders | D, W | Dr. Karen GraggJoe Johnston Jodi Schlaud | Divide into teams for planning for future meetings and plans of action |

**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** |
| Teams will bring new members to the table for the next meetings. | All team members | Math-Oct. 9, ELA-Oct. 8 |
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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 |
| Jessica Sutherland | P-16 Coordinator | Vernon College |
| Tim Swagerty | Teacher | WFISD |
| Misti Spear | Curriculum Specialist | WFISD |
| Sherry Parker | Curriculum Specialist | WFISD |
| Kristen Garrison | Writing Program Admin. | Midwestern State University |
| Julie Wood | Asst. Professor of Career College | Midwestern State University |
| Dr. Matthew Capps | Dean of College of Education | Midwestern State University |
| Jodi Schlaud | Academic Coordinator | Iowa Park ISD |
| Joe Johnston | Division Chair-English | Vernon College |
| Greg Fowler | Division Chair-Behavior Science | Vernon College |
| Dr. Karen Gragg | Division Chair-Math | Vernon College |
| Marilyn Leisure | Asst. Supt.  | Vernon ISD |
| Susan Kenner | Teacher | Vernon HS |
| Linda Fosnaugh | Asst. Professor of Math | Midwestern State University |
| Sandra Scheller | Dual Credit Teacher |  Rider HS-WFISD |
| Julie Johnson | Counselor |  Rider HS-WFISD |
|  Jessica Sutherland | ECS Coordinator |  Vernon College |