

**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:** | April 30, 2015 | **Start Time:** | 4:30 | **End Time:** | 5:30 |
| **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 | Budget Review, New Expenditures | P, D | Kathy Harvey | Approve expenditure plans for new funding; approve expenditures to date for old funding |
| 4:45 | Scheduling | D | Team Leaders | Set dates for summer professional development for CPC courses |
| 5:00 | C5 Conference/CPC Survey | D,P | Kathy Harvey | Secure attendees for C5/Review survey results |

**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** |
| Math Team CPC Training Set for July 30/ELA Team Training Set for August 6 | Taliegha Murray, Betty Carroll, Kathy Harvey | ASAP-flyer, registration |
| C5 Attendees | Dr. Gary Don Harkey | May 8th |
| Set calendar dates for 2015-2016 Meetings | Kathy Harvey | ASAP |
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| **Notes** | | |
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**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
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