

**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 |
| **Meeting Purpose:** |  Review |
| **Date:** | February 19, 2015 | **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 | College Prep Course | P, D | Joe Johnston-ELAChristina Hoffmaster-Math | Explanation of progress made on course research and schedule dates for course completion and summer trainings |
| 5:00 | New Funding from THECB | P, D, F | Kathy Harvey | Discuss requirements with new funding and vote on continuing the work |
| 5:15 | Budget Review | P, D | Kathy Harvey | Review and discuss expenditures to date; plan for future expenditures to complete grant |

**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 Syllabus Completion | Christina Hoffmaster, Taliegha Murray, Lee Seaman, Lezlie Boren, Karen Gragg | April 30, 2015 |
| ELA Team Syllabus Completion | Joe Johnston, Betty Carroll, Ann Kopel, Dee Coppage | April 30, 2015 |
| Budget expenditures | Kathy Harvey | April 30, 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 |
| Joe Johnston | Team Leader-ELA | Vernon College |
| Betty Carroll | Team Leader-ELA | Midwestern State University |
| Ann Kopel | Team ELA | Windthorst ISD |
| Sandra Scheller | Team ELA | Wichita Falls ISD |
| Joni Lemley | Team ELA | Region 9 Education Service Center |
| Dr. Karen Gragg | Team Leader-Math | Vernon College |
| Christina Hoffmaster | Team Leader-Math | Vernon College |
| Lee Seaman | Team Math | Burkburnett ISD |
| Lezli Boren | Team Math | Wichita Falls ISD |
| Taleigha Murray | Team Math | Wichita Falls ISD |
| Diane Hubbard | Math Specialist | Region 9 Education Service Center |
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