

**AVATAR Partnership Region: IX**

**Meeting/Session Documentation Form**

Form should be completed after each meeting and given to the Regional AVATAR Coordinator/Facilitator

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| **Meeting:** | ESC Region 9 Education Service Center AVATAR | | | | |
| **Meeting Purpose:** | Continue work on action plan | | | | |
| **Date:** | December 3, 2012 | **Start Time:** | 3:30 p.m. | **End Time:** | 5:00 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** |
| 3:30 p.m. | Plan Project Classroom Invasion | D | Paula Whitman | Plan for campus visits of math professors |
| 3:30 p.m. | Plan Math Teacher Seminar | D | Christina Hoffmaster | Plan for math seminar for teachers |

**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** |
| Classroom invasion scheduled for month of February; coordinate visits from MSU/Vernon College professors to 11th grade classrooms in Burk ISD, WFISD, Vernon ISD and Iowa Park CISD | Paul Whitman will coordinate MSU/Vernon; Cindy Skjelstad, Josh Loeffler, Ward Roberts, Lee Seman, and Cheryl Sigel will coordinate teachers at their respective campuses | February 2013 |
| Seminar for Math Teachers | Christina Hoffmaster will coordinate visit to Vernon College with Karen Gragg; Kathy Harvey will coordinate visit to MSU | March 7, 2013 |

**Meeting Participant List**

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| **Name** | **Title** | **Organization/Institution** |
| Christina Hoffmaster | Math Instructor | Vernon College |
| Gary Don Harkey | Dean of Instruction | Vernon College |
| Cheryl Sigel | Math Teacher | Vernon ISD |
| Karen Gragg | Math/Science Division Chair | Vernon College |
| Mona Pelkey | Math/Science Curriculum Specialist | Vernon ISD |
| Paula Whitman | Math Instructor | Vernon College |
| Cindy Skjelstad | Math Teacher | Iowa Park CISD |
| Shane Adkins | Math Teacher | Iowa Park CISD |
| Jessica Sutherland | ESC Coordinator | Vernon College |
| Linda Fosnaugh | Math Instructor | Midwestern State University |
| Ward Roberts | Math Specialist | WFISD |
| Lee Seman | Math Teacher | Burkburnett ISD |
| Josh Loeffler | Math Teacher | WFISD |