

Dewar COE Meeting Documentation Form

This form should be completed by all non–statutory committees/groups for meetings associated with the COE.

Statutory committees are required to maintain formal minutes.

The completed form should be filed according to approved COE policies and procedures.

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Committee/Group Name: _____ PDS Planning

Chairperson/Responsible Contact: _____ Barbara Radcliffe

Purpose of the Meeting: _____ Planning Session for PDS

Date: _____ 4/25/13 _____ Time: _____ 11:00 _____ Location: _____ Hahira Middle School

Departments/Groups/Agencies Represented: _____ Dr. Barbara Radcliffe (VSU MSRD Department), Mrs. Melody Fuller (MSRD Department), Dr. Derald Jones (Lowndes Middle School), Mrs. Janet Hendley (Hahira Middle School), Ms. Melanie Sainz (Lowndes Middle School), Mr. Tim Hatton (Hahira Middle School), Ms. Heather Vickers (Hahira Middle School)

Primary Outcomes: _____ A draft of the Partnership Agreement was written. Mrs. Fuller agreed to take care of the Lowndes background check requirement for all teacher candidates that will be on the middle school campuses this Fall. Dr. Jones agreed to schedule the Lowndes County School personnel meeting.

Actionable Items/Planned Follow-up: _____ Mrs. Fuller and Dr. Radcliffe will send all information (PDS handout, partnership agreement and meeting minutes) to all present. Next step will be meeting with other Lowndes County Schools employees (Assistant Superintendent, Curriculum Director and Professional Learning Coordinator) to inform them of the agreement and the plans for the partnership.