

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: _____ 4/15/13 _____ Time: _____ 1:00 _____ Location: _____ Lowndes Board of Education

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), Mr. Wes Taylor (Lowndes County Schools), Ms. Melanie Sainz (Lowndes Middle School)

Primary Outcomes: _____ The plans for a Professional Development Schools partnership between VSU and Lowndes Middle School and Hahira Middle School were shared with the Superintendent of Lowndes County Schools.

Actionable Items/Planned Follow-up: _____ Next step will be meeting to develop partnership agreement and meeting with other Lowndes County Schools employees (Assistant Superintendent, Curriculum Director and Professional Learning Coordinator).