



Paradise Valley Unified School District | Meeting Minutes

## **ECAP Platform Adoption Committee Minutes**

**Date:** Aug. 21, 2023

**Time:** 4:00 pm

**Location:** Paradise Valley District Office, Community Resource Center- Creativity Room

**Facilitators:** Koni Withers, Facilitator and Ms. Jean Koeppen, Assistant Superintendent of Curriculum & Instruction

### **Committee Members Present:**

- **Administrator Representative** – Ms. Jean Koeppen, Assistant Superintendent
- **Administrator Representative**- Melissa Mohlzon, Director of CTE
- **Principal Representative** – Kathleen Alexander, Assistant Principal
- **Principal Representative** – Heather Brelo, Assistant Principal
- **Parent Representative** – Suzi Votruba, Parent
- **Staff Representative** – Melinda Villalovos, College & Career Specialist
- **Counselor Representative** – Jackie Clayton, Lead Counselor
- **Counselor Representative** – Janice Coy, Lead Counselor
- **Counselor Representative** – Sarah Robinson, Counselor
- **Teaching Staff Representative** – Melissa Topel, Teacher
- **Teaching Staff Representative** – Dana Hudson, Teacher

### **Committee Members Absent:**

- **Chase Bennett, Lead Counselor**

### **Purposes of the Committee:**

1. The Curriculum and Instruction Department will be facilitating the committee process for presenting a ECAP Platform adoption to the PV Governing Board.

### **Purposes of Today's Meeting:**

To share the curriculum adoption process, share state parameters regarding the ECAP (Education and Career Action Plan) , and to introduce ECAP Platform choices.

### **Outcomes of Today's Meeting:**

1. A shared understanding of the curriculum adoption process
2. An initial list of vendors for potential proposals
3. A set of next steps to be completed prior to our next meeting

## **Agenda/Minutes**

### **I. Welcome**

- A. Introductions, Review Purpose, Norms, and Open Meeting Law
- B. Committee Members introduced themselves
- C. Norms were reviewed, Open Meeting Law Reviewed
- D. Purposes of the Committee (see above)
- E. Purpose of Today's Meeting was Discussed (see above)
- F. Outcomes of Today's Meeting were Discussed

### **II. Adoption Process**

- A. Reviewed Whole Process of an Adoption and General Timeline of Events
- B. Meetings will be held in the Fall 2023 and finish in Winter of 2024
  1. Introduce vendor list, then committee members can add any additional vendors
  2. Review information garnered regarding initial vendors and finalize vendor list
  3. Review proposals from vendors and conduct first elimination
  4. Vendor Presentations and conduct second elimination
  5. Samples Arrive and 60-Day Community Review
  6. Analysis of each component (technology, assessment, etc) of each curriculum
  7. Review Feedback from Community, discuss vote on final choice
  8. Recommendation to the Cabinet and Governing Board

### **III. State Parameters**

- A. Discuss state laws encompassed the ECAP Process

### **IV. Initial Vendor List**

- A. Introduce initial vendor list of 5 vendors
  - B. Vendors were chosen based on the counselor feedback and state resources
  - C. Committee Members can research additional resources to add to the list at the next meeting
- V. Action items**
- A. Review each vendor
    - 1. Take brief notes on each resource
    - 2. Determine pros/cons
  - B. Research any other ECAP Platform you believe should be considered for committee discussion.
    - 1. Be prepared to inform the committee about why the vendor should be added.
  - C. Create a list of priorities for the platform to collaboratively create rubric.

*Meeting was adjourned at 5:01 p.m.*