



Paradise Valley Unified School District | Meeting Minutes

ECAP Platform Adoption Committee Minutes - Meeting #2

Date: September 18, 2023

Time: 3:30 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-** 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
- **Counselor Representative** - Chase Bennett - Counselor
- **Teaching Staff Representative** – Melissa Topel, Teacher
- **Teaching Staff Representative** – Dana Hudson, Teacher

Committee Members Absent

- **Administrator Representative** – Ms. Jean Koeppen, Assistant Superintendent

Purposes of Today's Meeting:

- Create a Rubric for the Vendor Proposal Evaluation

Outcomes of Today's Meeting:

- Rubric was created to evaluate the Vendor Presentations

Agenda/Minutes

I. Welcome

- A. Communication to Stakeholders
- B. Norms were reviewed
- C. Purpose of Today's Meeting was Discussed (see above)
- D. Outcomes of Today's Meeting was Discussed (see above)

II. Vendor List

- A. Current Vendor List:
 - 1. Naviance - Current Vendor
 - a) We have not heard back
 - 2. School Links
 - a) Responded with basic questions
 - 3. My Future AZ w/ Pipeline - AZ Dept. of Education
 - a) Have not heard back
 - 4. Major Clarity by Paper
 - a) Will not be submitting a proposal
 - 5. Xello
 - a) Haven't heard back
 - 6. AZCIS - Previous AZ Dept. of Education
 - a) Through the University of Oregon - responded
 - 7. Scuta and Thrively
 - a) Does not have an ECAP Platform

III. Brainstorming

- A. Wish, Need, and Wants
- B. Create 2 Rubrics between the groups

IV. Collaborate on Rubric

- A. Both groups collaborated on the two rubrics created to create one rubric for the Vendor Presentation evaluations
- B. Team Members are to review and report out to their stakeholder group prior to the next meeting.

V. Action items

A. Review Rubric

1. Make comments/suggestions prior to next meeting.

Meeting was adjourned at 5:20 p.m.

