



ECAP Platform Adoption Committee Minutes - Meeting #3

Date: October 16, 2023

Time: 3:30 pm

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

Facilitators: Koni Withers, Lead Counselor 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 who Virtually Attended

- **Principal Representative** – Kathleen Alexander, Assistant Principal
- **Facilitator-** Koni Withers, Lead Counselor

Committee Members Absent

- **Administrator Representative-** Melissa Mohlzon, Director of CTE

Purposes of Today's Meeting:

- Review the Rubric and Review the Vendor Proposals

Outcomes of Today's Meeting:

- Shared understanding of the process and rubric so we can begin evaluating the vendor proposals.

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 Proposals and IT Feedback

- A. Current Vendor Proposal List:
 - 1. Naviance - Current Vendor
 - a) Meets a 79% security
 - 2. School Links
 - a) Meets a 79% security
 - 3. Pipeline AZ - AZ Dept. of Education
 - a) Committee decided to not move forward with them due to Security IT risks.
 - 4. Xello
 - a) Meets a 76% security
 - 5. AZCIS - Previous AZ Dept. of Education
 - a) Committee decided to not move forward with them due to Security IT risks.

III. Review Rubric and Compare to the Proposals

- A. The 3 Groups briefly reviewed the proposals to see if the Rubric was appropriate for the Proposals.
 - 1. Naviance
 - 2. School Links
 - 3. Xello
- B. Rubric was adjusted to meet more of a variety of the offerings from all the three proposals.

IV. Action items

- A. Koni will let the 3 Vendors know that we are requesting a presentation.
 - 1. We will give them the 3 weeks notice.
- B. The next meeting will be Vendor Presentations
- C. After the Presentations - the 60 day review to the public will begin
- D. A QR code will be shared with the online resources
- E. The committee members will communicate with stakeholders.

V. Homework for Committee Members

- A. Each member will go through the 3 Proposals and complete the rubric individually in preparation of the presentations.
- B. The members will communicate to the Stakeholders group.

Meeting was adjourned at 5:30 p.m.