



ECAP Platform Adoption Committee Minutes - Meeting #4

Date: November 14, 2023

Time: 2:30 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:

- **Principal Representative** – Kathleen Alexander, Assistant Principal
- **Principal Representative** – Heather Brelo, Assistant Principal
- **Staff Representative** – Melinda Villalovos, College & Career Specialist
- **Counselor Representative** – Janice Coy, Lead Counselor
- **Counselor Representative** - Chase Bennett - Counselor

Committee Members Absent with access to view virtual presentations

- **Administrator Representative**- Melissa Mohlzon, Director of CTE
- **Parent Representative** – Suzi Votruba, Parent
- **Counselor Representative** – Jackie Clayton, Lead Counselor
- **Counselor Representative** – Sarah Robinson, Counselor
- **Teaching Staff Representative** – Melissa Topel, Teacher
- **Teaching Staff Representative** – Dana Hudson, Teacher

Purposes of Today's Meeting:

- View Vendor Presentations, discuss which platforms to move to the 60 day review and complete rubrics.

Outcomes of Today's Meeting:

- Evaluate the vendor presentations, consider proposals and complete rubric.

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 Presentations

- A. Naviance - Current Vendor
- B. School Links
- C. Xello

III. Action items

- A. Provide all committee members access to recorded presentations
- B. Ccompleted rubrics by 11/16/2023
- C. Get consensus on which platforms will proceed to 60 day review
- D. Prepare website materials for 60 day review.
- E. Start 60 day review process on 11/20/2023
- F. Arrange a virtual Q and A session for interested stakeholders

IV. Homework for Committee Members

- A. Complete rubric and submit
- B. Complete document of questions to send to vendors.

Meeting was adjourned at 5:20 p.m.