



ECAP Platform Adoption Committee Minutes - Meeting #5

Date: January 29, 2024

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:

- **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** – Sarah Robinson, Counselor
- **Teaching Staff Representative** – Melissa Topel, Teacher

Committee Members Virtual:

- **Counselor Representative** – Jackie Clayton, Lead Counselor

Committee Members Absent with access to view virtual presentations

- **Administrator Representative**- Melissa Mohlzon, Director of CTE
- **Parent Representative** – Suzi Votruba, Parent
- **Teaching Staff Representative** – Dana Hudson, Teacher
- **Counselor Representative** - Chase Bennett - Counselor

Purposes of Today's Meeting:

- To review feedback from stakeholders. This includes staff, students and parents.

Outcomes of Today's Meeting:

- To review stakeholders comments and determine if additional information is needed.

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. Feedback Review

- A. Student, Staff and Parent Feedback Reviewed
- B. Evaluated responses to determine follow up questions to ask vendors

III. Action items

- A. Ask vendors follow up questions
- B. Continue to get feedback until the end of the 60 day review.
- C. Continue 60 day review process

IV. Homework for Committee Members

- A. Continue to access platforms for additional questions
- B. Schedule one more meeting to make final determination of recommendation.

V. Call to Public

Meeting was adjourned at 6:18 p.m.