

# WI DPI Early Literacy Curriculum Council (ELCC)

Thursday, October 26, 2023 | 4:30-6:00 PM

## MINUTES

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**Virtual Meeting:** Microsoft Teams

**Call to Order** - Laura Adams started the meeting at 4:35 pm.

**Roll Call** - Quorum was present.

Council Members:

Present: Nancy Dressel (Chairperson), Amy McGovern (Vice Chairperson), Katie Kasubaski (Secretary), Megan Dixon, Kari Flitz, Itzel Galindo, Joe Garza, Bill Hughes, and Holly Prast

Department of Instruction Staff: Dr. John Johnson, Thomas McCarthy, Laura Adams, Tari Raatz

Guests: Rep. Joel Kitchens and Rep. Robert Wittke

**Previous Meeting Minutes**

The Council discussed approving meeting minutes at a future meeting.

**Election of Chair, Vice Chair, and Secretary**

The Council discussed the election of ELCC Chair, Vice Chair and Secretary.

Motion: Nancy Dressl nominated Holly Pratt to oversee election of the executive.

Bill Hughes seconded the nomination.

**The motion was carried unanimously 9-0. Holly Pratt presided over the election process.**

Motion: Bill Hughes nominated Nancy Dressel for Chair.

Katie Kasubaski seconded the nomination. No other nominations were brought forward.

**The motion was carried unanimously 9-0. Nancy Dressel was elected Council Chair.**

Motion: Katie Kasubaski nominated Amy McGovern for Vice Chair.

Bill Hughes seconded the nomination. No other nominations were brought forward.

**The motion was carried unanimously 9-0. Amy McGovern was elected Council Vice Chair.**

Motion: Nancy Dressl nominated Katie Kasubaski for Secretary.

Amy McGovern seconded the nomination. No other nominations were brought forward.

**The motion was carried unanimously 9-0. Katie Kasubaski was elected Secretary.**

The officers assumed their roles after the election, and Chair Nancy Dressel presided over the duration of the meeting.

## Robert's Rules of Order

The ELCC discussed adoption of Robert's Rules of Order.

Motion: Joe Garza moved that the Council adopt Robert's Rules of order. Bill Hughes seconds the motion.

**The motion was carried unanimously 9-0.**

The ELCC implemented the use of Robert's Rules of Order immediately.

## Conduct of Council Meetings

DPI representative, Laura Adams, relayed to the ELCC that she is a non-voting member here to support and be a resource to the ELCC and to gather information and make contact with other individuals if requested. The ELCC and Laura Adams discussed meeting access. The DPI has a limited zoom license, and Laura Adams will report back to the ELCC regarding virtual meeting platforms.

Motion: Nancy Dressel moved to continue having the DPI post meetings and the public continue to attend as we have been meeting on MS Teams unless DPI has a zoom account that can be used for the next meeting. Joe Garza seconded the motion.

**The motion was carried unanimously 9-0.**

Motion: Bill Hughes motioned to have a list of all attendees sent to members by Tuesday, October 31, 2023. Joe Garza seconded the motion.

**The motion was carried unanimously 9-0.**

## Council Responsibilities

The ELCC discussed responsibilities. Wisconsin Chapter 118 includes definitions which the ELCC can use for curricula definitions.

## Guests Speakers

Two members of the Wisconsin Assembly Committee on Education joined the ELCC for comments and questions.

Rep. Wittke provided information about the December 1, 2023 deadline, suggestions for rubrics and provided an update on the \$50 million provided in ACT 20. After consulting with the Committee on Joint Finance (JFC), the Representative will update the Council on the breakdown of funding for ACT 20.

Rep. Kitchens provided information about the December 1, 2023 deadline, curriculum focus, and funding. The Council should work to complete the list as soon as possible and focus on the core curriculum. Funding for the list will not be released to school districts until the final list is published and approved by the JFC. The Office of Literacy Director position should be filled as soon as possible.

## Rubrics

The ELCC discussed the seven potential rubrics used to evaluate curricula. Several ELCC members discussed rubric seven.

Motion: Nancy Dressel motioned that the Council continue to develop the rubric based on rubric seven and the comments Council members left on the google feedback form. Bill Hughes seconded the motion.

**The motion was carried 8-0-1.** Joe Garza abstained.

### Timeline for Curriculum Vendors

Laura Adams, DPI representative, shared that most states require 100% digital access either with either scanned documents or a secure login. The DPI is creating a portal for publishers to submit materials in a secure way. Materials can be collected quickly once the portal is ready, and vendors will need to submit a waiver along with the curriculum. The rubric should be posted for publishers, and the ELCC will need to review all submitted curricula materials.

Motion: Nancy Dressel motioned for Laura Adams and DPI to begin collecting information and waivers from interested vendors. The motion was seconded by Holly Prast.

**The motion carried unanimously 9-0.**

### Other Business

The ELCC discussed revising rubric seven using the comments section of the google feedback form.

Motion: Holly Prast motioned for Joe Garza to present revised rubric to the Council next week Tuesday.

**The motion was carried unanimously 8-0-1.** Joe Garza abstained.

Motion: Nancy Dressel motioned that the secretary draft guidance for the council process and guidance as functioning for a council. Joe Garza seconded the motion..

**The motion was carried unanimously 9-0.**

The ELCC discussed the Office of Literacy Director position. No action was taken.

**Adjourn -** Meeting adjourned at 6:35 pm.