

# WI Early Literacy Curriculum Council (ELCC)

Thursday, November 16, 2023 | 4:30-6:30 PM

## MINUTES

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Virtual Meeting: [Microsoft Teams](#)

**Call to Order** - Acting Chairperson Amy McGovern started the meeting at approximately 4:36 pm.

Ben Jones, DPI legal counsel, was introduced. He was in attendance to support the team as 1) parliamentarian, and 2) legal counsel. The ELCC has two duties 1) to create a curricula list and 2) to assist State Superintendent Underly with the Literacy Director nomination.

**Attendance** - Quorum was present.

Council Members:

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

Department of Instruction Staff: Dr. John Johnson, Laura Adams, Ben Jones, and Tari Raatz

Guest: Representative Robert Wittke

ELCC members discussed the role of the Chairperson and how to remove a chairperson. Ben Jones gave input as parliamentarian. It is the duty of the Secretary to produce and release the agenda, and the Vice Chair and Secretary can provide a consensus for developing the agenda. It is the Secretary's job to prepare the agenda and the assembly to approve the agenda. The Secretary will provide the agenda for open records purposes, and WI Open Records Law states that the agenda will not be changed during the meeting.

**Approval of the Agenda** -Vice Chairperson

Motion: Joe Garza motioned to approve the agenda. Holly Prast seconded the motion.

**The motion was carried unanimously 8-0.** (Nancy Dresel was not present.)

**Approval of Minutes** - Vice Chairperson

Motion: Joe Garza motioned to approve the minutes as presented for October 19, October 26, November 2, and November 9, 2023. Holly Prast seconded the motion.

**The motion was carried unanimously 8-0.** (Nancy Dresel was not present.)

### **Early Literacy Curriculum and Instructional Materials Criteria for 2024-2025 - Vice Chairperson**

Motion: Joe Garza motioned a recommendation to approve the Early Literacy Curriculum and Instructional Materials Criteria for vendors as presented. DPI should be able to make non-substantial formatting changes without Council approval. Amy McGovern seconded the motion.

**The motion passed unanimously 8-0.** (Nancy Dresel was not present.)

### **DPI Updates - Laura Adams**

A portal is being constructed, and Council members will be getting notifications when submissions have been made. IT will be able to turn on the portal as soon as tomorrow (November 17, 2023).

### **Vendor Curriculum and Instructional Materials Submission - Vice Chairperson**

ELCC members discussed the evaluation timeline and requested more information from Ben Jones and Representative Robert Wittke.

Ben Jones, DPI legal counsel, discussed the Curricula list timeline. There is a December 1, 2023 deadline in statute for the ELCC with no consequences.

Representative Wittke shared that the legislature is working through the timeline and he emphasized that the ELCC should focus on doing the work well. Legislative intent is that the experts on the Council will put together a list that will fit the criteria. A legislative council memo will be coming, and they are aware that the timeline is tighter than it should be.

### **Instructional Materials Evaluation Process and Timeline - Vice Chairperson**

Members discussed how to meet a timeline to evaluate curricula within WI Open Meetings laws which requires public notice 24 hours in advance of any meetings and a quorum to hold a meeting.

Motion: Joe Garza motioned to amend timeline in order to appropriately do our job as we have been assigned as the curricula council to have the list submitted no later than January 30, 2024 with the vendor deadline of January 15, 2024. Kari Flitz seconded the motion.

**The motion carried unanimously 8-0.** (Nancy Dresel was not present.)

Secretary Katie Kasubaski left the meeting at 6pm, and Joe Garza volunteered to record minutes.

Members discussed an evaluation rating system with various number rating options as well as a gateway system. Members discussed having DPI add a score of 4, 3, 2, and 1 to each subskill with an additional category box to put overall rating for each of the twelve categories. Any overall category which received a 1 or a 0 as well as any subcategories would be discussed by the Council. After discussion about gateway, no gateway criteria were adopted. Members also discussed the need to possibly meet physically in one central location to review curricula.

Motion: Joe Garza motioned to approve the rating system as presented 1- criteria not present, 2- criteria minimally present, 3- criteria sufficiently present, and 4- criteria exemplarily present. Bill Hughes seconded the motion. **The motion carried unanimously 7-0.** (Nancy Dresel and Katie Kasubaski were not present.)

Motion: Joe Garza motioned for all members to receive digital access to the curricula. We would like DPI to receive a full complement of the curricula sent to them, and then by request, individuals would reach out to Laura Adams for specific things we would like sent. Bill Hughes seconded the motion. **The motion carried unanimously 7-0.** (Nancy Dresel and Katie Kasubaski were not present.)

**Adjournment** - The meeting was adjourned at approximately 6:35 pm.