

WI DPI Early Literacy Curriculum Council (ELCC)

Thursday, November 2, 2023 | 4:30-6:30 PM

MINUTES

Virtual Meeting: [Microsoft Teams](#)

Call to Order Chairperson Nancy Dressel started the meeting at 4:41 pm after technical difficulties.

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, Laura Adams, and Tari Raatz

Guests: Rep. Joel Kitchens and Rep. Robert Wittke

Approval of the Agenda - Chairperson

Motion: Joe Garza motioned to amend agenda item 11. c. to read "presentation of draft #3".

Amy McGovern seconded the motion.

Motion carried unanimously 9-0.

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

The motion was carried unanimously 9-0.

Approval of Minutes - Chairperson

No action taken.

Functioning of Early Literacy Curriculum Council - Chairperson

Motion: Joe Garza motioned to recommend that the council authorize officers to work on drafting bylaws and provide regular updates until bylaws are presented to the early literacy curriculum council for approval. Bill Hughes seconded the motion.

The motion was carried unanimously 9-0.

Motion: Amy McGovern motioned to recommend that voting be conducted with both voice voting and electronic voting via the virtual meeting chat function to both communicate votes with the public and create an electronic text record of votes for the department of public instruction and early literacy curriculum council. Kari Prast seconded the motion.

The motion was carried unanimously 9-0.

Oath of Office - Chairperson

All Councilpersons recited the official oath of office. Official paperwork needs to be signed and notarized with the Secretary of State.

Posting of Meetings in Accordance with WI Open Meeting Law - Chairperson & Secretary

The ELCC discussed posting public meeting notices with Laura Adams from the WI DPI.

Motion: Joe Garza motioned to recommend that DPI staff post public notice of ELCC meetings on the DPI Education Calendar, DPI Wisconsin Reads webpage(s), and on the Wisconsin Public Meeting Notices and Minutes website - <https://publicmeetings.wi.gov/> Amy McGovern seconded the motion.

The motion was carried unanimously 9-0.

Motion: Joe Garza motioned to recommend that DPI staff post public notice for all meetings in all approved locations within 24 hours of the ELCC scheduling them. Bill Hughes seconded the motion.

The motion was carried unanimously 9-0.

Motion: Bill Hughes motioned to recommend that DPI staff add the agenda, including a join link for attendees, to public notice postings in all approved locations as soon as created and at least 24 hours before each meeting. Holly Prast seconded the motion.

The motion was carried unanimously 9-0.

Public Access to Electronic Meetings in Accordance with WI Open Meeting Laws - Chairperson

Motion: Joe Garza moved to recommend that all meeting public notice postings and agendas include link to a virtual meeting attendance option which does not allow for unauthorized public participation, does not require registration, software, or creation of an account, supports an unlimited number of attendees, and supports posting of the video recording for public access within 24 hours. Itzel Galindo seconded the motion.

The motion was carried unanimously 9-0.

Maintaining ELCC Records - DPI Wisconsin Reads Webpage(s) - Chairperson

Motion: Joe Garza motioned to amend 8.b.i.1. to read "Update the ACT 20 FAQ page based on council decisions, interpretations, and otherwise." Nancy Dressel seconded the motion.

The motion to amend was carried unanimously 9-0.

Motion: Holly Prast motioned to strike 8.b.i.2. Bill Hughes seconded the motion.

The motion to amend was rejected 3-6 (Voting yes: Holly Prast, Amy McGovern, and Kari Flitz; Voting no: Nancy Dressel, Katie Kasubaski, Megan Dixon, Itzel Galindo, Joe Garza, and Bill Hughes).

Motion: Joe Garza motioned to approve 8.b.i.1-6 with amendment to line 8.b.i.1.

- i. Recommendation that DPI staff update the DPI Wisconsin Reads webpage(s) by November 8, 2023 to include:
 1. Update the Act 20 FAQ page based on council decisions, interpretations, and otherwise.
 2. Move the Reading Advisory Council page to another location on the DPI website
 3. Add a page with 2023-2024 ELCC member names and contact information along with the names and contact information of DPI representatives working with the ELCC on behalf of the Superintendent of Public Instruction.
 4. Add and maintain a page with all ELCC meeting records including by not limited to meeting dates, agendas, materials, video recordings uploaded on the DPI YouTube Channel, and approved minutes within 24 hours of their creation.
 5. Add a page with Vendor Submission Information as soon as possible and maintain with the most current information available including the posting the Early Literacy Curriculum and Instructional Materials Evaluation Criteria within 24 hours of ELCC approval.
 6. Within 24 hours of approval by ELCC, add a page with the ELCC Recommended List of the Early Literacy Curricula and Instructional Materials.

Bill Hughes second the motion.

The motion was carried 7-2 (Voting yes: Nancy Dressel, Amy McGovern, Katie Kasubaski, Kari Flitz, Itzel Galindo, Joe Garza, and Bill Hughes; Voting no: Megan Dixon and Holly Prast).

Motion: Joe Garza motioned a recommendation to authorize officers to request DPI staff to update information on the DPI Wisconsin Reads webpage(s) on behalf of the ELCC as needed.

Holly Prast seconded the motion.

The motion was carried unanimously 9-0.

Maintaining ELCC Records - Email Accounts for Council Members - Chairperson

Motion: Joe Garza motioned to recommend that the DPI staff create DPI email accounts for all ELCC members. Kari Prast seconded the motion.

The motion was carried unanimously 9-0.

Motion: Nancy Dressel motioned to table items 10&11.

Holly Prast seconded the motion.

Motion was amended to strike item 10.

The motion with amendment was carried unanimously 9-0.

Timeline and Process for 2024-2025 Curriculum and Instructional Materials Recommendation - Chairperson

Guidance from Legislators

Representative Joel Kitchens discussed the curriculum list timeline. Recommendations should be put forward as the ELCC has recommendations.

Representative Robert Wittke shared that the \$50 million set aside in the budget includes funding for curriculum and instructional materials, professional development, and coaching. His office will contact the Legislative Fiscal Bureau for the breakdown of funding.

Early Literacy Curriculum and Instructional Materials Evaluation Criteria - Chairperson & Council Member

The ELCC discussed working with the WI DPI to create a google form for each line of the proposed rubric for members to give feedback.

Vendor Waiver and Instructional Materials Submission Process - Chairperson

The ELCC members discussed the vendor waiver and instructional materials process with Laura Adams. The WI DPI is ready to open the file sharing system when the rubric is ready. They will need at least until next week to open up the database for submission.

The ELCC discussed the possibility of needing to meet in person for an open public work session to evaluate curriculum.

Funding for Act 20 Implementation - Chairperson

No action taken.

Director of the Office of Literacy - Chairperson

Motion: Joe Garaz motioned a recommendation to authorize officers to meet with DPI staff to learn more about the State Superintendent of Public Instruction plan for nomination of the Director of the Office of Literacy. Katie Kasubaski seconded the motion.

The motion was carried unanimously 8-0. (Kari Flitz was not present during the vote.)

Adjournment - The meeting was adjourned at 7:09 pm.