

WI Early Literacy Curriculum Council (ELCC)

Thursday, November 21, 2023 | 4:00-6:00 PM

MINUTES

Virtual Meeting: Zoom Meeting [Recording Link](#)

Call to Order - Vice Chairperson Amy McGovern called the meeting to order at approximately 4:01 pm.

Attendance - Quorum was present.

Council Members:

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

Absent: Kari Flitz, Itzel Galindo

Department of Instruction Staff: Laura Adams, Tom Mc Carthy, and Tari Raatz

Approval of the Agenda -Vice Chairperson

Motion: Nancy Dressel motioned to approve the agenda. Joe Garza seconded the motion.

The motion was carried unanimously 6-0. (Megan Dixon, Kari Flitz, and Itzel Galindo were not present for this vote.)

Megan Dixon joined at 4:03 pm.

Approval of Minutes - Vice Chairperson

Joe Garza motioned to approve the minutes for the December 5, 2023 and December 14, 2023 meetings as presented. Holly Prast seconded the motion. **The motion was carried unanimously 7-0.** (Kari Flitz and Itzel Galindo were not present.)

DPI Updates - Laura Adams

Tom McCarthy updated the council on the Office of Literacy Director position, and the process for consultation with members on the hiring process. The WI DPI prefers a Wisconsin practitioner who meets the criteria in ACT 20. The council discussed recusal if a candidate is known to a member, and that is typically left up to a personal decision. Members also discussed interviewing a small pool of final candidates, but were concerned about confidentiality during the hiring process. The DPI will continually collect applications, and the job could be posted as soon as tomorrow (December 22, 2023). The anticipated timeline is for job applications to be collected through January, interviews to be conducted in February, and the Director hired by March 2024. A draft job description will be sent to ELCC members. The DPI discussed a rubric to assess candidates with the possibility of the council adding criteria.

Joe Garza left at 4:30 pm.

Motion: Amy McGovern motioned for the council not to interview the candidates for the Director of the Office of Literacy. Holly Prast seconded the motion. **The motion was carried unanimously. 6-0** (Kari Flitz, Joe Garza, and Itzel Galinda were not present.)

Motion: Nancy Dressel motioned that candidates for the Office of Literacy will submit items (video, writing, e.g.) to the council for individual review. **The motion was carried unanimously. 6-0** (Kari Flitz, Joe Garza, and Itzel Galinda were not present.)

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

Vendor submissions are in SharePoint for members to review. Many publishers who have submitted in the last week are providing online access. The ELCC discussed making member rubric evaluations public either as aggregate or as individual scores. The council discussed making the current rubric editable for members as they work through the evaluation process. Members discussed rating scores for Super kids and discussed the role of knowledge building in the evaluation process.

Katie Kasubaski left the meeting at 5:15 pm. Bill Hughes took over the Secretary role.

Members discussed vendor presentations to the ELCC. Members Amy McGovern and Joe Garza have initiated a protocol for vendors specific to the presentation of materials, and expect to be completed by the next meeting. Members will discuss vendor presentations at the January 4, 2024 meeting for any potential vendor presentations during future January meetings. Vendor presentations will be at the request of the council only, and initiated by the Vice Chair. Members discussed approval of curricula on the approved list by a simple majority vote of ELCC members.

Council Updates - Vice Chairperson

Members discussed future meeting dates and times. It was agreed to keep the online January 11 meeting as well as the in-person January 12 meeting on their calendars to ensure availability. Members agreed to have no meeting on Thursday, December, 28, 2023 and to hold the annual election of ELCC officers on January 4, 2023.

Adjournment - The meeting was adjourned at approximately 6:01 pm.