

WI Early Literacy Curriculum Council (ELCC)

Tuesday, November 5, 2023 | 3:30-5:30 PM

MINUTES

Virtual Meeting: [Microsoft Teams Link to Recording](#)

Call to Order - Chairperson Nancy Dressel called the meeting to order at approximately 3:31 pm.

Attendance - Quorum was present.

Council Members:

Present: Nancy Dressel (Chairperson), Amy McGovern (Vice Chairperson), Katie Kasubaski (Secretary), Kari Flitz, and Itzel Galindo

Absent:

(Some members had difficulty logging into the meeting.)

Joined after meeting called to order: Megan Dixon, Joe Garza, Bill Hughes, and Holly Prast

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

Chairperson Nancy Dressel resigned as Chairperson effective immediately due to personal reasons. She will serve out the rest of her term as a council member. Vice Chairperson Amy McGovern immediately assumed the chairperson role for the remainder of the meeting.

Approval of the Agenda -Vice Chairperson

Motion: Amy McGovern motioned to approve the agenda. Katie Kasubaski seconded the motion.

The motion was carried unanimously 5-0. (Megan Dixon, Joe Garza, Bill Hughes, and Holly Prast were not present.)

Approval of Minutes - Vice Chairperson

Motion: Katie Kasubaski motioned to approve the minutes as presented for November 16, 2023. Itzel Galindo seconded the motion.

The motion was carried unanimously 5-0. (Megan Dixon, Joe Garza, Bill Hughes, and Holly Prast were not present.)

DPI Updates - Laura Adams

The rubric was posted publicly on the Wisconsin Reads website on Monday, November 20, 2023. Vendors have submitted materials to the portal, and IT is working on an automated email to notify council members. Laura also sent emails to publishers who showed an interest in the process as well as a nationally generated list. DPI is able to share this list with the council. Council members discussed having vendors indicate grade level evidence in the self-evaluation rubrics.

Holly Prast joined the meeting at 3:43 pm.

Megan Dixon joined the meeting at 3:51 pm.

Joe Garza joined the meeting at 3:54 pm.

Motion: Nancy Dressel motioned that vendors submit information about which grade level meets each criterion on the rubric for their self-evaluation. Itzel Galindo seconded the motion.

The motion was carried unanimously 8-0. (Bill Hughes was not present.)

Members discussed the vendor submission process and accessibility. DPI will create a left tab this week or next week on the left hand side of the Wisconsin Reads website where vendors can access submission information. Laura Adams will send council members a link with the current vendor submission after this meeting.

DPI shared the statutory timeline for the curricula list with council members. The language directs DPI to publish the list no later than 30 days after the council recommends the list. The DPI expects that the list will be presented to the legislators quickly after the council presents a list to DPI.

Laura Adams has created a google document for council members to enter rubric scores. The SharePoint system is a separate system for vendor submissions. Members discussed the need to see the google analytics rather than a spreadsheet for rubric results.

Bill Hughes joined the meeting at 4:13 pm.

The DPI and council members discussed the Office of Literacy Director. The JFC had a hearing today and released funding for the director salary. DPI's request for a stipend for ELCC members was not approved. The DPI has a list of knowledge and skills from ACT 20 for the Office of Literacy Director position. The position will be posted in an open application process, and the DPI encourages any interested individuals to apply. The DPI will do the initial screening and then reach out to the ELCC when they have a list of final candidates. Members discussed how to interview the candidates, and Ben Jones recognised that there may be a need for the ELCC to have a closed session to consider the hiring process.

Nancy Dressel left the meeting at 4:24 pm.

Motion: Katie Kasubaski motioned that DPI will share the Office of Literacy Director qualifications with the council as soon as possible. Joe Garza seconded the motion.

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

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

Members discussed the process for accepting partial curricula. Ben Jones, DPI legal counsel, interprets the statute as the word "all" means all nine of the items need to be included to be on the curricula list. There is an obligation to ensure that the ELCC and DPI recommend curricula which include all nine components. Members discussed vendors submitting partial materials. Ben Jones will look further into whether the ELCC can create a list of components in the future.

Motion: Joe Garza motioned that submissions from vendors that do not meet all 9 components per ACT 20 will not be immediately reviewed but may be considered for potential future review. Holly Prast seconded the motion.

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

Members discussed reviewing materials at the DPI or some other location in-person, and how to review hard copies of materials while following the open meeting requirements. Members discussed requesting curricula from the Knowledge Matters list, and Laura Adams reported that she had already reached out to all of the vendors on that list. The DPI is willing to have any ELCC members at the DPI building to review physical materials, and they can reach out to Laura Adams about access.

Motion: Amy McGovern motioned to allow individual council members to visit DPI on their own to review materials and that those materials would remain at the DPI. Holly Prast seconded the motion.

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

Council Updates - Vice Chairperson

Members discussed keeping the Thursday, December 7 meeting.

Motion: Holly Prast motioned to keep our scheduled meeting date and change the start time to 4:00pm. Megan Dixon seconded the motion.

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

Adjournment - The meeting was adjourned at approximately 5:31 pm.