

WI Early Literacy Curriculum Council (ELCC)

Tuesday, March 19, 2023 | 4:00 - 6:00 PM

MINUTES

Virtual Meeting: Zoom Meeting

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

Attendance - Quorum was present.

Council Members:

Present: Amy McGovern (Chairperson), Holly Prast (Vice Chairperson), Katie Kasubaski (Secretary), Megan Dixon, Nancy Dressel, Kari Flitz, Joe Garza, and Bill Hughes.
Itzel Galindo was not present.

Department of Instruction Staff: Tom McCarthy and Ben Jones

Approval of the Agenda - Chairperson

Motion: Nancy Dressel motioned to approve the agenda. Joe Garza seconded the motion. **The motion was carried 7-0.** (Kari Flitz and Itzel Galindo were not present for this vote.)

Approval of the Minutes - Chairperson

Motion: Nancy Dressel motioned to approve the February 6, 2024 minutes as presented. Joe Garza seconded the motion. **The motion was carried 7-0.** (Kari Flitz and Itzel Galindo were not present for this vote.)

Motion: Nancy Dressel motioned to approve the February 14, 2024 minutes to include the seconds to the last two motions. Joe Garza seconded the motion. **The motion was carried 7-0.** (Kari Flitz and Itzel Galindo were not present for this vote.) [Revised February 14, 2024 minutes.](#)

DPI Updates - Tom McCarthy, DPI

The Joint Committee on Finance (JFC) approved the ELCC list of four programs. District administrators will be informed which instructional materials are included in the grant program. The WI DPI is waiting on approval of the 13.10 request for \$50 million as part of ACT 20. The funding buckets for ACT 20 were unclear, and the DPI will reserve funds for the universal screeners, diagnostic screeners as well as the required training. ACT 20 is unclear whether districts will pay for the diagnostic screeners or whether schools will be reimbursed. An ELCC member noted that the CERI training list has been updated and includes Cox Campus. Questions were asked about some school districts understanding that prior curricular purchases would be covered in the ACT 20 grant money. Schools may be reimbursed for consumable products, but not the full programs purchased before the list was approved. The DPI will clarify for school districts in a FAQ. School districts may be able to apply for reimbursement as soon as June 2024, however, reimbursement may not happen until 2026 with up to 50% curricular reimbursement. The DPI is

able to continue to use funds from the \$50 million ACT 20 allocation until funding runs out or 2028. Funding is not renewed in the next bi-annual budget.

The universal screener process is in the final stages of request for proposal with the Department of Administration (DOA). Once the process is complete, the proposals from vendors will be accepted for 30 days. The DOA will come back with a recommendation, and the DPI will approve it.

The hiring process for the Director of the Office of Literacy is currently in the paper screening process, and Tom McCarthy will provide the paper rubric to ELCC members. The DPI has a panel of three people with a science of reading background screening applications. Members discussed their advisory role in hiring the Director. The DPI is looking for approximately five candidates to interview, and DPI will share the rubric used with candidates once the process is completed. Members discussed advising DPI while protecting candidate privacy.

Members discussed looking at resumes and written statements and drafting questions based on those documents. The DPI will come up with a process to review these documents and give an update at the next meeting.

Early Literacy Curricula and Instructional Materials for 2024 - Chairperson

The ELCC clarified language in the [February 19, 2024 letter](#) the DPI sent to JFC members. It was not the case that the Council used a different rubric than the vendors used during the curricular list process. The form that ELCC members used was formatted differently and put into a google form using the exact same criteria and wording.

The next curricular list is due by December 1, 2024. The next steps in the process will be calibrating rubric details and establishing Council norms by creating written bylaws and other procedure documents. Members discussed meeting in person in April or May to focus on parts of the rubric where members had greater discrepancies (background knowledge and spelling), and revisit scoring by possibly expanding from a 3 point scale to 4 or 5 points. Other considerations were reviewing materials that meet all of the components of ACT 20 as well as bloated curricula, and Ed Reports revisions for rating instructional materials. The WI DPI will update the Council on whether the Council can limit vendor submissions to only programs which include all nine components of ACT 20 meaning no partial submissions from vendors.

The Council may open vendor curricular submissions on June 1, 2024 and close submissions on July 1, 2024 in order to have enough time to finalize a list by Friday, November 15, 2024. The DPI requested the finalized list be sent to the DPI by November 1, 2024 to allow time for the Department to complete their part of the process. Council members discussed using the same rubric or similar rubric with minor updates to review materials for 2024. The ELCC was not aware that the DPI was using a separate rubric other than what the vendors submitted until after the DPI curricular list was announced. The DPI shared that they needed to use a different set of criteria for legal reasons while the Council is not restricted in the same way.

ACT 20 created staggered terms (one year, two years and three years) for the 2023 ELCC members, but members have not been assigned an initial term for serving on the Council. The DPI shared that appointees may be asked who is interested in the one year, two year and three year terms. Members can be reappointed for consecutive terms.

Bylaws Updates - Chairperson

There are various options to create a record of how the Council functions including writing bylaws or other written ELCC policies. Holly Prast will send out policies and written procedures that she has compiled.

Council Updates - Chairperson

The next meeting is Tuesday, April 16, 2024 from 4:00-6:00 pm.

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