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## Action

*Executive Committee*

### Approval of the Commission's 2007 Meeting Schedule

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**Executive Summary:** Staff will present options for the Commission to consider regarding the 2007 Commission meeting schedule.

**Recommended Action:** The Executive Committee could recommend a meeting schedule for 2007.

**Presenter:** Cheryl Hickey, Consultant, Executive Office.

#### Strategic Plan Goal: 2

Continue to refine the coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

- ◆ Continuously improve the development, distribution and dissemination of agenda and information to the Commission.



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# Approval of the Commission's 2007 Meeting Schedule

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## Introduction

Each year at the May or June meeting, the Commission reviews and approves its proposed meeting dates for the following year. This item will present options for the Commission's 2007 meeting schedule for consideration by the Executive Committee.

## Background

Last year, the Budget Act removed Education Code language that required the Commission to meet at least once each month in no fewer than ten months each year. The Commission staff had argued that this language was unnecessarily prescriptive and did not provide any flexibility to determine the need to meet based upon workload and resources. As a result, the new language in Education Code Section 44219 reads, "The Commission shall meet as deemed appropriate and necessary by the chairperson and the executive committee to accomplish its duties, but shall meet no fewer than once each quarter of the year." This latter phrase is intended to ensure that due process issues addressed by the Commission are attended to in a timely manner.

As a result of this new language, the Commission has greater flexibility in determining its meeting schedule.

## Proposed Schedule for 2007

In preparing the proposed schedules attached, the Commission staff sought direction from the Chair. The Chair indicated that the six two-day schedule was an efficient manner in which to conduct Commission business as it allowed Commissioners optimal time to discuss agenda items, and kept travel time to manageable levels. She indicated that feedback from other members of the Commission has also been positive. As a result, the Commission staff has prepared four proposed schedules based on six two-day meetings.

Should Commission business not require two-day meetings for each of the six scheduled meeting times, when appropriate, Commission staff would work with the Chair to reduce the scheduled meeting to one day.

The Executive Director and Senior staff has determined that the proposed calendars meet the workload needs, goals, and objectives of the Commission. It is anticipated that the budget for the coming year will be sufficient to provide for these meetings. These dates have been reviewed to ensure that the proposed schedules provide sufficient opportunity for a thorough review of policy issues by both the Commission and all stakeholders. The proposed meeting dates are also designed to maximize attendance by all Members by taking holiday and school schedules into consideration, to the extent possible.

**Schedule A**

Jan 24-25	Aug 8-9
Mar-No Mtg	Sep - No Mtg
Apr 4-5	Oct 3-4
May-No Mtg	Nov-No Mtg
Jun 6-7	Dec 5-6
Jul-No Mtg	

**Schedule B**

Jan 31-Feb 1	Jul 25-26
Feb-No Mtg	Aug-No Mtg
Mar 21-22	Sep 26-27
Apr-No Mtg	Oct-No Mtg
May 23-24	Nov 28-29
Jun-No Mtg	Dec-No Mtg

**Schedule C**

Jan-No Mtg	July – No Mtg
Feb 7-8	Aug 8-9
Mar-No Mtg	Sep-No Mtg
Apr 11-12	Oct 3-4
May-No Mtg	Nov-No Mtg
Jun 27-28	Dec 5-6

**Schedule D**

Jan 24-25	Jul 31 - Aug 1
Feb-No Mtg	Sep-No Mtg
Mar 21-22	Oct 3-4
Apr-No Mtg	Nov-No Mtg
May 30-31	Dec 5-6
Jun-No Mtg	