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Action

Executive Committee

Approval of the 2010 and 2011 Commission Meeting Schedule

Executive Summary: The Committee will consider and recommend to the full Commission a schedule of meetings for 2010 and 2011.

Recommended Action: To approve a schedule of meetings for 2010 and 2011.

Presenter: Rhonda Brown, Manager, Executive Office

Strategic Plan Goal: 4

Enhance working relationship with stakeholders

June 2009

Approval of the 2010 and 2011 Commission Meeting Schedule

Introduction

This item presents for the first time a proposed Commission meeting schedule for two years, 2010 and 2011, rather than one for Commission consideration and adoption.

Background

For the previous two years, the Commission has adopted a four 2-day and four 1-day meeting schedule. Four offsite meetings were also approved as part of the 2008 and 2009 schedules to provide the opportunity for individuals and constituencies outside of Sacramento to interact with the Commission. Three Commission offsite meetings were held in Southern California (Riverside, San Diego and Downey) and the fourth will be in the Bay Area (San Jose) in October 2009.

When developing a proposed meeting schedule, Commission staff considers the following in order to maximize attendance by all members:

- State holidays
- Major religious holidays
- The timing of spring break for most K-12 and higher education institutions
- Major state and national educational conferences

In addition, to accommodate the K-12 community as much as possible, Commission staff tries to avoid periods of time that would make it difficult for teachers and administrators who are Commissioners to participate in meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods staff considers are:

- The beginning of the traditional school year and the time of year that includes Back-To-School Night.
- Mid June, when many schools are completing their school year or conducting finals.

April and May dates are difficult for the K-12 community due to the number of examinations given to students during this time period. While staff is mindful of these examination pressures, it would be unlikely that the development of any schedule could eliminate these conflicts entirely. It is also important to have sufficient time between meetings to ensure that staff is able to collect the required information, hold appropriate stakeholder meetings, and develop quality agenda items that will facilitate the work of the Commission.

Proposed Schedule for 2010 and 2011

The proposed schedule ties to “regularize” the meetings to some extent by holding them primarily on Thursdays and Fridays. The days were changed to Wednesday and Thursday for October 2011 to avoid conflicts with the Jewish holiday Yom Kippur, which begins at sunset on Friday, October 7. Although an optimal schedule would have the meetings at a common time in

the month they are held, the proposed schedules will avoid conflicts with the following annual educational conferences:

Western States Certification Conference (WSCC)

- January 5-8, 2010
- January 4-7, 2011

American Association of Colleges for Teacher Education (AACTE)

- February 19-22, 2010
- February 24-27, 2011

American Educational Research Association (AERA)

- April 30-May 4, 2010
- April 8-12, 2011

Credential Counselors and Analyst of California (CCAC)

- October 12-15, 2010
- October 11-14, 2011

California Council on Teacher Education (CCTE)

- March 25-27, 2010 and October 14-16, 2010
- Anticipate late March 2011 and mid October 2011

In October 2008, the Commission’s conference room was remodeled to allow meetings to be webcast over the internet. This service has made the activities at Commission meetings accessible to individuals and stakeholders statewide. There is no additional cost to the Commission to webcast meetings from Sacramento. The average cost to webcast a Commission meeting from an offsite location is \$3000. Since the Commission has visited both northern and southern California offsite locations over the last two years, and there is an additional cost to webcast meetings from offsite locations, staff is recommending that the Commission meetings be held in Sacramento during 2010 and 2011.

Given the above considerations, staff proposes the following possible Commission meeting schedule for 2010 and 2011.

2010	2011
January 28-29 (Thursday, Friday)	January 27-28 (Thursday, Friday)
March 4 (Thursday)	March 3 (Thursday)
April 22-23 (Thursday, Friday)	April 14-15 (Thursday, Friday)
June 3 (Thursday)	June 2 (Thursday)
August 5 (Thursday)	August 4 (Thursday)
September 30-October 1 (Thursday, Friday)	October 5-6 (Wednesday, Thursday)
November 4 (Thursday)	November 3 (Thursday)
December 9-10 (Thursday, Friday)	December 8-9 (Thursday, Friday)

Recommendation

The Executive Director and Senior staff has determined that the proposed calendars will meet the workload needs, goals, and objectives of the Commission. Staff recommends that the Executive Committee approve the proposed Commission meeting schedule for 2010 and 2011.