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# 2A/3K

## Action

### *Executive Committee/General Session*

#### Proposed 2020 and 2021 Commission Meeting Schedules

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**Executive Summary:** This agenda item presents proposed meeting schedules for 2020 and 2021. The Executive Committee will consider and recommend a schedule of meetings to the full Commission for approval.

**Recommended Action:** To approve a schedule of meetings for 2020 and 2021.

**Presenter:** Rhonda Brown, Manager, Executive Office

#### Strategic Plan Goal

##### ***III. Communication and Engagement***

- a) Maintain and strengthen working relationships with the Commission's diverse stakeholder community.
- b) Maintain effective communication and coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

April 2019

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## Proposed 2020 and 2021 Commission Meeting Schedules

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### Introduction

The Commission meeting schedule is reviewed and approved biennially. This item presents a proposed schedule for 2020 and 2021 for consideration by the Executive Committee. The Executive Committee will recommend a schedule of meetings for the next two years to the full Commission for approval.

### Background

When developing a meeting schedule, the Executive Director and Senior staff review the Commission's workload to determine the sufficient number of meetings needed to meet the Commission's strategic priorities. During the planning process, it is also important to allow adequate 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. Based on the current workload, staff levels and goals set by the Commission, the meeting schedules presented in this agenda propose six 2-day meetings annually in 2020 and 2021.

### Proposed Schedules for 2020 and 2021

To maximize attendance by all members, Commission staff considers major holidays, the timing of spring break for K-12 and higher education institutions, and 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 Commission members to participate in meetings. This is a difficult task given the varying schedules of K-12 schools. However, the major time periods considered are: 1) mid to late August – when instruction begins for many schools; and 2) late May to early June – when many schools are completing their school year or conducting finals.

The proposed 2020 and 2021 schedules have meetings in February, April, June, August, October and December; and continue the practice of holding meetings on Thursdays and Fridays. Although an optimal schedule would have the meetings at a common time in the month they are held, the schedules proposed for 2020 and 2021 will avoid conflicts with the following annual educational conferences:

American Association of Colleges for Teacher Education (AACTE)

- February 28-March 1, 2020
- February 26-28, 2021

American Educational Research Association (AERA)

- April 17-21, 2020
- April 9-12, 2021

National Association of State Directors of Teacher Education and Certification (NASDTEC)

- June 14-16, 2020
- Anticipate early June 2021

Credential Counselors and Analyst of California (CCAC)

- November 2-6, 2020
- November 1-5, 2021

California Council on Teacher Education (CCTE)

- March 19-20, 2020 and October 22-24, 2020
- Anticipate mid-March and mid-October 2021

Based on the above considerations, staff proposes the following Commission meeting schedules for 2020 and 2021.

<b>2020</b>	<b>2021</b>
February 6-7 (Thursday-Friday)	February 11-12 (Thursday-Friday)
April 23-24 (Thursday-Friday)	April 15-16 (Thursday-Friday)
June 18-19 (Thursday-Friday)	June 17-18 (Thursday-Friday)
August 6-7 (Thursday-Friday)	August 5-6 (Thursday-Friday)
October 8-9 (Thursday-Friday)	October 7-8 (Thursday-Friday)
December 3-4 (Thursday-Friday)	December 9-10 (Thursday-Friday)

**Staff Recommendation**

The Executive Director and Senior staff have determined that the proposed calendars will meet the anticipated workload, goals and implementation activities of the Commission. Staff recommends that the Executive Committee approve the proposed Commission meeting schedules for 2020 and 2021.