
2A

Action

Executive Committee

Proposed 2024 and 2025 Commission Meeting Schedules

Executive Summary: This agenda item presents proposed meeting schedules for 2024 and 2025. 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 2024 and 2025.

Presenter: Hai Jue Theriault, Program Analyst, 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.

Proposed 2024 and 2025 Commission Meeting Schedules

Introduction

The Commission meeting schedule is reviewed and approved biennially. This item presents a proposed schedule for 2024 and 2025 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, 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 meetings with education partners, 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 2024 and 2025.

Proposed Schedules for 2024 and 2025

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) early to mid 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 2024 and 2025 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 2024 and 2025 will avoid conflicts with the following annual educational conferences:

American Association of Colleges for Teacher Education (AACTE)

- February 16-18, 2024
- Anticipate mid-late Feb 2025

American Educational Research Association (AERA)

- April 11-14, 2024
- April 24-27, 2025

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

- Anticipate early-mid June 2024
- Anticipate early-mid June 2025

Credential Counselors and Analyst of California (CCAC)

- Anticipate early November 2024
- Anticipate early November 2025

California Council on Teacher Education (CCTE)

- Anticipate mid-March and mid-October 2024
- Anticipate mid-March and mid-October 2025

Based on the above considerations, staff proposes the following Commission meeting schedules for 2024 and 2025.

2024	2025
February 8-9 (Thursday-Friday)	February 6-7 (Thursday-Friday)
April 18-19 (Thursday-Friday)	April 10-11 (Thursday-Friday)
June 20-21 (Thursday-Friday)	June 19-20 (Thursday-Friday)
August 29-30 (Thursday-Friday)	August 28-29 (Thursday-Friday)
October 17-18 (Thursday-Friday)	October 16-17 (Thursday-Friday)
December 12-13 (Thursday-Friday)	December 11-12 (Thursday-Friday)

Staff Recommendation

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 2024 and 2025.