

## PITTSFORD CENTRAL SCHOOLS COMMITTEE CHARTER

**All Pittsford Central School District Committees shall:**

- establish a process for maintaining compliance with relevant laws, contracts, policies and regulations
- operate in a manner that is fiscally responsible
- support the Vision and Values of the District
- provide orientation to new members

<b>Committee Name:</b>	<b>Instructional Leadership Council (ILC)</b>
<b>Contact Name:</b>	Assistant Superintendent for Instruction
<b>School Year:</b>	<b>2017-2018</b>
<b>Committee Type:</b> (see definitions*)	Standing Committee
<p><b>Purpose:</b> In a brief statement, describe:</p> <ul style="list-style-type: none"> <li>• the committee’s function.</li> <li>• how the committee contributes to desired student outcomes.</li> <li>• whether the committee is advisory, and to whom, or, decision-making.</li> </ul>	<ul style="list-style-type: none"> <li>• The Role and Purpose of the ILC is to advise and make recommendations to the Assistant Superintendent for Instruction on all matters related to the District’s instructional program by: <ul style="list-style-type: none"> <li>▪ Overseeing the curriculum management system - Planning, designing, implementing, reviewing and assessing curriculum</li> <li>▪ Identifying instructional and curricular strategic issues to oversee the Curriculum Management System, inform Professional Development, and guide the development of budgetary priorities</li> <li>▪ Allocating designated budgets for instructionally related programs</li> <li>▪ Identifying and analyzing student performance data to assure the alignment of the standards, curriculum, and the instructional program</li> <li>▪ Monitoring all instructional and curricular committees</li> <li>▪ Maintaining effective communication between the ILC and all stakeholders</li> </ul> </li> </ul>
<p><b>Membership:</b> In a brief statement, indicate:</p> <ul style="list-style-type: none"> <li>• the number of members and the constituency each represents.</li> <li>• how members are chosen.</li> <li>• the expected tenure and planned rotation of members.</li> </ul>	<ul style="list-style-type: none"> <li>• The Instructional Leadership Council membership will consist of 27 members: <ul style="list-style-type: none"> <li>▪ Director of Special Education or designee</li> <li>▪ Four Standards leaders (2 secondary, 2 elementary, one core, one special area) (Standards Leaders to decide who will be on committee)</li> <li>▪ One Professional Standards Review Board member</li> <li>▪ Three PTSA representatives (1 parent from each instructional level)</li> <li>▪ One Business/Community Representative</li> <li>▪ One PDTA Professional Growth Chair</li> <li>▪ Teacher Center Director</li> <li>▪ Three Administrators: Elementary (1), Middle (1), High School (1)</li> <li>▪ Assistant Superintendent for Instruction</li> <li>▪ Director of Technology</li> <li>▪ One elected representative from each elementary school (5)</li> <li>▪ One elected representatives from each middle school (2)</li> <li>▪ One elected representative from each high school (2)</li> </ul> </li> <li>• Members are selected by various processes approved by each constituent group (ex. bldg, PDTA, PTSA, PSRB Standards Leaders from EAC, SAC)</li> <li>• Members will be elected by the building staff for three-year terms with one third of the membership being new</li> </ul>

	<p>each year. (three year staggered rotation)</p> <ul style="list-style-type: none"> <li>• An orientation is provided for new members. Meeting skills training is provided by the membership during meetings.</li> </ul>
<p><b>Operation:</b> In a brief statement, indicate:</p> <ul style="list-style-type: none"> <li>• how meeting minutes are kept and distributed.</li> <li>• the time commitment for committee members.</li> <li>• how the agenda is set (by whom).</li> <li>• the tasks participants may perform.</li> <li>• the “ground rules” by which the committee operates.</li> </ul>	<ul style="list-style-type: none"> <li>• An orientation is provided for new members to include overview of committee charter, glossary of terms, and basic operation.</li> <li>• Minutes are taken and distributed by the clerk to the Assistant Superintendent for Instruction.</li> <li>• The ILC meets once a month. The chairperson develops an agenda with input from the ILC members. Agendas are sent to members prior to the meetings.</li> <li>• Participant tasks include: <ul style="list-style-type: none"> <li>▪ Attending monthly meetings</li> <li>▪ Representing and communicating with constituency</li> <li>▪ Serving on sub-committees</li> <li>▪ Actively participating</li> <li>▪ Becoming familiar with information impacting instruction at all levels (i.e. national, building, district)</li> <li>▪ Making recommendations to the Assistant Superintendent</li> </ul> </li> <li>• Ground rules: <ul style="list-style-type: none"> <li>▪ Represent the Vision and Values of PCSD</li> <li>▪ Be committed to the agenda of the ILC</li> <li>▪ Reach decisions by consensus. If consensus not possible, ILC will identify a decision process.</li> </ul> </li> </ul>
<p><b>Accountability:</b> In a brief statement, indicate:</p> <ul style="list-style-type: none"> <li>• the individual committee members responsible for reporting and to whom they report.</li> <li>• to which committee or individual the committee reports?</li> </ul>	<ul style="list-style-type: none"> <li>• Committee members report to their respective groups (see membership list)</li> <li>• Committee reports to Assistant Superintendent for Instruction, who reports to the District Planning Team and Superintendent on ILC issues</li> <li>• Committee members who are also members of the EAC and SAC are responsible for maintaining effective communication among those groups.</li> </ul>
<p><b>Evaluation:</b> In a brief statement describe:</p> <ul style="list-style-type: none"> <li>• how the committee evaluates its operational functioning.</li> <li>• how the committee evaluated its contribution to the District’s Vision and Values.</li> <li>• how those impacted by the work of the committee will assess the impact of the committee.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee will employ the committee evaluation rubric to evaluate its operational functioning by collating responses of the individual committee members Process observer provides feedback on the meeting. Members may comment on meeting dynamics. This feedback is used to improve the functioning.</li> <li>• Annual review of work completed is benchmarked against district Vision and Values</li> <li>• Stakeholders are given opportunity to give feedback re: ILC initiative.</li> <li>• Impact of ILC work on students will be assessed by a review of relevant student data.</li> </ul>

**\* Definitions:**

Standing Committee: Operates for multiple years, is expected to remain active; operates from a charter

Ad Hoc Committee: Operates for a short-term, has a specific, special purpose, disbands at completion of a task, operates under a standing committee charter or a specific charge from the Superintendent.

Subcommittee: Operates from a charge from a standing committee, is made up of members of that committee, could be short or long-term