

## 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>Elementary Academic Council (EAC)</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 purpose of the Elementary Academic Council is to ensure consistency and alignment of a high quality instructional program across all five elementary buildings.</li> <li>• The EAC is advisory to the Assistant Superintendent for Instruction.</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, expected tenure and planned rotation of members</li> </ul>	<ul style="list-style-type: none"> <li>• 5 elementary principals</li> <li>• 5 core elementary standards leaders (ELA, Math, Social Studies, Science, Special Education)</li> <li>• The Standards Leader for Instructional Challenge</li> <li>• 5 elementary classroom teachers, representing each of the elementary schools (selected by PDTA for a 3 year term). These five teacher members should represent a balance between the primary and intermediate levels</li> <li>• 1 additional standards leader or teacher representative, as relevant to current focus</li> <li>• Director of Student Services</li> <li>• Assistant Superintendent for Instruction</li> </ul> <p>The rotation of members is determined by the job title. A process must be developed to determine which non-core standards leaders are selected to attend.</p>

<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>• Meeting minutes will be taken by the assistant to the ASI and distributed via email and at meetings for approval by the committee.</li> <li>• Regular meetings will be held monthly from <b>3:30 PM</b> until <b>5:00 PM</b>.</li> <li>• Longer meetings may be held twice yearly (in the spring and the fall) for the purposes of planning and evaluation.</li> <li>• The agenda will be set by the group at each meeting for subsequent meetings.</li> <li>• Build into the agenda Takeaways. Takeaways can be what to share with constituent groups.</li> <li>• The group will develop norms at an early meeting.</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>• which committee or individual the committee reports?</li> </ul>	<p>EAC representatives will report to and from appropriate stakeholder groups including District Committees and Building ILTs</p> <p>The committee reports to the ILC as needed.</p> <p>Committee members who are also members of the ILC are responsible for maintaining effective communication between both groups</p>
<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>	<p>The EAC will use the District Committee Evaluation Rubric to assess content and process.</p> <p>Annual review of work completed is benchmarked against the District’s Vision and Values, Strategic Initiative and the Committee purpose.</p> <p>The EAC, in coordination with Building ILTs, will establish an ongoing process to gather and respond to input and feedback about the effectiveness and focus of the committee’s work.</p>

**\* 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