

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

Committee Name:	Health and Wellness Committee (subcommittee of Health and Safety Council)
Contact Name:	Patricia Vaughan-Brogan
School Year:	2018-2019
Committee Type: (see definitions*)	Standing Committee
Purpose: In a brief statement, describe: <ul style="list-style-type: none"> • the committee’s function. • how the committee contributes to desired student outcomes. • whether the committee is advisory, and to whom, or, decision-making. 	<p><i>Identify, target, and monitor wellness related issues that support healthy lifestyle behaviors for students and staff and comply with state and federal mandates.</i></p> <p><i>By providing direction on instructional practices programs and activities which promote a culture and climate that fosters responsibility, respect, trust and pride and maximizes the ability of our students to make healthy choices.</i></p> <p><i>Health and Wellness Council is advisory to the Assistant Superintendent for Business and Superintendent, depending on the issue.</i></p>
	<p><i>Health and Wellness Committee members are selected annually by their constituency groups or position to include, Director of Student Services, chair, Community Service Coordinator, Director of Food Services, Prevention Coordinator, Representatives from PTSA, PDTA, Pittsford Youth Services, health, family and consumer science, physical education, school nurses, counselors, school psychologists, building administration, such that membership is representative of all buildings. There is no term limit. The committee will add up to 3 general education teachers, to assure that each level/building is represented on the committee. Input from high school students will be sought via student councils on relevant topics.</i></p>

<p>Operation: In a brief statement, indicate:</p> <ul style="list-style-type: none"> • how meeting minutes are kept and distributed. • the time commitment for committee members. • how the agenda is set (by whom). • the tasks participants may perform. • the “ground rules” by which the committee operates. 	<p><i>Minutes will be kept by the Student Services Administrative Assistant and shared via email.</i></p> <p><i>The council will meet bi-monthly from 3:30-5:00 PM. Additional meetings may be required if needed.</i></p> <p><i>Members may be asked to serve on ad hoc subcommittees Non-members may also be recruited to work on ad hoc committees.</i></p> <p><i>Agenda is set by the chair each month. All members may submit items for discussion.</i></p> <p><i>The council will operate by consensus. Each member is a full voting member.</i></p>
<p>Accountability: In a brief statement, indicate:</p> <ul style="list-style-type: none"> • the individual committee members responsible for reporting and to whom they report. • to which committee or individual the committee reports? 	<p><i>Individual members are responsible for reporting back to their constituency groups.</i></p> <p><i>The council will report to ILC on curricular issues and to the Superintendent, as required by issue.</i></p>
<p>Evaluation: In a brief statement describe:</p> <ul style="list-style-type: none"> • how the committee evaluates its operational functioning. • how the committee evaluated its contribution to the District’s Vision and Values. • how those impacted by the work of the committee will assess the impact of the committee. 	<p><i>The council will use the District Committee Evaluation Rubric and process to assess its functioning.</i></p> <p><i>The council will solicit input from the ILC, Assistant Superintendent for Business and Superintendent of Schools</i></p> <p><i>The council will develop evaluation tools to assess individual tasks undertaken.</i></p>

*** Definitions:**

Standing Committee: Operates for more than one year, 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 from a charter

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