

**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 Mission, Vision and Values of the District
- provide orientation to new members

<b>Committee Type:</b> (see definitions*)	Inclusivity Advisory Committee
<b>Contact:</b>	
<b>School Year:</b>	
<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>	<p>The Inclusivity Advisory Committee provides guidance to the Superintendent of Schools regarding systems, structures, policies, regulations and experiences that will lead to an environment of enhanced school/community engagement, respect and connection – where diverse ideas, backgrounds and perspectives are tied together in a caring environment. Guidance areas will include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Board of Education policy, regulations, procedures</li> <li>• Professional development, recruitment and retention</li> <li>• Community Education and Outreach</li> <li>• Curricular, Instructional and Extracurricular practices</li> <li>• Analysis of multiple types of data from varied stakeholders</li> </ul> <p>Review of trends and best practices</p>
<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>	<p>The Committee will include representatives with diversity of thought from all school levels (elementary, middle, high school) selected by established processes for District constituent groups:</p> <p>PDAA = 3 members  PDTA = 3 members  PTSA = 4 parents/guardians, one to include Urban Suburban (all three levels represented)  COT = 2 members  PEOP = 1 member</p> <p>Various recognized experts in the following areas will be selected via an interview process:</p> <ul style="list-style-type: none"> <li>• Mental Health</li> <li>• Special Education</li> <li>• Interfaith</li> <li>• Sexual Orientation</li> <li>• Gender Equity</li> <li>• Diversity/Inclusion</li> </ul> <p>The Superintendent shall appoint a COT member and a non-district expert as Co-chairs of the Committee. The Committee shall have the option to add up to three (3) ad hoc members who may advise or support particular goal areas. Duration of such appointments will be established and communicated to all members.</p> <p>Membership terms are for three years, such that membership rotates on a staggered basis for each constituent group.</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>	<p>The Chairpersons will provide an orientation for new members to include overview and purpose of the Committee, review of the District vision, values and mission, and review of the charter, glossary of terms, and basic operations.</p> <p>Process for minutes to be taken and distributed will be created by co-chairs</p> <p>The Committee shall meet monthly during the school year. Additional meetings will be established as needed by the Chairpersons. Committee goals shall be developed via a collaborative process, based upon data gathered as outlined in the purpose of the IAC. The chairpersons shall develop agendas based upon the priorities of the Committee and with input from members. Agendas are sent to members prior to the meetings.</p> <p>Participants commit to the following tasks:</p> <ul style="list-style-type: none"> <li>• Regular meeting attendance</li> <li>• Adherence to collaboratively established group norms</li> <li>• Active listening and participation in Committee meetings</li> <li>• Representation of and communication with constituency group</li> <li>• Participation on sub-committees or ad hoc committees</li> <li>• Review of information impacting the purpose and goals of the Committee</li> <li>• Respect for decisions made by consensus and the agreed upon data to be shared to those outside of the Committee; including meeting agendas and summaries</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 the Superintendent of Schools</li> <li>• Committee members who are also members of other District committees are responsible for maintaining effective communication with and among those groups, as appropriate</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>	<p>Committee will employ the committee evaluation rubric to evaluate its operational functioning by collating responses of the individual committee members</p> <p>Goals will be evaluated based upon the criteria established for each goal area.</p>

3/15/18

(added PEOP membership 4/27/18)

**\* 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