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

<table>
<thead>
<tr>
<th>Committee Name:</th>
<th>Instructional Leadership Council (ILC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td>Assistant Superintendent for Instruction</td>
</tr>
<tr>
<td>School Year:</td>
<td>2017-2018</td>
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<tr>
<td>Committee Type:</td>
<td>(see definitions*) Standing Committee</td>
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</tbody>
</table>

**Purpose:** In a brief statement, describe:
- the committee’s function.
- how the committee contributes to desired student outcomes.
- whether the committee is advisory, and to whom, or, decision-making.
- 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:
  - Overseeing the curriculum management system - Planning, designing, implementing, reviewing and assessing curriculum
  - Identifying instructional and curricular strategic issues to oversee the Curriculum Management System, inform Professional Development, and guide the development of budgetary priorities
  - Allocating designated budgets for instructionally related programs
  - Identifying and analyzing student performance data to assure the alignment of the standards, curriculum, and the instructional program
  - Monitoring all instructional and curricular committees
  - Maintaining effective communication between the ILC and all stakeholders

**Membership:** In a brief statement, indicate:
- the number of members and the constituency each represents.
- how members are chosen.
- the expected tenure and planned rotation of members.
- The Instructional Leadership Council membership will consist of 27 members:
  - Director of Special Education or designee
  - Four Standards leaders (2 secondary, 2 elementary, one core, one special area) (Standards Leaders to decide who will be on committee)
  - One Professional Standards Review Board member
  - Three PTSA representatives (1 parent from each instructional level)
  - One Business/Community Representative
  - One PDTA Professional Growth Chair
  - Teacher Center Director
  - Three Administrators: Elementary (1), Middle (1), High School (1)
  - Assistant Superintendent for Instruction
  - Director of Technology
  - One elected representative from each elementary school (5)
  - One elected representatives from each middle school (2)
  - One elected representative from each high school (2)
- Members are selected by various processes approved by each constituent group (ex. bldg, PDTA, PTSA, PSRB Standards Leaders from EAC, SAC)
- Members will be elected by the building staff for three-year terms with one third of the membership being new
**Operation:** In a brief statement, indicate:
- 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.

- An orientation is provided for new members. Meeting skills training is provided by the membership during meetings.
- An orientation is provided for new members to include overview of committee charter, glossary of terms, and basic operation.
- Minutes are taken and distributed by the clerk to the Assistant Superintendent for Instruction.
- 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.
- Participant tasks include:
  - Attending monthly meetings
  - Representing and communicating with constituency
  - Serving on sub-committees
  - Actively participating
  - Becoming familiar with information impacting instruction at all levels (i.e. national, building, district)
  - Making recommendations to the Assistant Superintendent
- Ground rules:
  - Represent the Vision and Values of PCSD
  - Be committed to the agenda of the ILC
  - Reach decisions by consensus. If consensus not possible, ILC will identify a decision process.

**Accountability:** In a brief statement, indicate:
- the individual committee members responsible for reporting and to whom they report.
- to which committee or individual the committee reports?

- Committee members report to their respective groups (see membership list)
- Committee reports to Assistant Superintendent for Instruction, who reports to the District Planning Team and Superintendent on ILC issues
- Committee members who are also members of the EAC and SAC are responsible for maintaining effective communication among those groups.

**Evaluation:** In a brief statement describe:
- 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.

- 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.
- Annual review of work completed is benchmarked against district Vision and Values
- Stakeholders are given opportunity to give feedback re: ILC initiative.
- Impact of ILC work on students will be assessed by a review of relevant student data.

* **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