

# 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>	District Safety Council
<b>Contact Name:</b>	Shana Cutaia
<b>School Year:</b>	2023-24
<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>	<p><i>Identify, target, and monitor health and safety related issues in order to provide for the safest and healthiest environment at school; may review and/or assist in the disposition of health and safety complaints; and advise the Superintendent about compliance with state and federal mandates.</i></p> <p><i>By providing direction on policies and procedures that promote a safe and secure environment.</i></p> <p><i>The Safety Council is advisory to the Superintendent.</i></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><i>The Safety Council members are selected annually by their constituency groups or position to include: Director of Student Services/Chair, Directors of Transportation, Communications, and Operation, Maintenance and Security, PDTA rep., PTSA rep., PEOP rep., school nurse, one administrator from each level (elementary, middle and high), a representative from the Human Resources Department, secondary science teacher, and additional PCSD staff as needed so that membership is representative of all school buildings, town rep., and BOCES Health and Safety rep. There is no term limit.</i></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><i>Minutes will be kept by the Student Services Department <del>Administrative Assistant</del> with members and shared via email. Minutes will be posted to the Safety Council website page</i></p> <p><i>The council will meet 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-member 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><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>	<p><i>Individual members are responsible for reporting back to their constituency groups with special attention made so that communications are also shared with each building.</i></p> <p><i>Minutes are shared with the building health and safety teams, by the PDTA rep.</i></p> <p><i>The council will report to the Superintendent on issues as they evolve and are resolved throughout the year.</i></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><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 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