

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:	Special Education Advisory Committee
Contact Name:	Elizabeth Woods
School Year:	2019-2020
Committee Type: (see definitions*)	
<p>Purpose: In a brief statement, describe:</p> <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. 	<ul style="list-style-type: none"> • The SEAC has the function to review topics related to Special Education and advise the Special Education Director on matters such as communication, regulation issues, caseload issues, case manager responsibilities, testing practices, and safety issues. The SEAC reviews concerns from a district-level perspective and engages in a problem-solving process to recommend possible solutions. • The SEAC contributes to desired student outcomes by reviewing pertinent practices and offering suggestions for improvements which will advance student learning and support staff in carrying out responsibilities related to students with disabilities.
<p>Membership: In a brief statement, indicate:</p> <ul style="list-style-type: none"> • the number of members and the constituency each represents. • how members are chosen. • the expected tenure and planned rotation of members. 	<ul style="list-style-type: none"> • Director of Special Education • Assistant Superintendent for Human Resources (by invite, for relevant topics of discussion) • Pittsford District Teachers’ Association President (by invite, for relevant topics of discussion) • Special Education Standards Leader • Committee on Special Education Coordinator • Speech Language Standards Leader • Psychologist Standards Leader • A building administrator from every level, appointed by the District • Teacher representatives from every school appointed by the Association • Teacher representation will have a relatively even distribution of general education and special education teachers • Members are appointed via agreement between the District and PDTA. Members are appointed annually.

<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. 	<ul style="list-style-type: none"> • Meeting minutes will be kept by a volunteer member and will be distributed to members of SEAC following each meeting. • Meetings will be held five times per year, with additional meetings scheduled as needed. • The agenda will be set by consensus in advance of each meeting. • Ground rules will be established at the first meeting and attached to this charter.
<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? 	<ul style="list-style-type: none"> • Individual committee members will be responsible to gather input and share feedback with identified constituents. • This committee advises the Special Education Director and reports to the Assistant Superintendents of Human Resources and Instruction.
<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. 	<ul style="list-style-type: none"> • The committee will evaluate its operational functioning, contributions and impact using the District’s Committee evaluation process. • The committee will make recommendations to the DPT relative to its continuance as a chartered committee.

*** 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