

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:	TECHNOLOGY MANAGEMENT COMMITTEE
Contact Name:	Melissa Julian
School Year:	2017- 2018
Committee Type: (see definitions*)	Standing Committee: Operates for more than one year, is expected to remain active; operates from a charter
<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. 	<p>Role of the District Technology Committee:</p> <ul style="list-style-type: none"> • Acts as advisory to the Director of Technology • Promotes the integration of technology into the curriculum • Encourages communication across disciplines and grade levels throughout the district • Recommends new initiatives • Gains input before beginning new initiatives • Engages in Tech Quest planning • Assists in the development of district policies, procedures and guidelines
<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"> • Five administrators, nine teachers serving as technology chairpersons, two parents, one Instructional Technology Teacher (ITT), one Instructional Technology Support Specialist (ITSS), two technicians, two standards leaders and one support staff member. • Principals select technology chairpersons. A technology chairperson is appointed for a three-year term. Parents are appointed for a two year term by PTSA. ITT/ -ITSS and technicians are selected by the Director of Technology for a three year term. Standards leaders are selected by the Assistant Superintendent of Instruction. At least one administrator is appointed from ELT, SLT and District team by PDAA. Chief Information Officer is a standing member.

<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"> • Individuals are asked to attend a combination of longer and shorter meetings. Individuals then share information with their constituent groups. Meetings are typically held before or after school hours. • The agenda is set by the Director of Technology. Members are able to amend the agenda. • Participants often participate in information sharing. The group also participates in shared-decision making. • A facilitator, note-taker and timekeeper are assigned per meeting.
<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"> • Building reps should share information with building technology committees. All members need to share information with their constituent groups. • The Director of Technology and Chief Information Officer will share information with ILC, DPT, COT and ad hoc committees, e.g., assessment committee, online learning committee, etc...
<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 uses the evaluation included in Tech Quest 7 to measure progress. • During the - 2017-2018, the committee will use the District committee evaluation template. • Each committee member will have an opportunity to participate in an oral or written evaluation of our TQ 7 goals. All members will also complete the PCSD committee evaluation form in May.

*** 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