

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, Values and Strategic Initiative of the District
- provide orientation to new members

Committee Name:	Elementary Academic Council (EAC)
Contact Name:	Assistant Superintendent for Instruction
School Year:	2024-25
Committee Type: (see definitions*)	Standing Committee
<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 purpose of the Elementary Academic Council is to ensure consistency and alignment of a high quality instructional program across all five elementary buildings. <ul style="list-style-type: none"> ○ Advise the Instructional Leadership Council regarding the development, coordination and implementation of the grade K-5 curriculum ○ Examine and evaluate current issues and trends as related to the grade K-5 curriculum and advise the ILC ○ This committee functions by overseeing the implementation of general education programs and services to ensure their quality so that we maximize the academic performance and personal development of our students. • The EAC is advisory to the Assistant Superintendent for Instruction.
<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, expected tenure and planned rotation of members 	<ul style="list-style-type: none"> • 5 elementary principals • 3 core elementary standards leaders (ELA, Math/Science, Social Studies/Generalist) • The Standards Leader for Special Education • The Standards Leader for Instructional Challenge • 5 elementary classroom teachers, representing each of the elementary schools (selected by PDTA for a 3 year term). These five teacher members should represent a balance between the primary and intermediate levels • 1 additional standards leader or teacher representative, as needed, for current focus • 1 Instructional Technology Teacher • Director of Student Services or Designee • Assistant Superintendent for Instruction <p>The rotation of members is determined by the job title. A process must be developed to determine which non-core standards leaders are selected to attend.</p>

<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 taken by the assistant to the ASI and distributed via email and at meetings for approval by the committee. • Regular meetings will be held monthly from 3:30 PM until 5:00 PM. • Longer meetings may be held twice yearly (in the spring and the fall) for the purposes of planning and evaluation. • The agenda will be set by the group at each meeting for subsequent meetings. • Build into the agenda Takeaways. Takeaways can be what to share with constituent groups. • The group will develop norms at an early 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 • which committee or individual the committee reports? 	<p>EAC representatives will report to and from appropriate stakeholder groups including District Committees and Building ILTs</p> <p>The committee reports to the ILC as needed.</p> <p>Committee members who are also members of the ILC are responsible for maintaining effective communication between both groups</p>
<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 	<p>The EAC will use the District Committee Evaluation Rubric to assess content and process.</p> <p>Annual review of work completed is benchmarked against the District’s Vision and Values, Strategic Initiative and the Committee purpose.</p> <p>The EAC, in coordination with Building ILTs, will establish an ongoing process to gather and respond to input and feedback about the effectiveness and focus of the committee’s work.</p>

*** 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