

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 Initiatives of the District
- provide orientation to new members

Committee Name:	Environmental Sustainability Committee (ESC)
Contact Name:	Asst. Superintendent for Business
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. 	<p>The purpose of the Environmental Sustainability Committee is to provide guidance on matters related to district initiatives in areas such as:</p> <ul style="list-style-type: none"> - Healthy and sustainable school & district Buildings; school & district grounds; capital projects; transportation systems; food systems; waste management systems; water systems - Sustainability related teaching and learning - Community engagement in sustainability <p>The Environmental Sustainability Committee is advisory to the Superintendent.</p>
<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. 	<p>The Environmental Sustainability Committee will consist of:</p> <ul style="list-style-type: none"> - Assistant Superintendent for Business, chairperson - Director of Facilities and Maintenance - Director of Transportation - Director of Food Service - Director of Communications - Three PDAA representatives - Three PDTA representatives - Three parents, selected by PTSA - One member of PEOP - Two students, one from each high school - Other non-PCSD partners, as warranted by the current work of the committee. <p>Tenure: Constituent group representatives serve the committee for a minimum of three years, rotation schedule to be determined by constituent group. If a committee member steps down in the middle of their three-year term, their replacement begins a new three-year term.</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"> - An orientation is provided for new members to include overview of committee charter and basic operation. - Meetings are held four times per year with additional meetings scheduled as needed. - The Assistant Superintendent for Business sets the agenda for the committee with input from committee members. - Agendas are sent to members prior to the meetings. - Minutes are taken and distributed by the clerk to the Assistant Superintendent for Business. - Committee members are expected to attend and fully participate in all scheduled meetings. - Committee members may be asked to engage in research and serve on subcommittees. - Committee members are expected to become familiar with district processes and protocols related to environmental sustainability. - All committee members agree to abide by the District Committee Code of Conduct and align their work with the district mission, vision, and values. - Committee decisions are reached by consensus. If consensus is not possible, a decision-making process will be identified by the committee.
<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"> - Committee members report to their respective groups. - Committee reports to the Assistant Superintendent for Business, who reports to the District Planning Team and Superintendent on ESC issues.
<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 employ the committee evaluation rubric to evaluate its operational functioning by collating responses of the individual committee members. - The committee will establish an ongoing process to gather and respond to input and feedback about the effectiveness and focus of the committee’s work.

*** 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