

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 and Values of the District
- provide orientation to new members

Committee Name:	District Planning Team
Contact Name:	Shana Cutaia
School Year:	2026-2027
Committee Type: (see definitions*)	Standing Committee
Purpose: In a brief statement, describe: • the committee's function. • how the committee contributes to desired student outcomes. • whether the committee is advisory, and to whom, or, decision-making.	• The purpose of the District Planning Team as the District's Shared Decision Making Committee, is to continuously improve the quality of education in the Pittsford School District and the performance of all our students, by: ○ Advising the Superintendent regarding mission, vision, values and strategic initiatives ○ Recommending District Strategic Plans ○ Providing input into the budget development process ○ Monitoring District committees by reviewing charters and evaluations ○ Monitoring implementation of the strategic plan ○ Assisting the Superintendent as requested • The District Planning Team is advisory to the Superintendent
Membership: In a brief statement, indicate: • the number of members and the constituency each represents. • how members are chosen. • the expected tenure and planned rotation of members.	• A minimum of 20 members, as follows: ○ 4 parents, selected by PTSA ○ 6 certificated staff, selected by PDTA ○ 2 School-related Staff (PDTA / PEOP) ○ 4 Administrators, selected by PDAA ○ Superintendent ○ Superintendent's designee (Recommend up to 3 – Business, ASI & ASPS) ○ 2 Community members (without children in Pittsford Schools), selected by the Superintendent ○ Students from SSAC (Supt. Student Advisory Committee) as needed & appropriate Tenure: Minimum term of three years, rotation schedule to be determined by constituent group, staggered rotation.

Operation: In a brief statement, indicate: • 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.	• Minutes are kept by the District Clerk and distributed to the committee members who will make them available to their respective constituencies • Meetings will be held monthly including a full day meeting during the summer • The Superintendent sets the agenda for the committee with input from the DPT constituency leaders and the Board of Education • Committee members may be asked to facilitate meetings, act as timekeeper or recorder, engage in research, serve on a subcommittee or draft proposals • The committee will operate by consensus
Accountability: In a brief statement, indicate: • the individual committee members responsible for reporting and to whom they report. • to which committee or individual the committee reports	• The chairs of each constituent group or their designee are responsible for timely reporting to their respective groups • The committee reports to the Superintendent
Evaluation: In a brief statement describe: • how the committee evaluates its operational functioning. • how the committee evaluated its contribution to the District's Mission, Vision and Values. • how those impacted by the work of the committee will assess the impact of the committee.	• The committee will employ the evaluation rubric to evaluate its operational functioning by collating the responses of individual committee members • The committee will develop and periodically review key indicators for assessing its contribution to the District's Mission, Vision and Values • The Superintendent, as a member of the committee will solicit feedback from the Board of Education • The chairs of each constituent group will solicit feedback from their respective groups • The committee will solicit feedback from the ILC

*** 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