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:	**2026-27**
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 Elementary Academic Council is to ensure consistency and alignment of a high quality instructional program across all five elementary buildings.
	  ○ Advise the Instructional Leadership Council regarding the development, coordination and implementation of the grade K-5 curriculum, assessments, instruction and environment
	  ○ 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 elementary 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.

Membership: In a brief statement, indicate: • the number of members and the constituency each represents • how members are chosen, expected tenure and planned rotation of members	• 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 • Additional standards leader or teacher representative(s), as needed, for current focus • 1 Instructional Technology Teacher • Assistant Director of Pupil Services, Elementary • Assistant Superintendent for Instruction 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.

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	• Meeting minutes will be taken by the assistant to the ASI and distributed via Microsoft Teams 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.
Accountability: In a brief statement, indicate: • the individual committee members responsible for reporting and to whom they report • which committee or individual the committee reports?	EAC representatives will report to and from appropriate stakeholder groups including District Committees and Building ILTs The committee reports to the ILC as needed. Committee members who are also members of the ILC are responsible for maintaining effective communication between both groups
Evaluation: In a brief statement describe: • 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	The EAC will use the District Committee Evaluation Rubric to assess content and process. Annual review of work completed is benchmarked against the District's Vision and Values, Strategic Initiative and the Committee purpose. 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.

**** 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