

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:	Secondary Academic Council
Contact Name:	Assistant Superintendent for Instruction
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 Secondary Academic Council is a forum to address the operational issues impacting curriculum and instruction at the secondary level in a way that is consistent across the district. Duties include: • Advise the Instructional Leadership Council regarding the development, coordination and implementation of the grade 6 – 12 curriculum • Examine and evaluate current issues and trends as related to the grade 6 – 12 curriculum and advise the ILC • This committee functions by overseeing the implementation of programs and services to ensure their quality so that we maximize the academic performance and personal development of our students. This committee 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. • the expected tenure and planned rotation of members.	There are twenty-two members on this committee. It includes the following: • The four secondary Principals • The five core Standards Leaders • The Standards Leader for Special Education • The Counselor Dept. Leaders from each secondary building (4 total) • The Assistant Superintendent for Instruction • The Director of Student Services • The Director of Special Education • The Director of Equity, Inclusion & Personnel • 2 Non-core standards Leaders • 1 School Psychologist • 1 Instructional Technology Teacher Members are selected based on who holds the position in the district. A process has to be developed to determine which non-core standards leaders are selected to be on the committee. The non-core standards leader positions are the only ones that rotate. The rotation pattern will be determined as part of the selection process.

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.	The Secondary Academic Council meets once a month. The agendas are sent out ahead of time via email. The Assistant Superintendent for Instruction is responsible for the formation of agendas. All members may submit items for discussion. All committee members are expected to be active participants in the discussion and to serve on ad hoc committees as needed. The committee establishes norms as a group. Minutes will be taken at each meeting and distributed to participants.
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 members of the committee are responsible to report to the stakeholder groups they represent. This committee reports to the Instructional Leadership Council 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 committee will follow the District Committee Evaluation Rubric to assess content and process. Annual review of work completed is benchmarked against the District Vision and Values. The Secondary Academic Council will develop a mechanism for assessing the impact of its work, in coordination with building ILTs and 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