

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:	Special Education Advisory Committee
Contact Name:	Lindsay Ali
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.	• SEAC's function is to review topics related to Special Education and advise the Assistant Superintendent for PPS. SEAC reviews concerns from a district-level perspective and engages in a problem-solving process to recommend possible solutions. • SEAC contributes to desired student outcomes by reviewing pertinent practices and offering suggestions for improvements which will advance student learning and support staff in carrying out responsibilities related to students with disabilities.
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.	• Assistant Superintendent for Pupil Services • Assistant Superintendent for Human Resources (by invite, for relevant topics of discussion) • Pittsford District Teachers' Association President (by invite, for relevant topics of discussion) • Special Education Standards Leader • Assistant Director of Pupil Services – Elementary, Secondary or Special Programs • Speech Language Standards Leader • Psychologist Standards Leader • A building administrator from every level, appointed by the PDAA. • Teacher representatives from every school, appointed by the PDTA. Teacher representation will have a relatively even distribution of general education and special education teachers. • Members are appointed annually.
Operation: In a brief statement, indicate:	• Meeting minutes will be kept and will be distributed to members of SEAC following each meeting. • Meetings will be held five times per year, with additional meetings scheduled as needed.

• 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 agenda will be set by the Facilitator, with input from SEAC membership. • Norms will be established at the first meeting.
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?	• Individual committee members will be responsible for gathering input and sharing updates with identified constituents. • This committee advises the Assistant Superintendent for Pupil Services reports to the Assistant Superintendents of Human Resources and Instruction.
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 evaluate its operational functioning, contributions and impact using the District’s Committee evaluation process. • The committee will make recommendations to the DPT relative to its continuance as a chartered committee.

*** 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