



Hamburg Central School District Committee Descriptions

Updated March 2020

Committee	Purpose	Membership	Meeting Frequency
Leadership Forum	Communication	Union leadership and Superintendent	1x/month
District Core	Items that impact student achievement, ensure consistency throughout district, share agenda with building core , policy recommendations, district procedures reviewed	Core team facilitators, building administrators, central office admin	1x/month
Building Administrator Facilities	Facility related, working environment	Assistant Superintendent, Administrators, Head of Buildings and Grounds, Food Service Director (as needed)	1x/month
Building Committee	Facility related, working environment	Union representatives, building administration	1x/month
Article VII	APPR, lesson planning, improving instruction, staff development, assessment	Four teachers, four administrators, facilitator	1x/month
Strategic Planning Committee	Review data, set priorities and action steps for District	BOE Members, District Staff, Community Members, PTSA Members	2x/year
Building Core Teams	<p>Items that impact student achievement, sharing issues/ information with district core, designating unit teams based on building need</p> <p>Facilitator: Reassess position every two years; not part of a Unit Team</p>	<p>Elementary: principal, facilitator, parent rep, grade level rep, special ed, related service, teacher aide, special area, DTC Rep</p> <p>Middle School: principal, facilitator, grade level rep, combined department rep, parent rep, related service, teacher aide, special area, special ed, clerical, counselor, DTC Rep</p> <p>High School: department rep, principal, facilitator, parent, counselor, clerical, DTC Rep</p>	1x/month



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Unit Teams	<p>Receive feedback on items sent by Core.</p> <p>Typically topics that require feedback and input from building staff.</p> <p>Each Unit Team has the same agenda. Agenda is developed by the Core Team.</p>	<p>All staff as allowed by contractual schedule</p> <p>Unit Team Facilitators (needs to be a member of Core)</p>	4x/year
DATA	Registration, verifying data to state level, ensure consistency across the district	Clerical, chief information officer, central office administrators as needed	1x/ every two months
District SST/RTI	RTI process discussions for district consistency, case study discussions, strategies to use as an RTI facilitator	TOSA Special Education, Director of Pupil Services, Curriculum Coordinator, Building SST/RTI Facilitators	Multiple times per year 7:50 – 8:30
SST/RTI	Support individual students in academic and behavior areas	Building facilitator, membership changes based on the need of the student	Varies based on student need
DASA	Support DASA claims (harassment, bullying, intimidation), review data and interventions, community building, support creating a culture of kindness	Building DASA coordinator, Assistant Superintendent	1x/month
ACM (Administrative Council Meetings)	Communication, consistency, plan, address concerns, questions, professional learning	Administrators	1x/month
DTC (District Technology Committee)	Organize and allocate resources, Technology plan	TBD (representatives are also part of building core team)	4x/year



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Report Card (Elementary)	Continue to review and revamp report card (as needed)	Grade level rep, Assistant Superintendent, Curriculum Coordinator	Meet if needed
Elementary Grade Level Meetings	Share and discuss to ensure consistency across all four elementary schools	Elementary grade level teachers AIS/Special Education should choose a grade level to join	Multiple times per year 7:50 – 8:30
Department Meetings	Discussing curriculum/instruction, district information, building information, and a way to obtain feedback	Facilitated by Department Leader Teachers Pre-K – 12	1x/month (Thursday)
Department Leader Meetings	Department Leaders meet as a group per building to share department information, ask questions, receive clarification, brainstorm	Department Leaders in the building Building Administrator Curriculum and Instruction Representative	Up to 6x/year
Professional Learning	Led by Boces, Consultants, and/or Curriculum /Instruction Office – topics change based on needs of departments/levels	Teaching staff Pre-K – 12	Varies
Intervention Block Planning Meeting - Elementary	Meet to discuss intervention block flexible groups, including: student needs and progress, and tier 1 and 2 interventions.	Teachers AIS Staff Special Education Teachers (if available) Aides (if available) Building Administrators	1x/Month Each grade level meets for 40 minutes Dates will be determined at each building
Elementary Scheduling Committee	Meet to share and discuss shared staff and schedules so there is consistency across all 4 elementary schools	2 teacher reps/building 1 elementary administrator rep HTA President Curriculum Coordinator Director of Technology Assistant Superintendent	Start meeting in late Spring. Meetings continue over the summer until schedule is complete



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