



# *Medicine Hat Catholic Board of Education*

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## **C2 Report October 31, 2013**

**Report Submitted:** October 31, 2013

### **1. Purpose of the Report:**

On May 15, 2013 legislation in the form of *The Assurance Act Bill 26* was passed. The legislation provided for a [provincial framework agreement](#) for Teachers and School Boards in Alberta. The framework agreement outlines the functions of C2 Committees with respect to transformational change guided by [Inspiring Education](#).

Part C, clause 2 (C2), of the framework agreement specifies the following requirement: “Within each school jurisdiction a joint committee will be established to design, direct and conduct internal reviews to determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce Teacher workload and improve Teacher efficacy.”

### **2. Division Profile**

Medicine Hat Catholic Board of Education is a publicly funded school Division with approximately 2600 students in 10 schools. Nine of our schools are located in an urban center in the City of Medicine Hat with one rural school located in the Town of Bow Island. We serve the communities of Medicine Hat, Bow Island, Redcliff, Dunmore and surrounding areas.

Our Division offers quality Catholic education with a focus on academic achievement, social and spiritual development and success for all students. Our schools operate as professional learning communities in safe and caring environments. Our technology integration continues to be second to none. We offer strong core academic programming, diverse fine arts programming, French Immersion, comprehensive co-curricular programming, academy programming in fine arts and sports, staff professional development opportunities, inclusive education and early childhood programming. For over 100 years we have imparted faith to our students and we continue to nurture faith in our classrooms.

### ***School Division Profile: Ten Schools***

- 1 K-12 in Bow Island
- 4 Elementary Pre-K-6 Schools in Medicine Hat
- 1 Elementary Pre-K-5 School in Medicine Hat
- 1 French Immersion Single Track K-6 School in Medicine Hat
- 2 Middle Schools in Medicine Hat
- 1 High School in Medicine Hat
- Approximately 2600 Students

### **3. C2 Planning, Meetings, Membership and Key Points**

On June 25, 2013 Medicine Hat Catholic Board of Education representatives attended a C2 information and planning meeting in Calgary. Organization and committee selection processes occurred in September 2013.

To date, the Medicine Hat Catholic Board of Education C2 Committee has held meetings on September 26, 2013 and October 18, 2013 and October 29, 2013. The Committee will meet again on January 23, 2014. A tentative meeting is planned for April 29, 2014. The Committee is comprised of the following representatives: Seven Alberta Teachers Association (ATA) local members from diverse teaching assignments representing K-12 educators, one member from Senior Administration, a Board Trustee, Superintendent of Schools and the Alberta Education Facilitator.

#### **September 26, 2013: C2 Committee of the Whole**

- Protocols for C2 Processes and meeting were established
- Round-table sharing occurred regarding Teacher efficacy and workloads items.
- Initial development of Terms of Reference for the C2 Committee
- Reviewed concept of individual and collective Teacher Efficacy
- Brainstormed possible C2 strategies and action items
- Agreed upon next steps to further the work
- Administration and committee agreed that we should look for some quick solutions that would have an impact on Teacher workload
- Determined how communications would take place
- Determined committee members and subcommittee structure
- Decided that this committee would have two co-chairs

#### **October 18 2013: C2 Sub-Committee**

- Discussed current Medicine Hat Catholic Board of Education supports for Teacher efficacy and workload
- Verified that “jurisdiction” refers to both central office and school-based generated tasks.

- Defined efficacy as: The confidence Teachers hold about their individual and collective capability to influence student learning is considered one of the key motivating beliefs influencing Teacher’s professional behaviours and student learning
- Refined the Terms of Reference. Terms of Reference are a living breathing document (see ***Terms of Reference in Appendix***)
- Discussion about the preliminary data already in existence

**October 29 2013: C2 Sub-Committee**

- Further examination of current or recent Medicine Hat Catholic Board of Education structures and supports for Teacher efficacy and improved student learning
- We verified the notion that we will take a number of issues to the Division Leadership Team on November 05, 2013
- Identified some of the actions and or strategies for the committee to reflect on
- Worked on components and contents for the October 31, 2013 report
- Acknowledged there would be focused discussions with various stakeholder groups (ATA Reps, School, Board, School Council)
- Determined initial timelines for actions

**4. Action Plan:**

**4.1. Short Term:**

- a. Review the initial survey results already submitted;
- b. Division Leadership Team Meeting to determine immediate adjustments that could be made to non-essential Teacher workload activities to improve efficacy and reduce non-essential Teacher workload activities;
  - i. Is ..... a workload or efficacy issue at your school? (ie: IPP’s, Supervision, School Year Calendar, Professional Development Calendar, Reporting, Custodial, Technology etc.
  - ii. If so....what can be done to alleviate the workload or efficacy issue?
  - iii. What are supports that are currently in place which help you in dealing with this workload or efficacy issue?
- c. Each of the School Staffs will review workload issues and efficacy issues as a follow-up to the Division Leadership Team Meeting (see b above);
- d. School data to be collected by December 1, 2013;
- e. Address IPP format, review provincial samples and templates, identify what process MHCBE will follow in order to better support Teacher workload;
- f. Teachers to work collegially and collaboratively and be involved in partnership with others to establish school year calendar and a professional development calendar;
- g. Review “Speak Out” Forum results gathered in the 2012-2013 school year to identify Teacher workload and efficacy issues;
- h. Complete initiative mapping to determine what issues are driven provincially, jurisdictionally and school based (January 2014 meeting);

#### **4.2. Long Term:**

- a. Teachers to work collegially and collaboratively and be involved in partnerships to establish school calendar and a professional development calendar.
- b. Review internal communication strategies regarding student Progress Reports. The goal is to have staff agreement at the school level in relation to student reporting procedures, frequency and tools being utilized. Make changes to handbooks for the upcoming schools year as appropriate.
- c. Internal stakeholder engagement will be a priority and through consultation, enhancement of positive relationships will be the goal.
- d. Continue to use existing structures, venues, and processes (i.e. Division Days, Division Leadership Team Meetings, School Board Meetings, PLCs, School PD Days, ATA Local Activities, School Council Meetings) to advance the cause of our C2 work.

### **5. MHCBE Existing Structures and Supports**

The examination of the current Medicine Hat Catholic Board of Education supports for Teacher efficacy at C2 meetings identified many existing structures designed to support Teachers in doing their work. The C2 Committee will assist with the communication and enhance of initiatives already serving teaching and learning. Some of the activities currently occurring in Medicine Hat Catholic Board of Education will act as a springboard for further C2 work. Highlights of these structures include the following:

- a. Professional Learning Communities (PLC) process is a Teacher Directed Model
- b. Professional Development “*PD Friday mornings*” provides Teacher Collaboration and Individual Professional Growth Planning.
- c. Curriculum Supports via SAPDC Regional Coordinator Support
- d. Inclusive Education Supports via Medicine Hat Catholic Board of Education Learning Services Department
- e. Embedded Professional Development Days and Professional Learning Communities (PLC’s) in the school year calendar ie: “PD “Fridays” ranging from 12–14 days per school year
- f. Division Sponsored Mentorship Program via Medicine Hat Catholic Board of Education for beginning Teachers

## **6. MHCBE Internal Review**

As the Committee began the process of conducting an internal review to “determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce Teacher workload and improve Teacher efficacy” (Framework Agreement, pg. 2), it became apparent that a number of the tasks required of the Teachers are a result of school-based decisions. In the school-based decision-making-model in Medicine Hat Catholic Board of Education the response to the duties of Teachers is contextual depending on the size and composition of the school. The amount and frequency of supervision, assessment and reporting, communication with parents, parent and student meetings, committee work, extra-curricular activities and possible community partnerships Teachers are encouraged to participate in, is decided in large part onsite.

The Committee recognized that there is inconsistency regarding the approaches used in each school to determine how to best meet contextual needs. The Division has committed to work with school principals to collaborate and share best practices and recommendations for dealing with the contextual variables of operating a site with the goal of increasing Teacher efficacy and reducing Teacher workload for unnecessary tasks. For example, in an attempt to reduce some workload issues for some administrators and some Teachers, the Division will consider changing to a more flexible and accommodating practice in regards to those required to attend certain meetings. Decisions will be made after consultations with principals.

### **6.1. Possible Areas to Consider**

- a. IPP
- b. Supervision
- c. Custodial Support
- d. Class Size
- e. Reporting (report cards)

## **7. Next Steps**

As Co-Chair and Co-Author the ATA President will share the Report with his membership.

The Report will be shared with the Board at the November 12, 2013 Regularly Scheduled Board Meeting.

The Report will be shared with the Parent Association Meeting on November 25, 2013.

The Committee has determined that there is a need for greater input from all Teachers and as a result will survey Teachers and administrators by December 1, 2013. Take information to the Division Leadership Team Meeting on December 3, 2013 and on January 23, 2014 C2 Committee of the Whole Meeting will share findings, subsequent actions and determine strategies for future actions.

C2 topics will be included on various stakeholder agendas over the life of the committee ie: (Board Meetings, DLT Meetings, Central Office Senior Admin Meetings, School Staff Meetings, ATA Local Meetings, Parent Meetings).

Other forms of data collection, analysis, strategies and actions will be determined during the balance of the current school year. During the 2014 -15 and 2015 – 16 school years, further C2 work will continue with a minimum of two committee meetings held per year. Teachers, School Trustees and others will be involved and kept informed along the way.

## **8. Reporting**

Reporting and updating stakeholders will occur at Local ATA Council, Administrator and Board meetings. In addition, joint releases of information will be shared on the Medicine Hat Catholic Board of Education and the Local ATA websites.

The C2 Committee is optimistic that the information gathered from Teachers through a variety of data gathering sources will provide more detail and direction to help “determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce Teacher workload and improve Teacher efficacy”.

## **9. Signatures**

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**cc: Superintendent of Schools**

**Appendix: Terms of Reference**

# MEDICINE HAT CATHOLIC BOARD OF EDUCATION C2 COMMITTEE

## Terms of Reference – Version 1

1. **Purpose** – The 2013 – 2016 Provincial Framework Agreement indicates that within each school jurisdiction a joint committee will be established and maintained for at least the duration of this Framework Agreement:
  - 1.1 To design, direct and conduct internal reviews to determine what jurisdiction-initiated tasks or policies can be eliminated or modified to reduce teacher workload and improve teacher efficacy, in accordance to the framework agreement - Section C(2).
  - 1.2 The overlying purpose of the work is to improve teaching and learning for students in accordance with the vision of “Inspiring Education” which suggests the need for significant change.
  - 1.3 Identify current local status of teacher workload and teacher efficacy. Note: **The following is the definition we have agreed to for Teacher Efficacy.** *ATA Definition:* Teacher Efficacy—the confidence Teachers have about their individual and collective **capability to influence student learning** (Klassen & Chiu, 2010 – in Leadership Update Vol. 8/No. 2).
  - 1.4 Frame the work of the committee in a circumspect context – 360 view of the work of teaching and learning in Medicine Hat Catholic Board of Education. Make sure that we assess/ascertain the reality of the context in which Teachers do their work – and identify the impact of perception.
2. **Significance**
  - 2.1 This committee is to stand for the duration of the current agreement (3 more years) to consider issues and policy that may potentially reduce teacher workload. AB Ed is also reviewing what they can take off teacher’s plates.
  - 2.2 Clearly delineate and prioritize necessary tasks and eliminate unnecessary tasks (work smarter not harder).
  - 2.3 Comparing opinion to the research on what actually enhances teacher efficacy.
  - 2.4 Connecting capacity building to teacher efficacy using and or modifying existing programs and structures within the jurisdiction.
  - 2.5 Construct an action plan to improve student learning and teacher efficacy, based on analysis of data collected.

2.6 At the culmination of our work to have evidence of improved student learning and teacher efficacy and reduction of unnecessary teacher tasks.

### 3. Working Definitions

3.1 Teacher Efficacy = the confidence Teachers have about their individual and collective capability to influence student learning.

3.2 Teacher Workload = Factors and duties that take time and effort and affect a teacher's capacity to influence student learning and meet student needs.

3.3 Jurisdiction = Refers to central office and school based activities.

### 4. Membership

#### 4.1 MHCBE/ BOARD

4.1.1	Reverend, Mr. Robert Risling	MHCBE Trustee
4.1.2	Dr. Garry Andrews	Acting Superintendent of Schools
4.1.3	Mr. Greg MacPherson	Secretary-Treasurer

#### 4.2 ATA

4.2.1	Mr. Bernie Kinch	Teacher, Grade 10 - 12
4.2.2	Mr. Paul Bauche	Principal, Monsignor McCoy High School
4.2.3	Mr. Glen Barth	Teacher, Grade 10 - 12
4.2.4	Mr. Pat Lawrence	Teacher, Grade 7 - 9
4.2.5	Mr. Greg Martin	Teacher, Grade K-6
4.2.6	Ms. Rhonda Gregus	Teacher, Grade K-12 Rural
4.2.7	Mr. Doug Hendricks	Teacher, Grade 10 - 12

#### 4.3 Alberta Education

4.3.1	Mr. Jim Rubuliak	Alberta Education Facilitator
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### 5. Participant Commitment and Responsibilities

5.1 Maintain professional environment and decorum

5.2 Understanding that each member is a “representative” of others and is not here to drive a personal agenda.

5.3 Everyone has a right to speak and be heard – following a consensus model.

5.4 Reach consensus on the issues to be addressed by the committee (reduce teacher workload and increase teacher efficacy).

5.5 Recognition that the purpose of the committee is to determine courses of action and make recommendations but that decision-making responsibility resides with the Board and ultimately requires superintendent approval.

**5.6** Commitment to a three year term.

**5.7** As directed by the Committee and Sub-Committee and or Working Groups will be assigned to specific tasks.

**5.8** Committee members will publicly speak with one voice and assist in the development of common and key messages. Information will be disseminated and the responsibility of the Committees Co-Chairs.

**5.9** Meeting notes are recorded as In-Camera and are intended for internal use for committee members.

## **6. Meeting Dates**

**6.1** A minimum of two meetings per year will be held throughout the duration of the agreement. From time to time virtual or teleconference meetings will be held.

### **6.2 Meeting Dates:**

6.2.1	September 26, 2013.	Meeting of the C2 Committee of the Whole
6.2.2	October 18, 2013.	Meeting of the Sub-Committee
6.2.3	October 29, 2013.	Meeting of the Sub- Committee
6.2.4	January 23, 2014.	Meeting of the C2 Committee of the Whole
6.2.5	April 29, 2013.	Meeting of the C2 Committee of the Whole

### **6.3 Regular Committee Meetings 2014-15**

- 6.3.1 TBD – Fall
- 6.3.2 TBD – Spring

### **6.4 Regular Committee Meetings 2015-16**

- 6.4.1 TBD - Fall
- 6.4.2 TBD - Spring

## **7. Communications**

**7.1** Inform stakeholders of the purpose for the formation of the C2 Committee (C2 refers to section C2 of the Framework Agreement) and then communicate regularly with them.

**7.2** At the end of each meeting, the committee will identify the message to be communicated with our stakeholder groups.

**7.3** The Co-Chairs will prepare the initial report to be vetted by the committee. The report will be shared with Teachers & Board of Trustees following each regular meeting summarizing progress and issues discussed.

**7.4** Meeting notes will be recorded wherever possible.

**7.5** Responsibility to write and submit a report to Alberta Education by Oct 31, 2013 will be assumed by the Co-Chairs and approved by the committee of the whole. The

superintendent's approval will be required prior to submission.

**7.6** The Co-Chairs will also submit a copy of the report to the other stakeholders on behalf of the Committee.

**7.7** All published reports and information will be available on the division website and the teacher local website.

**7.8** Meeting notes are recorded as In-Camera and are intended for internal use for committee members.

## **8. Resources**

**8.1** ATA Monograph on "Teaching Duties"

**8.2** "Duxbury Report". [\*The Situation for Alberta Teachers\*](#)

**8.3** Teacher Efficacy: What is it and Does it Matter? Nancy Protheroe  
<http://www.naesp.org/resources/1/Principal/2008/M-Jp42.pdf>

**8.4** "Every child learns. Every child succeeds" -- ACOL Report 1998

**8.5** "Collaboration Tool Kit" – Page 17, 31, 56, 92-93

**8.6** Data collected in a variety of ways from Medicine Hat Catholic

## **9. Review of Terms of Reference**

**9.1.** The Terms of Reference will be reviewed in the fall of each year or as necessary as determined by the Committee.

## 10. Committee Chair Information

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Garry Andrews

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Bernie Kinch

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Date

**cc: Superintendent of Schools**