

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	Mr. Joe Colistro	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	Mr. Doug Hendricks	Teacher, Grade 10 - 12

4.3 Alberta Education

4.3.1	Ms. Adelee Penner	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, 2014.	Meeting of the C2 Committee of the Whole

6.3 Regular Committee Meetings 2014-15

- 6.3.1 September 30, 2014
- 6.3.2 TBD – Spring 2015

6.4 Regular Committee Meetings 2015-16

- 6.4.1 TBD – Fall 2015
- 6.4.2 TBD – Spring 2016

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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Joe Colistro

Bernie Kinch

Date

cc: Superintendent of Schools