



Date: October 25, 2023 **Agenda Item:** 7.10

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Policy 700: Superintendent of Schools](#)

Additional Reference: *Education Act: Sections 8, 11(1), 52-53, 222, 223, 224*
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Deputy Superintendent, Education Services Report**

Purpose:

For information.

Background:

In alignment with the Division's mission, vision, values, and goals, the Deputy Superintendent for Education Services collaborates with the Superintendent to accomplish the overarching and specific responsibilities outlined in the Education Act and Board policy. The Deputy Superintendent reports directly to the Superintendent and plays a pivotal role within Sturgeon Public Schools, providing leadership and support in areas such as curriculum and instruction, educational planning, Indigenous student success, student and learning support services, information technology, marketing and communications, as well as leadership and program development.

The Deputy Superintendent must meet all the requirements of the provincial Leadership Quality Standards (LQS). Quality leadership by the Deputy Superintendent occurs when their ongoing analysis of the context, and decisions about what leadership knowledge and abilities to apply, result in quality teaching and optimum learning for all school students.

This report provides an overview of recent events, project work, and meetings attended, that directly support the educational areas outlined above to advance the Board's mission, vision and values. Sharing this work of the Deputy Superintendent with the Board aims to provide the Board with the information required for the fulfillment of its governance role.

Curriculum and Instruction

Providing leadership and vision in implementing professional development to equip teachers and leaders with the knowledge and skills to deliver research proven approaches to teaching literacy, numeracy, science, social studies, financial and computer literacy. Ensuring excellence in teaching across the Division.

- Reviewed School Assessment plan support documents to ensure all school teams will be able to create and share with their parents and community a cohesive approach to assessment. There is a common agreement regarding summative and formative assessment, however, work will be completed during the year to better articulate what it means to report on Outcomes and how that could look in each community.
- New this fall is our use of The Reading Comprehension Assessment Tool (RCAT). This tool allows teachers to more accurately diagnose reading comprehension skills and program accordingly. The first round of this assessment tool has been implemented by all schools in grades 5 to 12. Teachers and administrators are now reviewing this data and learning how best to align supports and programs to improve comprehension.
- Reestablished the process of communication between school sites, Technology Services, and Education Services to ensure pre-service (student) teachers have access to login information and division technology for teaching and learning within our classrooms.
- Participated in Read-In Week by attending Landing Trail School and reading to a grade 2 class and a Kindergarten class. Supported teachers helping students develop a love for reading connection to the world around them.
- Curriculum working groups have been established or reestablished for the fall and are meeting every other week to understand new curriculum, build common progressions and lessons. Together with choice PD offerings the team has built, teachers have direct and meaningful access to support during the rollout of the new curriculum.

Educational Planning

Providing leadership and vision in the examination of achievement metrics and input from stakeholders, both at the division and school levels, to shape and establish effective educational strategies that enhance outcomes and align with the Board of Trustees' mission, vision, and values, creating optimal learning for all students.

- A beginning template and supporting documentation have been created to support school administration teams as they prepare their presentations for the Board of Trustees. This helps the teams begin their work and ensures key areas are discussed, providing a division wide insight into programming, while allowing unique school celebrations.
- November 2023 will see both Redwater High School and Sturgeon Composite High School host their annual Awards Ceremonies to honour those students from the 2022 - 2023 school year who have made recognizable achievements in the areas of academics, sports, CTS, RAP, and work experience. The Office of the Deputy Superintendent received 37 various scholarship and bursary applications, and the Division is pleased to report that 35 students from the 2022 - 2023 school year will be awarded Sturgeon Public School Division scholarships or bursaries.
- Strategic Planning Meeting with Education Services and the Superintendent to envision a five year plan. This is a follow up meeting from last June and aligns the Board's mission, vision, and values with the Education Plan and stakeholder feedback. Five, long term goals are beginning to emerge: STEAM Programming and Career Pathways Education Across Division, Strong Academic Programming, Advocacy for Cross Ministerial Work, Principals engaged in Powerful Visionary Work, and Addressing the Complexity of our Classrooms.
- Guidance has been provided to each school administration team for building a meaningful Education Plan to move their schools forward to meet the Board's mission, vision, and values. A common template was reviewed and edited, then each school team had the opportunity to meet with the Director of Education planning to review data, update goals, and create strategies. Principals and Vice-Principals also had the opportunity in the afternoon of Admin Council on Oct 18 to work as site times, and then share their work with grade level schools to build success division wide.
- A new digital platform will be available in the spring of 2024 to write Provincial Achievement Tests (PAT) and Diploma exams. In order to ensure understanding of this platform, teachers and school administration are being supported to enroll in field testing and practice exam writing well ahead of the exam dates. This will also lower student anxiety when using digital tools during these important assessments.

Indigenous Student Success

Providing leadership and vision in supporting Indigenous student success by promoting well-being, participation, engagement and achievement. Teachers and administrators are supported through professional development to apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

- Participated in the Truth and Reconciliation Event hosted by Alexander First Nation. This march honoured survivors of residential schools. It was also attended by students and staff from Camilla School and Sturgeon Public Composite High School, along with a few principals and Central Office staff. Walking alongside members of Alexander First Nation provided an opportunity to show solidarity with our neighbours and engage in conversation about future activities of connection and collaboration.

- Attended a meeting with Lionsheart Education Centre to better understand their programming and support the Superintendent in determining any potential partnership or collaboration opportunities with their families and children.
- Call to Action Cohort meets throughout the year to ensure every school has staff that can connect the school to elders, knowledge keepers and community leaders for guidance in learning Indigenous Foundational knowledge. This year they are working with Etienna Moostoos-Lafferty, Indigenous Education Coach and presenter, along with leaders from Alexander First Nation. Their first meeting was Monday, October 23, hosted at Camilla School.
- Met with Alexander First Nation, Camilla School, and Sturgeon Composite High School leadership at SCHS to discuss and plan events that support all our students and create opportunities for building community. These meetings are held four times a year and rotate locations across our three school sites.
- Métis Week Nov 13 - 17, 2023. Resources have been shared directly with teachers and posted on [Staff Resource HUB](#). These lessons and activities help our students understand Métis history and identity, and together with our Métis education kits, can help build welcoming and respectful school communities.
- We have hired an Indigenous Student Counsellor to replace the Counselor who left at the end of last year. They will work directly in Four Winds and Camilla schools. This person comes with a deep understanding of Indigenous culture and sits on the Alexander Elder's circle which will help continue building strong relationships.

Student and Learning Support Services

Providing leadership and vision in implementing professional development to equip teachers and leaders in establishing and sustaining inclusive learning environments where diversity is embraced and every student is welcomed, cared for, respected and safe. Ensuring all students' needs are met with programming aligned to ensure success.

- Represented CASS Zone 2/3 in a Ministry stakeholder engagement to review Alberta Education's Program Unit Funding (PUF) Grant. Attended this event with the goal of reviewing and strengthening the Program Unit Funding Grant to ensure programming and funding are addressing the educational needs of children with severe disabilities or delays.
- Supported School Administration through a challenging Student Discipline process to ensure clear communication was completed at all levels, and all the processes for the hearing were timely and fair for all parties involved.
- Attended the monthly CASA Classroom Leadership Meeting for Gibbons School to understand how the current cohort is progressing, learn about current challenges and then engage in strategies to meet these to improve the experience for students and staff. An upcoming focus will be on transition support as students return to their home school when the program ends.
- Reviewing our academic reporting for Specialized Programming last year revealed a need for better communication on growth for these students. This year teachers have access to a

new grade scale. The achievement levels of; Progressing (P), Supported (S), and Achieved (A) have been defined and will be used to report growth in all core areas.

- Met with Dr. Emily Milne and Dr. Karen Robson to discuss our collaboration on advancing Educational Equity. This project may connect us with a neighbouring school division and will provide a clearer understanding of which populations within our school division may be experiencing barriers to success and how to overcome those challenges.
- Therapeutic Crisis Intervention in Schools (TCIS) training continues within Sturgeon Public Schools. The third cohort of staff from schools is finishing training this week and a fourth cohort is planned for December, with the Deputy joining this round. It is important that knowledge of this trauma-sensitive approach to creating safe environments which proactively prevent crisis situations is held by all staff. To support this goal, a Professional Development schedule has been established for all schools, with the provision of learning materials to review throughout the year.
- A review of Violent Threat Risk Assessment (VTRA) trained staff was conducted this month and schools needing new staff trained have been identified with a plan to ensure this occurs within the year. To support leadership teams in schools an additional resource has been provided and just updated on information for managing a crisis situation, when to activate Hour Zero, and when a VTRA should be considered.

Information Technology

Providing leadership and vision in implementing professional development to equip teachers and leaders to use innovative technology to engage students, meet unique learning needs and inspire new ways of teaching and learning. Ensuring resources are allocated across the Division in a fair and equitable manner for all students.

- Using Multi Factor Authentication (MFA) on all critical logins and communication to verify the identity of users reduces the risk of cyber attacks and improves the security of information. The Division needed to begin our implementation of MFA this month to align with the new insurance company requirements. We completed phase one, which included all principal and vice principal leaders. The plan is to bring MFA to each school site between now and Christmas break, with appropriate, in person support on each launch day.
- Digital Citizenship resources have been updated and provided again to all teachers and families. There are lessons for each day during [Media Literacy Week](#) (Oct 23-27). The division also provides targeted lessons for every student in grades 3-5, Cyber Choices, and grades 6-8, *A Day in the Life of the Jos*. These are provided through MediaSmarts, Canada's Centre for Digital Media Literacy.

Marketing and Communications

Providing leadership and vision in promoting and enhancing the Division's reputation by spotlighting the outstanding educational programs within each school and the remarkable success stories of Sturgeon Public students. Building a profile in the media with a positive narrative, including community connection and celebrating our students' achievements.

- Attended the first School Registration planning meeting for 2024-2025 on October 16. Supported this team of leaders to review the process used in 2023 and built plans to improve the experience of parents. The team created professional development plans for office administrators and a timeline for communication and promotion.
- Created and shared the division, common event calendar for all schools in Sturgeon. This captures the events that are expected for all schools to participate in, as well as those that are strongly encouraged. It helps coordinate the work of school counselors and connects schools and students with local and broader community groups. [Common Event Calendar](#).
- Reviewed the audit of school websites and supported the communication team in connecting with school leadership to provide missing information and to create plans for future updates. The team created significant support resources throughout the summer to ensure schools could create timely, engaging social media posts promoting their programs and their connection to events within the school community.

Leadership and Program Development

Providing leadership and vision in creating opportunities for teachers and school leaders to develop leadership capacity and to support staff in fulfilling their educational roles. Ensuring all schools develop and implement innovative programming to motivate students to pursue their unique path to succeed in the global community.

- Attended each of the Monthly Principal meetings the Superintendent coordinates. These provide an excellent opportunity to hear directly from school leaders about the successes and challenges being experienced within a month and provide counsel and follow up support.
- Attended weekly Senior Executive meetings to ensure clear and timely communication across each department. These meetings facilitate alignment of and coordination of support to schools, enable collaboration to solve problems and gain insights into ongoing challenges in each department.
- Established regular monthly Education Services Leadership meetings for the remainder of the school year. It is critical that all leaders within Education Services communicate and collaborate regularly with each other. These meetings ensure support is aligned with advancing the Education Plan and areas of improvement can be supported through multiple interventions or department approaches.
- Established regular monthly 1:1 meetings with direct reports. Following the pattern instituted by the Superintendent, this year, monthly meetings have been established between the Deputy and each manager or Director within Education Services. This allows for focused planning and developmental feedback to be provided regularly for growth and improvement.
- Worked with three schools to build six overnight field trip experiences to enhance learning and improve student engagement. This included a music experience at Camp Nakamun and Sun Peaks BC, and outdoor education opportunities at Rocky Mountain House, Camp Warwa, Jackson Lake, and Long Lake Provincial Park.

- Built and evolved the School Administration Support Hub. This new website highlights all of the tasks and responsibilities School Administration have within Sturgeon. It also provides summaries of APs, support documents from across departments for Principals and captures our various planning calendars. With the increasing volume of files and expectations, this was created to improve support for school leadership. [Admin Hub Link](#).

Stakeholder Reassurance

Thoughtful, considerate, and respectful dialogue with all Division Stakeholders - Parents, Staff and Community - in order to improve programming, resolve student behaviour incidents, and strengthen parent/guardian and community connection.

- Answered regular, daily phone calls from principals and vice principals regarding student discipline, guardianship or custodian court orders, and how to support staff in instructional practice. The beginning of every educational year often brings questions regarding enrolment and guardianship. These calls provide a meaningful opportunity to better understand challenges within schools and discern patterns that inform professional learning and other support opportunities.
- Directly engaged with ten stakeholder concerns this month. Support involves direct contact and enabling school administration to re-engage with parents so student support can be ongoing and have a direct impact on improving their school experience. All have found resolutions except a few that remain ongoing into the next month.

Administration is prepared to respond to questions at the October 25, 2023, Public Board meeting.

Attachment(s):

Not applicable.