



**Date:** November 29, 2023 **Agenda Item:** 8.5

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent

**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:** **Superintendent Report**

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### **Purpose:**

For information.

### **Background:**

A superintendent of schools, as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation (SLQS). Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Alberta government has a system for schools and school authorities to consistently assess progress and demonstrate success called the Assurance Framework. The framework has 5 assurance areas with related performance measures that enable schools and school authorities to show their communities how they are performing each year.

The Senior Administrative Leadership Team is committed to keeping the Board informed regarding progress in the Board's approved outcomes, measures and strategies articulated in the Division's Education Plan to meet our priority of Student Achievement. Using key insights from the Annual Education Results Report, the Division's Education Plan directs the work in schools and at a system level.

This report offers a concise overview of recent events and attended meetings that have influenced the Division's trajectory in the past month. By highlighting significant interactions and their implications, this report aims to provide the Board of Trustees with valuable insights into the Division's proactive leadership, collaborative partnerships, and ongoing operations enhancement.

### **Building Effective Relationships**

A superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

- ★ The Superintendent extended invitations to the CUPE Local Representative and the ATA Local President, inviting them to participate in upcoming Public Board meetings, indicating that the Board Chair would adjust the agenda as necessary to accommodate their schedule. This initiative demonstrates a commitment to fostering open, effective and transparent communication reflecting a dedication to ensuring that the voices of these representative employee groups are heard.
- ★ The Superintendent and Deputy Superintendent recently had a meeting with the Alberta Education Field Services Manager to discuss the 2023-2026 Education Plan. The meeting was guided by the agenda provided, which included three main points for discussion: minor questions and considerations for next year's Education Plan, feedback on the Assurance process and an exploration of how Minister Nicolaides' Mandate Letter may impact the Division's school authority.
- ★ On October 30th, the Superintendent had the pleasure of visiting Bon Accord Community School, where she engaged with students by reading to a grade 3 class. This interactive and educational experience highlighted the Superintendent's commitment to fostering a positive educational environment and creating strong connections to our schools and our students.

- ★ November 21, the Superintendent attended SCHS Awards Night alongside Board Chair Gibbons, Trustee Buga and Trustee Murray-Elliot. The evening was a remarkable celebration of the talents and accomplishments of Sturgeon Composite High School students from the 2022-2023 school year. In 2022-2023, SCHS students earned over \$255,000.00 in scholarships and bursaries.
- ★ The SHINE Halloween Event was a resounding success with a total attendance of 147. This included 20 current SHINE families, 5 past SHINE families, 5 future SHINE families and 5 community members. The event also saw the participation of 9 staff members, 2 respite volunteers and 2 youth volunteers.
- ★ On November 3, all schools across the Division hosted Remembrance Day ceremonies. These ceremonies allowed students, staff and the broader community to come together to honour the fallen. Each school ceremony had a representative from Central Office in attendance. The ceremonies featured heartfelt speeches, moving musical performances and the solemn laying of wreaths to honour those who dedicated their lives to Canada's service.
- ★ November 2023, the Director of CASA Mental Health conducted a tour of our CASA Mental Health Service classrooms in Sturgeon Public School Division. Our Division forged ahead as the sole school division in the province to launch these classrooms beginning February 2023. The decision to proceed was motivated by the urgent need for mental health support for our students, with the Division embracing the concept of "building the airplane in the air". This initiative stemmed from an additional \$87 million investment by the Government of Alberta in child and youth addiction and mental health support, with CASA playing a pivotal role in expanding access to these services, eventually benefiting students from elementary to high school. The Director's tour underscored the commitment to fostering a cross ministerial initiative to provide vital mental health services in a school-based context and the importance of enhancing student well-being.
- ★ The Division disseminated information from ASEBP to principals and vice principals to share with staff regarding [Education Worker Recognition Week](#). The announcement conveyed through various channels such as Instagram, X, and Facebook, urged the acknowledgement of Alberta's education workers, spanning from school employees and teachers to custodians and bus drivers. The initiative aimed to celebrate their impactful contributions and showcase how they play a crucial role in fostering positive environments, contributing to the creation of happy, healthy and thriving communities both within and beyond the school setting. The campaign unfolded from November 20 to 24, emphasizing the significance of recognizing and appreciating the dedicated efforts of education workers with the hashtag #YouMakeADifference.

**Leading Learning**

A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

- ★ This fall, Sturgeon Composite High School took part in ChatterHigh's Financial Literacy Fest, an online competition designed to enhance the financial knowledge of young individuals across diverse fields. The classes led by teacher Sharon N. actively engaged in the Money Management Competition, where Sturgeon Composite High School proudly secured 2nd place on the AAA leaderboard. 66 SCHS students participated in the competition, diligently responding to questions in the Money Management modules offered by the Financial Consumer Agency of Canada. In recognition of our students' dedication, SCHS earned a commendable \$600. Students who completed the modules also received certificates of achievement from ChatterHigh.
- ★ Media Literacy Week was held in the Division on the week of October 23 to October 27. The week provided a valuable opportunity for educators and students to engage in media literacy initiatives. During the week, pertinent links to lesson plans and strategies, specifically designed for incorporating media literacy into the curriculum, were readily available on the SPS Educational Technology website.
- ★ On November 15, SCHS hosted an Educational Liaison Association of Alberta (ELAA) event in the gym from 1:00 to 3:00 pm. This valuable gathering provided students with a unique opportunity to engage with representatives from 28 Alberta post-secondary institutions, including Colleges, Universities, Technical Institutions, the RCMP and the Canadian Forces. Attendees had the chance to ask questions, gather information, and explore potential educational pathways, making the ELAA event a crucial resource for students seeking insights into various post-secondary options. The event aimed to facilitate direct interaction between students and representatives from diverse educational and career paths, offering a comprehensive and informative experience for those navigating their future academic and professional journeys.
- ★ During the week of November 20-24, the Division recognized Bullying Awareness and Prevention Week, emphasizing our commitment to fostering a safe and inclusive learning environment. Various resources and information related to bullying prevention were disseminated among schools, ensuring that the educational community had access to valuable tools and insights to address and prevent bullying.
- ★ The Deputy Minister of Alberta Education, Lora Pillipow, announced the Bullying Awareness and Prevention Week Virtual Speaker Series scheduled for November 20–24, 2023, with the theme "Where to Turn." The event, in partnership with Children and Family Services, featured speakers Teddy Manywounds and Sheldon Kennedy sharing their experiences with

bullying and was scheduled for November 24 from 10:00 a.m. to 11:30 a.m. The Division shared this information with Sturgeon Public families through PowerSchool announcement and on social media pages.

### **Modeling Commitment to Professional Learning**

A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

- ★ The Superintendent attended the CASS Fall Conference in Calgary from November 1-3, 2023. The conference serves as a gathering of System Education Leaders committed to enhancing their professional practice. The conference facilitates a platform for members to exchange research insights and share practical experiences that are relevant to their context and align with the SLQS and LQS. The Superintendent was asked to host a session and this role represented a valuable opportunity to actively contribute to the conference's success, fostering an environment of collaborative learning and professional growth.

### **Visionary Leadership**

A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

- ★ Skills Canada Alberta extended an invitation to Division schools to participate in their distinctive Try-A-Trade® event in the Heartland Community, as several industry partners presented an exclusive opportunity for students. This event offered hands-on demonstrations in various trade and technology careers, allowing students to explore their interests and learn about the career prospects within the Heartland Community. The Try-A-Trade® activities encompassed a range of fields, including Plumbing, Carpentry, Culinary Arts, Welding and more. The event was held on November 1, 2023, at the ATCO Gym in the Dow Centennial Centre, Fort Saskatchewan. Students from Lilian Schick, Four Winds and Redwater schools attended the event.
- ★ On November 23, 2023, students in grades 10-12 from Redwater School, Sturgeon Composite High School and the Learning Centres attended the Jill-of-all-Trades at NAIT. This was a one day event with the goal of introducing female and female-identifying high school students to the prospect of a rewarding career in the skilled trades.
- ★ Principals were informed about the upcoming "Skills Exploration Days," a virtual event scheduled for December 5, 2023. The event's primary aim is to inspire junior high students to recognize their inherent skills and interests while connecting these aptitudes to trade and technology careers through hands-on experiences that encourage creativity, empathy, and exploration. Moreover, it intends to promote trade and technology careers as valuable and rewarding choices. During Skills Exploration Days, students will engage in skill development

activities, teamwork, and live-streamed building sessions, all of which align with the Maker Day model and Alberta Education's Career and Technology Foundations (CTF) Program of Studies. Registered schools will receive toolboxes and Learn-A-Skill Kits to facilitate these activities, with a focus on experimentation and skill development. Notably, this event emphasizes exploration and learning over competition, allowing students the freedom to make mistakes and try again.

### **Ensuring First Nations Métis and Inuit Education for all Students**

A superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

- ★ During Métis Week, Sturgeon Public Schools Métis Learning Coach, Jerome Chabot, provided resources and activities for both [elementary](#) and [secondary](#) teachers to celebrate this important event, which ran from November 12th to the 18th. The week, traditionally held around November 16th, also paid tribute to the great Métis leader, Louis Riel, who was executed on that date in 1885. It was emphasized that the Métis should not be portrayed as a combination of ½ Indigenous and ½ European, as this was an inaccurate description of their distinct Indigenous identity. Additional resources and support for understanding the Métis Nation were available through various channels, including [Rupert's Land Institute](#).

### **School Authority Operations and Resources**

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

- ★ The Division employs the website's *Bus Status* section as the primary channel for disseminating information regarding all school bus cancellations. In addition, stakeholders have the opportunity to subscribe to the *Bus Status App*, which promptly sends notifications to mobile devices in the event of cancellations or delays impacting buses servicing their particular location. For more comprehensive details on our inclement weather policy, please refer to [Policy 320 - Inclement Weather](#). To enhance communication efficiency, especially during mornings of inclement weather days, it is strongly advised that families and staff rely on the *Bus Status App* as their primary source of real-time updates. This practice helps minimize redundant communication efforts with the Transportation Services Department and ensures timely and accurate information dissemination.
- ★ Recruitment for Casual Educational Assistants (EAs) is set to kick off once again, and there are several strategies to promote this initiative. One approach is to distribute flyers, thoughtfully provided by Communications, during parent-teacher interviews. Additionally, individuals are encouraged to share the job posting on their social media platforms and consider organizing an EA Coffee Conversation. The latter is an excellent way to engage with potential EAs in local communities. The primary target audience includes parents

available during school hours, accommodating bus drivers with gaps between runs and college students with flexible schedules. The format for these conversations typically involves a designated school within the community hosting an hour-long morning or afternoon "coffee" session. During this gathering, attendees can expect to receive valuable information regarding EA roles and responsibilities, pay, pension, benefits and answers to frequently asked questions. Furthermore, they will learn how to apply for these positions and gain insights into our schools.

- ★ Facility Services underwent a restructuring process to optimize operational efficiency. During this transition, current staff assumed new roles and responsibilities within the department. The restructured positions included a Facilities Coordinator, a Facilities Foreperson, a 60% Project Manager/40% Plumbing Gasfitter and a Lead Groundskeeper. Each role has specific job descriptions and objectives tailored to improve the department's overall effectiveness.
- ★ Alberta Education employs a comprehensive assessment approach known as Alberta Education Assurance Measures (AEAMs) to evaluate the performance of school authorities, aiming for consistency and transparency throughout the province's education system. This system incorporates various data sources, including provincial testing results, student outcomes and surveys, to assess success and areas for improvement at different educational levels. The fall AEAM Reports were recently released, with updated assessment results available to school principals through Extranet. School authorities were encouraged to integrate this information into their School Education Plans to reflect the latest calculations and make informed decisions about educational strategies. The Director of Education Planning offered assistance to address any questions or concerns related to this process.
- ★ The [Sturgeon Public Scoop](#), the Division newsletter, serves as a valuable resource to our education community. This newsletter provides a concise, at-a-glance calendar for the upcoming month, ensuring everyone is informed of important dates and events. In addition, it delivers essential Division updates and information to keep our stakeholders in the know. The newsletter also showcases the amazing things happening in Sturgeon Public Schools, highlighting heartwarming stories and sharing good news and achievements.
- ★ During the Fall Break, which took place from November 6 to November 10, valuable feedback previously gathered from both staff and families highlighted this break as a highly anticipated and well-received addition to the school year calendar. The Division's commitment to implementing the Fall Break was reaffirmed by these positive responses, further solidifying its role in providing a much-needed break and downtime for all stakeholders.

- ★ The Superintendent has been working through the new 2023-2024 Capital Planning Manual to ensure a clear understanding of the process to support the Board's #1 priority in the 3-year Capital Plan. November 1, 2023, the Acting Associate Superintendent of Corporate Services and the Superintendent met with the Town of Gibbons CAO to walk through school jurisdiction capital planning operational requirements and potential additional documentation submissions to support the April 1, 2024 submission to Alberta Education.
- ★ Counselling and Wellness Plans were due for each Division School in November 2023 – these plans will be posted on school websites and shared with School Councils by January 2024.

### **Supporting Effective Governance**

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

- ★ The Superintendent shared important sections of the Education Act, such as Section 197 concerning the responsibilities of principals, Section 256 outlining prohibited activities and Sections 31, 32 and 33 specifying the responsibilities of students, parents and school boards. By ensuring that this legislation is understood and at the fingertips of trustees for easy access through Trustee Speaking Points, the Superintendent assists the Board in effectively fulfilling their governance role.
- ★ Legal Public School is proud to announce the formation of its very first School Council. The establishment of this School Council reflects the school leadership and school community's commitment to fostering a spirit of collaboration and community involvement. Parents, teachers and school staff are enthusiastic about the new opportunities for engagement and shared decision-making that having a School Council will provide.
- ★ [The Prime Minister's Awards for Teaching Excellence](#) were highlighted, with the information being shared with Trustees, school principals and posted to the website and on social media. Additionally, posters promoting these awards have been prominently displayed at Central Office. This recognition program celebrates exceptional educators, emphasizing their vital contributions to education and their role in preparing students for a digital and innovation-driven future. The awards acknowledge the outstanding achievements of teachers across various disciplines, including STEM and early childhood education, dating back to 1994 when the program was established.
- ★ The "State of the County with Mayor Alanna Hnatiw" event on November 15 provided a comprehensive overview of Sturgeon County's current status and future initiatives under



the leadership of Mayor Alanna Hnatiw. Division attendees included the Division Principal and the Alternate Learning Principal who gained insights into key developments, challenges, and accomplishments within the county.

- ★ The Council of School Councils' (COSC) convened on Wednesday, November 15, 2023, at the Morinville Rendez Vous Centre, bringing together school council chairs and vice chairs in an informal setting to share information and foster connections among school councils. COSC fosters effective relationships and effective communication between the Board of Trustees, school councils and the Division's administrative team. The agenda featured a variety of topics, including discussions on improving parent engagement, the role of a Trustee, public board meeting structures and strategies for enhancing attendance at school council meetings and parent involvement in school activities. The meeting also touched on student involvement in school councils, guidance from the Alberta School Councils' Association (ASCA), funding discussions; with the next meeting scheduled for March 7, 2024.
- ★ School Council Chairs and Vice Chairs were encouraged to attend a free online Engagement Event for school councils on November 18, 2023, starting at 1:00 pm. The Alberta School Councils' Association (ASCA) hosted an afternoon where participants had the opportunity to hear from Assistant Deputy Minister Kindy Joseph and engage with ASCA on advocacy, discussing critical topics such as curriculum, funding and mental health. ASCA also sought participant input through a poll to prioritize its advocacy efforts. After a presentation from Saskatchewan on family engagement, the event concluded with operational updates from ASCA, including board elections and funding discussions, along with exciting draw prizes and the launch of an online silent auction. Importantly, this event was free for school councils, and participants were encouraged to register and find more information on the ASCA Website, promoting connection with other School Councils and involvement in ensuring a robust Public Education for Alberta.
- ★ On November 17, the Superintendent, Chair Gibbons, Trustee Buga and Trustee Murray-Elliott participated in the Professional Learning Sessions at PSBC. The sessions covered a range of topics, including the Assurance Framework, led by Chrenan Borradaile, Executive Director of Policy & Planning at AB Education, and Kindy Joseph, ADM of Program and System Support in Education. The Child and Youth Well-Being Review was addressed by Kindy Joseph, Cynthia Dunnigan (ADM, Indigenous Partnerships and Strategic Services Division, Child and Family Services), and Coreen Everington (ADM, Addiction and Mental Health Division, Mental Health and Addictions). Another focus was on Central Alberta Collegiate Institutes, with insights from Chad Erickson (Superintendent, Red Deer Public Schools), Tim De Ruyck (Superintendent, Wolf Creek Public Schools), and Jackie Taylor (Executive Director, Central Alberta Collegiate Institute). Additionally, the importance of engaging stakeholders in difficult decisions was discussed by Eric Cameron and Aimee

Hennig, Trustees from Parkland School Division, along with Shauna Boyce, Superintendent of Parkland School Division.

- ★ The Rural Caucus of Alberta School Boards (RCASB) came into existence in 2016 with the primary goal of providing a united platform for addressing the shared concerns of over 20 rural school divisions in the province. Initially focused on transportation issues, the RCASB engaged in dialogues with the Minister of Education. Today, RCASB represents more than 40 rural school boards. In the past year, the RCASB addressed several pressing issues, including learning loss, the implementation of new curriculum, private school funding related to budget matters, transportation costs concerning insurance and fuel, as well as funding to support child wellness, development and mental health. The RCASB hosted an in-person meeting on November 19th at the Westin Edmonton hotel, addressing various matters and facilitating re-elections for Chair, Vice-Chair, and two Director positions, fostering collaboration and unity among rural school boards across the province. The meeting was attended by the Superintendent, Board Chair Gibbons and Trustee Buga.
- ★ The Alberta School Boards' Association (ASBA) 2023 Fall Conference and General Meeting was held from November 19-21, 2023, in Edmonton and was attended by the Superintendent (20-21), Board Chair Gibbons, Trustee Buga, and Trustee Pequin. On November 19, the delegates attended an Awards evening, followed by a Business day on November 20, which included elections for the positions of President and Vice-President. The concluding day, November 21, commenced with an MLA Breakfast and offered valuable professional development sessions.
- ★ According to the Education Act, specifically Part 6, Section 139, school boards shall submit to the Minister on or before November 30th each year the board's financial statements, the auditor's report on the board's financial statements and any written communications between the auditor and the board respecting the systems of internal control and accounting procedures of the board. Section 141 specifies that an auditor must furnish a report on these financial statements. On November 15, 2023, the Committee of the Whole undertook a comprehensive review of the Draft 2022-2023 Audited Financial Report, which was presented by MNP, covering the fiscal year ending August 31, 2023. The auditors issued an unqualified report, affirming that the financial statements accurately represent The Sturgeon Public School Division's financial position in all material aspects. The Audited Financial Statements were brought to the November 29, 2023 Public Board meeting and further information can be found in agenda item 7.1.

Administration is prepared to respond to questions at the November 29, 2023, Public Board meeting.

**Attachment(s):**

Not applicable.