



Date: April 24, 2024 **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**

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.

- ★ On March 13th, the Superintendent visited the ComTech program at SCHS and engaged in a hands-on activity where they created T-shirts for the entire Central Office team. This creative initiative was inspired by a suggestion from a Central Office staff member, demonstrating a commitment to team building and the practical application of ideas. The event not only showcased the Superintendent's support for educational programs but also highlighted the importance of collaboration and innovation within the school division's community.



- ★ The Superintendent, the Associate Superintendent of Corporate Services and the Director of Facilities participated in ongoing meetings with the Town of Gibbon's Chief Administrative Officer (CAO) and administrative staff. These meetings support the strategic partnership that integrates the Division's capital plan with Gibbon's growth and development objectives. These meetings are instrumental in ensuring that educational planning and town expansion efforts are closely coordinated, reflecting a commitment to mutual progress.
- ★ On March 21, 2024, Four Winds Public School hosted its second Enhanced Bilingual Citizenship Ceremony, an event attended by the Associate Superintendent, Corporate Services. This ceremony marked a significant occasion, following the inaugural event held on June 8, 2023. It was a momentous day dedicated to welcoming new Canadians as they completed their citizenship process. This celebration not only reflected the school's commitment to fostering an inclusive community but also reinforced the importance of citizenship and the shared values of diversity and belonging.
- ★ Since the last report, monthly Principal meetings, organized by school groupings (K-4; K-9, 5-9, and 10-12), have continued to effectively bring together school-based leadership along with the Superintendent and the Education Services leadership team. These sessions have been instrumental as a vital platform for engaging in meaningful discussions, exchanging ideas, and developing innovative strategies aimed at enhancing the success and well-being of both students and staff.
- ★ April 8th, the Superintendent and Division Principal met online with Sturgeon County's Sr. Advisor, Economic Ecosystems & Competitiveness and Director, Economic Innovation and Growth to discuss Hydrogen power, the possibilities for collaboration and educational opportunities for our students.
 - As a result of this meeting, three SPS leaders were sent to the *Accelerating Canada's Hydrogen Future* conference in Edmonton on April 23rd and 24th to further explore and learn about the possibilities of Hydrogen and the role of K-12 Education.
- ★ On the morning of April 12th, the Superintendent brought greetings to the "Teal Up" event at Guthrie School on the Edmonton Garrison military base. The Division is proud of our longstanding history of a strong military family presence across all our schools. This longstanding history was represented by the attendance of military students from: Guthrie, Morinville Public, Four Winds, Landing Trail and Gibbons. The day was a wonderful celebration to recognize the resilience and strength of our military children.

Thanks to the partnership with the Military Family Resource Centre (MFRC), the senior team joined in ordering Teal T-shirts. Additionally, the Board Chair and Trustee Buga attended the event and the Board Chair brought greetings on behalf of the Board of Trustees.



- ★ The Superintendent and Board Chair joined 3rd Canadian Division Support Base Edmonton, Personnel Support Services Commanding Officer Lieutenant Colonel Robert “Sandy” Cooper and Chief Warrant Officer Robert Zavitz for their annual Business Luncheon held Friday, April 12, 2024, at the Edmonton Garrison Officers’ Mess. Attending these luncheons supports the Superintendent to foster positive and productive relationships with members of the local community.

- ★ April 15, the Superintendent met with the Economic Development Officer from Sturgeon County who is responsible for Economic Innovation and Growth to further discuss potential collaboration between the School Division and the County for volunteering and work experience for Sturgeon Public students.

- ★ On the morning of April 23rd, the Superintendent dedicated her time to a classroom visit at Morinville Colony School, immersing herself in the unique educational environment of the school. This visit was an opportunity to engage directly with students and staff. Her presence underscored the Division's commitment to supporting our diverse educational settings and highlighted the importance of understanding the varied contexts in which students learn.

- ★ Preparations are underway for the 2024 Staff Recognition event set to take place on May 17th, continuing a cherished tradition that has been celebrated annually since 1985. This event honours the dedicated service of employees within the Division, acknowledging their contributions and commitment with awards for those who have reached significant milestones in their tenure. The recognition encompasses a range of accolades, including long-service pins and/or gifts, tailored to celebrate the steadfast dedication of staff members to Sturgeon Public Schools. This Board-sponsored event not only serves as an opportunity to appreciate current staff but also to celebrate our retiring employees who have demonstrated considerable loyalty and service to the Division.

- ★ Since its introduction at the start of the 2023-2024 school year, the "Joy Squad" initiative has continued to thrive, fostering a positive team culture within Central Office. This dedicated team has not only maintained its tradition of surprising staff with delightful treats but has also expanded its repertoire of morale-boosting activities. Activities included distributing chocolates on Valentine's Day and orchestrating an Easter Egg hunt right before Spring Break. In April, the squad hosted a pizza lunch for the staff, reinforcing a commitment to foster a positive work environment.

- ★ The Superintendent has sustained an initiative introduced in January 2023, aimed at recognizing Central Office staff members' birthdays each month. This gesture fosters a sense of belonging within the team.

- ★ The Senior Executive Weekly Meetings, an established practice within the organization, bring together key figures including the Superintendent, Deputy Superintendent of Education Services, Associate Superintendent of Corporate Services and Associate Superintendent of Human Resources. The agenda covers Public Board Meeting Presentations, Public Board Meetings and Committee of the Whole Agendas, upcoming Alberta Education Deadlines and any pressing issues that require a collaborative approach. Additionally, the meetings serve as a platform for addressing feedback received from stakeholders or schools that necessitate a team response and reviewing task lists or action items stemming from Board Meetings.

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.

- ★ Registration for the Sturgeon Public Summer School opened on March 18th, 2024, and is scheduled to close on June 21st, 2024. Summer School is designed to meet the diverse needs of high school students seeking to catch up, upgrade or advance in their studies. Offering a range of courses, summer school aims to provide a supportive and enriching environment for academic improvement, fulfillment of graduation requirements or accelerated learning throughout July.
- ★ On April 2, Sturgeon Public Schools sent out an annual Parent Survey via PowerSchool to families within the Division. This survey aimed to gather valuable feedback from parents to enhance programming and services. Parents were encouraged to spend 10-15 minutes providing their input on the school's strengths and areas needing improvement, with assurances that their responses would remain anonymous. The survey window closed on April 11th.
- ★ April is the Month of the Military Child! Each school received a teal version of the school logo via the communications hub, to use throughout April. The Military Family Resource Centre hosted numerous events for youth and families during this month which was shared with families. On April 12th the Division celebrated "Teal Up".
- ★ On April 8, a virtual Therapeutic Crisis Intervention for Schools (TCIS) Life Space Interview (LSI) Refresher, titled "TCIS ONLINE Refresher - Practicing LSI and test review," was offered to Division staff. This session is part of a rotation for training, designed to reinforce and update the skills of educators in managing crisis situations and conducting Life Space Interviews effectively. The refresher course aimed to review key concepts, practice LSI techniques, and prepare participants for the associated test, ensuring that staff remain proficient in these critical intervention strategies.

- ★ On April 8, schools participated in observing the solar eclipse, experiencing approximately 23% coverage. Central Office issued guidance for this event, urging schools to shift outdoor activities between 11:30 a.m. and 1:00 p.m. indoors, prioritizing safety due to the risks of direct sun viewing during the eclipse. Educators were instructed to inform students about these dangers and the necessity of using proper eye protection, like ISO 12312-2 standard glasses. Schools communicated with parents about the eclipse, the safety measures in place and the option for students to opt-out of organized viewing activities. Despite the limited visibility, the event presented an educational opportunity, with recommendations to view the eclipse online through resources like NASA/Exploratorium's livestream.
- ★ On April 8th, a meeting of 19 Learning Support Leads (LSLs) took place to discuss and plan student transitions for the upcoming year. This meeting provided an opportunity for LSLs from receiving schools to meet with their counterparts from sending schools, facilitating better coordination and support for students. Additionally, the LSLs participated in professional development focused on understanding the differences between the medical model and the social model of inclusion, enhancing their approach to student support.
- ★ On April 10th, an invitation-only meeting called TCIS CNN was held, drawing 20 participants from various schools, including administrators, Learning Support Leads (LSLs), Special Program teachers, Educational Assistants (EAs) and Child and Youth Counselors (CYCs). The attendees received specialized training focused on TCIS Complex Needs and Neurodiversity. They were taught how to conduct adapted Life Space Interviews (LSIs), Advocate LSIs, and learned several communication tools useful for working with students with complex needs.
- ★ On April 22nd, the Beginning Teacher Cohort met to explore topics centered around Optimal Learning and Assessment and STEAM education at SPS. The session provided new educators with insights and strategies for integrating science, technology, engineering, the arts and mathematics into their teaching practices. This gathering aimed to enhance the participants' instructional skills and broaden their understanding of effective educational methodologies in these interdisciplinary areas.
- ★ On April 23rd, a meeting of the Learning Coaches took place where they reviewed High Impact Teaching strategies and discussed ways to coach these methods effectively. The coaches explored how to identify and implement these strategies in classrooms, with a specific focus on enhancing math and science lessons. Additionally, there was a discussion on the use of math manipulative kits to aid in teaching, ensuring that these tools are utilized to maximize student engagement and understanding. This meeting served as a touchpoint for exchanging ideas and refining coaching techniques to support educational excellence.

- ★ On April 25th, approximately 19 behavior leads from various schools convened for a meeting. They worked through mock scenarios and developed a Collaborative Support Plan. The meeting also focused on setting up Positive Behavior Supports and strategizing for the upcoming year, aiming to enhance behavior management strategies within their schools.
- ★ On April 26th, the Specialized Programming (formerly GOALS) Cohort met for a half day to do transition meetings for the 2024-2025 school year, review class lists, review resourcing, evaluate this current year and plan for next year.
- ★ On April 29th, a Learning Services meeting will be held on the professional development day, serving as the staff meeting for various learning service providers such as occupational therapists, speech-language pathologists and psychologists. The participants will receive professional development on the differences between the Medical Model and the Social Model. Additionally, the meeting will include transition planning and a review of the Master caseload for the upcoming year.
- ★ On April 29th, the PowerSchool User Group (PSUG) End of Year Meeting will take place, targeting school administrative assistants and office clerks. The meeting will focus on providing updates from the Central Office departments and include a review and training session on the requirements needed to close out the year. This session is essential for ensuring that all administrative staff are well-prepared and informed about end-of-year procedures.
- ★ April 30th - Safety and Restraint Refresher - Train the Trainers for TCIS are meeting to refresh their safety intervention training and Physical Restraint training - focusing on how to teach these techniques in their schools. They will also review the risks of restraint including physical harm, asphyxia and risk to self and the student. Through this they will review "Making high risk decisions" and they will be reminded of the Ministerial Order and documentation provided by the Alberta Government in relation to Physical Restraint and Seclusion guidelines.
- ★ The Sturgeon Public School Division is excited to host its fifth STEAM Games on Thursday, May 23, 2024, at Sturgeon Composite High School, from 9:15 AM to 2:00 PM. Celebrating educational excellence, this event will bring together students from Grades 1 to 12 to engage in challenges based on science, technology, engineering, arts and mathematics, under the theme "A Cosmic Odyssey." Teams will innovate by creating prototypes, designing solutions, and testing devices to address real-world, space-themed problems, fostering skills in collaboration, critical thinking, and creative design.

The STEAM Games are not just a competition but a showcase of the talents and interests of students in STEAM disciplines. Sturgeon County sponsors a complimentary hot dog lunch for students provided by Spirits' Grill.

To support the preparation for this event, an internal website has been established, serving as a hub for detailed challenge information and event specifics. A Technical Package for Administrators and Teachers has been created and is accessible through this site, ensuring that schools are well-prepared upon their arrival at the event. This package provides essential guidance and resources tailored for the participating teams.

- ★ The Superintendent regularly holds one-on-one meetings with direct reports each month, fostering an environment of open communication and tailored leadership across the school division. These essential sessions offer a venue for individual performance reviews, goal-setting activities, and addressing any arising challenges or opportunities. They represent a setting for the Superintendent to extend guidance and support, while also obtaining a holistic view of the division's operations from diverse perspectives. These meetings play a critical role in enhancing the professional development of team members and strengthening the collective efficacy of the leadership team.
- ★ On April 16th, the Superintendent attended the "Superintendent Coaching - Supporting Leaders to Lead" webinar, an interactive session aimed at enhancing the skills of district leaders to become transformational rather than just instructional leaders. The webinar focused on developing participants' influential leadership roles, executive presence and actionable steps to unlock their full potential. This professional learning event targeted at school division superintendents and senior leadership team members was highly recommended for its ability to provide a sanctuary for leaders to engage deeply with critical aspects of their roles.
- ★ On April 18th, the Superintendent attended the Creative Arts Festival at Sturgeon Composite High School, an event held from 3:30 p.m. to 6:00 p.m., marking its inaugural occasion. This early evening event was organized to showcase the Division's artistic talents, featuring a display of "Best of the Best" artworks. These selected pieces will in turn be rotated at Central Office.
- ★ On April 22nd, the Division celebrated its annual Sturgeon Night of Music (SNOM) event at the Winspear Centre, an evening dedicated to showcasing the exceptional talents of students in music. Consistent with tradition, the Superintendent served as the Master of Ceremonies, a role she embraces each year to highlight the importance of music education and the Division's commitment to nurturing student creativity. Through this annual involvement, the Superintendent not only adds a personal touch to the evening but also reinforces the supportive framework the Division provides for arts and culture. The event showcases the vibrant musical talents within the school division.

- ★ The April edition of the Learning Support Lead (LSL) Monthly newsletter highlighted updates from the HUB, including the Professional Development (PD) Menu and Behaviour Supports. A special note was made about the upcoming transitions at the next LSL meeting, urging attendees to come prepared with a completed transition list for discussion. The newsletter also focused on the Behaviour Strategy of the Month, emphasizing "Talk it out rather than act out: Active Listening" for all grades. It encouraged educators to delve deeper into active listening, a key co-regulation strategy combining verbal and non-verbal techniques like silence, eye contact, body language, facial expressions, and managing personal space. The strategy, aimed at fostering understanding and reducing defensiveness, involves letting children talk about their issues, using questions to probe deeper, and employing empathetic responses to connect with and validate their feelings, ultimately promoting change.

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.

- ★ At the CASS Annual Learning Conference on March 20th, keynote speaker Dr. Meredith Honig delved into the transformative role of school authorities in fostering equitable teaching and learning environments. With a focus on students identifying as Indigenous, people of colour, and those experiencing poverty, Dr. Honig, a distinguished Professor of Education Policy, Organizations, & Leadership at the University of Washington, highlighted the overlooked potential of central offices and system education leaders in driving systemic change. Drawing from over a decade of research with her team, she shared compelling insights on how shifting from mere tinkering to profound transformation of central systems, with equity as the primary driver, can lead to substantial improvements in educational outcomes. Through her address titled "From Tinkering to Transformation: How School Authorities Drive Equitable Teaching and Learning," Dr. Honig elucidated the key distinctions between superficial adjustments and deep systemic changes, supporting her arguments with successful examples from various districts. Her extensive background, including the establishment of the District Leadership Design Lab (DL2) and her advisory roles, underscores her commitment to redesigning school district central offices as catalysts for educational equity, emphasizing the strategic position of school district central office leaders in eliminating systemic barriers to educational equity for historically underserved communities.
 - As a result of this professional development session, the Superintendent took the initiative to read Dr. Honig's book titled *From Tinkering to Transformation: How School Authorities Drive Equitable Teaching and Learning* to dig deeper into the research on how to action deep systemic change.

- ★ The Superintendent's commitment to professional learning is exemplified through her engagement with Dr. Dwayne Michael Zarichny's dissertation on "[Supporting Effective School Board Governance](#)." This research resonates with the evolving role of superintendents in Alberta, highlighting a shift from solely managing the board to embodying multifaceted competencies, particularly in fostering effective governance practices. Zarichny's work, addressing the challenge of enhancing superintendent and trustee collaboration for improved governance, echoes the necessity for continuous, research-informed professional development. This alignment emphasizes critical reflection and action on innovative leadership strategies that promise long-term benefits for educational communities.
 - The Superintendent shared the dissertation with the Board of Trustees on April 13, 2024.

- ★ In April, on the 11th, 15th and 22nd, the Superintendent participated in the continuation of the CASS Continuing Education Program (CEP) Course Development titled "Supporting Effective Governance". This marked the development of the second course in the series. Dr. Scott Morrison, a retired Superintendent, led an advisory team including Superintendent Warren and 6 current Alberta Superintendents. Collective efforts were focused on enriching the curriculum for a second course aimed at both current and aspiring Superintendents, thereby making a significant contribution to the CASS CEP program.

- ★ On April 11th, the Superintendent, Principals, Vice Principals and Central Office leadership team members convened for a follow-up event titled "Building Leaders: Using Feedback and Execution to Change the Game". This full-day professional development session built upon the foundations laid during the September executive coaching day with Betsy Wierda, focusing on the exploration of 360 feedback, identification of key strengths, enhancement of school systems and evolution of leadership practices. The day was dedicated to examining survey data through a strength-focused lens, reviewing the 4 Essential Roles of Great Leaders, and delving into the 4 Disciplines of Execution. The objective was to leverage these insights and frameworks to set effective professional growth plan goals, marking a significant step in the continuous development of leadership within the school division.

- ★ April 17, 2024 - Second Meeting - CASS CEP program - Working Committee - Self-Assessment Tools for Regulated Members - The Superintendent is participating on a committee with fellow Superintendents to develop self-assessment tools to support CASS regulated members (Superintendents and Deputy Superintendents) in self-assessing their professional capacity as it relates to Alberta's professional practice standards. Once developed, these tools will be integrated into the CASS Continuing Education Program, offering members valuable resources for identifying their professional learning needs specific to system education leadership.

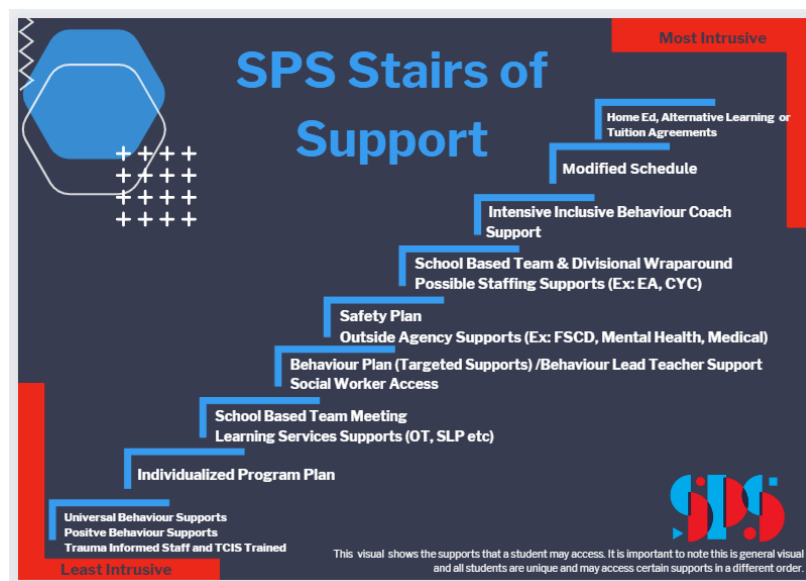
The committee discussed what could be developed for self-reflection tools for system education leaders and conceptualized what system education leaders need to further their professional growth. These self-reflection tools will be used in the new Continuing Education Program (CEP), framing what we develop with the professional practice standards as they relate to reflective practice.

- ★ School leadership teams from the Division attended the uLead 2024 conference, hosted by the Council for School Leadership of the Alberta Teachers' Association. From April 14-16, they participated in engaging discussions on innovative leadership practices. This event provided an opportunity for local leaders to explore pioneering leadership models and to connect and network through a series of keynote and breakout sessions.
- ★ On April 18th, the Superintendent, Deputy Superintendent, Division Principals and Education Services Directors engaged in a follow-up discussion with a member from FranklinCovey, focusing on the 4 Essential Roles and the 4 Disciplines of Execution. This meeting centered around the concept of WIGs (Wildly Important Goals) and the development of a Division Partnership aimed at moving forward strategically. The session provided a platform for in-depth dialogue on how to effectively implement these disciplines and roles within the division, leveraging the expertise of FranklinCovey to enhance leadership practices and drive organizational success.

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.

- ★ This year the Division introduced Inclusive Behaviour Coaches. This visual illustrates all of the supports we have for behaviour in SPS.



- ★ The Alberta Minister of Education, Demetrios Nicolaides, announced the 2024/25 Minister's Youth Council call for applications on March 25. This initiative seeks to involve around 40 junior and senior high school students aged 14 to 19 from various backgrounds in Alberta, to have a say in the educational system. Participants will interact directly with the minister and senior leaders, offering insights to improve education. The announcement praised the previous council's contributions and indicated plans to include new and returning members. This opportunity allows students to impact education policy, develop leadership skills, and leave a lasting legacy. Applications are open until April 30, 2024. This information was shared with school leadership teams to encourage youth participation.
- ★ April 17th - First Meeting - The Superintendent was asked to join the Canadian Interscholastic Athletic Administrators Association (CIAAA) through a recommendation from a colleague. The CIAAA is a National Organization that promotes educational athletics through the professional development of Athletic Administrators with a focus on character and leadership. The group was looking for Superintendents who are champions of school athletics. This Association is bringing together a group of superintendents from British Columbia, Alberta, Saskatchewan, Manitoba and Prince Edward Island as an advisory group to discuss how we can grow the support for athletics in our schools.

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.

- ★ In April, the Indigenous Education Hub chose "Connections to the Land" as its monthly focus, underscoring the importance of land-based learning across all educational levels. For students in Kindergarten through Grade 3, as well as Grades 4-6, the hub is introducing resources from the KTCEA's initiative to develop a Common, Consistent Curriculum. This curriculum aims to harmonize teaching and learning across schools and grades, embedding it deeply in Cree language and culture, local ways of knowing and being, and crucially, land-based education. This approach is extended to students in grades 7-12, ensuring a consistent and culturally grounded educational experience throughout their schooling. Additionally, a YouTube video on Métis land-based learning is included among the resources, offering a broadened perspective on the diverse indigenous approaches to education that connect students more deeply with their heritage and the environment.
- ★ In partnership with Alberta Education, the College of Alberta School Superintendents (CASS) will host the First Nation, Métis, and Inuit Education Gathering from April 24-26, 2024, at the Fantasyland Hotel in Edmonton. The event, themed "Kinship Relations for Student Success," encourages kinship and learning.

In early January, Divisions were invited to nominate an Elder to attend the Gathering as a guest of CASS. Sturgeon Public School Division nominated Elder Adam North-Peigan. A total of 26 Elders and Knowledge Keepers from different school authorities were nominated this year. The Division is excited to announce that Elder North-Peigan was chosen to attend this gathering. With support from the Ministry, CASS will waive Elder Adam's registration fees, including the banquet, and provide accommodation at the Fantasyland Hotel for two nights. The Division will provide Elder North-Peigan with an honorarium to honour the Elder's time and knowledge.

This represents an exciting opportunity to participate in cultural discussions and explore how kinship ties can improve academic achievement and holistic well-being. Several leaders from Sturgeon Public Schools will also attend the gathering alongside Elder North-Peigan.

- ★ On April 3rd, a quarterly leadership meeting took place as part of an ongoing initiative that began on May 5, 2022, when leadership staff from Sturgeon Composite High School, Camilla School, and senior executives met with the administration from the Alexander First Nation Education (AFNE) and KEC leadership at the Kipohtakaw Education Centre. This initiative aimed to strengthen connections between the respective communities, support smooth transitions between schools and explore collaborative opportunities. During the initial 2022 meeting, it was agreed to establish regular meetings, rotating among the schools involved. The April 3rd session with KEC, involving representatives from Sturgeon Public and Kipohtakaw Education Centre, is a continuation of these efforts, focusing on enhancing educational outcomes and fostering community ties through strategic discussions and shared planning.

- ★ On April 30th, the Call to Action Cohort is scheduled to meet at Alexander First Nation to engage in a session focused on strengthening community connections, cultural teachings and learning about Treaty relations. This meeting aims to bring together various stakeholders to enhance understanding and cooperation through cultural exchange and educational discussions. It represents a significant opportunity for participants to deepen their appreciation of indigenous cultures and the historical and ongoing implications of treaties.

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.

- ★ To enhance operational efficiency and effectiveness, a *Transportation Information for Schools Guide* was created to be shared with school administrators, administrative assistants and office clerks. It is a quick reference guide for information related to Transportation Services.

- ★ On March 28th, the Division hosted a Trade Show Equipment Fair at SCHS for our Sturgeon Custodial/Caretaker staff. The staff engaged in a practical session, starting up the snow removal equipment to provide a refresher on its operational process, engaging in product demonstrations and the safe handling of the equipment, including a review of the Personal Protective Equipment (PPE).



- ★ In an organizational shift, the reporting structure for Finance Clerks and Business Managers was changed to direct reporting to the Principals, integrating them as part of the school staff. This decision was shared in advance with the Division Leadership to ensure transparency. Effective April 1st, 2024, all employment-related matters for these roles, including performance reviews and time-off requests, will now bypass the Finance Department and be managed by the Principals. Despite this change, the Finance Department continues to support these staff members with meeting deadlines, training opportunities and daily assistance.

- ★ On April 2, 2024, the Joint Workplace Health & Safety Committee (JWHSC) convened to discuss several key points. In the meeting, it was reported that most locations have achieved over a 90% completion rate for the Hour Zero initiative, with the Director of Human Resources tasked to follow up with schools below this threshold. The Director also briefed on the progress of the Occupational Health & Safety Management System, developed through the Alberta Association for Safety Partnerships, indicating that a draft will soon be reviewed by the Senior Executive team, with potential for committee collaboration on form development.

Additionally, the committee reviewed incident reports, noting 89 employee incidents recorded, 59 of which occurred since December 2023. No formal worker concerns were presented, though efforts are ongoing to enhance incident reporting efficiency, including the introduction of Google Forms and the rollout of Chromebooks to alleviate access issues on mobile phones. The committee also plans to recruit new members in the upcoming school year.

- ★ Ongoing Weekly Budget Meetings: Since the end of February, the Superintendent has been holding regular weekly meetings with the Senior Team, focusing on strategically and proactively planning the resource allocation for the 2024-2025 school budgets. This initiative began in anticipation of and continued after, the release of the Division's funding profile and the [Funding Manual](#) on March 28, 2024. The objective behind these ongoing discussions is to ensure that the decisions made reflect the best interests of Sturgeon Public students, with an emphasis on directing financial resources effectively into classrooms.
- ★ April 22nd and 23rd, Principals will meet with the Associate Superintendent of Corporate Services and the Executive Director of Corporate Services for an overview and introduction of the budget for the 24-25 school year. The meetings will include:
 - an explanation of where we are at currently and the prior year's allocation;
 - the changes in MyBudgetFile compared to the RPT format;
 - explanations of the structure and fund allocations for the 2024-2025 school year; and
 - the overall budget process and expectations.
- ★ The reception area at Central Office experienced a technology update. The TV display, which had previously required a laptop to mirror information, has been upgraded. This improvement allows the display to autonomously show useful information for visitors without the need for a laptop connection. Consequently, the spare laptop, once dedicated to this task, became available for broader use. It was particularly mentioned that this laptop could assist parents without home computer access in completing online registrations and it was also made available to staff members as needed.

- ★ Sturgeon Public School Division is set to continue its partnership with CASA Mental Health into the 2024-2025 school year, maintaining the provision of mental health support for rural students and families within its schools. This collaboration, which began in 2022, is bolstered by the Government of Alberta's commitment of \$87 million to enhance child and youth mental health services. For the 2024/25 school year, mental health classrooms will support students in Grades 7-9 at Guthrie School, while Grades 10-12 will continue at Sturgeon Composite High School. The CASA Teams, including mental health therapists, support assistants and allied health supports, will continue to provide comprehensive services.

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 provided Trustees with the monthly speaking points for School Council meetings and Stakeholders in general to support effective governance. Topics include:
 - Standing Items
 - Trustee Talk
 - Board Meetings are recorded and online
 - Focused and Effective Communication
- ★ On the afternoon of April 24th, the Board of Trustees and senior administration from Sturgeon Public School Division will meet with representatives from Greater St. Albert Catholic Schools. This meeting aims to explore potential collaboration opportunities between the two school divisions. The meeting is aligned with the Board's Strategic Plan and meets the Board's legislative responsibility to "collaborate with other boards in order to effectively address the needs of all students and manage the use of public resources" (Education Act Section 33 (1)(f)).
- ★ The "Superintendent Week-at-a-Glance" initiative, which was launched in the 2022-2023 school year, continues to play a crucial role in enhancing transparency and trust within the school community. This ongoing effort involves sharing the Superintendent's weekly schedule with the Board, school-based leaders and central office leadership, providing insights into the Superintendent's planned activities for the upcoming week. This practice is instrumental in promoting transparency and improving communication.

- ★ The Board Chair, Vice Chair and the Superintendent continue to hold regular agenda review meetings for the Committee of the Whole and Public Board sessions, demonstrating their commitment to thorough preparation and strategic foresight. Conducted prior to each meeting, these reviews run through the agenda package to ensure administration is well-prepared to address all topics and provides the required information to support the Board's governance role.

- ★ In supporting the Chair and Board of Trustees, the Superintendent facilitated the dissemination of crucial updates to the Sturgeon Public Schools (SPS) community, including students, families, and staff, regarding the legal case of Ardmore Properties Inc. v Sturgeon School Division No. 24. This effort was aimed at maintaining transparency and ensuring all stakeholders were well-informed about the developments in the case. A letter was sent out, detailing the events following the initial court decision on October 12, 2022. It highlighted that Ardmore Properties Inc. had appealed against both the decision and the costs award, but notably discontinued the substantive appeal shortly before the Court of Appeal date on March 5, 2024, leaving only the appeal of the costs award to be addressed. The Court of Appeal of Alberta's dismissal of the costs award appeal meant that the original court decision would stand without further proceedings. By relaying this information, the Superintendent supported the Board to conclude a complex and extended legal battle, ensuring the SPS community understood the finality of the court's decisions and the implications for the Division.

- ★ Throughout the year, during the Committee of the Whole meetings, School Leadership Teams were invited to present information about their schools to the Board of Trustees. These sessions offered valuable insights into each school's operations and achievements. Following these presentations, the Superintendent took the initiative to send letters to all Administration teams, providing feedback on their Board Presentations.

- ★ The Superintendent remains committed to ensuring the continuous creation and distribution of the "Trustee Talk" newsletter on a monthly basis, reflecting an ongoing effort to maintain open and effective communication within the Division. This initiative involves not only the distribution of the newsletter throughout the Division but also its publication on both the Division's website and the web pages of all schools. By doing so, the Superintendent facilitates a transparent sharing of information, updates and insights from the Trustees, ensuring that all members of the school community are informed.

Administration is prepared to respond to questions at the April 24, 2024, Public Board meeting.

Attachment(s):

Not applicable.