

Date: September 23, 2024 **Agenda Item:** 8.5
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Shawna Warren, Superintendent
Subject: **Superintendent Report**

Background:

The Superintendent 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.

As per Ministerial Order 003/2020 (AMENDED 2023), the Superintendent Leadership Quality Standard applies to superintendents. All superintendents are expected to meet the Superintendent Leadership Quality Standard throughout their careers. The superintendent of schools as referred to in the Education Act is accountable for the demonstration of all of the competencies identified in the Superintendent Leadership Quality Standard.

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.

- ★ In response to feedback from the 2023-2024 Parent Engagement Evenings, a Parent Engagement Night for parents of students in Specialized Programming will be held on September 24 from 6:00-7:00 p.m. at SCHS. Parents received email invitations and SPS staff members will serve as table moderators.
- ★ Several Principals will be evaluated each year. The Superintendent started the process in September. Each Principal will be paired with a mentor for guidance, support and feedback to promote professional growth. This initiative aims to strengthen leadership skills and improve student success.
- ★ Guthrie School is partnering with the Canadian Armed Forces (CAF) to enhance science education for K-9 students. Starting in October 2024, CAF volunteers with science and

trade experience will lead hands-on activities, bringing real-world applications into the classroom. This initiative offers students practical insights into CAF trades and professions.

- ★ The RCMP Morinville Detachment assigned school liaisons for this year, supporting the School Resource Officer program under a tripartite agreement with Sturgeon Public Schools, Greater St. Albert Catholic Schools and the Town of Morinville. Officers will visit their assigned schools at least once a month for informal or formal activities.
- ★ The Director of Learning Services and Coordinator attended the "Inclusion and Mental Health Collaborative Community Initial Meeting" on September 17. The first hour covered inclusion and the second focused on mental health. This meeting introduced members and set the direction for future discussions.
- ★ Sep 4, Sturgeon Public Schools and Sturgeon County Leadership Collaboration meeting. Topics included: Educational Work Experience, STEAM, Hydrogen, Shared Professional Development Opportunities, Safe Community Facilitation, JUPA and roundtable discussions.
- ★ School Counsellors attended Applied Suicide Intervention Skills Training (ASIST) by Sturgeon County on September 12-13, 2024. The two-day workshop trained participants to recognize and intervene when someone has suicidal thoughts, helping to create a safety plan.
- ★ September 10, the Superintendent, the Manager of Marketing and Communications and Trustee Gibbons attended the Meet the Community event in Gibbons. They engaged with community members, promoted the Division and distributed swag, the Trustee Talk and the Division's Three-Year Capital Plan. Trustee Gibbons, as Board Chair, requested the Superintendent attend to field any questions regarding the Capital Plan and potential new school in Gibbons.
- ★ This month, the Joy Squad delivered snack boxes to staff as a welcome back after the summer break, celebrating the start of the new school year and fostering a positive atmosphere.
- ★ The Superintendent fosters trust and transparency by sending the "Superintendent Week-at-a-Glance" calendar every Friday to the Board, school leadership and central office leadership. This practice will continue through the 2024-2025 school year.
- ★ The Superintendent continues the leadership and central office staff engagement meetings from 2022-2023 to support collaboration and professional development in 2024-2025.
 - Monthly Principal meetings, grouped by school type, with the Superintendent and the Education Services leadership team.
 - Weekly Senior Executive Committee meetings.

- Regular 1:1 meetings with direct reports to focus on mentorship and growth.
- A new monthly Central Office leadership meeting will focus on strategic planning and clear roles and responsibilities across departments.

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.

- ★ On September 16th, the Superintendent delivered welcoming remarks at the first Division-wide professional development day of the 2024-2025 school year. All school based staff began the day with individual school staff meetings held on-site at SCHS and then moved into 3 separate breakout professional development sessions. Many of the sessions were led by our own SPS staff.
- ★ On September 19, Learning Support Leads (LSLs) met at Central Office to discuss updates on "The HUB," the LSL Monthly newsletter, PUF coding criteria, Change Code Forms and syncing PowerSchool with CLEVR. They also reviewed EAL benchmarks, IPP/LP/BP/SP documentation and support documents for IPP writing and signature uploads.

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.

- ★ In August, Principals were informed about the University of Alberta's Supporting Mentor Teachers Project, offering professional learning for teachers mentoring U of A pre-service teachers, including non-credit modules, graduate courses and tuition waivers. This aims to encourage current and future mentors.
- ★ As reported in the Superintendent Report on April 17, 2024, the Superintendent participated in a CASS CEP program to develop Self-Assessment Tools for CASS Regulated Members. The Superintendent worked with fellow Superintendents to develop self-assessment tools to support Superintendents and Deputy Superintendents in self-assessing their professional capacity as it relates to Alberta's professional practice standards. Now 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.

On September 4th, as a final step to creating the tools for the course, the Superintendent submitted her own video for the self-reflective/self-assessment practice website for system education leaders. The video outlined the Superintendent's personal and

professional self-reflective/self-assessment practices. This video will join the videos from other Superintendents across the province to be featured on the CASS members-only webpage to support self-reflective/self-assessment leadership development.

- ★ Effective September 1, 2024, all Regulated members, which includes all Superintendents, must earn 30 Continuing Education Program (CEP) credits annually to maintain their professional designation (SLQS certification) as a system education leader. Leaders must meet accreditation requirements under the SLQS by earning 30 CEP credits annually and completing five courses in five years.
- ★ The ATA Beginning Teacher Conference is scheduled for September 20th and 21st, offering professional development for teachers in their first two years of teaching or new to Alberta. SPS will support attendees by covering the cost of a substitute teacher.
- ★ On September 16, the Superintendent attended a virtual professional development session along with Vice Chair Buga and Trustee Murray-Elliott hosted by ASBA on *Implementing Responsible AI in K-12*. The session offered a step-by-step framework built around the 4 C's - context, culture, content and commitment. Context refers to internal and external factors, from regulations to organizational values and existing policies. Culture is about people and governance structures needed for responsible AI. Content focuses on AI systems and assessing benefits and risks related to the technology. Commitment acknowledges that this work involves building organizational capacity.
- ★ On September 24, the Superintendent will attend a webinar on the June 2024 Supreme Court decision's impact on Alberta schools. Led by Teresa Haykowsky, it will cover topics like technology use, AI, student accommodations and freedom of expression. The webinar offers 1.5 Continuing Education credits.
- ★ To support Kindergarten teachers with recent Alberta Education changes, two full days of professional development (PD) have been scheduled. The PD sessions are set for November and February.

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.

- ★ September Admin Council, Principals and central office leaders spent dedicated time to:
 - Revisiting their Leadership Constitution (Be Where Your Feet Are, O'Neil)
 - The 5 Dysfunctions of a Team (Patrick Lencioni) reflection questions
 - Feedback on Admin Council Format

- ★ The afternoon of the September 18 Admin Council meeting, Principals and Vice Principals spent the afternoon learning together how to lead out in their schools' High Leverage Teaching Strategies - the 'HITS' and Leading Assessment (using PowerSchool as an Instructional Leader).
- ★ Leadership Strategic Planning Meeting - Sep 24 (held monthly). Agenda:
 - Big Rocks by Department
 - Who is Impacted?
 - Who is the Most Responsible Party (MRP)?
 - How each Department is Improving

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.

- ★ The "Kipohtakaw Education Center (KEC) Pen Pal Application 2024/25" invited SPS teachers to partner with a KEC teacher to create a pen pal program for their students. The program supports various forms of communication, including written, digital, virtual and in-person meetings. Teachers must commit to connecting with the SPS Indigenous Lead Team for support, sharing information and documenting their experience throughout the program.
- ★ In an email to school leadership and the Call to Action Cohort, it was shared that the Division's Métis Learning Coach for the school year is available to assist with Métis education. Schools are encouraged to reach out for support with classroom teachings, projects, land-based learning and Métis perspectives. Access to the Métis Learning Kits stored at SCHS was also offered.
- ★ The SPS Indigenous Education Coordinator emailed staff, offering a "residency week" at each school to support Indigenous Education and curriculum integration. The Coordinator also highlighted participation in Truth and Reconciliation Week and invited staff to a Reconciliation presentation at the Division-Wide PD Day on September 16.
- ★ The Division will observe Truth and Reconciliation Week from September 23-27, offering activities to educate students, staff and the community on Indigenous history, residential schools and reconciliation. This supports the Division's commitment to reconciliation and inclusive education.
- ★ Orange Shirt Day will be recognized on September 27 to honour Indigenous peoples affected by residential schools and raise awareness of their lasting impact. The

Superintendent will participate, showing a commitment to reconciliation and supporting Indigenous education and cultural understanding.

- ★ The Indigenous Education Hub's September focus is the "History and Legacy of Residential Schools." Resources and activities for different grade levels are available to help educators integrate this topic into classroom learning.
- ★ Schools and Central Office will be closed on September 30 for the National Day of Truth and Reconciliation, a Board-directed holiday. This closure honours the history and impact of residential schools, supporting the Division's commitment to reconciliation and providing time for reflection and learning.

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.

- ★ CASA Classroom currently has students enrolled at SCHS and Guthrie School, with referrals considered quarterly.
- ★ The Facilities Team is updating Custodial and Caretaker Task Schedules. A draft has been shared for review and meetings with school leadership and custodial staff will be scheduled to finalize the updates. These meetings will cover staffing formulas, daily task schedules and locations for posting schedules and floor plan maps.
- ★ The Associate Superintendent of Human Resources shared updated evaluation and supervision documents with principals, including revised guides for certificated staff, new evaluation guides for CUPE and GEC support staff and updated templates for principals, vice principals and teachers. Principals were instructed to review these documents for key timelines and processes.
- ★ Human Resources has provided updated phone lists for Central Office and schools, along with emergency contact cards for the 2024-2025 school year, ensuring accurate and current contact information for effective communication across departments.
- ★ Alberta Education released the Fall Update of the [2024/25 Funding Manual](#) on September 9, featuring updates to the Distance Education Non-Primary Grant and revised rate tables.
- ★ The Hour Zero program is the Division's online School Emergency Preparedness initiative. All employees must complete the required training courses, which include:
 - School Emergency Plan Overview
 - AB Violence and Harassment Awareness
 - OHS Awareness for Alberta Schools

- WHMIS Awareness

Employees will receive monthly emails for any additional training. Personal information must be updated by September 30, 2024.

- ★ On September 17, 12-15 students from Lilian Schick visited Central Office to meet the Facilities team. They observed a cabinet-making demonstration, including cutting, edging, drilling, and assembly. For safety, students watched from a distance.
- ★ The Superintendent provides a monthly report, "2024-2025 Superintendent Discretionary Fund," detailing strategic resource allocation to align with Division goals and priorities, ensuring staffing and resources are directed to schools for optimal student success.

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, the Associate Superintendent of Corporate Services and the Data Coordinator supported the Board in completing ASBA's 2025 Municipal Elections Survey, part of ASBA's plan to support trustees, voters and officials for the 2025 elections.
- ★ The Superintendent has reformatted Public Board memos to clarify their alignment with the Superintendent Leadership Quality Standard (SLQS) and governance implications. Each memo now clearly connects its content to SLQS competencies, legislation and relevant Board policies for better understanding of decisions and actions.
- ★ The Board Retreat took place on September 12 and 13. Teresa Haykowsky from McLennan Ross led sessions on the 12th and the Superintendent supported the Board to begin working through the Work Plan and Strategic Plan for 2024-2025 on the 13th.
- ★ On September 18, the Division Principal and Trustees Murray-Elliott, Briggs and Chair Oatway-McLay attended the "State of the City" Business Luncheon hosted by the St. Albert Chamber of Commerce, featuring Mayor Cathy Heron.
- ★ The Superintendent and Board Chair will attend an ASBA hybrid working session in Calgary on September 25, featuring discussions on educational priorities and updates from the Ministry of Education.
- ★ The Superintendent shared a document from the CASS Summer conference with the Board, titled "Key Questions the Board Should Ask About". Originating from the Saskatchewan

School Boards Association, the document provides sample key governance questions for strategy, risk, resources and people. The resource is for the Board's information and consideration to support their governance role for the school year.

- ★ The Superintendent meets with the Board Chair and Vice Chair to review agenda packages before the Committee of the Whole and Public Board meetings, as per Board policy.
- ★ The Superintendent created a "Big Rocks" list for 2024-2025, highlighting key fiduciary items. These are standing agenda topics at each Committee of the Whole meeting to support the Board's governance role.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLOS](#) in the following way:

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity; c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education; d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and h. ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

Governance Implications:

[Education Act](#)

Superintendent of schools

222 (1.1) Unless otherwise authorized under this Act, a board must appoint as a superintendent of schools only a teacher who holds a superintendent leadership certificate prescribed by the regulations and issued under this Act.

(3) The superintendent is the chief executive officer of the board and the chief education officer of the school division.

(4) The superintendent shall carry out the duties assigned to the superintendent by the board.

(5) The superintendent shall supervise the operation of schools and the provision of education programs in the school division, including, but not limited to, the following:

- (a) implementing education policies established by the Minister;

- (b) ensuring that students have the opportunity in the school division to meet the standards of education set by the Minister;
- (c) ensuring that the fiscal management of the school division by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under this Act or any other Act;
- (d) providing leadership in all matters relating to education in the school division.

[Superintendent of Schools Regulation](#) (Alberta Regulation 98/2019)

Qualifications

2(1) No individual may be appointed as a superintendent unless the individual has a superintendent leadership certificate issued under the *Certification of Teachers and Teacher Leaders Regulation* (AR 84/2019).

[Policy 700: Superintendent of Schools](#)

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership Quality Standard, Board policies, Division vision, mission and values, and the Education Plan goals.

The Superintendent of Schools provides the Board with information, advice, and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues.

[Policy 701: Board Delegation of Authority](#)

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division and is accountable to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision, and value statements of the Division

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

Not applicable.