

Date: November 27, 2024 **Agenda Item:** 8.7
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.

- ★ Communicative emails were sent to principals regarding the nomination of teachers for Provincial Achievement Tests (PAT) and Diploma Exams (DIP) Assessment Working Groups. Eligible teachers were informed to complete an online form by October 4, 2024. Principals were responsible for sharing the nomination process, and final approvals, approved by the Superintendent, must be submitted by November 25, 2024.



Central Office Staff, Halloween 2024

- ★ The Division celebrated Métis Week from November 4-8, 2024, honouring Métis culture, history and contributions. Various activities and events were held across schools to promote awareness, deepen understanding and foster appreciation for Métis heritage among students and staff.
- ★ On the evening of November 7th, Redwater School held its annual Awards Ceremony, celebrating student achievements in academics, sports and community involvement.
- ★ Remembrance Day ceremonies were held in all schools on November 8, honouring and reflecting on the sacrifices of veterans and those who served in the armed forces. Students, Trustees and staff participated in events to commemorate the significance of this day.



Remembrance Day Ceremony at Guthrie School

- ★ On November 13, an email invite was sent to School Council Chairs and Vice Chairs to join the Alberta School Councils' Association (ASCA) free Virtual Engagement Event on November 23, 2024. This interactive Zoom session, from 1 to 4 p.m., offers school councils an opportunity to engage with ASCA Board Directors on issues affecting school communities, including emotional regulation, ASCA's advocacy initiatives and the ASCE grant. The event featured Tammy Schamuhn, co-founder of the Institute of Child Psychology, presenting strategies for supporting children's emotional regulation, as well as greetings from the Ministry of Education and updates on ASCA's work.
- ★ The Division recognized the week of November 18-22, 2024, as Bullying Awareness Week, dedicating this period to promoting awareness and preventing bullying through various activities and initiatives across our schools. This week provided an opportunity to foster a safe, respectful and inclusive environment for all students. Schools participated by engaging in discussions and activities aimed at understanding the impact of bullying and promoting positive behaviours. For those seeking ideas to contribute, resources were made available on the Government of Alberta's website: [Bullying Awareness Week Resources](#).

Throughout the week, the Division also shared resources and materials on our social media platforms, which schools were encouraged to repost on their own channels. This collective effort underscored our commitment to creating supportive learning environments where every student felt valued and safe.

- ★ On November 21, the Superintendent attended the SCHS Awards Ceremony, celebrating student achievements and recognizing excellence in academics, sports and extracurricular activities.
- ★ The [Sturgeon Public Scoop](#) is the Division's newsletter, providing important updates and information to the school community. It serves as a key communication tool, sharing news, events and essential resources with staff, students and families throughout the school year.
- ★ The Superintendent continues the "Woot Woot Wagon" initiative throughout the school year. Each month, a Senior Executive team member brings the wagon through Central Office, offering treats to staff as part of an ongoing effort to promote a positive and supportive work environment.
- ★ The Superintendent continues to connect monthly with neighbouring division Superintendents. These regular meetings promote collaboration, the sharing of best practices and the discussion of common challenges, strengthening relationships and fostering regional cooperation among school divisions.
- ★ The Superintendent has continued an initiative introduced in January 2023, aimed at recognizing Central Office staff members' birthdays each month.

- ★ The Superintendent writes a “Welcome to the Sturgeon Public Team” card to all new staff joining Central Office. This gesture reflects the Superintendent's commitment to fostering a welcoming and inclusive workplace and positive culture.
- ★ The Superintendent continues to write personalized thank you cards to various Division staff members for events and celebrations occurring throughout the Division.
- ★ In November, the Superintendent transitioned the "Superintendent Week-at-a-Glance" calendar to the Smore platform. This updated format will continue to be shared every Friday throughout the 2024-2025 school year with the Board, school leadership and Central Office leadership.
- ★ 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.



Superintendent Guest Reader for Read-In Week at Morinville Public School - October 7, 2024

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 October 19, students enrolled in Flight 19 had an exciting opportunity to experience Discovery Flights at the Centennial Flight Centre located at Villeneuve Airport. Students had their first introduction to aviation, fostering their interest in the field through real-world exposure.
- ★ As curriculum implementation continues, the Division remains committed to developing curricular supports that are useful across grade levels. Additionally, divisions across the province are building resources to share. Finally, resources are being purchased and we require insight from each school site to know exactly what is needed.

As the role of the Learning Coach is reduced this year and gone entirely next year, we need to focus on building capacity in our teachers that will last beyond the presence of this role in our schools.

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.

- ★ November 1-3, 2024, the Superintendent read the following book:
 - *The Emerging Work of Today's Superintendent: Leading Schools and Communities to Education All Children* by Philip D. Lanoue and Sally J. Zepeda. This book is an in-depth exploration of the evolving role of superintendents in modern education.
- ★ The Superintendent has completed the CASS course titled "Modeling a Commitment to Professional Learning – Learning & Teaching is Leading," held on October 22, 29 and November 5 and 12. This course emphasized the importance of professional learning as a continuous practice and provided participants with resources and strategies to apply within their divisions. Key topics included aligning professional learning with research, building effective communities of practice, and evaluating leadership styles. The course also contributed toward the required 30 Continuing Education Program (CEP) credits needed annually to maintain her SLQS certification as a system education leader.
- ★ The Superintendent and Deputy Superintendent attended the CASS Fall Conference in Calgary from November 6-8, 2024. On Thursday, they participated in the Communities of Practice session, which facilitated collaboration and reflective practice among educational leaders. On Wednesday, the Superintendent attended sessions on enhancing school

authority communication, focusing on tools and strategies for improving community engagement and a session on AI in education, highlighting national use cases for AI integration in schools. On Friday, the Superintendent attended a session on Collegiate Education Pathways. The session was a platform for collaboration and knowledge sharing, aimed at advancing collegiate education in Alberta. A diverse group of presenters from Palliser School Division and Chinook's Edge shared insights, lessons learned, and practical strategies for implementing collegiate school programming. This session aimed to equip school authorities with the guidance and expertise needed to successfully integrate collegiate pathways into their educational frameworks.

- ★ November 14-16, 2024, the Superintendent read the following book: *80 Ways to Use ChatGPT in the Classroom: Using AI to Enhance Teaching and Learning*, written by Stan Skrabut. The book offers educators practical strategies to integrate ChatGPT into various aspects of teaching, including class preparation, instructional support, assessment creation, study aid development, and computer programming. The book also explores how students can utilize ChatGPT for writing assistance, research, and personalized learning, aiming to enhance educational experiences through AI technology.

- ★ Nov 26 Beginning Teacher Cohort
 - Introductions from Associate Superintendent HR & Director HR - understanding contracts and benefits
 - Educational Technology for new teachers - Educational Technology Lead Teacher
 - AI
 - STEAM
 - Supporting Digital Citizenship across the grade levels
 - Indigenous Education in SPS - Indigenous Education Coordinator
 - Building Community
 - Opportunities for Cultural Exchange
 - Commitment to TQS 5

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.

- ★ November Admin Council, Principals and central office leaders spent dedicated time to:
 - Department/operational discussions and updates - input from schools on issues happening in the schools with a solution-focused approach to ensure effective communication and collaboration between schools and central administration.
 - Collaborating on K-12 Career Pathways in Sturgeon Public Schools.

- ★ The afternoon of the November 20 Admin Council meeting, Principals and CO leadership spent the afternoon working through Leadership Professional Learning - LQS 2, 3, & 5

- School Management
 - Vision & Culture Buy-in and Accountability
 - Instructional Leadership
 - Human Rights, AI and Legal Risk Mitigation with McLennan Ross
- ★ Leadership Strategic Planning Meeting is scheduled for November 26 (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 Métis Learning Coach sent an email to all principals and the Call to Action Cohort in the week leading up to Métis Week. The message included a set of resources and activities for each day of the week, focusing on themes of Métis identity, language, and Remembrance Day, with both [elementary and secondary resources](#) linked to each day's description. Principals were asked to share these resources with their staff and were encouraged to expand upon them as possible. Additionally, the Coach offered Métis Kits for loan and a printable resource for creating a Métis bulletin board, with a link provided for easy access.

- ★ October 28, Call to Action Cohort meeting at SCHS
 - Introductory Circle
 - Call to Action Lead Role and Goals for 2024/25
 - Enhancing Local Community Partnerships and Intergenerational Connections
 - Strengthening Community and Family Engagement
 - Promoting Indigenous Student Academic Success and Graduation
 - Fostering Safe, Representative, Healthy School Communities
 - Driving Systemic Change Through Professional Development
 - Introducing Winter Count Projects (Cultural method of reflecting and sharing learning)
 - Needs assessment activity
 - Beading Activity - lead out by the Indigenous Education Coordinator

- ★ On October 29, an Indigenous Parent Advisory Committee meeting was held at Morinville Public School. Parents of Indigenous students were invited to an evening of connection, featuring soup and bannock, and were encouraged to share their insights and guidance on division initiatives related to Indigenous Education. The Division is committed to engaging

with the parent community and building on previous parent engagement sessions held last spring, which were open to all families.

- ★ The focus of November's Indigenous Education Hub is "Métis Culture and History", with educational resources provided to celebrate Métis Week from November 4-8, 2024, across the Division. Resources include materials on topics such as "Who Are the Métis?", Métis music, jigging (dance), beadwork art, the Métis sash, the Michif language, Métis history and resistance, land dispossession, Métis voices and the Red River cart. These resources aim to deepen understanding and appreciation of Métis culture and history.
- ★ Session 2 of the "Indigenous Knowledge and 4-6 Science Curriculum Implementation" series took place on November 5, 2024. The session focused on connecting stories to the science curriculum. Educators explored how to guide students' learning through storytelling and how to responsibly select materials for teaching. Attendees were asked to bring a book they might use in their classrooms as part of the session's activities. This four-part series is designed to support educators in implementing the science curriculum through an Indigenous pedagogical approach, with attention to TQS #5.
- ★ SPS schools have been invited to participate in the 2024/2025 Cultural Exchange Program with Kipohtakaw Education Center (KEC) in Alexander First Nation. This initiative invites educators to engage in meaningful cultural exchanges aimed at fostering understanding and reconciliation. Participants are expected to complete a minimum of two exchanges, such as sharing images, written works, or hosting virtual meetings, along with one in-person meeting, which could involve visiting, hosting, or gathering at a mutually agreed-upon location. The program provides flexibility for teachers to design experiences that align with curriculum outcomes, making the exchange both manageable and impactful. With support and guidance available, the initiative encourages creativity and collaboration, enabling schools to take part in a practical and motivating activity that supports reconciliation efforts.

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.

- ★ On November 6, a staff meeting was held with daytime custodians to introduce new digital action items through Google to improve communication and organization. The agenda covered using Gmail for streamlined email access, Google Calendars for scheduling custodial activities and equipment booking, and enhanced meeting documentation to replace handwritten notes. The new process allowed custodial teams to create and share notes digitally, assign tasks and provide updates accessible to principals and supervisors. Recognizing that custodians had diverse computer skills, the transition was planned as a

gradual, guided process to enhance communication, documentation and collaboration across custodial tasks.

- ★ Transportation Services sent a letter to all transportation families reminding them of key safety practices for student transportation. Highlights included the suspension of school bus service at -40°C , the importance of students wearing or carrying cold-weather attire, and the use of the Bus Status App for tracking delays or cancellations. Families were encouraged to review bus rules and discuss emergency protocols with their children to ensure they are prepared for unexpected situations. Sturgeon Public Schools emphasized its commitment to safe and efficient transportation for all students.
- ★ As colder weather approaches, families are reminded of [Policy 320: Inclement Weather](#), which outlines shared responsibilities among the Board, staff, school bus operators, and parents/guardians to ensure student safety during hazardous weather conditions. The policy emphasizes that while schools remain open, the final decision to send children to school or the bus stop rests with parents/guardians. Bus services may be suspended under specific conditions, such as temperatures reaching -40°C , poor visibility, or hazardous road conditions. Families will be notified of any cancellations or alterations through local media, the Division website, and social media. Parents are also reminded to ensure their children are dressed in weather-appropriate clothing. This policy, shared annually in school newsletters, underscores the Division's commitment to student safety during the winter months.
- ★ On November 22, 2024, Sturgeon Public Schools shared updated volunteer guidelines, highlighting the essential role of volunteers in supporting school programs. To ensure safety and privacy, all volunteers must complete the annual [Volunteer Guidelines Form](#) and follow confidentiality standards under FOIP. For roles with sole supervision, such as field trips or coaching, a criminal record check and vulnerable sector verification are required every three years. The form is available through PowerSchool. Volunteering is managed by the Principal to support school staff efforts. We are grateful for the dedication of our volunteers in enhancing our schools and communities. Further details are available in the updated [Administrative Procedure 315](#) on our website.
- ★ 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.

- ★ On November 29, the Associate Superintendent of Corporate Services and the Director of Facility Services will attend the 2024 Capital Planning Workshop in Edmonton, hosted by Alberta Education's Capital Planning sector. This workshop focuses on the recently announced School Construction Accelerator Program and the Capital Plan process. Alberta Education limited attendance to two representatives per school jurisdiction.
- ★ Counselling and Wellness Plans were due for each Division School in November 2024 – these plans will be posted on school websites and shared with School Councils by January 2025.
- ★ 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.

- ★ In October, a message was shared with all staff and parents/guardians via SchoolMessenger, informing them that the Board of Trustees had given initial approval to the draft 2026/2027 school year calendar. The message invited feedback through a [survey](#), with a deadline of December 20, 2024, to help finalize the calendar.
- ★ ASCA shared updates and events in an email sent to the Superintendent, who then distributed the information to others. Highlights included an exclusive video created for ASCA Member School Council principals on the importance of school council engagement, as well as three ASCE Grant-eligible learning sessions scheduled for November on topics like school council roles and meeting management. ASCA also offered customized support for councils needing additional guidance outside of these scheduled sessions. Additionally, ASCA provided options for presentations aimed at streamlining council and fundraising association functions across divisions.
- ★ From November 17-19, 2024, the Superintendent, Board Chair Oatway-McLay, Vice Chair Buga, Trustee Gibbons and Trustee Pequin attended the ASBA Fall General Meeting. The event began with an awards evening on the 17th. On the 18th, the business meeting included Association matters and remarks from Education Minister Demetrios Nicolaides. The 19th

featured the MLA Breakfast, professional development, and remarks from Premier Danielle Smith. The keynote by David Allison emphasized the importance of human-centered approaches amid AI advancements. The Superintendent attended a breakout session led by Shawna Randolph - preparing for the Next Election: How Trustees Can Control Conversations to effectively connect with all audiences



Alberta School Boards Association (ASBA) - MLA Breakfast - November 19, 2024
From left to right, top row: Tasha Oatway-McLay, Board Chair; Stacey Buga, Vice Chair; Shawna Warren, Superintendent; Irene Gibbons, Trustee; and Janine Pequin, Trustee
From left to right, bottom row: Honourable Dale Nally, MLA, Morinville-St.Albert; Kristena Dingwell, Constituency Office Manager; and Shane Getson, MLA, Lac St. Anne-Parkland

- ★ An Audit Committee meeting was held on the afternoon of November 20th to review the 2023-2024 Audited Financial Statements. External committee members attended to participate in the review.

- ★ 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 20, 2024, the Audit Committee undertook a comprehensive review of the Draft 2023-2024 Audited Financial Report, which was presented by MNP, covering the fiscal year ending August 31, 2024. 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 27, 2024, Public Board meeting and further information can be found in agenda item 7.2.

- ★ 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 provides Trustees with the monthly speaking points for School Council meetings and Stakeholders in general to support effective governance.
- ★ The Superintendent created a "Big Rocks" list for 2024-2025, highlighting key strategic planning items. These are standing agenda item topics at each Committee of the Whole meeting to support the Board's governance role.
- ★ The Superintendent remains committed to creating and distributing the "Trustee Talk" newsletter on a monthly basis, ensuring transparent communication across the Division. The newsletter is shared throughout the Division and published on the website and school web pages, providing updates and insights from the Trustees to keep the school community informed.

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

This report aligns with the [SLQS](#) 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. Specific Areas of Responsibility:

[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 November 27, 2024, Public Board meeting.



Attachment(s):

Not applicable.