

Date: December 18, 2024 **Agenda Item:** 8.9
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.

- ★ School leadership received information to share with parents about Connect Parent, a free 10-week program designed for parents and caregivers of pre-teens and teens aged 8-18 who are experiencing significant behavioural and mental health challenges. The program aims to help parents build stronger relationships with their youth and runs on Tuesday evenings from January 14 to March 18 at Bon Accord Community School. A [poster](#) with additional details and registration information is available for reference.

- ★ On December 3, the Superintendent, Sr. Leadership, central office staff and the two school principals of LT and Gibbons facilitated an engagement evening in the Town of Gibbons to discuss Sturgeon Public Schools' proposal for a new K-9 school. The event brought together families and community members to explore the potential amalgamation of Landing Trail School and Gibbons School into a new state-of-the-art facility designed to meet the needs

of students and the community. Attendees engaged in discussions about their concerns and their hopes for the future of education programming.

- ★ On the evening of December 5, the Superintendent attended Sturgeon Composite High School's Art Walk and Christmas Concert at the Arden Theatre in St. Albert along with Vice Chair Buga, Trustee Briggs and Trustee Murray-Elliott. The event showcased the artistic and musical talents of SCHS students, featuring a display of creative artwork and a festive concert performance.
- ★ December 9, the Superintendent and Division Principal met online with the CAO and the Land Use Economic Development Officer from the Town of Redwater to discuss potential collaboration and work experience/RAP/Dual Credit opportunities for our students.
- ★ December 20, the Superintendent and the Division Principal will meet with the Manager of Protective Services, Sturgeon County, to discuss potential future opportunities for our students.
- ★ 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 school division Superintendents. These regular meetings promote collaboration, the sharing of best practices and the discussion of common challenges, strengthening relationships and fostering regional cooperation.
- ★ 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 who join Central Office. This gesture reflects the Superintendent's commitment to fostering a welcoming workplace culture.
- ★ The Superintendent continues to write personalized thank you cards to various Division staff members for their contributions and celebrations occurring throughout the Division.

- ★ The Superintendent transitioned her “Superintendent Week-at-a-Glance” to a weekly newsletter titled, “From the Desk of the Superintendent” that is shared every Friday with the Board of Trustees, 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.

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 November 22, the Assessment & Reporting Lead Team met at Central Office to discuss key goals for the year, including making a division-wide grade scale recommendation and establishing guidelines for Outcomes-Based Assessment (OBA). The agenda focused on identifying committee goals, exploring core beliefs about effective assessment and reporting, understanding proficiency scales, and reviewing various grade scales from other divisions. The team also addressed change management strategies and began designing a preliminary implementation plan.
- ★ In November, school leadership received an email announcing the Think Globally Collage Contest as part of International Education Week 2024. Open to Alberta’s K-12 students, including those in internationally accredited schools, the contest invites participants to create a collage answering the question, “In my school, how do I interact with the world?” The initiative encourages students to reflect on their school experiences, highlighting language and culture learning, sharing perspectives and values, and fostering international and intercultural relationships. By exploring the benefits of international education, students can develop global competencies, respect for cultural diversity, and awareness of international connections. A [poster](#) and [guide](#) were provided to share this opportunity with students.
- ★ The Division proudly shared the story of the "[Spirit Rover](#)" from the Robotics Club at Sturgeon Composite High School with the Rural Caucus of Alberta School Boards Flourishing Stories. This innovative project, designed to assist city park cleanup crews by detecting and removing hazardous materials, highlights the power of STEAM education in solving real-world challenges.

- ★ Computer Science Education Week took place from December 9 to 15, 2024, providing teachers with a range of engaging activities to use in their classrooms. Resources from Hour of Code, Scratch, Google and Minecraft were made available on the Ed Tech Hub, with additional activities added throughout the week. Teachers also had access to resources from previous years to enhance their lessons and promote computer science education.

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.

- ★ On December 6, the Superintendent attended the virtual CASS Zone 2/3 meeting, which featured updates from the CASS Board, including reports from the CASS President, CEO, and Director. Alberta Education representatives, ADM Kindy Joseph and ADM Carla Johnson, provided insights during the morning session. Following a wellness break, the meeting continued with information reports on key initiatives such as APLC, Women in Leadership, the First Nation, Métis, and Inuit Action Committee and more. The session concluded with role-alike breakout discussions for regulated members.
- ★ In December 2024, an excellent opportunity was offered to Principals and staff to participate in Violent Threat Risk Assessment (VTRA) Level 1 training at a significantly reduced cost compared to standard rates. Hosted by our neighbouring VTRA partners, St. Albert Public and Greater St. Albert Catholic Schools, the training took place on December 16-17, 2024.

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.

- ★ On December 2, the Superintendent, Deputy Superintendent and Director of Learning Services met with the CEO, Director and other members of the CASA team to discuss successes, challenges and opportunities for improvement to the CASA Classrooms.
- ★ On December 3, the Superintendent attended a virtual collegiate schools workshop hosted by Alberta Education. The session focused on the revised application process for collegiate schools for the 2025/26 school year, highlighting improvements based on stakeholder feedback. Key updates included solidifying the role of industry as a crucial partner alongside schools and public post-secondary institutions. The workshop provided an overview of the application package, discussion opportunities and guidance on submitting applications by January 31, 2025.

- ★ December Admin Council, Principals and central office leaders spent dedicated time to:
 - Bill 27 & 29 and Educational Act Amendments
 - Enrolment Projections for Planning
 - Collegiate & Career Vision for Sturgeon Public Schools - Role of Leadership
 - MyBluePrint
 - Google First

- ★ December 10, the Superintendent, Deputy Superintendent, Division Principal and the Principal of Guthrie School met with Colonel Dove and other military leaders of the CAF to discuss future collaboration opportunities.

- ★ December 10, the Superintendent, Deputy Superintendent and Division Principal met with the leadership from Lionsheart to collaborate on how to access additional supports to ensure the success of all students attending the program with their parent(s).

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 December focus for the Indigenous Education Supports for Truth and Reconciliation is "Treaties and Land Agreements." This emphasis reflects a commitment to enhancing understanding of the historical and contemporary importance of treaties and land agreements within Indigenous education. By providing access to Treaty Lesson Plans for all ages, the initiative seeks to deepen awareness of the relationships between Indigenous communities and broader society, highlighting the cultural, legal and social dimensions of these agreements.

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 December 9 and 10, the Associate Superintendent of Corporate Services attended the ASBOA Annual Issues Forum. This professional development event brought together members and stakeholders from Alberta Education to discuss and address current issues related to school business operations. The forum provided valuable insights and opportunities for collaboration on key topics impacting school divisions across the province.

- ★ 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.

- ★ On November 22, Trustee Briggs and Trustee Dwyer represented the Board at the activation of the new traffic lights at Grandin Drive and 100 Avenue in Morinville. The event marked the launch of the fully operational lights, which enhance safety for students using the controlled crosswalks while walking to and from school.
- ★ At the beginning of December, the Division resent the message previously 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.
- ★ On December 2, the Superintendent and Associate Superintendent of Corporate Services attended an ASBA virtual session on the Municipal Affairs Statutes Amendment Act, 2024 (Bill 20), which covered key changes to the Local Authorities Election Act, including criminal record checks for candidates, updates to nomination papers and revised campaign contribution and financial reporting requirements.
- ★ On December 13, the Superintendent and Board members met with the Honourable Dale Nally. The discussion focused on two topics: the Board's #1 Capital Plan priority and the Legal Public School. This meeting provided an opportunity to advocate for the best interests of students, families and communities and strengthen collaboration with the government to support the priorities of Sturgeon Public Schools.
- ★ 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 drafted two Advocacy letters in the Month of December for the Board to consider in their advocacy role: CASA Classroom Targeted Funding Advocacy Letter and

a letter in support of Wolf Creek School Board's letter "Reflection of Skewed Data and Timely Provincial Data".

- ★ 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 December 18, 2024, Public Board meeting.

Attachment(s):

Not applicable.