

Date: March 19, 2025 **Agenda Item:** 8.6
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.

- ★ The Division celebrated Substitute Appreciation Week from March 10-14, recognizing the valuable contributions of substitute teachers. A small token of appreciation was shared to express gratitude for their dedication and support in ensuring the continuity of student learning.
- ★ On February 28, the Superintendent visited SCHS to check in with staff and provide support during a difficult time for the school community. Two of our neighbouring divisions reached out and shared their crisis response team members to support the Division and the school. We are grateful to our neighbours for being willing to share human resources during such a difficult time.

- ★ Throughout the next few months, schools across the Division will be hosting [Open Houses](#), providing families with the opportunity to connect with their school community, meet educators and explore learning environments. Open Houses play a vital role in building relationships, fostering a sense of belonging and ensuring families feel informed and engaged in their child's education. Attendees will have the chance to tour the school, ask questions and learn about the various programs and opportunities available for students.
 - The Manager of SHINE has offered to attend school open houses to share information about SHINE Beyond Limits, a family-centered FSCD Service Provider supporting children with disabilities in Sturgeon County. SHINE focuses on fostering growth, resilience and independence, helping each child reach their unique potential. This partnership enhances community connections and ensures families have access to valuable resources.

- ★ March 10-14, the Division celebrated Substitute Appreciation Week. To celebrate the wonderful substitute teachers who work in Sturgeon Public Schools, central office provided all schools with packages of Lifesavers with a personal note attached to them.

- ★ On March 13, the Superintendent attended a Citizenship Ceremony at Four Winds Public School, welcoming new Canadian citizens and celebrating this significant milestone with them. By bringing words of encouragement and support, the Superintendent reinforced the school division's commitment to inclusivity, diversity and community engagement.

- ★ On March 15, 2025, the Superintendent attended the *International Women's Day: Reflections of Her* event in Morinville, thanks to the invite from Trustee Buga. This event provided an opportunity for reflection, discussion and celebration of women's achievements in leadership and education. Attendees engaged in insightful sessions on empowerment and equity while networking with community members. The Superintendent's participation reinforced a commitment to fostering inclusive leadership and supporting meaningful connections within the school division and beyond.

- ★ SPS families are invited to participate in Spring Break Blitz Programming, facilitated by the SPS Mindful Mentors, offering creative and engaging activities over spring break. From March 26 to March 28, students will have the opportunity to explore their creativity through hands-on projects, including transforming pinecones into unique animal creations, crafting and decorating spring-themed Rice Krispie treats, and painting and assembling whimsical Easter Gnomes with kits provided by Avedonia Art in Bon Accord. These sessions provide a fun and inclusive environment for students to connect, create and enjoy meaningful experiences outside the classroom.

- ★ The Superintendent holds bi-weekly meetings with the Communications Team to ensure strategic and effective communication across the Division. These meetings focus on aligning messaging and marketing with divisional goals, addressing emerging issues and

fostering transparent and consistent engagement with stakeholders, including staff, students, families and the broader community.

- ★ 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. This new format includes a blog post and key information items from the government.
- ★ 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.

- ★ The Culinary Arts Dual Credit program at Redwater School, in partnership with NAIT, launched on February 20 and will run every Thursday afternoon until June. This program provides students with the opportunity to work toward their Cook Apprenticeship while still in high school. Out of 12 available spots, 10 have been filled—seven by Redwater students and three by SCHS students—while the remaining two are expected to be filled as interest grows. This initiative enhances student learning by providing hands-on experience and career pathways in the culinary field.
- ★ The Grade 9 to 10 course selection process took place from March 3rd to 7th, with school visits conducted as scheduled. Schools received electronic course selection packages in advance, and students ensured their selection sheets were signed by a parent/guardian and a homeroom teacher or counselor before participating. Course selections were based on students' current Grade 9 marks and only those who had chosen SCHS as their school for the following year were able to complete their selections. During the sessions, students accessed Chromebooks and used their PowerSchool logins to finalize their choices. The process was organized by the homeroom to maximize efficiency, ensuring a smooth and well-structured transition to high school.
- ★ At the March 5, 2025, Special Board meeting, Ella Stanley from Sturgeon Heights was selected as Sturgeon Public Schools' nominee for the Edwin Parr First Year Teacher Award from a group of seven nominees. The award, presented by the Alberta School Boards Association, recognizes outstanding first-year teachers who demonstrate excellence in instruction and positively impact their school communities. The Board of Trustees acknowledged the dedication, passion and innovation of all nominees, emphasizing the difficulty of selecting just one candidate. While only one nominee advances to the ASBA Zone 2/3 selection committee, all were celebrated for their contributions to student success.
- ★ Sturgeon families were informed about [Raising Digitally Resilient Kids](#), a new self-guided workshop from MediaSmarts designed to help parents navigate digital challenges. Based on youth research, the workshop provides strategies for managing online risks, evaluating apps, and setting household media guidelines. With practical resources and handouts, it fosters informed conversations about digital literacy at home and in 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.

- ★ The Superintendent subscribes to the monthly Pendulum Law newsletter. Each month, Pendulum Law shares interesting education law cases relevant to different professional environments.
 - January 2025 edition included selected compelling cases about the evidence required to substantiate a human rights claim, expectations of professionalism with colleagues, and a harrowing criminal sentencing decision for a longstanding high school football coach convicted of sexual offences against student athletes.
 - The February 2025 edition featured notable cases, including the summary dismissal of a human rights claim regarding meaningful access to education, a court decision upholding the dismissal of a teacher’s human rights complaint due to timeliness and a ruling that restricting a teacher’s duties during a school confrontation investigation did not constitute reprisal. Additionally, the edition covered a class action certification holding a school board vicariously liable for alleged abuse at a Calgary school and an upcoming trial addressing the government’s obligation to provide Inuit language instruction in Nunavut public schools.

- ★ March 2, 2025, the Superintendent listened to the ASBA recorded presentation on Learn ASBA titled “Board Dynamics” with Jane Halford and then listened to the presentation again with the entire Board on March 5, 2025.

- ★ On March 7, 2025, the Superintendent attended the International Women's Day: Voices of Women Education Leaders Webinar, an event focused on empowering and inspiring women in educational leadership. The webinar featured keynote speakers Colleen Russell-Rawlins and Jerri Kemble, who shared insights on leadership, equity and the impact of women in education. This event provided an opportunity for professional learning and reflection on leadership practices within the education sector.

- ★ The Superintendent attended the CASS Zone 2/3 meeting on March 14, 2025, engaging in discussions with education leaders on key topics such as restorative practices, inclusive education, curriculum and human resources. The event included presentations from Alberta Education, updates from the CASS Board and a session on implementing restorative practices to foster positive school climates. This meeting provided an opportunity to collaborate with colleagues, share best practices and strengthen leadership strategies to support student success and school improvement.

- ★ On March 17, the Superintendent attended a webinar on Occupational Health & Safety, Privacy and Human Rights, which provided key legal updates relevant to education and

workplace environments. The session covered significant Occupational Health & Safety cases from 2024, potential changes to Alberta's sentencing framework and recent Supreme Court decisions impacting workplace safety. Privacy discussions focused on legislative updates, emerging trends and practical considerations for adapting to evolving expectations. The Human Rights segment explored recent cases related to wrongful termination, duty to accommodate, and trends in damages awards.

- ★ March 19, 2025 - The Superintendent will be hosting one of the tables for the CASS Community of Practice - Superintendents and Deputy Superintendents - session on the first evening of the CASS Annual Learning Conference. This session will provide an opportunity for Communities of Practice to connect in person, revisit their purpose statements and engage in reflective practice. Participants will collaborate to solidify and activate their Community of Practice's plan. The Superintendent will facilitate discussions which will focus on fostering effective governance and strengthening the working relationship between superintendents and their boards.
- ★ During the CASS Annual Learning Conference, the Superintendent will participate as a panelist in a 75-minute session alongside other Chief Superintendents. Each panelist will share a high-quality mistake they made and the valuable lesson learned, followed by an open Q&A. This session fosters professional learning and reflective practice among educational leaders.
- ★ CASS Conference - March 19-21 - The Superintendent will be attending several sessions at the CASS Annual Learning Conference, focusing on emerging trends and best practices in education leadership.
 - *Empowering Educators and Students with AI: Enhancing Teaching and Learning*, will explore the role of artificial intelligence in reducing teacher workload, personalizing student learning and providing immediate feedback. The session will also address ethical considerations and highlight how four school divisions are integrating AI strategically.
 - *Understanding, Honouring, and Learning Cultural Protocol in Relationship with Indigenous Peoples and Communities*, will provide insights into a province-wide research study on cultural protocol. Leaders will share their experiences in fostering respectful relationships with Indigenous communities and applying their learning to strengthen student success.
 - *Shaping the Future: Modernizing Alberta's Apprenticeship Education*, will highlight how Alberta's evolving apprenticeship system is expanding pathways for students. This session will explore how K-12 education leaders can support and champion apprenticeship opportunities within their school authorities.
 - *The Need for Transformative Leadership to Ensure Equitable Educational Outcomes*, will examine systemic barriers affecting equity-deserving students. Participants will

engage in reflective discussions on transformative leadership practices to drive meaningful change in school systems.

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.

- ★ March Admin Council, Principals and central office leaders spent dedicated time just focusing on business operations. The meeting, just like the January and February Admin Council meetings, was shortened to one hour and held virtually to keep our leaders in our school buildings during Labour Action.
- ★ To “promote in the school community a common understanding of and support for the school authority’s goals, priorities, and strategic initiatives”, the Superintendent ensures all communication about Labour Action is clear and factual. All relevant information is uploaded to the [website](#) and stakeholders are directed to the website for most up-to-date information.
- ★ To reinforce common understanding, the Superintendent’s weekly “From the Desk of the Superintendent” always includes a tailored message informed by research on effective learning, teaching and leadership that reinforces the Division’s vision, mission and values.

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 March, the monthly focus is dedicated to celebrating and learning about Nehiyawak (Cree) Culture, with a wealth of resources available on the Indigenous Education Hub. This initiative aims to deepen understanding and appreciation of Cree traditions and perspectives. Among the featured resources are an informative video on wahkohtowin, which explores the principles of Cree natural law, and Tipi teachings that offer insights into the cultural significance and symbolism of the Tipi in Cree society. Additionally, a Cree Meditation playlist is available for those seeking to connect with Cree spirituality and relaxation practices. These resources, along with others on the hub, are designed to provide a comprehensive and immersive learning experience about Nehiyawak culture, catering to a broad audience interested in Indigenous education and cultural preservation.
- ★ On March 10th, a Call-to-Action meeting took place during the PD Day, where attendees received a package of instructional support materials to assist in planning and hosting events within their school communities for National Indigenous People’s Day. Additionally, a

Google document outlining these supports was distributed to Call-to-Action representatives for use in their respective schools.

- ★ The Indigenous Parent Advisory Committee met online on March 11, 2025. Facilitated by the Indigenous Education Coordinator, the meeting provided an opportunity for families to share feedback, engage in meaningful discussions and support Indigenous education initiatives within the Division.

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.

- ★ [Registration for the 2025-2026 school year](#) opened on February 18, 2025. Current families were notified through PowerSchool, and the school registration process is actively being promoted on the Division website and through various social media platforms.
- ★ Division staff were informed that the Employee and Family Assistance Program (EFAP) will transition from Inkblot to GreenShield Health, effective March 17, 2025. The core services, including counseling and work-life support, will remain unchanged, with new enhancements such as children's mental health support, Indigenous mental health services and a well-being program. Employees will receive welcome emails with registration details, and informational resources will be shared in staff rooms throughout the Division to ensure awareness and accessibility.
- ★ Annually, school divisions throughout Alberta are mandated to submit a Three-Year Capital Plan by April 1st to Alberta Education that must be approved by the School Board. The Superintendent collaborated closely with the Associate Superintendent of Corporate Services and the Facilities Director to prepare the draft Three-Year Capital Plan to be first presented at the March CoW for Board input and in turn the Public Board for approval. This strategic preparation is aimed at ensuring the plan receives thorough review and subsequent approval from the Board of Trustees, aligning with the requirements set forth by Alberta Education and ensuring the Division's infrastructure needs and priorities are adequately planned for.

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.

- ★ Information about the 2024-25 Provincial Satisfaction Surveys was shared with SPS families to inform them about the Ministry of Education's efforts to gather feedback on Alberta's education system. The surveys, conducted between January and May 2025, collect perceptions from various stakeholders, including parents, students, teachers and employers of recent graduates. Topics include the quality of education, school safety and inclusivity and system effectiveness in preparing students for future success. Participation is encouraged as the results would help identify strengths and areas for improvement, contributing to a more effective and accountable education system.
- ★ The Superintendent, Chair Oatway-McLay and Vice Chair Buga attended the Rural Caucus Meeting on March 2, 2025, participating in a World Café-style discussion covering key topics such as advocacy, transportation challenges, community partnerships, classroom complexity, rural school funding and student governance. This engagement provided an opportunity to collaborate with trustees and other stakeholders, exchanging insights on issues impacting rural education.
- ★ The Superintendent, Board Chair Oatway-McLay and Vice Chair Buga attended the Alberta Rural Education Symposium (ARES) at the River Cree Resort and Casino from March 2 to 4, 2025. This event provided valuable insights into rural education, featuring discussions on advocacy, career pathways, family and community engagement and the impact of generative AI on education. The Superintendent participated in key sessions, including an evening with the Minister, networking with MLAs, and expert presentations on transformational engagement and equitable outcomes. This opportunity fostered collaboration with education leaders, supporting strategic planning for rural school divisions.
- ★ March 5, 2025, the Superintendent and Board of Trustees listened to the ASBA recorded presentation on Learn ASBA titled "Board Dynamics" with Jane Halford.
- ★ A dedicated website has been designed to provide comprehensive information and resources for the [Trustee Election - 2025](#). This user-friendly platform offers guidance for prospective candidates, key election details and insights into the role of a Trustee. Additionally, a [Trustee Election Handbook](#) has been created to support individuals interested in running for election. The handbook serves as an essential resource, outlining the responsibilities, expectations and contributions of Trustees in shaping the future of education within the Division. Together, the website and handbook aim to inform and inspire candidates while promoting transparency and engagement in the election process.
- ★ 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 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 March 19, 2025, Public Board meeting.

Attachment(s):

Not applicable.