

Date: April 23, 2025 **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.

Board Goals for the Superintendent

As part of the Superintendent's 2024–2025 Evaluation Summary, presented on February 12, 2025, the Board of Trustees established three key goals. These goals, set by the Board, are intended to guide and focus the Superintendent's leadership throughout the school year.

- **Goal 1** ▾ : It is essential that a positive culture be maintained and enhanced in the coming years.
- **Goal 2** ▾ : Student Learning must be a focus, especially in the areas of literacy and numeracy.
- **Goal 3** ▾ : The Board and Superintendent must be “first team”. This is the responsibility of both the Board and the Superintendent.

Throughout the Superintendent's Report, coloured tabs will indicate where specific items align with each of the goals established by the Board.

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 SHINE Beyond Limits and Landing Trail School framework was developed to foster collaboration and consistency in supporting students across home and school environments. Starting in January 2025, SHINE team members planned twice-monthly visits to schools, with each visit guided by clear objectives such as sharing strategies, monitoring student progress and creating cross-environment focus areas. Teams tailored their support based on individual student needs, with roles clearly defined for each professional involved.

Key elements included obtaining family consent, documenting observations and actionable follow-ups and engaging in reflective practices after visits. Quarterly reviews in March and June 2025 are scheduled to assess student progress, refine strategies and strengthen collaboration. The framework emphasized building consistency, sharing support and strengthening success through structured communication, regular evaluations and peer feedback.

- ★ Throughout the end of March and into early April, the Sturgeon Public Schools Communication Team celebrated the Division's Edwin Parr Award candidates through a series of spotlight videos on social media. The campaign highlighted the contributions of [Jade Hamilton](#) (Oak Hill), [Diane Lee](#) (Landing Trail School), [Zane Klics](#) (Redwater School), [Mya Baumle](#) and [Damon Davies](#) (Four Winds Public School), [Lauren Chorkawy](#) (Namao School), and Division nominee [Ella Stanley](#) (Sturgeon Heights School), showcasing their dedication and impact as first-year teachers.
- ★ On April 4, Central Office hosted *Puppet Treehouse* in the Coronado Room, welcoming young children and their families for a joyful, energy-filled event.
- ★ On April 10, the Joy Squad hosted an Easter-themed Scavenger Hunt for Central Office staff, following an invitation sent out earlier in the month. The event brought a festive spirit to the workplace, offering staff an “eggs-travaganza” of fun and a chance to connect, laugh and build camaraderie in a joyful setting.
- ★ On April 7, Sturgeon Public Schools shared a message with families inviting them to provide feedback on their child's education experience. The communication emphasized the importance of parent input in identifying strengths and areas for growth, aligned with the three goals of the 2024–2027 Education Plan: Empowered Student and Staff Learning, Healthy and Safe School Communities and Responsible Leadership and Opportunity.

- ★ On Friday, April 11, 2025, Guthrie School hosted Teal Up Day, an event that celebrated and supported military families. The day began with a pancake breakfast, followed by welcome and opening remarks and military displays and activities. The Superintendent and Board Chair attended the event and actively assisted with the breakfast, demonstrating their support and presence within the school community. The event was held at Guthrie School in Lancaster Park and provided an opportunity to strengthen connections with military families and the broader community.

- ★ On the evening of April 15, 2025, the Division hosted a Business Partner Engagement Session to facilitate meaningful dialogue with local businesses, industry partners and community members. Using a World Café format, the event featured collaborative table discussions focused on exploring new partnership opportunities and identifying ways business partners can support student preparation for future success. Participants shared insights, provided feedback and helped shape the Division's understanding of how to enhance student learning through community collaboration. The evening also served as a valuable networking opportunity, strengthening relationships between the Division and its broader community.

- ★ **Goal 1** - On Wednesday, April 23, 2025, Administrative Professionals' Day will be recognized to celebrate and honour the vital contributions of administrative staff across our schools. This day will serve as an opportunity to express appreciation for the dedication, professionalism and essential support that administrative professionals provide every day. The celebration will aim to acknowledge their hard work and commitment, reinforcing the value they bring to the smooth operation of our school communities.

- ★ On April 23, the Superintendent will be attending Sturgeon County's Volunteer Night, hosted at Sturgeon Composite High School. While this is a Sturgeon County-led event, the school will play a significant role, with students from the Foods class preparing the meal, the football team assisting with service and cleanup, and the band providing entertainment. This event highlights a strong partnership with the County and showcases the meaningful involvement of our students in community celebrations.

- ★ On April 25, 2025, the Superintendent will attend the Creative Arts Festival at Sturgeon Composite High School, a vibrant, all-ages, ticket-free event celebrating student creativity. The festival will run from 3:30 to 6:00 p.m. and showcase a wide array of student artwork, with opportunities for families to engage in student-led art workshops. Select pieces may be displayed at the Winspear Centre in support of the Division's music program, with top works later exhibited at Central Office. The event is a celebration of artistic talent and community connection, highlighting the importance of the arts in education.

- ★ On April 28, 2025, the Superintendent will attend the annual Sturgeon Night of Music at the Winspear Centre, a showcase of musical talent from students across the Division. This

highly anticipated event brings together families, staff and community members to celebrate the achievements of student musicians in a professional concert setting. The evening highlights the importance of the arts in education and fosters a sense of pride and connection within the school community.

- ★ **Goal 1** - On April 29, the Superintendent will host the next *Open Mic with the Superintendent*, an open forum designed to give all staff across the Division an opportunity to connect directly with the Superintendent. This ongoing initiative fosters open dialogue, encourages the sharing of ideas and feedback and strengthens relationships across all levels of the organization in a supportive and collaborative environment.
- ★ In 2025, Sturgeon Public Schools will continue its long-standing tradition of honouring staff through the Annual Staff Recognition Event, now in its 40th year. This year marks a thoughtful shift in format, with a more intimate evening celebration taking place on May 14, dedicated to retirees and staff reaching the significant milestone of 25 or more years of service. The redesigned event reflects the Division's growth and feedback from past years, offering a personalized setting where honourees can be celebrated alongside invited guests. While the main event will spotlight long-serving staff, all employees will still be acknowledged for milestone years of service through a division-wide brochure, certificates, personalized gift options and new digital eCards, ensuring that all contributions are recognized and appreciated.
- ★ Two Central Office staff members will be participating in the 2025/26 Supervisory Development Program, a leadership initiative offered by Sturgeon County, one of our valued community partners. This cohort-based program is designed to enhance leadership skills through a blend of classroom learning and collaborative cohort experiences. Rooted in a comprehensive needs analysis, the program emphasizes practical application, ongoing peer support and sustained professional growth.
- ★ 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.
- ★ **Goal 1** - 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.
- ★ **Goal 1** - The Superintendent has continued an initiative introduced in January 2023 aimed at recognizing Central Office staff members' birthdays each month.
- ★ **Goal 1** - 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.
- ★ **Goal 1** - The Superintendent continues to write personalized thank you cards to various Division staff members for their contributions and celebrations occurring throughout the Division.
- ★ **Goal 3** - 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.
- ★ **Goal 1** - 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.

- ★ Throughout April, Pre-K screening assessments were conducted in preparation for the 2025/2026 school year. These screenings involved Speech-Language Pathologists and Occupational Therapists, who worked with young children to assess key developmental

areas such as communication, fine motor skills, sensory regulation and school readiness. The results of any formal assessments will be shared directly with families to support early learning planning and interventions.

- ★ On April 7, Sturgeon Public Schools shared an [article](#) on the Rural Caucus of Alberta website announcing the launch of *Building Futures* - an innovative Grade 10 program where students will complete their academic coursework while gaining hands-on experience building a house alongside industry professionals. The program blends core curriculum with real-world learning in the trades, offering a unique, immersive high school experience.
- ★ Participants in the April 2025 Therapeutic Crisis Interventions for Schools (TCIS) training cohort were invited to attend sessions on April 15th, April 17th and April 23rd, 2025. The agenda covered topics such as crisis communication, behaviour support techniques, emotional first aid and crisis intervention strategies, with workbook readings and practice exercises emphasized. Participants were required to complete all three days of training to qualify for certification, with materials and guidance provided to support their learning and application.
- ★ **Goal 3** ▾ On April 15, 2025, the Deputy Superintendent and Trustees met with the Student Advisory Committee for a meaningful meeting focused on student leadership, engagement and voice. The session began with a review of key themes from the October 2024 meeting, including how students like to learn, their experiences with technology and social media and strategies for managing stress. Students explored the concept of responsible leadership through peer conversation practice and were invited to lead student feedback sessions in their schools. Discussions addressed what helps students learn best, how schools can enhance safety and respect and how students can be more involved in school decisions. The group also debated the role of cell phones in schools and envisioned empowered learning environments and the characteristics of an ideal teacher. The meeting concluded with open dialogue, student feedback collection and elections for next year's Student Advisory Committee, along with a discussion on how school boards, councils and administration work together to support public education.
- ★ A system leader and school principal participated in the Screen Break Roundtable on April 15, a collaborative event aimed at examining the early impacts, challenges and support needs related to Alberta's phone restriction policy in schools. Hosted by the Dais at Toronto Metropolitan University, the session brought together educators, policymakers, parents and researchers to share insights, discuss implementation strategies and reflect on how device restrictions are influencing student well-being and academic outcomes.
- ★ **Goal 2** ▾ K-6 math teachers across the Division have been piloting a new math resource that aligns with the updated Math Curriculum. Feedback from the pilot has been positive and participating teachers recently met to begin developing a rollout plan for the resource in

K–6, with the intention to expand into Division 3 in alignment with the upcoming curriculum implementation. To support effective use of this vetted, pedagogically sound resource, teaching staff will require dedicated time in June for preparation and planning.

- ★ Sturgeon Public Schools is excited to host the 6th annual STEAM Games on May 1, 2025, at Sturgeon Composite High School. This dynamic event invites students from Grades 1 to 12 to participate in collaborative challenges rooted in science, technology, engineering, arts and mathematics, with a focus on aquatic ecosystems. Teams will engage in critical thinking and creative problem-solving through hands-on tasks like prototype creation and device testing. The event aims to foster innovation, teamwork and a love for STEAM learning in a fun, competitive environment.
- ★ **Goal 2** - Starting May 1, the final round of Alberta Education Literacy and Numeracy Screeners, along with the RCAT assessments, will need to be implemented for students in Grades 1 through 12. These assessments are essential for identifying learning needs and informing instructional decisions as part of the division's commitment to supporting student success.

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.
 - The March 2025 edition featured cases on a range of topics, including a parent's failed human rights application due to the lack of a defined service relationship with a school board, a teacher's successful workers' compensation appeal related to student aggression and a privacy review concerning reference check disclosure. It also highlighted a certified class action regarding abuse at a Northern Alberta school and a criminal sentencing decision for sexual exploitation by a teacher. These cases inform ongoing professional learning and help school leaders remain current on legal trends affecting education.
- ★ From April 6–8, 2025, administrative teams from the Division attended the uLead 2025 conference in Banff, Alberta. Hosted by the Council for School Leadership of the Alberta Teachers' Association, the event brought together educational leaders from across the world to explore innovative and transformative models of school and system leadership. Through keynote presentations, breakout sessions and collaborative discussions, administrators engaged in professional dialogue that emphasized future-focused leadership and inspired new ways to drive positive change in education.

- ★ Throughout the month of April, the Superintendent participated in a variety of interviews to support leadership hiring across the Division. These interviews provided opportunities to engage with candidates, assess alignment with divisional priorities and ensure strong leadership for school communities moving forward.

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 the morning of Thursday, April 10, the Assessment Lead Cohort gathered with the objective of finalizing a grade proficiency scale for K–6 in all subjects and for 7–9 non-core subjects.
- ★ During the week of April 7-11, Sturgeon Public Schools recognized Education Week by celebrating the vital role education plays in the lives of students, staff and the broader community. The Division highlighted the achievements of learners and educators, promoted the value of public education and acknowledged the collective efforts that contribute to student success.
- ★ During the week of April 14, the Division Principal, along with a representative from Sturgeon County, visited schools to promote the upcoming Sturgeon County Youth Emergency Services Camp. This free, three-day overnight camp - scheduled for July 21–23 at the RQB Rec Center - will provide students aged 14–17 with hands-on exposure to careers in emergency services. The Division Principal is also exploring the possibility of students earning high school credits for their participation.
- ★ Beginning April 24 and continuing into early May, the Superintendent will be visiting all schools across the Division. These school-based meetings are an opportunity to check in with each site, review Principal Professional Growth Plans (PGPs) and team goals, and engage in forward-looking conversations about each principal’s vision for the 2025/26 school year. These visits reflect a commitment to collaborative leadership, ongoing professional dialogue and alignment of school-based priorities with divisional goals.
- ★ **Goal 1** - To promote innovation and continuous improvement, the Superintendent continues to hold Leadership Strategic Planning meetings every few months with central office leadership. The most recent meeting was on April 22, 2025. Based on the book “The Pruning Principle”, the focus was "our takeaways from Labour Action" - Pruning Principle questions: 1. What aspects of our current approach might be unnecessary or overcomplicating? 2. What could be taken away to achieve the desired outcome? 3. How can we streamline our approach to focus only on what truly matters and still get most of the upside? 4. Are there any resources or tools that we are using that might be redundant or unneeded? Or are there tools or resources that we should be using that would help us do less better?

- ★ The Building Futures Program received an impressive response in its inaugural year, with over 40 student applications. The final class list will consist of 24 to 30 students who demonstrate a strong fit for the program. Over the coming weeks, principals will be contacted to discuss potential candidates, with the goal of finalizing the list by the end of April.
- ★ The application window for Dual Credit Grants is now open. The Division plans to apply for up to \$100,000 through an Enhancement Grant, with the Redwater Foods Lab identified as the primary focus. Additionally, up to \$50,000 is available through a Start-Up Grant, with potential projects under consideration including an Aboriginal Studies Dual Credit with the University of Alberta and a Design Studies - Architecture course with Athabasca University. The application deadline is May 2, though responses from Alberta Education typically arrive in September.
- ★ **Goal 1** - 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 April, the Indigenous Education Hub chose "Connections to the Land" as its monthly focus, underscoring the importance of land-based learning across all educational levels. For students in Kindergarten through Grade 3, as well as Grades 4-6, the hub is introducing resources from the KTCEA's initiative to develop a Common, Consistent Curriculum. This curriculum aims to harmonize teaching and learning across schools and grades, embedding it deeply in Cree language and culture, local ways of knowing and being, and, crucially, land-based education. This approach is extended to students in grades 7-12, ensuring a consistent and culturally grounded educational experience throughout their schooling. Additionally, a YouTube video on Métis land-based learning is included among the resources, offering a broadened perspective on the diverse indigenous approaches to education that connect students more deeply with their heritage and the environment.
- ★ On April 14, the Indigenous Parent Advisory Committee meeting was held at Sturgeon Composite High School. The evening featured tea, bannock and meaningful conversations with families, creating a welcoming space for dialogue and connection. The gathering fostered a sense of community and provided an opportunity to strengthen relationships and support Indigenous voices within the school division.

- ★ From April to mid-June, the Coordinator of Indigenous Education will visit schools on a rotating basis to provide in-school Indigenous programming, available to individual classes as scheduling allows. A sign-up spreadsheet was shared with schools, allowing Principals to register for a two-day residency. This initiative is designed to bring meaningful Indigenous learning experiences directly into classrooms, supporting cultural understanding and curriculum connections across grade levels.

- ★ From April 30 to May 2, 2025, the Superintendent will attend the 2025 First Nations, Métis, and Inuit Education Gathering, an event focused on deepening educational leaders' understanding and commitment to reconciliation. The Gathering will honour the legacy of the Truth and Reconciliation Commission and explore how to apply its Calls to Action within education. Through collaboration with Elders, Indigenous leaders, and community members, the event aims to enhance foundational knowledge, build capacity to support Indigenous students, and develop leadership practices that foster reconciliation and respect for First Nations, Métis, and Inuit cultures within schools and systems.
 - Women's Pipe Teachings - An opportunity to learn traditional teachings from a Métis female pipe holder.
 - Truth, Reconciliation and the Classroom: Empowering Educators with Foundational Indigenous Resources - A session highlighting how the Alberta Professional Learning Consortia (APLC) is empowering educators through culturally rich, land-based learning resources developed with Elders and Knowledge Keepers.
 - Fostering Connection and Reconciliation: The Role of Indigenous Kinship Clubs and TRC Recommendations in Our Schools - A look into Indigenous Kinship Clubs and how they bring communities together through traditional teachings and elder engagement.
 - Education for Reconciliation: Cultivating Social-Emotional Intelligence in Social Studies - A deep dive into a Grade 11 social studies curriculum rooted in the 7 Sacred Teachings, designed to build critical thinking and cultivate empathy through Indigenous worldviews and experiential learning.
 - Walking Alongside You(th) Research Partnership Opportunities - A session exploring a research partnership project focused on youth voice and Indigenous community leadership, offering strategies for collaborative planning that supports culturally responsive education in rural and Indigenous school contexts.

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 March 11, 2025, the Joint Worksite Health & Safety Committee held a meeting to review key safety items across the division. The agenda included a review of hazard assessment forms available on PublicSchoolWorks and a discussion on Safe Job Procedures, which are now accessible for all staff to view by position on the same platform. The committee also

examined incident and injury data, noting that 63 incident reports were filed between August 26, 2024, and March 10, 2025.

- ★ On April 1, Sturgeon Public Schools hosted a Local Podium event at Morinville Public School with MLA Dale Nally, representing St. Albert-Morinville. During the event, the provincial government announced funding for a replacement school, marking a significant investment in the future of education within the community.



- ★ All schools are expected to have reviewed and posted their updated school supply lists to their respective school websites by Friday, April 18, 2025. This task ensures that families have timely access to the information they need to prepare for the upcoming school year.
- ★ **Goal 1** A full-day Administrative Assistant Training will be held on Monday, April 28, at the Frank Robinson Education Centre in Morinville. Designed to support school office staff, the session will cover key operational topics like registration, re-enrolment, awards, documentation and year-end tasks. Attendees will engage in hands-on activities, work through real-life scenarios and have opportunities to ask questions and connect with various departments. With a focus on building confidence and clarity, this session aims to equip administrative staff with the tools and support they need to effectively close out the school year.
- ★ The Windows 11 Deployment Project continues across the Division, though initial delays have started to impact the preparation timeline for scheduled device swaps. To address this,

staffing roles have been adjusted: one team member will now handle on-site swaps, another will focus on device preparation and a third will manage support tickets.

- ★ **Goal 1** - The Senior Leadership Team has approved a new Chromebook Deployment Project, set to begin in the 2025/2026 school year. Over the course of four years, 3-4 school sites per year will transition staff to Chromebooks. This shift aims to enhance financial sustainability, with projected annual savings of over \$100,000 once fully implemented. Additionally, Chromebooks require less technical support, enabling the Technical team to take on a more proactive role in schools. The project is in its early planning stages and staff input - especially around software needs and workflows - will be vital to ensuring a smooth transition. Ongoing updates will be shared as planning continues.

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.

- ★ 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.
- ★ On April 9, 2025, the Superintendent attended a virtual information session hosted by Alberta Education regarding proposed amendments to the Education Act. The session provided board chairs and superintendents from across the province with an update on the upcoming legislation, which aims to enhance clarity, transparency, processes and choice within the education system.
- ★ **Goal 3** - 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.
- ★ **Goal 3** - 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.

- ★ **Goal 3** ▾ On September 27, 2024, the Superintendent extended an offer to the Board of Trustees to schedule regular one-on-one meetings, either monthly or bi-monthly, based on individual preference and availability. These meetings could be held in person or virtually to accommodate Trustee schedules. Two Trustees accepted the offer and began meeting with the Superintendent on a monthly basis to support ongoing communication and collaboration.

- ★ 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:	<ul style="list-style-type: none"> 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 April 23, 2025, Public Board meeting.

Attachment(s):

Not applicable.