

**Date:** May 28, 2025 **Agenda Item:** 8.3

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Shawna Warren, Superintendent

**Subject:** **Superintendent Report**

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**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.

- ★ During Mental Health Week (May 5–9, 2025), Sturgeon School Division introduced the theme “Stick it to Stigma” to promote mental health awareness and reduce stigma through engaging, school-wide activities. Mental health staff supported schools by offering ideas and fostering conversations around student well-being. A key event was a whole-school lacrosse or floor hockey game, symbolizing collective action against stigma. Schools had the flexibility to adapt the initiative to their students' interests with other sports like soccer or basketball. School based leadership and school counsellors were invited to collaborate with the MHCB HYPE Team to tailor the event to their local school communities.
- ★ On May 5, Bus Driver Appreciation Day was recognized across the Division. The Transportation Department sent thank-you messages and \$5 coffee gift cards to schools for distribution to their bus drivers. This gesture acknowledged the essential role drivers play in student safety and daily operations, showing gratitude for their dedication and service to the school community.
- ★ On the evening of May 5th, the Superintendent attended the "Villeneuve Hamlet: Future Possibilities" community engagement session. The event, organized by Sturgeon County, provided local residents with an opportunity to share their ideas and aspirations regarding the future of the Hamlet, including discussions on community amenities, potential growth and emerging needs. The Superintendent's presence supported relationship-building with local stakeholders and reinforced the Division's commitment to being an engaged and responsive community partner.
- ★ **Goal 1** ▾ The Superintendent met with the Local ATA Executives to engage in open dialogue and discuss matters relevant to teaching, learning and professional practice within the Division. The meeting fostered mutual understanding, strengthened professional relationships and supported ongoing collaboration between leadership and educators.
- ★ The Division facilitated coordination between Sturgeon Public Schools' contracted bus providers and Sturgeon County emergency services, offering transportation support for potential evacuation efforts or firefighter transport during the Redwater Recreational Area fire. This proactive collaboration demonstrated leadership in crisis response, community partnership, and student and public safety.
- ★ Staff were reminded via email from Human Resources about their access to *Perkopolis*, an exclusive discount program offering savings on travel, technology, fashion and more. This

initiative supports staff well-being and appreciation by highlighting benefits available to them through their employment.

- ★ On May 13, the Superintendent had a telephone conversation with a representative from Unplugged Canada: St. Albert Chapter regarding their upcoming parent session titled “*Protecting Childhood: Delaying Smartphones and Social Media.*” The session, taking place on May 29 at Wildrose School, features expert speakers who will discuss the impact of early smartphone and social media use on children’s development, learning and safety. Following the conversation, the invitation was shared with families through school principals and on social media, offering an opportunity for interested parents to attend and engage with the community initiative.
- ★ **Goal 1** On May 14th, the Board of Trustees, Superintendent (serving as MC), and other Senior Executives attended the 2025 Staff Recognition Dinner. The event celebrated staff members who have dedicated 25 or more years of service, honoured retirees and recognized the Division’s Edwin Parr Award nominees. While only those with 25+ years of service and retirees were invited to attend the dinner, staff marking 5, 10, 15 and 20 years of service were also recognized separately and received pins, certificates and gift cards as tokens of appreciation. The evening served as a meaningful tribute to the dedication and contributions of staff across the Division.
- ★ On May 15, 2025, Sturgeon Composite High School held its annual Sturgeon Strides charity event in support of local food banks. The day began with opening ceremonies and featured the student-organized “Sturgeon Strid-Lympics,” a series of Olympic-style activities for participants. The event also included a community “Show & Shine” car display and the Alberta Provincial Drumline Competition, where the school’s drumlines performed alongside groups from across the province. The full-day celebration concluded with closing ceremonies, bringing together students, staff and community members to support a meaningful cause through active participation and school spirit. The Superintendent attended the event.
- ★ In preparation for Pride Week (June 2–6, 2025), principals and counsellors have received a comprehensive set of resources to support inclusive practices and reinforce safe, welcoming school environments for 2SLGBTQ+ students, staff, and families. The “Supporting and Understanding Pride Week” document provides key talking points, legal and policy overviews, sample responses to questions and communication tools for engaging with families and the public. Additionally, a dedicated webpage and a coordinated social media strategy will help schools celebrate Pride Week while managing community interactions respectfully.
- ★ On the evening of May 21, the Superintendent delivered remarks at Sturgeon Heights School’s production of *A Little Princess*. The performance showcased the talents and

dedication of students involved in the school's Fine Arts program. The Superintendent's attendance and remarks reflected ongoing support for the arts and recognition of the creativity and hard work of both students and staff involved in the production.

- ★ On the evening of May 23, the Superintendent, Vice Chair Buga, Trustee Murray-Elliott, Principal Requa and Division Edwin Parr nominee Ella Stanley, along with her guests, attended the ASBA Zone 2/3 Awards Banquet. The event celebrated outstanding first-year teachers from across the zone, recognizing their contributions to education and student success.
- ★ The Superintendent received an invitation to attend CASA Mental Health's 2025 Annual General Meeting, scheduled for September 24 at the Alberta Teachers' Association. The event will include a keynote panel discussion featuring patients, families, and therapists from CASA Classrooms, highlighting lived experiences and the impact of mental health programming.
- ★ 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.

- ★ A newly confirmed committee for the 2024–2026 term will guide the province’s Trades, Apprenticeship and Vocational Education (TAVE) initiatives by uniting representatives from education, industry and government. Among those selected is our Division Principal, who will contribute to this cross-sector collaboration alongside CASS zone representatives and members from organizations such as Alberta Education, post-secondary institutions and industry partners. The committee's collective expertise reflects a strong commitment to enhancing career education pathways and ensuring that students are well-prepared for opportunities in skilled trades and emerging industries.
  
- ★ In support of Mental Health Week (May 5–9), schools have received a comprehensive toolkit designed to promote mental health awareness and reduce stigma. The resource includes ready-to-use lesson plans, classroom activities, a parent/guardian letter and the interactive "Stick It to Stigma" game and display. Materials such as posters and Post-it notes have been provided to ensure every student and staff member can participate. This initiative, developed by the HYPE Team, aims to foster a caring and inclusive school environment where mental health is openly acknowledged and supported.

- On May 7th, the Division celebrated Hats On for Mental Health, an initiative aimed at raising awareness and reducing stigma surrounding mental health. Students and staff across schools wore hats to show their support and the Superintendent participated in the event, demonstrating visible leadership in promoting mental wellness throughout the school community.
- ★ Sturgeon Public Schools is welcoming families to the 2025-2026 Pre-Kindergarten year with a renewed model of early childhood programming. The updated program will be led by Level 3 Early Childhood Educators under the direction of the new Director of Education. With her extensive background in Pre-Kindergarten and Inclusive Education, Ms. Murphy will guide the development of inclusive, responsive programming tailored to meet the diverse needs of young learners. Pre-K children will continue receiving support from Speech Language Pathologists, Occupational Therapists, Behaviour Advisors and Educational Assistants.

## 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 April 2025 edition featured legal analyses on human rights complaints, reasonable use of force by educators, student privacy rights and access to equitable education during labour disputes. These case studies enhance the Superintendent's understanding of the legal landscape in education, informing professional decision-making and ensuring alignment with current legal standards and best practices.
- ★ On May 9, the Superintendent attended the CASS Zone 2/3 meeting, joining educational leaders from across the region to engage in professional dialogue, share insights and discuss current priorities in education. The meeting provided an opportunity to collaborate on system-level strategies and remain informed on provincial initiatives affecting teaching and learning.
- ★ This month, the Superintendent read *The Anxious Generation* and ordered additional copies of the book to make available for staff members who are interested in reading it.
  - *The Anxious Generation* by Jonathan Haidt explores the rise in anxiety, depression and other mental health challenges among young people, particularly in relation to the impact of smartphones, social media and overprotection. Haidt argues that the shift to a phone-based childhood has significantly altered how children develop



resilience and social skills, and he offers practical solutions to help restore a healthier, more balanced upbringing.

## 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.

- ★ Following Dr. Peter Rawlek’s presentation at CASS on the intersection of healthcare and education, the Superintendent initiated discussions to explore how a similar model could be implemented in Sturgeon Public Schools. Dr. Rawlek, a full-time physician with Calgary Catholic and former Trauma Team Leader, brings over 20 years of medical experience. These discussions have expanded to include the Director of Learning Services, who is actively collaborating with neighbouring school divisions to help us bring this to fruition. Notably, Sturgeon’s social workers are progressing toward being able to make direct referrals to psychiatry, significantly improving access to timely mental health support for students. The Division is considering broader partnerships to better align educational practices with the medical realities many students face, ensuring safe, responsive learning environments that prioritize wellness.
- ★ Sturgeon Heights School Council, on behalf of its parent community, partnered with Unplugged Canada to address the growing mental health concerns related to smartphone and social media use among youth. This collaborative initiative included a parent information session, a book club centered around *The Anxious Generation* by Jonathan Haidt and community meetups aimed at fostering in-person connections for children. Recognizing the broader relevance of this work, Sturgeon Heights shared its engagement model and resources with all school council chairs and vice chairs across the Division, encouraging them to support similar efforts in their own communities. This outreach aims to build a unified, informed network of parents committed to promoting healthier digital habits and student well-being, laying the groundwork for a division-wide rollout in the 2025–2026 school year.
- ★ **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?

- ★ **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 May, the Indigenous Education Hub's focus was on "Recognizing and Honouring Missing and Murdered Indigenous Peoples," highlighting the significance of Red Dress Day on May 5th and Moosehide Campaign Day on May 15th. Red Dress Day, inspired by Métis artist Jaime Black's REDress Project, serves to commemorate and raise awareness about the disproportionate violence faced by Indigenous women, girls and two-spirit people (MMIWG2S) in Canada, using empty red dresses as a poignant symbol of those who have been taken.

Moosehide Campaign Day further emphasizes the collective responsibility to address violence, particularly against women, and involves men and boys in the conversation and action toward change. The hub provided educators with resources to engage students across all age groups, including a comprehensive Student and Youth Engagement Guide by Charlene Bearhead for the National Inquiry into Missing and Murdered Indigenous Women and Girls, lesson plans for the Moosehide Campaign, and a presentation for creating red dress art. These materials aimed to foster understanding, research, and supportive actions among students, contributing to a broader awareness and honouring of missing and murdered Indigenous peoples.

- ★ Students from Sturgeon Composite High School participated in the Indigenous Youth Panel at the recent FNMI Gathering, where they shared their personal experiences and perspectives to help educators foster inclusive and culturally respectful learning environments. Their preparation was supported by the Division's Cultural Liaison and Métis Learning Coach. This opportunity arose through collaboration with Dianne Roulson and internal staff, reflecting a strong team effort. The Superintendent has invited the students to present again at the May Public Board meeting to share their voice with Trustees.
- ★ On May 12, the Superintendent, Director of Education Planning, Principal of SCHS, Coordinator of Curriculum and Coordinator of Indigenous Education met to explore a formal research partnership with Dr. Jennifer Markides from the Werklund School of Education. Dr. Markides specializes in collaborations between public and First Nation school authorities, with a focus on amplifying high school student voices and supporting holistic student



success through grant-funded initiatives. This collaborative effort is aligned with ongoing commitments to equity and innovation in education.

- ★ Session 4 of the "Indigenous Knowledge and 4-6 Science Curriculum Implementation" series took place on May 15, 2025. This session focused on preparing educators for the summer months by emphasizing the importance of building relationships and engaging with the community. Educators were encouraged to ground themselves by spending time outdoors and reflecting on how this connection to the land could enhance science education.
- ★ On May 21, Sturgeon Public Schools held an Administrative Council meeting that combined regular leadership discussions with an afternoon of land-based professional learning. The morning agenda included updates, small group discussions and leadership reflections. Following a picnic lunch, attendees participated in a River Lot 56 Learning Walk led by the Métis Learning Coach. This experiential session explored the local Indigenous history of the St. Albert area, including connections to the Edmonton Residential School and Métis river lots.
- ★ All schools in the Division have been offered the opportunity to host a day of Indigenous programming for their students, led by the Division's Indigenous Education Coordinator. This initiative supports personalized learning experiences grounded in Indigenous knowledge and traditions. In addition to the one-day sessions, schools may also request further support to enhance Indigenous education throughout the year.
- ★ The Director of Education Planning reached out to school principals requesting them to schedule meetings to discuss their planning for National Indigenous Peoples Day (NIPD). Schools were encouraged to include their Call to Action Lead in these meetings, with divisional release time available to support their participation. The communication emphasized the importance of aligning school-level efforts with divisional goals and offered flexibility and ongoing support to ensure meaningful and inclusive planning for this significant day.

### **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.

- ★ Since March, the Superintendent and her team have been diligently working on the 2025-2026 budget to ensure it aligns with division priorities and student needs. With a submission deadline of May 31, this ongoing process involves strategic planning, resource allocation and collaboration across departments to support effective and efficient school division operations.

- ★ Staff were informed that, beginning in July, their email will transition to Gmail as part of the Division's Google Workspace environment. This change aligns communication tools across the Division, as students and classrooms already use Gmail. Staff will use their existing Google accounts, with updated email addresses shifting from @edu.sturgeon.ab.ca to @sturgeon.ab.ca. While old messages will remain accessible via Outlook, calendar events will need to be manually recreated in Google Calendar. Additional guidance will be provided to support the transition and ensure minimal disruption.
- ★ On May 29, the Superintendent and Deputy Superintendent will attend a webinar titled "Social Media Litigation: A Path Towards Remediation and Social Change." Hosted by Cuming & Gillespie LLP, the session will explore how school boards across Alberta can collaborate to seek damages and systemic change related to the harm caused by major social media platforms like Meta, TikTok and Snapchat. The webinar will cover the legal landscape of ongoing litigation, opportunities for school board involvement and insights from experienced class action lawyers, offering a low-risk path for engagement.

## 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.

- ★ Through its membership in the Public School Boards' Association of Alberta (PSBAA), Sturgeon Public Schools receives a regular subscription to Insight into Government, an independent newsletter providing political analysis and updates relevant to Alberta's public sector. These updates are shared with the Board of Trustees upon receipt to support informed governance.
  - The May 9, 2025, edition featured significant developments, including Alberta NDP Leader Naheed Nenshi's strong leadership review vote, the election of Robert Prevost as Pope Leo XIV and David Hancock's appointment as Assistant Chief Justice for the Edmonton Family and Youth Division. Of particular provincial relevance, the newsletter highlighted the Alberta Teachers' rejection of a proposed wage agreement and Premier Danielle Smith's national-address-style speech introducing the "Alberta Next" panel, which may lay the groundwork for a 2026 provincial referendum. Additional political commentary included Speaker Nathan Cooper's appointment as Alberta's Special Envoy to the United States, the Alberta NDP's constitutional amendment allowing members to opt out of federal party affiliation, and growing discussions around Alberta separatism, including reactions from the Bloc Québécois and the emergence of the Alberta Republican Party. Sharing these insights ensures Trustees

remain current on evolving political narratives that may influence education policy, funding and governance.

- ★ The Superintendent and her team have provided ongoing support to the Policy Committee in progressing toward the G-Tech governance model. This collaborative effort has involved reviewing current practices, aligning with best governance standards and ensuring that policy development reflects a clear division of roles and responsibilities between governance and administration.
  - Supported the development of a comprehensive review schedule to ensure all Board policies are reviewed annually, promoting consistency, relevance and alignment with the G-Tech governance model.
- ★ **Goal 3 ▾** During the Redwater Fire, the Superintendent maintained regular communication with the Board of Trustees, providing timely updates to ensure they were well-informed and able to fulfill their governance responsibilities during the emergency.
- ★ **Goal 1 ▾** Under Board direction, the Superintendent's Office led the planning and execution of the 2025 Staff Recognition Dinner. The event, sponsored by the Board, was designed to fulfill the Trustees' governance role in recognizing long-serving staff, retirees and award nominees. This coordination ensured the event aligned with the Board's values and priorities.
- ★ 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 has initiated planning for the Board Orientation scheduled for October 2025. This process includes coordinating with appropriate consultants to ensure a well-structured and informative experience that will support the incoming Board of Trustees in gaining a clear understanding of their governance role. The orientation will focus on building a strong foundation for effective collaboration, informed decision-making and alignment with the Division's goals and responsibilities under the Education Act.
- ★ **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** ▾ 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.
- ★ 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.
- ★ The Superintendent provides "Trustee Speaking Points" to all Trustees on a monthly basis, right after the Public Board meeting, to support trustees in engagement with stakeholders and/or share the Board's work summary at School Council meetings.
- ★ As a continued practice, the Superintendent created a 2025-2026 Budget Summary letter for all stakeholders to support the 2025-2026 Budget.

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

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

### **COMPETENCY: INDICATORS:**

- (7) Supporting Effective Governance
- 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 May 28, 2025, Public Board meeting.

**Attachment(s):**

Not applicable.