

Date: June 18, 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.

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.

- ★ Sturgeon Public Schools is dedicated to creating safe, supportive and inclusive environments where all students can thrive. As part of this commitment, the Division uses the Therapeutic Crisis Intervention for Schools (TCIS) system; a trauma-informed framework that equips staff with strategies to prevent and de-escalate crises while fostering emotional regulation and healthy coping skills among students. By implementing TCIS division-wide, Sturgeon enhances student well-being and strengthens relationships among students, staff and families. This [message](#), along with an informative graphic, was shared via SchoolMessenger, the website, Facebook and Instagram to help families understand the value and impact of TCIS in their children's schools.
- ★ During the week of June 2-6, Sturgeon Public Schools celebrated Pride Week across the Division, with meaningful and age-appropriate activities planned at all schools. These initiatives reflected the Division's ongoing commitment to creating inclusive, respectful and supportive learning environments where every student feels valued and seen. The celebration of Pride Week reinforced a culture of belonging and highlighted the Division's dedication to equity and diversity.
- ★ Student awards were distributed this month across schools in recognition of academic excellence, citizenship and personal achievement. These celebrations highlighted student success and fostered a sense of pride and belonging within the school community, engaging staff, students and families in meaningful recognition of achievement.
- ★ Throughout the month, schools across the Division held numerous end-of-year celebrations, graduations and award ceremonies. These events brought together students, staff, families and community members to honour achievements, mark important milestones and celebrate the collective efforts of the school community in creating supportive and successful learning environments.
- ★ On June 10, Trustee Buga, Trustee for Morinville, attended the Pride Flag raising ceremony hosted by the Town of Morinville. Her presence demonstrated Sturgeon Public Schools' commitment to fostering inclusive, respectful and welcoming environments for all students, staff and community members. The event was an opportunity to stand in solidarity with the 2SLGBTQIA+ community and affirm the Division's values of equity, diversity and belonging.
- ★ On June 12, the Superintendent, along with the Associate Superintendent, Corporate Services, attended Landing Trail School's Summer Festival. The event celebrated the end of the school year with students, staff and families, fostering community spirit and connection.

- ★ On June 14, the Superintendent attended Redwater School's Grade 12 Graduation Ceremony and delivered remarks to the graduating class. The event was a celebration of student achievement, perseverance and the support of families and staff throughout their educational journey.
- ★ On June 19, the Superintendent will attend the Learning Centres' Graduation Dinner to celebrate the achievements of the graduating students. This event will provide an opportunity to recognize the hard work and perseverance of learners who have reached this important milestone.
- ★ **Goal 1** ▾ The final Open Mic with the Superintendent for the 2024-2025 school year will be held on June 24. This session will provide staff with an open forum to share feedback, ask questions and engage in direct dialogue with the Superintendent. These ongoing conversations support transparency, collaboration and a strong sense of connection across the Division.
- ★ On June 27, the Superintendent will attend Sturgeon Composite High School's Graduation Ceremony and deliver remarks to the Class of 2025. This special occasion will celebrate the accomplishments of graduating students and recognize the support of families, staff and the school community.
- ★ 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.

- ★ On June 2, the Learning Services Community of Practice & Collaboration met at Central Office. The morning began with team members working in their community of practice groups to engage in targeted professional development and advance discipline-specific goals. This was followed by collaborative sessions focused on shared caseloads.
- ★ June 2, School Office Training
- ★ June 3, M&M Monthly Meeting held their last meeting at Central Office.
- ★ **Goal 1** ▾ On June 11, the final Administrative Council session of the school year was held at Cattail Golf Club, bringing together Principals, Vice Principals, Directors, Managers and the

Senior Leadership Team. This culminating session provided an opportunity for reflection, collaboration and celebration of the year's achievements. It also supported continued alignment among leadership teams as they prepare for the upcoming school year, reinforcing a shared commitment to student success and organizational excellence.

★ June 13, K-4 Social Studies Preparation

★ June 26, Learning Services Meeting

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 May 2025 edition featured 4 educational law court case summaries in Canada, including a Nunavut court's approval of an \$8 million settlement for students sexually abused by a teacher, reinforcing institutional accountability. In Alberta, a court ruled that a teacher's post-graduation relationship with a former student was not criminal, due to a lack of a continuing position of trust. A Nova Scotia teacher's workplace injury claim was dismissed, confirming such matters fall under labour arbitration. In British Columbia, an independent school was ordered to release non-personal records from an off-campus incident, affirming student privacy rights. Lastly, a New Brunswick court upheld a signed release, barring a claim against a union, emphasizing the binding nature of voluntarily executed agreements.
- ★ The Superintendent has agreed to continue in the role of primary contact for the CASS Community of Practice focused on Chief Superintendents. Her commitment reflects an ongoing dedication to enhancing leadership practices and fostering collaborative professional growth as planning begins for the 2025-2026 school year.
- ★ For the 2025-2026 school year, the Superintendent will serve as the Secretary for CASS Zone 2/3. This leadership role will involve active collaboration with colleagues across the zone, contributing to the strategic planning and professional learning of superintendents and supporting the advancement of educational leadership within the province.

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.

- ★ **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 May 27, 2025. Based on the book “The Pruning Principle”, the continued 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?
- ★ Sturgeon Composite High School will host the 2026 ASAA Provincial Rugby 15s Championships on June 12 & 13, 2026.
- ★ **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 June, the Indigenous Education Hub focused on "National Indigenous History Month," emphasizing the importance of recognizing and celebrating the history, heritage and contributions of Indigenous peoples in Canada. Resources provided included a slideshow for "National Indigenous Peoples Day," celebrated on June 21st, which is a day dedicated to honouring the diverse cultures and outstanding achievements of First Nations, Inuit, and Métis peoples. Additionally, a Teacher and Parent Guide for Indigenous Peoples Day was made available, along with specific resources for students in K-6 and 7-12, to enhance understanding and appreciation of Indigenous history and culture.
- ★ On June 20, all schools across the Division will celebrate National Indigenous Peoples Day, recognizing and honouring the rich histories, cultures and contributions of First Nations, Métis, and Inuit peoples. The Superintendent will take part in the Division-wide recognition by attending events at Namao School, joining students and staff in meaningful activities that promote learning, respect and reconciliation.

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 June 16, the Superintendent and Associate Superintendent, Corporate Services met with the Superintendent and Associate Superintendent of Finance from St. Albert Public Schools. The meeting focused on discussing topics of mutual interest and benefit, including shared challenges, operational practices and opportunities for collaboration.
- ★ Throughout the month of July, Central Office will be closed to the public on Fridays. In addition, the office will be fully closed to the public from July 28 to August 8 to allow for the repaving of the south parking lot. This timeframe was chosen strategically, as it aligns with the period when many staff are on vacation, minimizing disruption while ensuring necessary facility improvements are completed efficiently.
- ★ On June 13, a communication was sent to families outlining important details about student transportation for the 2025-2026 school year. The message clarified who needs to complete an online transportation application and set a deadline of July 14, 2025, for submission. It also informed families about the 2025-2026 transportation fee schedule approved by the Board of Trustees, with payment options and a final payment deadline of August 22, 2025. Additionally, changes to the bus pass system were explained to ensure a smooth transition for families and students.
- ★ Over the summer months, preparation will begin for the 2025-2026 school year. This includes planning, resource alignment and collaborative work across departments to ensure a smooth and successful start for students and staff in the fall. The Superintendent will support and oversee these efforts to maintain focus on Division priorities and student success.
- ★ The Finance Department provided a year-end summary to Administrative Teams, school office staff, finance clerks and central office personnel outlining key deadlines for invoices, Visa reconciliations and expense claim submissions.
- ★ **Goal 2 ▾** Math-Up has been purchased for all K-6 teachers in the Division to support mathematics instruction. At this time, the Division will not extend the purchase to Grades 7-9 until the new curriculum is released and the resource is aligned accordingly. Schools may choose to make individual license purchases for Grades 7-9 if needed. While the Education Planning team will assist with the initial assignment of school licenses, ongoing license management, including adjustments due to staffing changes, will be the responsibility of the school's lead administrator.

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.

- ★ **Goal 3** ▾ Following the Board's approval of the 2025-2026 Budget at the May 28 Public Board Meeting, the Superintendent supported the Board in sharing the [letter](#) with Division families and ensuring its publication on social media.
- ★ At the end of May, the Deputy Superintendent sent a message to all School Council Chairs reminding them of the annual reporting requirement outlined in Administrative Procedure 211: School Councils. The communication included the "School Council Year in Review 2024–2025 Report" template and requested that completed reports be submitted via email. While the official deadline is September 30, 2025, the Deputy Superintendent encouraged early submissions by June 30 to ensure details are fresh and captured before summer break. Financial statements may be submitted separately in September.
- ★ **Goal 3** ▾ On June 1, the Superintendent, along with Board Chair Oatway-McLay, Trustee Gibbons and Trustee Pequin, attended the Rural Caucus meeting in Calgary. This gathering provided an opportunity to engage with educational leaders from across the province, discuss shared challenges and opportunities in rural education and advocate for the needs of the Division.
- ★ **Goal 3** ▾ From June 1-3, the Superintendent, along with Chair Oatway-McLay and Trustees Buga, Gibbons and Pequin, attended the Alberta School Boards Association (ASBA) Spring General Meeting. This important professional gathering included a keynote presentation by Chantal Hébert, offering national political insights and a panel discussion with public affairs experts on Alberta politics, K-12 education policy and advocacy strategies. The event also featured remarks and a Q&A session with the Minister of Education and Childcare. Delegates participated in professional development sessions on navigating polycrisis, objective decision-making under political pressures, strategic communications to build trust and leading impactful school board governance.
- ★ **Goal 3** ▾ From June 3-5, the Superintendent attended the Public School Boards' Association of Alberta (PSBAA) Spring General Assembly alongside Chair Oatway-McLay and Trustees Gibbons and Murray-Elliott. The event featured a variety of learning opportunities centered on advancing educational equity, reconciliation, the impact of generative AI on education and preparing for governance in a polarized political landscape. Notable sessions included a presentation by Dr. Emily Milne on strategies to support academic potential through equity-focused practices, a reconciliation address by Elder Clarence Wolfleg Sr., a deep dive into AI and its educational implications by Dr. Alec Couros and practical election-readiness

strategies shared by Maurice Fritze. The Minister of Education and Childcare, Demetrios Nicolaides, also addressed attendees, reinforcing government priorities and policy directions.

- ★ **Goal 3** ▾ The Superintendent organized all board policies in a shared Google platform to facilitate Trustee review over the summer. This initiative supports the timely finalization of policies prior to the upcoming election, ensuring the incoming board is equipped with clear, up-to-date governance documents that promote continuity and informed decision-making.
- ★ **Goal 3** ▾ The Superintendent prepared a draft of the Trustee Handbook for the 2025-2026 school year to support Trustees in reviewing and finalizing the document ahead of the upcoming election. This proactive step ensures that incoming board members will have a clear and comprehensive guide to support their governance role, reinforcing continuity, clarity and effective onboarding for the new board.
- ★ **Goal 3** ▾ 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.
- ★ **Goal 3** ▾ 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.
- ★ 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.
- ★ **Goal 3** ▾ 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:

(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 June 18, 2025, Public Board meeting.

Attachment(s):

Not applicable.