

**Date:** September 24, 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.



*Sturgeon Team at the CASS/ASBOA Summer Learning Conference in August.*

- ★ A new initiative will place a technical staff member in each school one day per month to support classroom integration and staff questions. This is in addition to standard tech support. School visits from leadership will also occur to better understand local needs.
- ★ To support consistent and effective school-to-community communication, a Monthly Communications Checklist was introduced for the 2025-2026 school year. This Google Sheet outlines required communication tasks, such as blog posts, social media updates and newsletters and is shared with each school's designated communications contact at the beginning of each month. Tasks include both annual and recurring monthly items. At month-end, Principals receive a summary report showing completed and incomplete tasks, helping ensure reliable and transparent communication across all schools.

- ★ S/Sgt. McGunigal of the Morinville RCMP Detachment shared updates to the School Liaison Program aimed at strengthening relationships between law enforcement and schools. A key change includes the appointment of Constable Wills as the dedicated School Resource Officer (SRO), providing consistent monthly support to several schools in addition to his full-time role at SCHS and MCHS. Constable Imgrund will serve as the liaison for schools with younger student populations. Our students, our families, our schools and our communities are grateful for the detachment's commitment to creating safer, more connected school communities.
- ★ On September 3, the Superintendent and Deputy Superintendent, alongside the Division Principal, attended the "Welcome Breakfast" at the Building Futures site to personally welcome the inaugural group of students to this innovative program.
- ★ On Thursday, September 25, schools across the Division will participate in the 45th anniversary of Terry's Marathon of Hope and launch the new "Finish It" campaign. Participating schools received complimentary kits with promotional materials to support event planning.
- ★ The Superintendent and Deputy Superintendent met with the Jessica Martel Memorial Foundation and had a tour of Jessie's House. During the visit, they toured the facility and engaged in discussions on how to best support students currently living there.
- ★ The Superintendent holds monthly meetings with the Communications Team to ensure strategic and effective communication across the Division. These meetings focus on aligning messaging and marketing with divisional goals, addressing emerging issues and fostering transparent and consistent engagement with stakeholders, including staff, students, families and the broader community.
- ★ The [Sturgeon Public Scoop](#) is the Division's newsletter, providing important updates and information to the school community. It serves as a key communication tool, sharing news, events and essential resources with staff, students and families throughout the school year.
- ★ The Superintendent continues 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 2025-2026.
  - Bi-Monthly Principal meetings, grouped by school type, with the Superintendent and the Education Services leadership team.
  - Weekly Senior Executive Committee meetings.
  - Regular meetings with direct reports to focus on mentorship and growth.
  - 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.

- ★ **Goal 2** ▾ On August 21, math leaders in all schools developed and facilitated professional learning sessions for staff focused on collaborative mathematics instruction. The sessions utilized current resources, specifically MathUp K–6, to support effective teaching practices and build collective instructional capacity within school teams.
- ★ **Goal 2** ▾ Teachers of Kindergarten to Grade 3, along with school administrators and school authority leaders, were encouraged to register for Early Years Assessments (Vretta) information sessions. These sessions were scheduled for August 26 and 27, 2025, with the latter offered in French and a final session on September 4, 2025. The sessions aimed to support understanding and implementation of the assessment tools for early learners.
- ★ On August 28, the Building Futures program officially began. The classroom space (garage) had been completed and was set up in preparation for the start. There was strong

enthusiasm from both parents and students as the hands-on learning experience got underway.

- ★ The Director of Curriculum & Instruction has shared important updates from Alberta Education with school leaders regarding upcoming Field Testing for the draft Grade 7–9 curriculum. Principals and Vice Principals are asked to discuss and share this information with their Grade 7–9 teaching teams. Unlike curriculum piloting, which involves broader implementation, field testing will focus on pre-selected curriculum components trialled by a smaller group of nominated teachers who will provide feedback to Alberta Education.

In the coming weeks, Sturgeon Public Schools will have the opportunity to nominate interested teachers for this field testing process. Alberta Education will then select a focus group from these nominees to participate in the testing. An orientation meeting for the selected focus group teachers will take place in October.

## Next Steps & Timeline

- September: Teachers can express interest in participating. SPS will nominate teachers and begin communication with Alberta Education.
  - October: Alberta Education selects the focus group and holds the orientation meeting.
  - October to January: Field testing will be underway, including professional learning sessions and ongoing focus group meetings.
- ★ **Goal 2** ▾ Sturgeon Public Schools has finalized its 2025/26 Assessment Timeline, which outlines the provincial literacy and numeracy screening requirements. This information will be shared with schools as a Google Document, with a PDF version also available. A key change this year is that Grade 4 teachers will no longer be required to administer the literacy screener, as the tool has been in use for three consecutive years and is no longer yielding reliable data at that grade level.

For the 2025/26 school year, literacy and numeracy screeners will be administered to students in Grades 1 through 4. Schools will enter the resulting data into the VRETTA platform. To support this process, a designated staff member from each school was expected to register for a professional development session led by Alberta Education. A standardized parent letter template has also been provided to support school communication with families about the assessments.

- ★ At the start of the school year, principals were informed of updates to the Educational Assistant (EA) Coaches' roles and assignments. The EA Coaches, under Learning Services, provide training, mentorship and direct support to EAs working with students with complex needs, and assist in transitions into Early Childhood Education (ECE) classes. The EA Handbook and additional resources such as The Assessment of Basic Language and



Learning Skills-Revised (ABLLS-R) and Assessment of Functional Living Skills (AFLLS) guides, were shared to support staff.

- ★ As part of the Collegiate grant funding commitment, efforts were made to ensure all students in grades 7–12 were using MyBlueprint to track their academic and career progress. The Division Principal, Director of Curriculum & Instruction and the Collegiate Lead Teacher collaborated to guarantee student access and planned to connect with schools to support effective implementation for both teachers and students.

### **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 September 2025 edition (back-to-school issue) highlighted themes such as accommodation of student learning needs, vexatious-litigant proceedings involving parents, professional-boundary expectations and pitfalls of using personal cell phones to communicate with students, potential vicarious liability for school boards and jurisdictional considerations in labour-relations disputes.
- ★ In recognition of Fetal Alcohol Spectrum Disorder (FASD) Awareness Month this September, Alberta Education and Childcare shared a message encouraging schools to promote awareness and education around FASD. With International FASD Day observed on September 9, the 2025 theme “Everyone Plays a Part: Take Action!” highlights the importance of collective efforts in creating an inclusive and supportive environment for individuals with FASD. Staff were encouraged to complete [CanFASD’s free online training](#) (Levels 1 and 2). Additional resources and events are accessible online to support awareness and learning.
- ★ On September 15, 2025, all school staff across the Division gathered at Sturgeon Composite High School for a full-day Division Professional Development (PD) event. The day began with opening remarks from the Superintendent and senior leaders, followed by a presentation from Unplugged Canada and their newest partners, the Institute of Child Psychology and the Zebra Child & Youth Advocacy Centre. After the presentation, all school teams spent time reflecting on the information, the impact in schools and discussing “what next”. In the afternoon, School Office Administrative Assistants and Office Clerks who use SchoolEngage participated in a dedicated hands-on training session with the Applications team, focusing on the next phase of SchoolEngage, particularly write-backs at the school

level. The event provided a valuable opportunity for learning, collaboration and system-wide alignment.

- ★ At the beginning of September, the Superintendent participated in an online meeting with her mentor from the Educational Research Development & Innovation (ERDI), marking her first year of involvement with the organization. This exclusive mentorship opportunity is designed to be beneficial for her ongoing leadership development.
- ★ On September 26, the Superintendent will attend the first CASS Zone 2/3 meeting of the school year, engaging with colleagues from across the region to collaborate on educational leadership priorities.
- ★ The Beginning Teachers Conference is scheduled for September 26 and 27, 2025, in Edmonton. Online registration opened on May 31 and is available to teachers in their first two years of classroom teaching who have not previously attended, as well as those new to teaching in Alberta. The conference includes keynote addresses, breakout sessions, networking opportunities and professional learning focused on supporting early-career teachers.

### **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.

- ★ This year, the Superintendent is serving on the planning committee for the Alberta Rural Education Symposium (ARES). The first planning meeting took place on September 12, in preparation for the 2026 conference scheduled for March.
- ★ Collegiate programming began in several areas this year. SCHS CTS teachers started offering apprenticeship credits in Mechanics, Welding and Construction Tech, while planning and pricing for facility enhancements also commenced. Aviation programming is in development for semester two, with classes set to take place at Villeneuve Airport, where shop space will be converted into classrooms. Additionally, the Building Futures program launched successfully, with students actively engaged in hands-on construction work from the first day.





- ★ **Goal 1** ▾ An Administrative Council meeting was held on September 17, bringing together principals, vice principals, directors, managers and the senior executive team.
  - Key topics included: Labour Action Contingency Plans, Understanding How we are Funded, Updated School Library Standards, Unplugged Canada, Collaborative Data Analysis and Truth and Reconciliation and Indigenous Understanding.
- ★ **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.

- ★ The Division will observe Truth and Reconciliation Week from September 24-29, offering activities to educate students, staff and the community on Indigenous history, residential schools and reconciliation. This supports the Division's commitment to reconciliation and inclusive education.
- ★ Orange Shirt Day will be recognized on September 29 to honour Indigenous peoples affected by residential schools and raise awareness of their lasting impact. The Superintendent will participate, showing a commitment to reconciliation and supporting Indigenous education and cultural understanding.
- ★ The Indigenous Education Hub's September focus is the "History and Legacy of Residential Schools." Resources and activities for different grade levels are available to help educators integrate this topic into classroom learning.
- ★ Schools and Central Office will be closed on September 30 for the National Day of Truth and Reconciliation, a Board-directed holiday. This closure honours the history and impact of residential schools, supporting the Division's commitment to reconciliation and providing time for reflection and learning.
- ★ Schools will continue to designate a Call to Action Lead Teacher responsible for regularly sharing Truth and Reconciliation-related information with staff, either through standing staff meeting agenda items or other consistent formats. As discussed at the June 2025 Admin Council, new Alberta Education reporting requirements tied to the First Nations, Métis and Inuit Grant were introduced. School authorities must now report on the total funding received, the activities undertaken to support the Truth and Reconciliation Commission's

recommendations and the impact of these efforts on First Nations, Métis and Inuit student outcomes using local and provincial measures.

### **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.

- ★ Sturgeon Public Schools has established a [Labour Action Updates](#) page to keep families and staff informed regarding the current ATA labour action. As communicated in the latest update, strike action is scheduled to begin on October 6, 2025, unless a settlement is reached. The Division remains committed to transparency and timely communication and will continue to provide updates through email and the dedicated webpage.
- ★ The Associate Superintendent of Human Resources shared updated evaluation and supervision documents with principals, including revised guides for certificated staff, new evaluation guides for CUPE and GEC support staff and updated templates for principals, vice principals and teachers. Principals were instructed to review these documents for key timelines and processes.
- ★ On August 16, 2024, school administrative assistants received detailed training on Alberta Education's Student Information System (SIS) requirements regarding registration and re-enrolment forms. The training covered mandatory documentation such as verified registration forms with legal names and signatures, proof of residency or citizenship, legal guardianship or court orders and annual Aboriginal self-identification. Admin assistants were also informed about monitoring visa expiry dates and obtaining signed K-12 Non-Resident Agreements for applicable students, ensuring compliance with enrolment eligibility each school year.
- ★ The Division has transitioned to using Amazon Business for all purchasing needs. As a result, Prime memberships will no longer be reimbursed and staff were instructed to remove Sturgeon Visa cards from personal Amazon accounts. Personal Amazon accounts are not to be used for any Division-related purchases.
- ★ Prior to the start of the school year, information regarding bus evacuation drills was shared, including a new requirement for each bus to confirm that the child check system is operational. This update was also communicated at the transportation start-up meeting with bus operators and contractors. During drills, school staff assisting with the process must verify the system's functionality, reinforcing the Division's commitment to student safety during School Bus Safety Week.
- ★ Alberta Education released the Summer Update of the [2025/26 Funding Manual](#) on August 21. The update includes revised rate tables and adjustments to the Distance Education

Non-Primary Grant. For 2025/26, Learning Support Funding rates have been increased by 2.32% and various Program Supports and Services grant rates have been increased by an additional 2.68%, resulting in a combined 5% increase over 2024/25 rates.

- ★ In August, the Facilities team shared updates to the work order process to improve overall efficiency. The changes included a new written procedure, mandatory fields required to submit a work order and enhanced expectations for timelines and communication from facilities staff. These updates aimed to streamline operations and improve service responsiveness across the Division.
- ★ The technical team completed several key projects over the summer, including:
  - The PowerSchool SIS Core Upgrade and new user interface were successfully implemented over the summer to ensure continued use of the system. The technical team is actively monitoring for any lingering issues.
  - The Division completed a major transition from Microsoft Outlook to Gmail for all staff. While most of the project is complete, some systems, like PowerSchool and scan-to-email are still using Microsoft email and are scheduled for full transition by the end of September.
  - The SCHS computer lab was upgraded to Windows 11, while Redwater's lab remains pending due to construction, with completion expected by the end of September.
  - Approximately 85% of staff have been upgraded to Windows 11. Redwater staff will be upgraded in September, with Central Office and some school office staff to follow shortly after.
  - The Division standardized Wi-Fi equipment across schools. Upgrades are still needed in some gymnasiums and will be completed after lift training for technical staff is completed.
  - Integration of student data with Public School Works has faced challenges due to vendor delays. The team is awaiting confirmation that recent configuration changes are successful.
  - A custom application was developed to allow school staff to reset student passwords without submitting IT tickets. This tool has been introduced to Administrative Assistants.
  - Efforts to upgrade the phone system to meet new vendor email requirements were delayed by several roadblocks. Completion is now targeted for mid-September.
- ★ At the August Admin Council, school leadership was informed of key updates to Administrative Procedures prompted by new provincial legislation and ministerial directives. These included the Education Amendment Acts (Bill 27 and Bill 51), the Fairness and Safety in Sport Act (Bill 29), and Ministerial Order #030/2025 on School Library Standards. The mandates introduced new requirements such as parental consent for name/pronoun use and certain instructional content, restrictions on sports team participation based on biological sex and new standards for library content and access. In response, Sturgeon

Public Schools updated several Administrative Procedures to ensure alignment with these mandates and to support safe, inclusive and legally compliant learning environments.

- September Admin Council, school leadership worked through the updates to MO#30/2025 - [Ministerial Order on the Selection, Availability, and Access of School Library Materials](#).

- ★ On August 24, 2025, all parent communication regarding student transportation was completed by bus operators and contractors. This ensured families were informed about routes, times and expectations before the start of school.
- ★ Sturgeon Public Schools is launching a new online safety training program, PublicSchoolWORKS, to further strengthen the Division's commitment to safe, healthy and supportive learning environments. This program complements, but does not replace, the existing Hour Zero Emergency Preparedness Program. All staff have been assigned the required training modules that must be completed as part of both regulatory compliance and the Division's ongoing safety priorities.

PublicSchoolWORKS offers several user-friendly features, including automatic course tracking, reminder notifications and compliance reporting accessible to both school Principals and the Division Office. Staff are encouraged to begin by watching the orientation video and logging into the system. Support is available through school supervisors or by contacting the Division safety team directly.

- ★ On August 25, 2025, schools received detailed student bus information. This included route assignments and transportation schedules, allowing school staff to support students and families effectively at the start of the school year.
- ★ New expectations were added to AP728 (Training of SPS Staff in TCIS), effective immediately. All school administrators are now required to maintain active TCIS certification, which includes annual refresher assessments and six hours of content review. Each school must have at least 20% of staff trained in TCIS, with a minimum of three staff fully trained in safety and physical interventions. Additionally, any staff working with students experiencing significant dysregulation must be trained in safety interventions. All CUPE staff will also be offered safety intervention training during a designated PD day, regardless of TCIS certification.
- ★ Human Resources has provided updated phone lists for Central Office and schools, along with emergency contact cards for the 2025-2026 school year, ensuring accurate and current contact information for effective communication across departments.
- ★ Schools were asked to submit the names of their Health & Safety Representatives to the Director of HR prior to September 15th. Each school was required to designate one



representative from ATA and one from CUPE, with the stipulation that Principals and Vice Principals could not serve in these roles.

- ★ The Hour Zero program is the Division's online School Emergency Preparedness initiative. All employees must complete the required training courses, which include:
  - School Emergency Plan Overview
  - AB Violence and Harassment Awareness
  - OHS Awareness for Alberta Schools
  - WHMIS AwarenessEmployees will receive monthly emails for any additional training. Personal information must be updated by September 30, 2025.
- ★ [AP435 - Employee Expense Claims and Reimbursement](#) was recently shared with all employees by the Associate Superintendent of Corporate Services. The updated procedure includes revisions aimed at improving clarity and ensuring alignment with current practices and expectations. Employees are encouraged to review the changes to ensure compliance moving forward.
- ★ Central Office is implementing the Invoice Entry Web (IEW) system division-wide after its successful use in several schools. IEW, a module within Atrieve, enables team members to directly enter invoices and expense claims, which are then routed for approval and forwarded to Accounts Payable for processing. This eliminates manual processes, enhances efficiency and improves transparency. Training and support materials will be provided to ensure a smooth transition, with full implementation occurring in the coming weeks.
- ★ To support ongoing efforts to streamline financial operations, the General Ledger (GL) accounts have been updated for the 2025/26 school year. These updates aim to simplify GL coding and ensure accuracy. Staff are encouraged to consult the Budget Manager Inquiry tool for the latest list of active GL accounts.
- ★ By the end of September, the Student Accident Reporting system was rolled out through Public School Works. This online platform enabled staff to enter student accident reports efficiently. A training module was assigned and during the September 15, 2025, PD day, staff worked with Administrative Assistants to review and understand the system.
- ★ Beginning in September, the Superintendent, along with the Associate Superintendent of Corporate Services, Division Principal, Director of Facility Services and the Principal of Morinville Public School, has participated in weekly meetings with Government of Alberta officials to initiate discussions on the redesign of Morinville Public School.

- ★ Between September 15 and October 15, 2025, Transportation held start-up meetings with bus contractors to review procedures, address questions and reinforce expectations for the school year. These meetings were scheduled in coordination with each contractor.
- ★ **Goal 1** ▾ Between September 19 and 26, Learning Services staff planned to visit schools to discuss individual student needs and required supports directly with school teams.
- ★ On Friday, September 19, 2025, the Division held its first formal Communications Training Day to support school-based staff responsible for communications tasks. The session covered key topics such as using Canva and Rally, streamlining workflows with ChatGPT, effectively managing Instagram and Facebook and handling online community interactions. The focus was on training the staff member primarily responsible for the school website, typically the Admin Assistant, rather than those handling only social media. Schools were asked to confirm attendees by September 5 and sub coverage was provided by the Communications team when needed.
- ★ School administrators were instructed to finalize and submit their September monthly enrolment counts to the Data Coordinator by 11:00 a.m. on Monday, September 29, 2025, in preparation for the final submission to Alberta Education on October 2, 2025. After this deadline, no changes to enrolment data are permitted until official confirmation is provided. Admin Assistants were briefed at the August 20th meeting and were asked to save Audit Attendance Reports for specific dates: October 1st (covering September 29th and September 1–29) and November 3rd (covering October).
- ★ Alberta Education and Childcare's Low Incidence Supports & Services (LISS) Unit has opened referrals for the 2025-26 Travelling Low Vision Clinics (TLVCs), with a confirmed clinic in Edmonton on November 18. TLVCs are mobile, multidisciplinary assessments that support K–12 students with complex low vision needs by offering educational programming recommendations. Each clinic includes experts such as ophthalmologists, optometrists, assistive technology and mobility specialists, and CNIB representatives. Referrals must be coordinated through a Teacher of the Visually Impaired (TVI) and both a referral form and a family questionnaire are required. A full information package is available for schools to share with families and team members.
- ★ New Epi-Pens were distributed to schools in September. Staff were asked to return any Epi-Pens expiring in September 2025 so they could be sent back to the pharmacy.
- ★ The Atrieve system was updated to allow teachers to pre-book substitute teachers. Teachers were required to confirm availability with the substitute before entering their absence into the system.

- ★ The Division successfully secured Dual Credit Grant funding for the 2025-2026 school year, receiving an Enhancement Grant for the Redwater Foods Lab and a startup grant to support an Aboriginal Studies partnership with the University of Alberta and a Design Studies, Architecture course with Athabasca University.

### **Supporting Effective Governance**

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

- ★ On September 8, 2025, school leadership received an update regarding the [Ministerial Order on the Selection, Availability, and Access of School Library Materials](#). Following a pause in implementation earlier this month, updated standards were released to clarify expectations and address concerns. The revisions emphasized protecting students from explicit sexual content while maintaining access to educational and classic literary works. Changes included a focus on visual depictions, improved definitions, greater flexibility for schools and teachers and a new implementation deadline of January 5, 2026. Additionally, school authorities are required to submit a list of materials they intend to remove by October 31, 2025.
- ★ In September, the Superintendent met with fellow members of the CASS Zone 2/3 Executive team to begin planning for the first meeting of the 2025-2026 school year. As the Secretary for this year, the Superintendent plays an active leadership role in supporting collaborative planning, with the first meeting scheduled for September 26.
- ★ On September 12, the Superintendent attended a webinar titled "Strike-Related Issues Relating to School Board Trustees," led by legal experts Teresa Haykowsky, K.C. and James Lingwood. The session provided a school board management perspective on preparing for and responding to teacher strikes, covering legal processes, communications, operational impacts and protocols for managing picket lines. The webinar was aimed at central office personnel, superintendents and trustees.
- ★ 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. Candidates for the 2025 election are now listed on the site, providing transparency and helping the public stay informed. 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.
- ★ 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.

## **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).

**Board Policy 10: 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

**Board Policy 11: 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:

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

**Attachment(s) and/or link(s):**

Not applicable.