



CASS CEP Committee Meeting Highlights April 10, 2024

The purpose of the CASS Continuing Education Program Committee is to provide recommendations for a continuing education program accreditation framework to the Governance and Nominating Committee to recommend to the CASS Board of Directors.

Committee Membership 2023-2024

Chair:

Vincent Behm, Christ the Redeemer Catholic Schools, CASS Board of Directors

Committee Members:

Kimberly Frykas, Grande Prairie Public School Division, Zone 1

Shauna Boyce, Parkland School Division, Zone 2/3

Ryan Sawula, Red Deer Catholic Regional Schools, Zone 4

Joanne Pitman, Calgary Board of Education, Zone 5

Terri-Lynn Duncan, Horizon School Division, Zone 6

Wesley Oginski, Holden Rural Academy, Charter Schools

Dolorése Nolette, Conseil scolaire Centre-Est, Francophone School Authority

Daphne Mai'Stoina, Kee Tas Kee Now Tribal Council Education, First Nations School Authority

CASS Representatives:

David Keohane, CASS CEO

Gloria Antifaiff, CASS Principal Leadership Consultant

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☑ CEP Course Presentation

Danica Martin provided a curriculum overview for the CEP course called *Leading and Managing School Authority Operations and Resources*. This course focuses on the SLQS Competency #6 - *School Authority Operations and Resources* and LQS Competency #8 - *Managing School Operations and Resources*. This course has five course learning outcomes.

Participants that take this course will:

- gain a broad understanding of the flow of resources into a school authority from the province.
- identify and interpret the legal, human resource, insurance, and local requirements, processes, people, and structures that guide the operations of a school authority in Alberta.
- apply strategic thinking and planning skills including the use of available data sources when determining resource allocations in a school authority and ensuring a connection with school authority priority areas.
- explain the importance of stakeholder engagement in the resource allocation process within a school authority and the opportunities this engagement provides to system education leaders.
- formulate a plan that acknowledges personal areas of strength and areas for growth in this area and identifies next steps and possible resources to support continued learning, growth, and understanding of managing operations and resources within their school authority.

This course has been designed around a story. The premise of the story is that participants have been named as the new Superintendent of the ABC School Division. The position begins on April 1 with a media release announcing the participant as the new Superintendent. Participants will go through their first year as Superintendent of the ABC School Division from onboarding to their first official day on the job, to Fall budget adjustments, managing and monitoring operations throughout the year, and finally to spring budgeting and planning season. Numerous scenarios have been built into the course with data and documentation related to the ABC School Division.

☑ CEP Committee Recommendation Package

This year, to fulfill the mandate of the CEP Committee, five recommendations will be provided to the Governance and Nominating Committee. As a reminder, the CEP Committee is created by and responsible to the Governance and Nominating Committee. The purpose of the CEP Committee is to provide recommendations for the continuing education program to the Governance and Nominating Committee to recommend to the CASS Board of Directors. The five recommendations are as follows:

- *CEP Professional Learning Plan*: Guides the implementation of the CEP in 2024-25 with three focus areas: Accreditation, Engagement and Collaboration, and Operational Effectiveness.
- *CEP Course Recommendations*: Refers to the course-based learning component of the CEP. Eight CEP courses were received by the committee with a high-level overview, provided by the course developers, along with associated curriculum maps.
- *Administrative Procedures (AP)*: Four APs were reviewed, and feedback was provided. The four APs are: *AP 300-Accreditation*, *AP 301-Audit and Adjudication of Accreditation*, *AP 302-Sanctions*, and *AP 303-Program Quality Assurance*.
- *Terms of Reference for Accreditation Review Committee*: The purposes of the Accreditation Review Committee are twofold: (1) to provide recommendations to the CASS registrar (CASS CEO) for those matters related to accreditation; (2) to advise the CASS registrar on matters related to dispute resolution and accreditation.
- *Update to Accreditation Requirements Chart*: A name change for this document will be *Accreditation Standards* to align with the developed APs, and minor word smithing are the basis for this recommendation.

☑ Next Meeting

The CEP Committee has completed its work for this year. Thank you to all the committee members, and committee chair, Vincent Behm, for your dedication to this work. Your commitment to ensuring the CEP is designed and shaped to meet the needs of system education leaders will have an impact for years to come.