

Lord Beaverbrook High School
Annual General Meeting & School Council Meeting
Meeting Minutes – Tuesday May 19, 2026, at 6:30pm
Meeting held In Person and Online via Microsoft Teams

Annual General Meeting Agenda

1. **Call To Order** at 6:31pm
2. **Welcome and Introductions**
 - All parents/guardians of LBHS students are voting members of the Lord Beaverbrook School Council. This is a forum for discussion and decisions pertaining to the school.
 - In attendance: Andrea S, Kim B, Amanda S, Shawna A, Jen S, David S, David J (in person); SN, ST (online)
3. **Approval of Agenda** - including addition of any items
 - Motion to accept agenda made by Amanda S, seconded by Kim B, carried.
4. **Approval of Last Meeting Minutes** (April 21, 2026)
 - Motion to accept minutes made by Shawna A, seconded by Amanda S, carried.
5. **Principal's Report** (David Sparrow)
 - A. Graduation
 - a. At BMO Centre on Thursday, May 14. Overall went well. 600 grads, 2 hour ceremony. Banquet the same night - washrooms outside of the banquet space, less secure, attendees out to the parking lot. May consider different venues in future.
 - b. Indigenous grad on Friday, May 22. Expecting 690 attendees from across the CBE, 39 from LBHS.
 - B. Academics
 - a. AP exams are finished
 - b. Last classes on June 9. Diploma exams start on June 10. All electronic on Vretta. Test school but all diplomas will be online starting with summer diplomas. Faster return of grades.
 - C. Sports
 - a. All sports wrapping up - rugby, field hockey
 - b. Track meet on Thursday, May 21 at Foothills Athletic park
 - D. Staffing
 - a. AP Ms. Korschuh is retiring; Krishani Starnes will be new AP starting in August (has been a guidance counselor, AP at Central Memorial and a System AP for EAL - English as an Additional Language)
 - E. Discussion
 - a. Question about vetting process for community coaches - vulnerable sector police check for all volunteer coaches, should be supervised by a certificated teacher.
6. **Other Reports**
 - Chair (Andrea Shaw)
 - Review of updates to the School Council Operating Procedures and the School Council Positions document, specifically outlining duties for the Fundraising/Volunteer Coordinator

- No need to update operating procedures at this time, except amending the duties of the Fundraising/Volunteer Coordinator
 - Motion to amend the fundraising/volunteer coordinator position summary (as attached) made by Shawna A, seconded by Amanda S, carried
 - o Alberta School Council Engagement (ASCE) Grant
 - May 4, 2026 workshop update - handful of council members and Principal Sparrow attended an ASCA webinar; some useful information. Cost was \$330.
 - With remaining \$670, discussion around proposed speakers for October 20, 2026 council meeting in the theatre - Connie Jakubs, Caroline Buzanko, Julie Friedman Smith.
 - Motion to have Caroline Buzanko come and speak about mental health made by Shawna A, seconded by Kim B, carried.
 - o Review of school council activities from past year. Annual report prepared for CBE trustees. Optimism about next year.
- Key Communicator (vacant)
 - o COSC update from April 22, 2026 meeting; next meeting June 10, 2026
 - Andrea S attended. Discussion around class size and complexity teams (118 schools received 2 EAs and a teacher to support student learning). CBE budget increased \$60M for 2026-27 to \$1.55B. Enrollment is expected to rise by 8,000 students by 2030 to 150,000 total students. 70% of schools are at or over capacity. 107% at high schools - LBHS at 112%. 21 new schools, addition at JCS, 2 high school replacements planned (Diefenbaker & Aberhart). Cornerstone High School is projected to open in 2029.
 - LBHS' theatre expected to be overhauled summer 2027; safety systems being upgraded
 - o Community Connections Roundtable update from May 11, 2026
 - Andrea S attended a roundtable with trustees Nancy Close and Charlene May; no agenda, just discussion.
- Volunteer Coordinators (Kim Barr)
 - o Declutter for a Cause on Saturday May 23; 20 volunteers. Pubs and Indigenous grad donating bottles. Leadership students involved - to double check everything on Monday for pickup on Friday. Staff attending include Ms Finley, Ms McLeod, Mr Mussie, Ms Strickland.
 - o 2026-27 school year - Business sponsorship push over summer - collect silent auction items. Hope to have a parent social and silent auction early in the new school year. Ideas for December include - mystery stocking or mystery balloon pop. February/March - fill your freezer.
- Music Parents Rep (Vacant)
 - o Prepared statement provided by Nadine Horne, President of the LBMPA
 - Funding from casinos supports the band program, along with Growing Smiles and Hutterite chickens.
 - Vic Lewis Music Festival in Canmore - workshops and performance. Playing at Ironwood in Inglewood in early June. Symphonic band played at graduation.
 - Andrea S meeting with Nadine on Thursday, May 21.
- Grade 12 Parent Rep (Brenda McKenney)
- Secretary (Jen Smart)
 - o Please send your email to LBHSSCsecretary@gmail.com if you want to be added to our mailing list

7. Old Business

8. New Business

- Meetings for next year: 2026 - September 15, October 20, November 17, December 15; 2027 - January 19, February 16, March 16, April 20, May 18.

9. Elections

- Nominations and voting for chairperson, secretary, fundraising/volunteer coordinator, Grade 11 parent representative, Grade 12 parent representative. All remaining positions will be elected at the September meeting to allow for inclusion of new parents into the Council Executive.
 - Motion to nominate the following: Chair - Andrea Shaw, Secretary - Jen Smart, Grade 11 rep - Brenda McKenney, Grade 12 rep - Shawna Anderson, Fundraising/Volunteer coordinator - Kimberley Barr - made by Kim B, seconded by Shawna A, carried
- Currently open positions to be elected in September - vice chair, Grade 10 rep, Treasurer, Key Communicator, Community Rep, Student Reps. Nominations can be sent to schoolcouncil4LBHS@gmail.com

10. Next Meeting of LBHS School Council: Tuesday, September 15, 2026 at 6:30pm

11. Motion to adjourn made by Amanda S at 7:51pm.

Amendment to Volunteer Coordinator position description

CURRENT DESCRIPTION

Volunteer Coordinator | Unless otherwise delegated, the volunteer coordinator will:

- Keep a dated record of the contact information (in accordance with PIPA) of those parents who have agreed to be available to volunteer in the school;
- Communicate with school administration to determine possible volunteer opportunities for parents;
- Inform parents of opportunities to volunteer;
- Organize the volunteers in order to be effective and coordinated;
- Communicate with other Executive Council members regarding the volunteer opportunities;
- Be responsible for coordinating individuals in the events that Council chooses to host, so long as those events fall within the specific framework of Council.

UPDATED DESCRIPTION

Fundraising/Volunteer Coordinator | Unless otherwise delegated, the fundraising/volunteer coordinator will:

- Work with the School Council, Executive Committee, and school administration to identify and plan fundraising activities that support the school's education plan and School Council priorities.
- Present proposed fundraising initiatives and event plans to School Council for consideration and approval.

- Coordinate and oversee all fundraising activities and School Council–supported events as approved by School Council.
- Liaise with vendors, service providers, and the school, as required, to support fundraising activities.
- Arrange for the registration of the school in approved fundraising programs.
- Recruit, coordinate, and support parent volunteers for School Council activities and events.
- Maintain a current record of volunteer contact information in accordance with the **Personal Information Protection Act (Alberta)**.
- Communicate information regarding fundraising activities and volunteer opportunities to the school community through appropriate channels.
- Assist with the preparation and distribution of communication materials supporting fundraising and volunteer initiatives.
- Monitor fundraising activities and report to School Council on a regular basis.
- Ensure that all funds collected through fundraising activities are submitted to the Treasurer promptly and in accordance with School Council procedures.
- Maintain accurate records of fundraising activities, volunteer participation, and related outcomes.
- Identify any issues or concerns and bring them forward to the Executive or School Council, as appropriate.
- Provide a summary report to School Council at the conclusion of major activities and at the end of the school year, including recommendations for future improvement.