

Hugh A. Bennett School Council

Official Meeting Minutes

Date: Thursday, October 1, 2026

Time: 4:30 p.m. – 5:30 p.m.

Location: in-person meeting

1. Call to Order

The meeting was called to order at **4:30 p.m.** by **Donna Diaz, Principal**, who welcomed members of the school community.

2. Attendance and Introductions

School Administration:

- Donna Diaz, Principal
- Joan Laythorpe, Assistant Principal

Community Attendance:

- Parent/Guardian representatives: **25**

3. Land Acknowledgement

Hugh A. Bennett School respectfully acknowledges the traditional territories of the Indigenous peoples of this land and honours their histories, languages, and cultures.

3.2 Truth and ReconciliAction: We will advance understanding of Truth and Reconciliation with our students, staff and families. We commit to deepening our understanding of Indigenous Languages and the significance of language in identity and culture.

4. Impact of School Council & Volunteers

4.1 What is School Council

School Council is a group of parents, school staff, the principal, and sometimes community members who work together to support student learning and advise the school. Every public school in Alberta is required to have a School Council under the **Education Act**.

4.2 Why Join School Council

- Have a voice in school decisions
- Learn more about school programs and plans
- Build relationships with staff and other families
- Help create a positive school community
- Advocate for student success

School Council Executive Committee

- Chair members:
 - Ashpreet Kaur
 - Rani Saini
 - Rasika Raje

4.3. Volunteers:

- Enhanced school-family connection
- Opportunity to share ideas and ask questions
- Gain volunteer experience
- Enhanced learning opportunities for students

5. Principal Updates:

5.1. Hugh A. Bennett Staff

- Administration: Donna Diaz, Principal/Joan Laythorpe, Assistant Principal
- 5 Learning Leaders
- ATA Staff
 - Specialists:
 - Music Specialist
 - Physical Education
 - Resource
 - ILT
 - CCT
 - EST
- Support Staff

5.2 Classroom Complexity team (CCT)

- One teacher:6-week cycle- pushin/pull-out
- Two 30-hour EA's: 6-week cycle- in class support built into EA schedule

5.3 Class Size Reduction Grant

- 2.0 FTE
- Goal: to reduce class sizes in Grades 1-3 (and 4) for about 50% of the school day during core subject areas

- Each grades/teachers literacy and math block will need to align with when the support given
- Collaborative Response meetings

5.4 Intervention Lead Teacher (ILT)

- One non-homeroom based
- Portfolio: Literacy & Language
 - Supporting teachers with the implementation of Tier 1 & Tier 2
 - Providing Tier 2 support for specific students
 - Collaborative Response meetings
 - Early Learning focus (Kindergarten & Grade 1 students)

5.5 Resource Teacher (RT)

- One non-homeroom based
- Portfolio: Special Education
 - Supporting teachers with accessing resources and the implementation of Tier 2 & 3 strategies
 - Working with small groups of students
 - Facilitating access to multi-disciplinary teams and supports
 - IPP strategies, feedback, and working sessions
 - SLT meetings

6. Alberta Education Literacy and Numeracy Screeners

6.1 All students in Kindergarten to Grade 5

- Screeners administered 2-3 times a year (depending on the grade and Student results)
- Used to identify students who require extra support
- Results shared with parents in late October/early November

7. Important Safety Information

7.1 Safety is shared responsibility:

- Soft Entry 7:50am
Supervisors at the doors and on small field
- Hug & Go
Drive up to the curb staff member in orange vest will help
- Park & Walk
Decreases traffic, less congestion
- Crosswalk
Teach our children how to be safe
- Late Door
Corner doors (kindergarten doors) around the back ;orange pylon to show late door is available (until 8:30am)

8. Thank You! (5:30pm)

8.1 Thank you very much for coming to the meeting today.

- Families can reach out to Donna Diaz at dmdiaz@cbe.ab.ca or Joan Laythorpe at jelaythorpe@cbe.ab.ca