

MINUTES

George L. Armstrong Elementary School Council

November 19, 2025 | 6PM Meeting called to order by Lynn

In Attendance

Name	Email		Voting
Lynn Armstrong		Chair	Y
Britney Fraser		Vice Chair	Y
Carrie Gerdes		Secretary	Y
Andrew Carreiro		Treasurer	Y
Kelly Dunford		Principal	N
Jennifer Sired*		Vice Principal	N
Julia Woodward		Teacher Rep	N
Christine Turcotte		Member-at-large	Y
Jennifer Clarke		Member-at-large	Y
Sophie Heijselaar		Member-at-large	Y
Regrets:			
*online			

1. Introductions

No new members

2. Land Acknowledgement

We thank the Haudenosaunee, and the Anishinaabe peoples for sharing this land with us.

We are sorry that this land was taken.

To honour the Dish with One Spoon Treaty,

We promise to take care of and share the land.

We promise to protect and clean up the land.

Please join us in honouring the Dish with One Spoon Treaty.

3. Approval of Minutes & Agenda

Agenda was circulated prior to the meeting.

1. Welcome / Introductions
2. Land Acknowledgement
3. Approval of October meeting minutes / approval of agenda
4. Chair update (distribution list request)
5. Teacher update
6. Administration update
7. Fundraising update / discussion
8. Volunteer update / discussion
9. School Fair discussion

10. Financial update
11. Communications update
12. New / additional business
13. Adjournment

Minutes from October 2025 circulated prior to the meeting, discussion on minutes to remove email addresses from the pdf for posting. In past years the school council email was not always functional and so personal emails were also the only contacts for parents not on council.

Challenges presented by the HWDSB Teams environment as the email is managed by more than one person, but requires a two-step verification that can only register to one person's cell or other email.

Minutes approved as amended: Moved by Andrew, seconded by Britney. No one opposed.

Agenda approved as circulated: Moved by Andrew, seconded by Britney. No one opposed.

4. Chair's Report

- a) Distribution List
 - a. Lynn circulated a sheet and has collected contact information to be shared amongst school council members. To be emailed.
- b) Fundraising
 - a. Review of the fundraising rules and the requirement for fundraisers to have what the money is going towards as part of the advertisement
 - b. Skip to #7
- c) Instagram Account
 - a. Skip to #11
- d) School Volunteers
 - a. Skip to #8
- e) Library
 - a. A technician from the board visits the library on a schedule to barcode new books and to reshelv books.
 - b. School council would like to know when the technician is available and if there is room for parent support in the library to assist with more timely re-shelving
 - c. Ms. Sired will connect with the technician

5. Teacher Update – Ms. Woodward

Wonderful Happenings in the School:

Some of our current School Improvement Goals include:

- to create a sense of belonging for each student in the school – staff are ensuring they are getting to know each student and providing student- responsive pedagogy
- Working on increasing establishing trusting relationships with students and families – communication – having parent interviews this week
- We are working in increasing literacy and numeracy achievement in our school
 - o we have our reading specialist here 4 days a week doing some interventions in the primary hallway and coordinating lessons and groups with teachers
 - o we have our math facilitator here 3 days a week, working with small groups and supporting staff in class, as well as through PD a staff meetings and PA days
 - o LRTs have just been trained on a new reading intervention program for Intermediate students – Wilson Just Words – working on setting up a group, and will be beginning the program ASAP.

- We also have 2 Empower reading programs running currently.
- Staff have been working on lessons for Culturally, Responsive and Relevant Pedagogy lesson in the classroom, put on by the school board.
 - this week our focus has been on Cultural Competence and Humility – learning about each other as diverse groups – share their understanding of their own cultures.
 - Understanding social issues – Bullying prevention week – really rewarding with the golden ticket system and bumping up and recording the behaviour we want to see.
 - Having high expectations for our students - having our students at the front of our learning, having academic expectations that are linked to clear and visible goals and standards which are communicated to the students.

Upcoming Activities

- Ms. Wardle has begun a bulletin board to teach our students about George L. Armstrong and who he was; why our school was named after him.
- We have the Grade 1 and up students attending the Zoetic for movie day on the 17th of December; the kindergarten students usually do a movie day together that day as well.
- Possibly having a winter sing along during the last week before winter break– working on getting that set up.

6. Administration Update

All drills required in the fall have been completed, including 3 Fire Drills, Lockdown. In the winter/spring additional drills will be held including Shelter in place, Hold & Secure, and a Privacy Hold. Identified concerns are being addressed.

Parent-Teacher Interviews are being held Thursday evening and Friday

Fundraising (see below, addressed as part of agenda item #4).

Communications glitches with the HWDSB platforms have seen announcements go out late or multiple postings/send outs of the same information. Discussion on pushed communications coming out at 8PM, parents find it difficult to know about Colour House Challenges etc. HWDSB is updating all of its websites and communications tools and information is expected to be rolled out in January 2026.

School Improvement Goals

- Sense of belonging
- Increase well-being and belonging through effective communication
- Treaty responsibilities
- Culturally responsive lesson plans with focuses on sharing and bullying prevention
 - [Golden ticket program](#) (see past newsletters)

Leftover monies from an INDIGO grant to be put towards Learning Commons Improvements.

- Furniture for cozy corner in learning commons
- Purchase of books

- Creating spaces for Equity Groups

A discussion of GLA's priorities for the year including improvement of equity and inclusion reviewed the [newsletter](#) as published by Ms. Dunford on the school website. Challenges in previous years with the covering administration were openly discussed with a promise that the new administration hears the concerns from the community and the door is open for constructive discussion.

7. Fundraising

Priorities for funding were discussed. The board prohibits fundraising monies to be spent on items that are classified as *School Budget*. *School Generated Funds* must be placed in three distinct accounts and all must be used within the school year they are raised. Those accounts are:

- a) Daily Physical Activity (DPA)/Yard/Recess Equipment
- b) Trip Subsidies
- c) Classroom & Student Supports

This year the Pumpkins and Winter (Poinsettia & Gingerbread) had announcements sent out by the school indicating that the funds would be spent on DPA Equipment ([Pumpkins](#)), Classroom supplies & trip subsidies ([Winter](#)). The breakdown of those categories was not discussed at council.

With direction from Ms. Dunford School Council discussed priorities for monies in the accounts for category a) DPA equipment & c) Classroom & Student Supports. Discussion regarding monies to be potentially allocated for trip subsidies focused on the imperative of school council being for the betterment of the school as a whole and all students. Outdoor equipment must follow the *Outdoor Design Manual* – a link or doc may be provided to council. A hardcopy of the indoor equipment catalogue was reviewed at the meeting. The following list, in no specific order, was generated and agreed to as items to explore purchase of in the winter and spring of 2026.

- Painting Basketball Back Boards
- Replacing Kindie area tricycles
- Soccer goal posts either permanent or fold up/temporary
- Tri-hoop(s)
- Monitors and Firestick for front office wall mount display of announcements, information and photos
- Freezer

[Addendum: the monitor, firestick and freezer have been donated to the school]

Lynn made a motion to have administration investigate pricing through facilities requesting that dollar values be available for decision making by the January 20th council meeting. Seconded by Britney. No one opposed.

Returned to #4

Winter Fundraiser (Poinsettia & Gingerbread)

- profit split approximately evenly across the two products
- Britney provided a detailed breakdown of costs and orders
- Discussion around return on donation, % of spend by parent that returns to school

Future Fundraisers from previous meetings

- Little Caesar's: Sophie, Andrew, Christine, Lynn
- Spring (flowers & confection): Britney, Carrie, Lynn
- Dates for other school initiatives are required to schedule these two fundraisers: Ms. Sired to coordinate

8. Volunteer Updates

Vulnerable Sector Checks

- Submit new ones to office, if a letter is required, copies are available in the office
- If have a prior on file <3yr, must fill out annual offense declaration and submit to the office
- Financial supports are available for those in need

If interested in non-class specific/trip specific volunteering in the school please reach out to administration. This is the [link to the HWDSB webpage](#) on volunteers in schools.

9. School Fair Discussion

PRO Grant has been applied for. Thank you to Britney & Ms. Dunford for their tireless efforts.

Date will be paired with Education Week & Book Fair as in past years: Thursday May 7th

- Notification to book the book fair
- Britney has already requested the Hamilton Fire Department bring a truck
- Subcommittee will be formed in 2026

10. Budget/Treasurer's Report

Andrew is working to understand the accounting processes required by HWDSB.

Please submit copies of receipts and totals for fundraisers to both GLA and treasurer.

General Account:

Outdoor Equipment:

Other funds: Money from Fuel for Kids & INDIGO Grant

11. Communications Update

Instagram account has been created

- Encourage parents to follow as an easy way to see school happenings
- Posts will not include faces
- Managed by Ms. Dunford & Sophie

Newsletter online

- Share how to access within members' networks ([GLA page](#) -> Scroll down to [News](#), heading is a link)

School Council Meeting Notice

- Is a teams hosted meeting and the school council email does not have the ability to generate the meeting, must be done by an admin

12. New business

- All addressed above

13. Adjournment

Date: TUESDAY January 20th, 2025 | 6-7 PM, Learning Commons

Motion to adjourn made at ___7:35___PM by ___Britney, seconded by __Carrie. None opposed.

Future dates

- Feb 25 Wednesday
- Apr 21 Tuesday
- May 27 Wednesday - subject to change

To Dos

Lynn

- Circulate contact information (#4)

Ms. Dunford

- Costing on equipment for January 20th meeting (#7)
- Send out Outdoor design manual or link (#7)
- Create meeting link for January 20th (#11)

Ms. Sired

- Dates for other school fundraisers (chocolate bars etc) (#7)
- Library technician helpers? (#4)

All

- Pump the IG account & Facebook group & School webpage News

Subcommittees

- Work as per subcommittee