

MINUTES

Porter Street Parent Advisory Committee (PSPAC) - Meeting #1

École Porter Street Elementary & Virtual

Wednesday, September 24, 2025

6:30-7:30pm

Attendees

Principal and PAC Executives:

Ashif Jiwa (Principal), Jenn Faccin (Chair), Mike Hamar (Treasurer), Jennifer Keefe (Secretary - pending vote), Angie Lee (DPAC representative)

Members:

Tiffany Fonseca, Shauna Lall, Ruby Jane Ramos, Cintia Adlmaier, Jennifer Thomas, Marco Fagundes, Janis Risbin, Ashley Ainsley, Maral, Murilo Castro, Jackie, Heather Novak, Heather Wallace, Steve Faccin (non-voting)

1. **Commence Meeting** (Jenn Faccin)
 - Meeting to order at 6:35pm
 - Confirmation that quorum is met
 - Delivery of territorial acknowledgment and welcome
 - Introduction to the PSPAC and details PAC Organization provided (Presentation slides 7-9)
 - No additions to the agenda
2. **Adoption of minutes - AGM June 10, 2025** (Jenn Faccin)
 - Copies of minutes distributed for review
 - Chair motioned to adopt minutes, DPAC representative seconded. Adopted as presented
3. **Election of secretary** (Jenn Faccin)
 - Explanation of voting procedure (Presentation slides 10-12)
 - Jennifer Keefe nominated to fill vacant position. Unanimously approved
4. **PSPAC Events, Projects and Updates** (Jenn Faccin)
 - Events:
 - Completed events: Welcome Back coffee table (Sept 2), Cookie Social coffee table (Sept 18)
 - Upcoming event: Movie Night on Oct 17 with movie to be chosen from district-approved list. Coordinator: Stephanie Doyle. Volunteers welcome (Presentation slide 17)
 - Hot lunch: Now on select Fridays. Coordinators: Heather Nowak and Heather Wallace. Volunteers welcome (Presentation slide 20)
 - Kilometer club: Wednesdays after school, north undercover area. Registration form needs to be completed to participate. Coordinator: Justina (Presentation slide 19)
 - Fruit & vegetable program: Fruit delivered to PAC kitchen and sorted by division. Coordinator: Tiffanie Tromp. One more volunteer needed (Presentation slide 22)

- Fundraising:

- o Community Values Coupon Books sent home with kids today with unsold books due on October 8. Books can be purchased on Munchalunch. There will be a table by the office to return unwanted books. For additional books, please pay on MunchaLunch first before collecting. (Presentation slide 18)
- o Ongoing fundraisers include Mabel’s Labels, Return-It Depot, Frans Flowers, and Tru Earth (Presentation slide 28)

5. **Proposed projects for 2025-26** (Jenn Faccin)

- Gaming grant application for this year was submitted. Grant estimate is \$6,600, based on school population last year. Must be used within 2 years of receipt on non-classroom items
- Potential ideas: concrete ping pong table (estimated to be \$2,800-7,500)
- Ideas welcome with the information detailed on Presentation slide 26

6. **Treasurer’s Report** (Mike Hamar)

- Annual budget was approved for 2025/26 at last meeting (Presentation slide 24).
- Current total funds: \$29,464.91 (Presentation slide 23)
- A significant portion on income/revenue side comes from donations. If you have the means, please consider donating (\$25 minimum to receive tax receipt)
- Hot lunch program is budgeted to bring in \$6,000 this year
- Funds used to support KM club, cultural performances, annual PAC project

7. **DPAC Update** (Angie Lee)

- General meeting and PAC 101 scheduled for 7-9pm, Oct 1 at Winslow Education Learning Centre (Presentation slide 27)
- Angie will be attending and welcomes others to join



8. **Other Business** (Jenn Faccin)

- Invitation to join PSPAC General Chat on WhatsApp, follow us on Instagram and check-out our website for reminders, call for volunteers, information sharing (Presentation slides 29-31)
- Childminders: wanted for PAC meetings. Coordinator: Angie Lee (Presentation slide 32)
- Purdy’s fundraiser suggested. Heather Wallace offered to investigate further and coordinate

9. **Adjournment** (Jenn Faccin)

- Chair motioned to adjourn meeting, DPAC representative seconded
- Meeting adjourned at 7:29pm

Supporting Documents

<p>Meeting Presentation:</p>  <p>Presentation_PSPAC_2025-26_First_Meeti</p>	<p>AGM Minutes June 10, 2025:</p>  <p>PAC-Meeting-Minutes-AGM-June-10-2025</p>
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Next meeting (#2): 6:30-7:30pm, October 29, 2025