

MINUTES

Porter Street Parent Advisory Committee (PSPAC) - Meeting #2

École Porter Street Elementary & Virtual

Wednesday, October 29, 2025

6:30-7:30pm

Attendees

Principal and PAC Executives:

Ashif Jiwa (Principal), Jenn Faccin (Chair), Mike Hamar (Treasurer), Jennifer Keefe (Secretary)

Members:

Tiffany Fonseca, Jen Thomas, Marco Fagundes, Ashley Ainsley, Heather Wallace, Steven Faccin (non-voting), Leticia Carandina, Saman, Saumya

1. Commence Meeting (Jenn Faccin)

- Meeting called to order with quorum at 6:33pm
- Delivery of territorial acknowledgment and welcome (presentation slide 4)
- No additions to the agenda

2. Adoption of minutes - September 24, 2025 (Jenn Faccin)

- Chair motioned to adopt minutes, Ashley Ainsley seconded. Adopted as presented

3. Meeting Format and Purpose: What does your ideal PAC meeting look like?

- Parents like getting updates at the meetings, appreciate starting the meeting with introductions

4. Principal's Report

- Mr. Jiwa shared that Porter is placing a special focus on reading this year
- School-based team meetings have been happening with learning services team
- Grade 4s are currently completing FSA assessment
- Porter Hockey League and volleyball are going well
- The card project is underway, with funds raised going to the school improvement fund

5. Announcements, Updates, and Events (Jenn Faccin)

Events:

- *Santa's Pancake Breakfast & Winter Craft Market (Sat, Nov 29, 9-12pm)*: Seeking organizers for hot beverage station, centrepieces and décor, kitchen crew and griddle station, as well as to dress as Santa or Grinch. Call for volunteers will be put out on volunteer chat. Tiffany to put save-the-date on Christmas marketplace communities (Presentation slides 10-11)
- *Movie Night (Oct 17)*: 234 attendees, 18+ volunteers, \$205.26 net funds raised (presentation slide 13). Needed to purchase additional hot dogs. Received positive reviews about keeping the lights on in the concession which helped smooth the line at intermission. 7 veggie cups sold. Positive feedback about potentially pre-selling concession tickets.

- Kilometer club: \$500 budget, \$321.82 remaining. Cancellations due to extreme weather will be announced in advance. Coordinator: Justina, with a great crew of helpers (Presentation slide 14)
- Hot lunch: Next hot lunch on Nov 14 (Dominos Pizza). "Share-A-Lunch" donation option added on MunchaLunch to enable families to support hot lunch for those in need. Coordinators: Heather Nowak and Heather Wallace. Volunteers welcome (Presentation slide 15-17)
- Fruit & vegetable program: Fruit delivered to PAC kitchen and sorted by division. New volunteer to support Tiffanie: Cintia. Coordinator: Tiffanie Tromp. (Presentation slide 18)
- Fundraising:
 - *Community Values Coupon Books*: 218 books sold, \$2,823,10 raised. Books are overdue now. An email will be coming to those who have not yet returned. (Presentation slide 12)
 - *Purdy's Fundraiser*: Brochures will go home next week. Online ordering until end of Nov.
 - *Poinsettia Fundraiser*: will launch Nov 1 on Muncha-Lunch.
 - *Ongoing Fundraisers*: listed on Presentation slide 23

6. Proposed projects for 2025-26 (Jenn Faccin)

- Projects must meet Gaming requirements. Ideas to date: concrete ping pong table, Gagaball.
- Tiffany will revive Gaming grant survey to send out.
- Ideas welcome with the information detailed on Presentation slide 21

7. Treasurer's Report (Mike Hamar)

- Gaming grant received
- Current total funds: \$44,998.34 (Presentation slide 19)
- PAC donation letter will be going out to whole school community. Typically raise around \$4,000 per year. Tax receipt available for donations of \$25 or more.

8. DPAC Update (Jenn Faccin)

- Angie and Jenn attended PAC 101 meeting on Oct 1. Learned if only one person running for an executive role, can be acclaimed. Secret ballot still required for DPAC rep. (Presentation slide 22)



9. Other Business (Jenn Faccin)

- Invitation to follow PSPAC on social media and website (Presentation slide 24-26)
- Chat groups going well. Letter will be going home explaining that the chats are a PAC initiative.

10. Adjournment (Jenn Faccin)

- Jen Thomas motioned to adjourn meeting, Jennifer Keefe seconded
- Meeting adjourned at 7:39pm

Supporting Documents

<p>Meeting Presentation:</p>  <p>PSPAC 25_26 Meeting #2 - Oct 29</p>	<p>Sept 29, 2025 Minutes:</p>  <p>PSPAC_Meeting_1_Minutes_Sept_24_2025</p>
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Next meeting (#3): 6:30-7:30pm, February 4, 2026