

MINUTES

Porter Street Parent Advisory Committee (PSPAC) - Meeting #3

École Porter Street Elementary & Virtual

Wednesday, February 4, 2025

6:30-7:30pm

Attendees

Principal and PAC Executives:

Rachel French (Principal), Jenn Faccin (Chair), Mike Hamar (Treasurer), Jennifer Keefe (Secretary), Angie Lee (DPAC Rep)

Members:

Tiffany Fonseca, Ashley Ainsley, Eunice, Heather Wallace, Steven Faccin (non-voting), Marco Fagundes, Sepide, Jenny, Yoori Lee, Katie Taylor, Saeidreza Dianat, Monica Park, Sophia, Annamaria Marando, Tugce Conger, Jen Thomas, Jessica Stajic, Justina Vanstone, Juliana, Nora Maldonado, Christine Ham

1. Commence Meeting (Jenn Faccin)

- Meeting called to order with quorum at 6:35pm
- Delivery of territorial acknowledgment and welcome (presentation slide 4)
- No additions to the agenda

2. Adoption of minutes - October 29, 2025 (Jenn Faccin)

- Chair motioned to adopt minutes, Heather Wallace seconded. Adopted as presented

3. Principal's Report (Principal French)

- Welcome Principal Rachel French!
- Principal French shared some information about herself including background as an elementary school teacher, counsellor, mental health and well-being coordinator with District, middle school Vice Principal, and excitement about returning to school environment
- Reminder for English catchment students to register for kindergarten
- Porter has a new staff member, Christina Lee, who is covering Ms. McDowell's
- Random Acts of Caring starts next week
- Explanation of hold and secure procedure at the school

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

● Past Events:

- *Santa's Pancake Breakfast & Winter Craft Market (Sat, Nov 29, 9-12pm)*: \$1,100 raised (slide 15). Saturday worked well but timeslots too long. Next year, look into pancake making alternatives (purchase pre-made pancakes, or make some pancakes the night before). Will need to pre-book second griddle to borrow from district or another school.
- *Bingo Night (Jan 23)*: \$2,000 raised (slide 16). Long line up at the door; need to consider how names are organized.

- Upcoming Events:

- o *French Language Book Fair (week of Feb 23):* Volunteers needed to help students purchase, monitoring, set-up and clean-up (slide 28). Most help needed during lunch hour.
- o *Connecting to Kindergarten (Fri May 19, 10-11am):* Committee volunteers needed. WhatsApp chat will be created to support planning (slide 29).
- o *Staff Appreciation Luncheon (date TBD):* Need a committee to come together to plan this. WhatsApp chat will be created to support planning (slide 30).
- o *Spring Picnic (Fri May 29):* Committee volunteers needed. WhatsApp chat has been created to support planning (slide 31). Ran out of hot dogs last year, so will institute ticket system this year. Consider sponsorship of event. Two food trucks booked already.
- Kilometer Club: Volunteers needed (slide 17). Thanks to Coordinator, Justina.
- Hot lunch: New coordinator needed next year. Thanks to this year’s Coordinators, Heather and Heather. Next hot lunch dates listed on slides 18, 21-5.
- Fruit & Vegetable Program: Thanks for Tiffanie and Cintia. Next date is Feb 25 (slide 25).
- Fundraising:
 - o *Poinsettia Fundraiser:* \$592.91 raised, 75 sold (slide 12). Thank you, Mike.
 - o *Purdy’s Fundraiser:* \$891 raised (slide 13). Thank you, Heather.
 - o *Ongoing Fundraisers:* listed on slide 37

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

- General report on current standing (slide 33). \$44,535 total funds available.

6. **DPAC Update** (Jenn Faccin)

- A number of DPAC meetings since last PSPAC meeting with guest speakers. Topics included: District “Directions” survey, childcare on school grounds, new schools coming to the District, speaker on concussion safety, keeping children safe online, discussion on BCCPAC.
- PSPAC is not currently a member of BCCPAC.

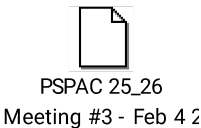

7. **Other Business** (Jenn Faccin)

- Invitation to follow PSPAC on social media and website (slides 38-40)
- Childminders wanted for future meetings

8. **Adjournment** (Jenn Faccin)

- Jenn Faccin motioned to adjourn meeting, Jennifer Keefe seconded. Meeting adjourned at 7:39pm

Supporting Documents

<p>Meeting Presentation:</p> <div style="text-align: center;">  <p>PSPAC 25_26 Meeting #3 - Feb 4 2</p> </div>	<p>Oct 29, 2025 Minutes:</p> <div style="text-align: center;">  <p>PSPAC_Meeting_2_Minutes_Oct_29_2021</p> </div>
---	--

Next meeting (#4): 6:30-7:30pm, March 4, 2026