



COLEBROOK PAC NEWS

Building community and creating lasting connections

Issue 1: September 2025

Welcome to a new school year!

On behalf of the PAC Executive, we are excited to kick-off the 2025-26 school year! We welcome returning and new students and families to our Colebrook community. Each parent/ guardian is a member of the PAC and led by the PAC Executive. The PAC Executive is made up of a dedicated group of volunteers that each have a distinct role to represent, organize, communicate and advocate for all the parents and students at Colebrook Elementary. For the 2025-2026 school year, the following parents were elected at the Annual General Meeting in June 2025:

Rajvir Rao, President

Serving her third term, she is the mom of Reha (Grade 7) and Indi (Grade 4). She has been an active parent who helped establish Colebrook's Annual Gala. Since its conception in 2022/23, the Gala has raised close to \$20,000 for PAC programs and services. She stepped into the role of President with the goal to create an active and engaged PAC that makes a positive impact on student learning and experience. As a public affairs professional, she brings a wealth of experience in communications, engagement and advocacy experience to PAC. This year her goal is to increase engagement and fundraise for all the students.

President Responsibilities:

- Speak on behalf of the council
- Consult with members
- Preside at membership and executive meetings
- Ensure the agenda is prepared
- Appoint committees where authorized by the membership or executive
- Ensure that council is presented in school and district activities
- Ensure that council activities are aimed at achieving the purposes set out in the constitution
- Be a signing officer
- Submit an annual report

Parm Dhaliwal, Vice-President

Serving her forth-term, she is the mother of two-boys Kaiden (Grade 7) and Colebrook alumni Robby (Grade 8). She currently serves as an Account Manager with Vancity Credit Union and brings significant financial experience to PAC. As a dedicated and active PAC member, she has led many PAC initiatives and volunteering countless hours to the hot lunch program, appreciation events, lead organizer for the Gala and being a helping hand. She looks forward to connecting with PAC members with the goal of getting more parents involved in the PAC.

Vice-President Responsibilities:

- Support the president
- assume the duties of the president in the president's absence or upon request
- assist the president in the performance of duties
- accept extra duties as required
- be a signing officer
- submit an annual report

Herneet Dhillon, Secretary

Serving her fourth-term, she is the mother of Seaira (Grade 7) and Sahib (Grade 3). With an extensive background in education and human resources, she brings valuable perspective to PAC. She has also led many important PAC initiatives including FundScript which is a significant annual fundraiser. Her goal for the upcoming year is to find sustainable fundraising opportunities and create new learning initiatives for students.

Secretary Responsibilities:

- Ensure that members are notified of meetings
- Record and file minutes of all meetings
- Keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- Prepare and maintain other documentation as requested by the membership or executive
- Issue and receive correspondence on behalf of the council
- Ensure safekeeping of all records of council
- Submit an annual report

Jessica Mattu, Treasurer

Serving her second term as Treasurer, Jessica is the parent of Rayna Anaya Randhawa (Grade 1). She is an accountant and with her eye to detail, commitment to best practices and ensure record keeping of all PAC dollars. She is also an entrepreneur and is committed to learning and engaging new PAC members for the future growth of PAC.

Treasurer Responsibilities:

- Be a signing officer
- Ensure all funds of the council are properly accounted for
- Disburse funds as authorized by the membership or executive
- Ensure that proper financial records and books of account are maintained
- Report on all receipts and disbursements at general and executive meetings
- Make financial records and books of account available to members upon request
- Have the financial records and books of accounts ready for inspection or audit annually
- With the assistance of the executive, draft an annual budget
- Ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- Submit an annual financial statement at the annual general meeting

PAC Committees & Volunteers

Colebrook has dedicated committees to support the year-round initiatives. We require members to sign up for the following :

- ***Hot Lunch Committee and Volunteers***

- From Pizza Hut, Subway and local vendors, the hot lunch committee organizes lunches for students and teachers. Currently the program is lead by **Gurjit Basi** and requires one more lead and may volunteers to organize hot lunches throughout the year.

- ***Events Committee and Volunteers***

- Organizing the many events that PAC puts on from dances, to lunches, breakfast and fundraisers requires parent support. We currently need a lead and members to form this committee. If you can't commit year round, volunteers for specific events are always needed.

- ***Fundraising Committee and Volunteers***

- With school budgets not keeping at the pace of current growth and needs, the PAC supports many programs and initiatives. This is a new committee to support bringing in sustainable funding and programs to the PAC. We are currently looking for a lead and members to form this committee.

*If you are interested in one of the committees, please contact **colebrookpacexec@gmail.com***

2025-2026 PAC Priorities

Presidents Report

As a membership organization, each parent contributes to the strategic direction of the PAC. At our next PAC meeting, the PAC priorities and budget will be finalized. The last few years, the PAC has been focused on raising funds and increasing parent engagement to provide Colebrook students with experiences and creating memories. However, last year due to low parent engagement PAC took a step back in events and fundraising that impacted the level of programs we could provide. In addition to providing the regulated oversight, PAC Executive need all parents to get involved. We are hoping to switch gears and get back to being a proactive and engaged PAC. We will also continue to focus our attention on advocacy and finding ways to engage the Colebrook community.

The following priorities were identified in the previous year and we believe many have not been achieved. We look forward to discussing an action plan to meet this together:

1. To increase advocacy efforts to raise awareness of the changing role of the PAC and impacts on student and families due to changes in funding.
2. To organize community led events to re-build an active PAC community for future school years.
3. To create awareness among PAC members of the important role of PAC in having a voice at the table to support Colebrook students learning and experience.
4. To develop new programs to support student learning and fundraising efforts.

Parents are a vital link to an active and successful PAC. Without parent volunteers, there is no PAC.



PAC Meetings 2025/26

- September 29 - Online 6pm- 7pm
- October 27 - Online 6pm-7pm
- November 17 - Online 6pm-7pm
- December 14 - Online 6pm-7pm
- January 19 - Online 6pm-7pm
- February 15 - Online 6pm-7pm
- March 15 - Online 6pm-7pm
- April 19 - Online 6pm-7pm
- May 18 - Online 6pm-7pm
- June 17 - In-Person 5:30-7pm (Annual General Meeting)

Meetings subject to change and notice will be given. Zoom link will be sent to mailing list, in school newsletter and Facebook.



- Join our mailing list at:
 - colebrookpacexec@gmail.com
- Join our Facebook group at:
 - Colebrook Elementary PAC



Budget 2025-2026

PAC Executive is responsible for the money held on behalf of parents. Our funds belong to the membership as a whole and does not belong to the executive, treasurer, school or school district. The executive and treasurer may spend council money only with authority of the membership and in accordance with the council's bylaws.

The PAC has its own bank accounts - Gaming and Main Account. All banking services are provided by Vancity Credit Union and statements are emailed to the PAC email address and the schools address is used on all accounts. The treasurer is responsible for ensuring safe custody of the money which includes checks, deposit books, preparing reconciliation, regular reports and drafting a budget with executive support. The following budget has been proposed and will be discussed at our next PAC meeting - see *next page*.

Prior to any spending to occur for this new school year, the PAC will be presenting the following budget at the September 29 PAC meeting for members to approve. An agenda and full budget will be circulated. Please ensure you are on our mailing list. As of September 15, 2025, we have the following amounts in our PAC Accounts:

Playground Account: \$2,119.26

Gaming Account: \$3,848.53

Main Account: \$23,284.31

We are requesting the following items and amount be approved:

- Education Presentation and Programs - \$2,000
- Free Events - \$ 2,000
- Events Fundraisers - \$ 2,000
- PAC Operations - \$500
- Physical Education and Activities - \$1000
- Technology - \$2,000
- Teacher Fund - \$2,500
- Field Trips - \$5,500
- Parent Engagement - \$1,000
- Contingency - \$ 1,000

Total: \$19, 500* (Note this is an estimate and will depend on our fundraising efforts, and expenses. By approving the budget, PAC Executive has authorization and any changes will need to be amended during PAC meetings. Also, the PAC is waiting for the Provincial Government to provide a gaming grant which will offset expenses.

Join Our PAC Mailing List to get the latest updates!

Parent Name

Phone

Email

**Please fill out and send back
with your child.**

**Any questions, email:
colebrookpacexec@gmail.com**

Volunteering with PAC

Are you willing and able to volunteer your time to PAC activities? ☐ **Yes** ☐ **No**

Are you interested in a future role on the PAC Executive or Current Committee? If yes, indicate with X.

President ☐ **Vice-President** ☐ **Secretary** ☐ **Treasurer** ☐

Hot Lunch Committee ☐ **Gala Committee** ☐ **Casual Volunteer** ☐ **Fundraising and Events** ☐

Comments, questions, concerns for PAC Executive: