FACILITIES & BUILDING COMMITTEE
PUBLIC MEETING AGENDA

DATE: WEDNESDAY, JUNE 2, 2021
TIME: 4:30 PM
Via ZOOM WEBINAR MEETING LINK
https://sd38.zoom.us/webinar/register/WN_1uy4IewXQnCY-cf42J4E3A

The Richmond Board of Education acknowledges and thanks the First Peoples of the həṅ̓q̓əmiṅ̓əm̓ (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.

1. **ADOPT AGENDA**

2. **APPROVE MINUTES**
   Attachment: Minutes of meeting held May 5, 2021

3. **FACILITIES PLANNING UPDATE [standing item]**
   Nil

4. **RICHMOND PROJECT TEAM UPDATE [standing item]**
   Nil

5. **FACILITIES SERVICES UPDATE**
   Attachment – Executive Director, Facilities Services

6. **TECHNOLOGIES SERVICES UPDATE**
   Attachment – Executive Director, Learning and Business Technologies

7. **FEED-U-CATE DONATION**
   Attachment – Executive Director, Facilities Services

8. **MINUTES FOR INFORMATION**
   (a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING
   Minutes from the April 7, 2021 meeting attached.

9. **NEXT MEETING DATE – SEPTEMBER 2021**

10. **ADJOURNMENT**

School District No. 38 (Richmond)
7811 Granville Avenue, Richmond, BC V6Y 3E3

FACILITIES AND BUILDING COMMITTEE MEETING MINUTES

Minutes of a **PUBLIC** meeting of the Facilities and Building Committee held via Zoom Meeting Link, Richmond, BC, on Wednesday, May 5, 2021 at 4:30 p.m.

Present:
Ken Hamaguchi, Committee Chairperson
Norm Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Debbie Tablotney, Trustee Alternate*
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Liz Baverstock, President, Richmond Teachers' Association*
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Joel Canlas, Richmond Management Administrative Professional Staff
Dionne McFie, Past President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

* joined the meeting already in progress.

The meeting began by introductions of attendees at 4:33 pm.

1.   **APPROVAL OF AGENDA**
      The agenda was approved as circulated.

2.   **APPROVE MINUTES**
      Minutes from the March 3, 2021 meeting were approved as circulated.

3.   **FACILITIES PLANNING UPDATE [standing item]**
      The Executive Director, Facilities Services spoke to his report as included with the agenda package advising that work continues on strategic recommendations contained in the Long Range Facilities Plan. He then highlighted that the consultation process for the proposed Mitchell Education Centre began May 1, 2021 as a solution to one of the key recommendations in our Long Range Facilities Plan space planning to identify space requirements to accommodate non-school staff in Adult Education and Learning and in Business Technologies. The proposed Mitchell Education Centre will be located in the south wing of Mitchell Elementary which would be entirely severed from the school, creating its own property. The new northeast wing would accommodate Adult Education and is scheduled to open in the Summer of 2021. Feedback from the consultation process will be reviewed and then be presented to the Board with a recommendation on next steps.

Following Board approval, the project would result in repurposing newly vacated space by Adult Education at Rideau Park for Learning and Business Technologies operations and a portion of Learning Services in the future.

4.   **RICHMOND PROJECT TEAM UPDATE [standing item]**
A review of several major capital projects was provided by the Executive Director, Facilities Services. He added that although the project at Cook Elementary is complete, the City continues to upgrade their pump station which will delay finishing the frontage of the school site until the Summer 2021. The planned demolition of the south wing at Mitchell Elementary in the Summer 2021, is on hold pending a consultation process and Board decision on whether the wing will be severed and retained as an Adult Education centre.

The Executive Director, Facilities Services then advised that the Montessori program temporarily located at Grauer Elementary is scheduled to be restored back to Manoah Steves Elementary for the 2021/2022 school year.

The Project Design Advisory Committee will be meeting to review and discuss seismic upgrade project designs for James Whiteside Elementary and William Bridge. An update of Minor Capital Projects was also included.

5.   **2021-2022 FACILITIES RENEWAL PROGRAM**
The Executive Director, Facilities Services provided a clearer understanding of the Annual Facility Grant funding (AFG) and that it is intended for annual projects required to maintain capital assets and to prevent any premature deterioration through their anticipated economic life. The AFG commitment from the Ministry of Education is based on a complex formula involving number, size and age of facility assets and enrolment. He announced the creation of the Facilities Renewal Program (FRP) by the Manager, Maintenance Planning and Improvements based on information received from maintenance managers, forepersons, facilities planners, Learning and Business Technologies and District Health and Safety managers. The FRP is intended as a cyclical renewal program for critical facilities systems throughout the District.

The Executive Director, Facilities Services then reviewed FRP category funding and advised attendees that lower budged expenditures are projected for roofing, building envelope and flooring. The lower expenditures from the readjusted roofing program will be reallocated to other FRP categories.

6.   **MINUTES FOR INFORMATION**
(a)   **CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**
Meeting minutes from March 3, 2021, February 3, 2021 and January 6, 2021 were attached for information.

7.   **NEXT MEETING DATE – WEDNESDAY JUNE 2, 2021**

8.   ADJOURNMENT
The meeting adjourned at 4:57 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee

Report to the Facilities & Building Committee PUBLIC

DATE: **02 June 2021**

FROM: **Frank Geyer, Executive Director, Facilities Services**

SUBJECT: **Facilities Services Branch Update**

The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

Current initiatives of note taking place in Facilities Services include:

- Operations & Rentals Department Review – comprehensive review of operations and rentals governance and organization, service deliveries, budget, processes and protocols to see where we are at and how, if at all, we can improve in these areas; goal to complete by September 2021;

- Completion of draft District Sustainability and Climate Action Plan for presentation to the Board of Education at the 23 June 2021 Public Meeting by the Manager of Energy & Sustainability;

- With the Board approval of the project at the 26 May 2021 Public Meeting, commencing design of the new Mitchell Education Centre with a plan to complete renovations and relocate Continuing Education from Rideau Park by Winter Break;

- Completion of the 2022/23 Five-Year Capital Plan for presentation to and approval by the Board at the 23 June 2021 Public Meeting;

- Planning for return to school with Board-approved temporary additional custodial resources at elementary schools to undertake enhanced environmental cleaning during the school day; and

- Implementation of the new computerized Enterprise Asset Management System (EAMS) "AssetPlanner" for the District; complete life cycle management of our facilities, fleet and asset inventory and management, work order management and reports, project scheduling and budget management, as well as scheduling of trades are just a few aspects of the EAMS.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services

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DATE: **MAY 27, 2021**

FROM: **Rob Laing, Executive Director – Learning and Business Technologies**

SUBJECT: **LEARNING AND BUSINESS TECHNOLOGY - UPDATE**

The following report is for information only. No further action on the part of the Facilitates and Building Committee is required at this time.

Introduction

The Learning and Business Technology Team comprises a diverse group of skilled staff that support the overall technical needs of the school district in both the learning and business domains. This includes client services, computing infrastructure, management information systems, networks, audio-visual, telecommunications, cyber security, digital literacy and our My Education BC Student Information System.

There has been a continual increase in the use and reliance on technology across the district over many years. Technology has become an essential tool to enhance, support and activate student learning, to bring people together for communication, collaboration and a sense of community, and to efficiently manage the core business needs of the school district.

This has been further exemplified during the pandemic as our entire system had to pivot to remote access and online learning while maintaining all district functions. Although this posed an added challenge, the positive result has been the ability to further integrate the use of digital tools to maintain and even build upon the core values of the Richmond School District.

Staff, students and families deserve recognition and credit for the way in which they've embraced the challenges we've recently faced. They've modelled creative thinking and problem-solving skills; personal, social and digital responsibility, and have worked together to learn and support each other. Teachers and support staff had to quickly shift to learn new ways to connect and engage with students. Students embraced new ways of learning and demonstrated their technological skills and resilience to manage new expectations, routines and online platforms. Parents also need to be commended on how they have supported their children throughout this time, providing assistance, guidance, support and encouragement.

In the face of adversity is opportunity, and this past year has demonstrated how technology can be used to support and enhance student learning as well as school district operations.

Background

The following details provide an outline of some of the Learning and Business Technology Team initiatives.

NETWORK PROJECTS:

Public Announcement (PA) Upgrade Project
- o This has been an ongoing project. This upgrade involves the installation of a new PA system, new wiring to all speakers, and new speakers installed throughout each school to enhance health and safety measures. Projected completion of all school and district sites: August 2022.

Wi-Fi Network Upgrades:
- o This has been an ongoing project to increase the density of Access Points (AP's) within all district sites to strengthen wireless connectivity. Ensuring school and district sites have safe, stable and reliable network connectivity is a requirement for learning and business functions throughout the school district.

Cyber Security Initiatives
- o The Technology Team continues to work to strengthen cyber security policies in order to ensure that data, systems, and people are secure. The district will be embarking on a structured cyber security awareness, education and training campaign for all staff in our district starting in the 2021-2022 school year in order to reduce the overall risks associated with potential privacy and security breaches. In addition, the team continues to work to develop documented procedures and incident response plans to address potential cyber security risks.

Audio Visual Initiatives:
- o The AV Team has been actively responding to requests from school for the installation of mounted projectors, televisions, Apple TV's, sound systems, and digital displays.

COMPUTING INFRASTRUCTURE PROJECTS:

Core Technology Hardware Refreshes:
- o The district continues to refresh core technology hardware on a 36-to-48-month lease cycle. This includes school computer labs, library computers, teacher laptops and office computers.
- o Schools have been provided with opportunities to select a variety of technology replacement options that would best suite their individual school communities. This can range from Macbook computers to iPads or a combination of both.
- o The Technology Team will be starting in June 2021 to refresh all Elementary and Secondary Teacher Laptops. This process will continue throughout the course of the 2021-2022 school year.
- o This summer, all secondary school Information Technology labs will be refreshed with new Mac computers.

Video Conferencing Platforms:
- o Prior to the pandemic, the Richmond School District did not have a video conferencing platform that was accessible for all staff. In April 2020, Richmond was one of the first districts to be provided access to a provincial zoom license. To date, the majority of SD38 staff members have licensed zoom accounts and use them on a regular basis to connect with students, staff and parents. Although the Ministry of Education has informed school districts to plan for a return to Phase 1 in September 2022, the use of a video conferencing tool will remain a priority.
- o The provincial license to Zoom will expire on June 30, 2021. Over the course of the 2020-2021 school year, time and effort has been devoted to onboarding all staff onto Microsoft Teams and Microsoft 365, which will become the video conferencing platform for future years.

DATA CENTER & CLOUD INFRASTRUCTURE:

Microsoft 365 & Microsoft OneDrive:
- o Microsoft 365 is a web-based suite of software that includes Microsoft Word, Excel, PowerPoint, Teams, OneNote, and many other applications. A key application is Microsoft OneDrive, a personal cloud-based server location for individuals to store files. Microsoft has created Canadian-based cloud servers so that all data used within these applications remains compliant with the Freedom of Information and Protection of Privacy Act.
- o All SD38 students have been licensed for Microsoft 365 and OneDrive. This provides students access to all these applications while at school, but also when working on a personal or home device. These student licenses also allow students to download and install the full Microsoft Office Suite of applications on personal/home devices at no cost.
- o The technology team will be working to support staff and students with the process of using OneDrive as the primary digital file storage location.

Microsoft Teams
- o All staff have received orientation sessions on the use of functionality of Microsoft Teams – an application designed for educational institutions to serve as a central hub for communication and collaboration. Microsoft Teams will soon become the common, district wide platform for this purpose. It is also a learning management system that teachers can use with the students in their class. Class Teams provide an online space for student collaboration, access to online resources, file sharing, video conferencing, assignment distribution and collection, assessment, and more. Additional support and training will continue to be provided for staff and students in the 2021-2022 school year.

District Websites:
- o The technology and communications department is currently working on transitioning to an updated website platform. This will be in effect during the 2021-2022 school year.

Exchange Email:
- o The Technology Team is planning an infrastructure upgrade for this summer to migrate our current on-premises email system to a cloud-based system. This will support greater integration with other cloud-based tools described above.

MANAGEMENT INFORMATION SERVICES:
- o The MIS team continues to support custom applications, the district data warehouse, and core business software applications in order to ensure full system functionality. These systems impact all aspects of our school district and require ongoing attention, maintenance and security updates.

MY EDUCATION BC – STUDENT INFORMATION SYSTEM:

Parent Portal
- o During the 2020-2021 school year, the technology team has implemented the Parent Portal module in all our 37 Elementary Schools. This Parent Portal has is already being used throughout the secondary schools. All parent/guardians were provided with authentication credentials so that they can sign-in to MyEd BC to access live student attendance data, student demographic data, class schedules, and online report cards. Schools will be able to start to publish report cards for parents to view online rather than printing and sending home paper-based report cards.

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CLIENT SERVICES:
In addition to many of the major projects listed above, the technology staff continue to respond to work order requests submitted by staff throughout the district. Our help desk staff have seen an increase in the number of phone calls and work orders that have come in and they continue to strive to be readily available to provide assistance as needed. They also continue to provide ongoing training and support to staff across the district.

In addition to the help desk training and support, our Curriculum Coordinator and Consultants for Digital Literacy continue to provide a wide range of supports and workshops on digital tools, such as coding, creative tools, and iPad apps. They are often in classrooms support staff and students with their use of technology to support student learning.

USING TECHNOLOGY TO SUPPORT STUDENT LEARNING
Communicating Student Learning:
- o During the 2020-2021 school year, 425 classroom teachers participated in the Communicating Student Learning Innovation Grant. These classrooms used student portfolios to document the students' learning journey and to post evidence of their learning for parents to view. In addition, another 220 teachers used student portfolios with their classes without being part of the CSL project.

Challenge Based Learning:
- o The District continues to support 14 classrooms within 7 schools with a 1:1 student:device ratio. This project focussed on seamless integration of technology and the 'as needed' and responsible approach to using technology for their schoolwork. Our digital literacy curriculum consultants continue to support these teachers and classrooms.

Conclusion

This report provides information on many of the projects that are currently in progress. In addition to those summarized in this report, there are numerous additional projects and tasks that are underway. The Learning and Business Technology team is looking forward to continuing to work towards achieving the goals and objectives listed in the 2020-2025 Strategic Plan in order to provide a stable, secure and relevant technology infrastructure, and to serve and support the staff, students and Richmond School District community.

Respectfully submitted,

Rob Laing
Executive Director – Learning and Business Technologies

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Report to the Facilities & Building Committee PUBLIC

DATE: **02 June 2021**

FROM: **Frank Geyer, Executive Director, Facilities Services**

SUBJECT: **Feed-U-Cate Donation**

The following report is for information only. No further action on the part of the Facilities & Building Committee (FBC) is required at this time.

Feed-U-Cate 38 is a Richmond School District program that was established in Fall 2012 by a committee of students and staff. The purpose of this program is to support Richmond School District students with meals and to educate the community about school district food programs. This includes breakfast, lunch and snack programs for Elementary and Secondary students in need.

The Facilities Services Centre Social Committee, comprised of Andrew Brown (chairperson), Isela Chavez, Marc Gagnon, Richie Heggie, Sheri Kreklau, Cassidy Peters and Kathy Neuman (management representative), value the District's Feed-U-Cate 38 program and fully supports helping this initiative any way they can through various fundraising events and raffle draws each year. The FSC Social Committee is very pleased to announce that **$5,100** has been raised for the Feed-U-Cate 38 program through the support of Facilities Services staff who have generously contributed to the cause over the last year and a half.

Due to the Novel Coronavirus (COVID-19) pandemic, the annual presentation of the cheque in December 2020 was cancelled. Given what is happening within the community, we believe the program could benefit from the funds now more than ever. On behalf of the FSC Social Committee, Andrew Brown will present the cheque to the Feed-U-Cate 38 program.

Frank Geyer, PEng, FMA
Executive Director, Facilities Services/Richmond Project Team

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Child Care Development Advisory Committee
April 7, 2021
Virtual Meeting via Zoom
7:00 PM

Members in Attendance: Jarrod Connolly (Chair), Jocelyn Wong, Aaron Manolo, Chantelle Pereira, Diana Ma, Kevin Ching, Rowena Raber, Tania Lam, , Chris Duggan (Staff Liaison) Agnes Lee, Elana van Veen, William Tsai, Zolzaya Tuguldur, Gordon Surgeson

Regrets: Carol Day (Council Liaison)

1. **Welcome, Introduction and Regrets**

   The Chair welcomed all committee members to the meeting.

2. **Approval of the Agenda**

   Motion: Approval of the Agenda for April 7, 2021   **CARRIED**

3. **Approval of the Minutes**

   Motion: Approval of the Minutes of March 3, 2021 **CARRIED**

4. **Guest Speaker/Presentation**

   2017-2022 Child Care Needs Assessment and Strategy – 2020 Update (a copy of the presentation slide deck is attached)

5. **Correspondence**
   None.

6. **Business Arising**
   a. **2020 Community Child Care Planning Project Update**
   The 2021- 2031 Richmond Child Care Action Plan was presented to the City of Richmond Planning Committee on Monday, April 7, 2021 and is on the agenda for the City Council meeting taking place on April 12, 2021. Members of the CCDAC are invited to watch the meeting via the livestream available through the City website. The 2021-2031 Child Care Action Plan will be circulated to the CCDAC once it has been adopted by City Council.

   b. **2021 Child Care Symposium**
   The 2021 Child Care Symposium is confirmed for May 1, 2021 and the keynote speaker will be Dr. Vanessa Lapointe. The event will be held using the Zoom

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platform and registration is currently capped at 100 participants. If there is sufficient demand, additional seats can be allocated. Registration is currently open and the flyer will be circulated to CCDAC members to share with their networks. Child Care Resource and Referral has also emailed this information to all licensed and "license-not-required" child care providers in Richmond.

c. 2021 Children's Art Exhibition

The Children's Art Exhibition will take place in the Atrium of the Richmond Cultural Centre from May 1 to May 23, 2021. All child care programs in Richmond have been invited to participate.

7. New Business

a. Confirmation of Sub-committee Membership

The list of sub-committee membership for the CCDAC will be emailed out to all members and participation is based on the preferences expressed by members.

8. Reports

a. Sub-committee Reports

i. Advocacy Sub-committee

No updates at this time.

ii. Child Care Month Sub-committee

Discussed under Business Arising.

iii. Child Care Grants Sub-committee

The 2021 Child Care Grant award letters and cheques have been issued and have been mailed to successful applicants

b. City Reports

i. Council Liaison

No updates at this time.

ii. Staff Liaison

a. New developments proposing Child Care Amenities

No updates at this time.

b. Other Updates

No updates at this time.

c. School District Reports

i. School Board Liaison

No updates at this time.

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d. Community Updates

i. Richmond Children First

Richmond Children First held the annual Kaleidoscope Tour of community resources virtually this year. The Tour provides front line staff who work with children and families in Richmond information about a wide range of services that are available in Richmond including programs offered through Richmond Cares, Richmond Gives, Strong Start, Richmond Family Place, Vancouver Coastal Health, Richmond Food Bank and many others. There were 35 participants and the preliminary feedback was very positive.

ii. Child Care Resource and Referral (CCRR) Update

Child Care Resource and Referral developed and posted YouTube videos for parents that outline a number of simple and fun activities for parents and children to do at home. April workshop sessions have limited spaces remaining and include a presentation by Gyda Chud, a respected and long-standing ECE and a session on Transgender Children in the Early Years. CCRR will also be hosting Kim Barthel for a professional development session on Trauma Informed Practice in May. Registration will begin for this soon.

9. Next Meeting

Next meeting will take place on May 5, 2021 at 7:00 pm virtually via Zoom.

10. Adjournment

The Committee Chair adjourned the meeting at 8:20 pm.   **CARRIED**

Certified a true and correct copy of the minutes of the meeting of the Child Care Development Advisory Committee of the Council of the City of Richmond held on April 7, 2021.

___via email_____   ___May, 5, 2021_____

Jarrod Connolly   Date
Chair

_____   ___May, 5, 2021_____

Chris Duggan   Date
Recorder

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