

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, June 2, 2021 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson
Norm Goldstein, Committee Vice-Chairperson
Heather Larson, Trustee Member
Sandra Nixon, Trustee
Rick Ryan, Deputy Superintendent
Roy Uyeno, Secretary Treasurer
Frank Geyer, Executive Director, Facilities Services
Rob Laing, Executive Director, Learning and Business Technologies
Jane Macmillan, Executive Director, Learning Services
Steve Wenglowski, 2nd Vice President, Richmond Teachers' Association
Joel Canlas, Richmond Management Administrative Professional Staff
Umur Olcay, Manager, Facilities Planning
Joseph Balderston, Facilities Planner,
Katherine Neuman, Manager, Facilities Administration
Andrew Brown, Carpentry Relief Foreman
Dionne McFie, Past President, Richmond District Parents Advisory Committee
Wanda Plante, Executive Assistant (Recorder)

Regrets: Debbie Tablotney, Trustee Alternate

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 May 5, 2021 meeting were approved as circulated.

An incorrect start time on the district website for the Facilities and Building Committee public meeting was noted by the Past President of the Richmond District Parents Advisory Committee.

3. FACILITIES PLANNING UPDATE [standing item]

Nil

4. RICHMOND PROJECT TEAM UPDATE [standing item]

Nil

5. FACILITIES SERVICES UPDATE

The Executive Director, Facilities Services spoke to his report as included with the agenda package and noted current initiatives underway including:

- Operations and Rentals Department Review – comprehensive review of operations and rentals departments, service deliveries, budget, processes and protocols to be completed by September 2021; An external consultant has been hired to conduct the review.
- Commence design and renovation of the Mitchell Education Centre to relocate Continuing Education from Rideau Park by Winter Break 2021;
- 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, tracking and budget management;
- Draft district sustainability and climate action plan presentation at the June Board meeting.

Comments and questions regarding safety of teaching staff and HVAC systems during ongoing seismic projects was raised by the Richmond Teachers’ Association 2nd Vice President and assurances for supplemental comfort will be confirmed by the Executive Director, Facilities Services. The Richmond Teachers’ Association greatly appreciates all the hard work done by the Facilities Services staff during seismic renovations.

6. TECHNOLOGIES SERVICES UPDATE

A comprehensive review of Learning and Business Technology initiatives was provided by the Executive Director of that department. With continued increase in the use and reliance on technology across the district, we know that technology has become an essential tool to enhance, support and activate student learning. Technology has served to bring people together for communication, collaboration and to efficiently manage the core business needs of the school district. Staff, students and family deserve recognition and credit in which they’ve embraced the challenges we have all faced. The Executive Director, Learning and Business Technologies then outlined some initiatives of Network and Computing Infrastructure Projects and looks forward to continuing to work towards achieving the goals and objectives in the 2020-2025 Strategic Plan.

Trustees had questions and comments regarding cyber security and future meeting platforms for the start of the 2021 school year in September.

7. FEED-U-CATE DONATION

A brief background to the Feed-U-Cate 38 program was provided by the Executive Director, Facilities Services. He noted the program's purpose established by a committee of students and staff in the fall of 2012, to support district students in need with meals that include breakfast, lunch and snacks and to also educate the community about district food programs.

The Chairperson of the Facilities Services Centre (FSC) Social Committee, Andrew Brown was pleased to present a cheque in the amount of \$5,100 on behalf of the FSC Social Committee through the support and contributions of FSC staff over the last year and a half and noted that \$17,000.00 has been raised in total for this program over the years. This incredible gift will be put to great use in our schools in supporting children next year.

8. MINUTES FOR INFORMATION

(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING

Meeting minutes from April 7, 2021 were attached for information.

9. NEXT MEETING DATE – SEPTEMBER, 2021

10. ADJOURNMENT

The meeting adjourned at 5:15 pm.

Respectfully Submitted,

Ken Hamaguchi, Chairperson
Facilities and Building Committee