

---

**PUBLIC MEETING AGENDA**  
**BOARD OF EDUCATION**

**WEDNESDAY, OCTOBER 12, 2022 – 7:00 pm**

[https://sd38.zoom.us/webinar/register/WN\\_armA\\_4I3S96GebIzafuI8A](https://sd38.zoom.us/webinar/register/WN_armA_4I3S96GebIzafuI8A)

*After registering, you will receive a confirmation email containing information about joining the webinar.*

**Telephone 604 668 6000**

Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)

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

---

**1. Recognition of Visitors, Announcements and Updates from Trustees**

- (a) Recognition of Visitors
- (b) Announcements
- (c) Any materials not included in packages available to the public

**2. Adoption of Agenda**

**3. Presentations, Special Recognitions, Briefs and Questions from the Public**

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

Nil.

(d) **Questions from the Public**

Members of the public are invited to come forward with questions regarding agenda items.

**Communications Break**

**4. Executive**

**5. Approval of Minutes**

- (a) Regular meeting of the Board held Wednesday, September 21, 2022 for approval.
- (b) Record of an In-camera meeting of the Board held Wednesday, September 21, 2022.

**6. Business Arising**

- (a) **Enrolment Report**  
Report from the Deputy Superintendent attached.
- (b) **Early Learning Presentation**  
Verbal report from District Administrator, Early Learning.

**7. New Business**

**Nil.**

**8. Questions from the Public: Tonight's Agenda**

Members of the public are invited to come forward with questions regarding agenda items.

**9. Standing Committee Reports**

- (a) **Audit Committee**  
*Chair: Norman Goldstein*  
*Vice Chair: Donna Sargent*

The next meeting is scheduled for Monday, January 9, 2023.

- (b) **Education Committee**  
*Chair: Heather Larson*

*Vice Chair: Debbie Tablotney*

The next meeting is scheduled for Wednesday, January 18, 2023 at 6 pm.

(c) **Facilities and Building Committee**

*Chair: Ken Hamaguchi*

*Vice Chair: Debbie Tablotney*

(i) Minutes of the meeting held on September 7, 2022 are attached for information.

A meeting was held on October 3, 2022. The next meeting is scheduled for Wednesday, December 7, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*

*Vice Chair: Ken Hamaguchi*

The next meeting is scheduled for Wednesday, December 7, 2022 at 10 am.

(e) **Policy Committee**

*Chair: Debbie Tablotney*

*Vice Chair: Sandra Nixon*

(i) Minutes of the meeting held on June 20, 2022 are attached for information.

(ii) **RECOMMENDATION:** Phase 2 – Section 700 Policy Review for circulation to stakeholders for input and feedback attached.

A meeting was held on October 3, 2022. The next meeting is scheduled for Monday, December 12, 2022 at 11:00 am.

**10. Correspondence**

Nil.

**11. Board Committee and Representative Reports**

(a) **Council/Board Liaison Committee**

Next meeting date to be determined.

**12. Trustees' Reflections**

**13. Staff Presentation**

**14. Adjournment**

---

## **BOARD OF EDUCATION**

**Telephone 604 668 6000**  
**Visit our Web Site @ [www.sd38.bc.ca](http://www.sd38.bc.ca)**

---

**The next meeting is scheduled for Wednesday, November 9, 2022**

### **Contact Persons regarding agenda items:**

**Superintendent of Schools, Mr. Scott Robinson – 604 668 6081**

**Secretary Treasurer, Ms. Cindy Wang – 604 668 6012**

- Please address any item for an upcoming Agenda to the Chairperson, Board of Education (Richmond) at: 7811 Granville Avenue, Richmond, BC V6Y 3E3.
- Items to include your name and address.
- Items received at the office of the Secretary Treasurer by 9 am the Thursday preceding a meeting of the Board will be included on the Agenda.
- Items arriving after the 9am Agenda deadline will be reserved for the next meeting of the Board.
- For further assistance, please contact the Executive Assistant to the Board at 604 295 4302.

**COMMITTEE APPOINTMENTS 2022**

	<b>AUDIT</b>	<b>EDUCATION</b>	<b>FACILITIES AND BUILDING</b>	<b>FINANCE AND LEGAL</b>	<b>POLICY</b>
<b>Chair</b>	Norman Goldstein	Heather Larson	Ken Hamaguchi	Donna Sargent	Debbie Tablotney
<b>Vice-Chair</b>	Donna Sargent	Debbie Tablotney	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon
<b>Member</b>	Sandra Nixon	Richard Lee	Norman Goldstein	Norman Goldstein	Heather Larson
<b>Alternate</b>	Heather Larson	Sandra Nixon	Richard Lee	Heather Larson	Norman Goldstein
<b>Senior Leader</b>	Cindy Wang	Lynn Archer	Cindy Wang/Rick Ryan	Cindy Wang	Scott Robinson

	<b>Cambie Coordinating</b>	<b>Aboriginal Education Enhancement Agreement Advisory Committee</b>	<b>Child Care Development Advisory Committee</b>	<b>Council/Board Liaison Committee</b>	<b>Richmond Sister City Advisory Committee</b>
<b>Rep(s)</b>	Donna Sargent	Debbie Tablotney	Ken Hamaguchi	Sandra Nixon/ Heather Larson	Ken Hamaguchi
<b>Alternate</b>	Richard Lee	Donna Sargent	Heather Larson	Norman Goldstein	Debbie Tablotney
<b>Senior Leader</b>	Cindy Wang/Christel Brautigam	Jane MacMillan	Frank Geyer	Scott Robinson/Cindy Wang	Jason Higo
<b>Reports To</b>	Finance and Legal Com.	Education Com.	Facilities and Building Com.	Board of Education	Education Com.

	<b>BCPSEA</b>	<b>BCSTA Prov. Council</b>	<b>ELL Consortium</b>	<b>Vancouver Coastal Health Authority</b>
<b>Rep(s)</b>	Debbie Tablotney	Norman Goldstein	Donna Sargent	Heather Larson
<b>Alternate</b>	Donna Sargent	Heather Larson	Richard Lee	Sandra Nixon
<b>Senior Leader</b>	Laura Buchanan	Scott Robinson	Jane MacMillan	Scott Robinson
<b>Reports To</b>	Board of Education	Board of Education	Education Com.	Education Com.

	<b>SOGI Advisory Committee</b>	<b>Anti-Racism Working Group</b>
<b>Rep(s)</b>	Heather Larson	Ken Hamaguchi
<b>Rep(s)</b>	Sandra Nixon	Debbie Tablotney
<b>Senior Leader</b>	Scott Robinson	Christel Brautigam
<b>Reports To</b>	Education Com.	Board of Education

*The Chairperson or Vice Chairperson of the Board is the alternate to all standing committees in the absence of appointed Trustee. All Trustees are encouraged to attend standing committee meetings as they are available.*

**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO 38 (RICHMOND)  
7811 GRANVILLE AVENUE, RICHMOND, BC  
via ZOOM  
ON WEDNESDAY, SEPTEMBER 21, 2022  
AT 7:00 P.M.**

Present: Chairperson  
Vice Chairperson  
Trustees

Superintendent of Schools  
Deputy Superintendent  
Secretary Treasurer  
Assistant Superintendent  
Assistant Superintendent  
Assistant Superintendent  
Executive Director, Human Resources  
Executive Director, Facilities Services  
Executive Director, Learning & Business Technologies  
Director, Communications & Marketing  
District Administrator, Continuing Education  
Executive Assistant, Recording Secretary

S. Nixon  
H. Larson  
N. Goldstein  
K. Hamaguchi  
R. Lee  
D. Sargent  
D. Tablotney  
S. Robinson  
R. Ryan  
C. Wang  
C. Brautigam  
J. MacMillan  
C. Stanger  
L. Buchanan\*  
F. Geyer\*  
R. Laing  
D. Sadler  
J. Higo\*  
J. Coronel

*\*Present for a portion of the meeting*

**The Chairperson called the meeting to order at 7:05 pm.**

***The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəmínəm' (hun-ki-meen-um) language group on whose traditional and unceded territories we teach, learn and live.***

**Secretary-Treasurer Wang** – A reminder was made for those who joined the meeting on Zoom to please ensure that video was turned off and microphones muted to eliminate background noise; there will be two question periods as pertain to the agenda, and questions sent to the Board meeting email account will be read out. For those who have not already submitted questions, there is an opportunity to do so via: [boardmeetings@sd38.bc.ca](mailto:boardmeetings@sd38.bc.ca).

For the public joining the meeting virtually, they are able to listen to the meeting but not speak or use the chat function in Zoom during the meeting; and an audio/video recording of the meeting will be made available for viewing after this meeting.

**1. Recognition of Visitors, Announcements and Updates from Trustees**

**(a) Recognition of Visitors**

The Chairperson welcomed the gallery to the meeting.

- (b) **Trustee Goldstein** - World Teachers' Day is held annually on October 5 to celebrate all teachers around the globe.

The theme for World Teachers' Day 2022 is "The transformation of education begins with teachers".

It is a day to celebrate how teachers are transforming education but also to reflect on the support they need to fully deploy their talent and vocation, and to rethink the way ahead for the profession globally.

The Richmond Board of Education would like to express their gratitude to all teachers who contribute to making the Richmond School District the best place to learn and lead.

**Trustee Hamaguchi** - It is my pleasure to introduce and officially welcome our new Assistant Superintendent, Mr. Chris Stanger, who joined our senior team this summer. Chris was most recently a Director of Instruction with the Vancouver School District. He brings with him a wealth of experience at both the school and district level after having spent a number of years in the Vancouver and Surrey School Districts. Chris, we are so pleased you decided to come and join the Richmond team and are very much looking forward to getting to know you better.

**Trustee Tablotney** - October is Foster Family Month in BC, which marks the 32nd year of celebrating the individuals and families who open their homes to children and youth in care in BC. These caregivers work hard to ensure that the young people in their care are provided with a safe and healthy home and are cared for and nurtured through some of the most difficult and formative years of their lives. Right now, more than 1000 children and youth around BC need temporary foster families so anyone who is interested in becoming a foster parent is encouraged to go to the website at [fosteringconnections.ca](http://fosteringconnections.ca) for more information. A big thank you to all Richmond Foster Families.

**Trustee Sargent** - Literacy Month, celebrated in September in BC, increases awareness of the importance of literacy, and raises funds to support community-based literacy programs and initiatives across British Columbia. Literacy provides opportunities for all of us to make a substantial contribution to the education, growth, and prosperity of Canada.

Beyond reading and writing, literacy allows us to understand, critically analyze, and create a variety of forms of communication. As a foundation of our society, it is crucial to thriving as individual and communities.

The 2022 theme for Literacy Month is "Literacy Connects Us!" Literacy, in its many forms connects us to self, community and opportunity. We encourage everyone to connect and celebrate literacy each and every day in their school, home, and community.

**Trustee Larson** - September 30<sup>th</sup> is the National Day for Truth and Reconciliation. This statutory holiday allows us the opportunity to reflect on the Truth and Reconciliation Commission's findings and resulting Calls to Action. We encourage

all in our community to reflect on the findings of the Commission, and to read the 94 calls to action.

Orange Shirt Day is acknowledged in our schools on September 29, began in Williams Lake BC in 2013, honouring the Indigenous children who were sent away to residential schools in Canada. It has become a national movement to recognize the survivors of residential schools, honour them and show a collective commitment to ensure that every child matters. Acknowledged every year at the end of September, Orange Shirt Day opens the door to conversations on all aspects of residential schools and is an opportunity to create meaningful discussion about the effects of residential schools and the legacy they have left behind.

The Richmond Board of Education is committed to reconciliation and invites all members of our school communities to participate in Orange Shirt Day and take time to reflect on The National Day for Truth and Reconciliation on September 30<sup>th</sup>.

(c) **Any materials not included in packages available to the public.**

The Secretary Treasurer noted all materials had been made available to the public on our website.

**2. Adoption of Agenda**

**088/2022 MOVED BY K. HAMAGUCHI AND SECONDED BY D. TABLOTNEY:**

**THAT** the Wednesday, June 29, 2022 Regular agenda of the Board of Education (Richmond) be adopted as circulated.

**CARRIED**

**3. Presentations, Special Recognitions, Briefs and Questions from the Public**

(a) **Presentations**

Nil.

(b) **Special Recognitions**

Nil.

(c) **Briefs**

**RTA Brief – Fall Concerns and Opportunities**

Liz Baverstock, President of Richmond Teachers' Association, provided the following highlights from RTA's brief:

- Concerns around the timing of the Foundation Skills Assessment (FSA),

- parents' requests to withdraw their children from writing the FSA, and restricting access to FSA data
- Staffing shortages and its effect on teachers' wellness and workload, and reduction in service for students

Ms. Baverstock concluded with a statement that the RTA is vested in the outcome of School Board elections and emphasized the need for progressive candidates who remain committed to equity and inclusion. She then requested the Board to stand in solidarity with the joint statement from the Ministry and K-12 partners in support of SOGI.

The Chairperson thanked Ms. Baverstock for bringing RTA's concerns to the trustees for consideration.

(d) **Questions from the Public: Tonight's Agenda**

There were no questions from the public.

**4. Executive**

The Superintendent noted that schools had a relatively smooth start up this year. He also thanked staff across the district for their work in preparing our schools.

The Deputy Superintendent provided preliminary enrolment information and noted a positive trend in domestic and international enrolment. An enrolment summary report will be provided in the next Board meeting.

Assistant Superintendent MacMillan shared how schools are planning to commemorate National Day for Truth and Reconciliation on September 30. She then provided information on the Student and Family Affordability Fund, which is one-time funding to assist families with school-related costs and also to support school nutrition programs.

Finally, the Superintendent shared back to school events around the district, information on the JustB4 program at Grauer and Walter Lee Elementary, completion of the seismic upgrade at McKinney, the district's math play space at Terra Nova this past summer, and community building activities organized by the Richmond High School Grad Committee.

**5. Approval of Minutes**

- (a) Regular meeting of the Board held June 29, 2022

**089/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond) approve the Minutes of Wednesday, June 29, 2022 Regular meeting as circulated.

**CARRIED**

- (b) A Record of an In-camera meeting of the Board held June 29, 2022 was included for information.

## 6. Business Arising

### (a) **Annual Strategic Plan Report to the Board**

The Superintendent provided an update on the progress made on items scheduled for focus during the 2021-2022 school year and the areas of focus for the upcoming school year.

Staff then presented highlights on each of the Strategic Priorities and their accompanying goals:

#### ***Strategic Priority 1 : Inspired Learners***

Assistant Superintendent MacMillan noted significant work done on professional learning opportunities, including the annual Innovation Inquiry Grant process. Another key area that will be carried on this year is formative assessment and communicating student learning, the use of e-portfolios and student self-reflection and engagement.

She also mentioned that the first of four Integrated Child and Youth Teams is being launched this Fall, which is a comprehensive structure for mental health supports for students and families in Richmond. As part of the focus on literacy and numeracy, the district has also been working on a framework on an Early Learning Literacy resource and has also launched literacy and numeracy YouTube videos prepared by staff.

The Superintendent responded to a trustee's question on which actions have been scheduled last year but were deferred to this year.

#### ***Strategic Priority 2 : Equity and Inclusion***

The Deputy Superintendent highlighted two key initiatives last year: (1) completion of the review of the Aspen program by an external consultant; and (2) comprehensive review of the district's Alternate programs that was initiated by external consultants, with a report expected to be received later this fall.

Assistant Superintendent Brautigam emphasized the significance of the Diversity, Equity, and Inclusion (DEI) Advisory Committee, Equity Scan and SOGI Advisory Committee to achieve the goals under this Priority. As part of the recommendations from the Diversity, Equity, and Inclusion audit last year, the district's policies will be updated, and the district will remain focused on keeping the community engaged in learning opportunities under this Priority. Additional resources have been dedicated towards leadership development in the areas of equity and inclusion. Focus groups have also been implemented in some schools including students' involvement in the DEI Advisory Committee.

Trustees expressed their appreciation for the important work done and currently being done by the district around SOGI and equity and inclusion.

### ***Strategic Priority 3 : Optimized Facilities and Technology***

The Executive Director, Learning and Business Technologies highlighted that the district's technology infrastructure is stable, secure, and relevant to support learning. A three-year learning and business technology plan is currently being developed with input from staff and students. There has been an increase in access to technology across schools as well as an increase in the number of computer and iPad carts in schools. He also noted that the district remains focused on strengthening cybersecurity throughout the district through multi-factor authentication and the password policy.

The Executive Director, Facilities Services, provided information on the progress made in achieving the goals under Strategic Priority 3, including the implementation of a new comprehensive Asset Management system, development of a climate risk assessment for ten schools, completion of the Long Range Facilities Plan update, completion of the Five-Year Capital Plan update, and the acquisition of two zero emission electric school buses.

Trustees commented that the district has come a long way in terms of access to technology, which is an integral part of students' learning. Trustees also expressed appreciation for the district's sustainability initiatives and work done around the upgrade of facilities.

### ***Strategic Priority 4 : A Progressive Workplace***

The Executive Director, Human Resources, noted that there has been an increased sharing of information, expertise, and best practices across Human Resources staff. Human Resources is also looking at ways on how the district can learn from other districts on recruitment and retention, such as adding the following on the district's website: employee testimonials and profiles of staff, a "Careers" section, FAQs and other information that may be helpful for prospective candidates.

She also shared survey data from managers and administrators on staffing allocations, which will serve as a foundation for Human Resources' next steps to determine staffing allocation priorities. She then responded to a trustee's question on staffing needs for French Immersion teachers. A trustee also thanked the Executive Director, Human Resources for the great achievements of staff throughout the pandemic.

### ***Strategic Priority 5 : A Connected Learning Community***

The Director, Communications and Marketing updated trustees that the district's Internal Brand Guidelines have been developed, with an accompanying set of template files for staff to use when preparing documents and presentations. Training sessions will be conducted this year to ensure consistent use of these Guidelines. Analytics have now been implemented to analyze use

of district websites, school websites and social media platforms. Analytic reports will be shared to school administrators to help them understand how visitors interact with their school websites. Last year, the district completed a comprehensive intranet review, where staff and stakeholders provided feedback on the district's current intranet. Currently, staff are also identifying past and present engagement activities and will conduct a review to identify public participation best practices.

The Superintendent highlighted the creation of a Student Working Group to develop a framework for the district that will enable student voice to grow both at the school and district level. This year's Student Working Group met several times and focused on defining opportunities for student voice across the district. The Superintendent also noted that an area of focus is to ensure broader representation in the Student Working Group to include students with a variety of identities and experiences. Staff is also looking at a district-wide full day Student Voice to bring a larger group of students and will include stakeholder representatives and trustees as part of this event.

The Superintendent then responded to questions and comments from trustees on students' representation in the Working Group. Trustees also thanked the Superintendent and the Director, Communications and Marketing for the report.

*The Executive Director, Human Resources left the meeting at 8:32 pm.*

## **7. New Business**

### **(a) Summer Programs Update**

Assistant Superintendent Stanger provided a brief introduction on learning opportunities offered by Continuing Education for school-age and adult learners.

The District Administrator, Continuing Education shared some highlights of each of the 2022 Summer Learning Programs. He then responded to trustees' questions and comments on summer programs that would be most profitable for the district and employment status of teachers in the summer program.

*The Executive Director, Facilities Services left the meeting at 8:32 pm.*

*The District Administrator, Continuing Education left the meeting at 9:11 pm.*

### **(b) A.R. MacNeill Secondary School Equivalency Covenant. BYLAW. 3 READINGS REQUIRED.**

The Secretary-Treasurer provided background on the basis and purpose of the Bylaw in relation to the renovation work at MacNeill Secondary for the Aspen program.

*The Chairperson read the Bylaw:*

**THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 38 (RICHMOND)  
A.R. MacNEILL SECONDARY SCHOOL EQUIVALENCY COVENANT BYLAW 2022**

WHEREAS a board of education may dispose of land or improvements owned or administered by the board under the authority of Section 96(3) of the School Act, subject to the Orders of the Minister of Education;

AND WHEREAS Section 65(5) of the *School Act* requires a board of education to exercise a power with respect to the acquisition or disposal of property only by bylaw;

AND WHEREAS:

- (a) The British Columbia Building Code provides for certain fire, building and safety protection measures for the current or intended use of buildings, and permits equivalent performance measures;
- (b) The Board of Education of School District No. 38 (Richmond) (the "**Board**") proposes to install delayed egress doors at the A.R. MacNeill Secondary School site (the "**Property**") as described in a report prepared for the City of Richmond (the "**City**") by Eriksberg Engineering Ltd. dated January 18, 2022 (revised March 2, 2022 and June 14, 2022) and identified by the City in Equivalency Permit Application No. 22-007557 (the "**Application**");
- (c) As a condition of granting the Application, the City requires the Board to grant an Equivalency Covenant (the "**Equivalency Covenant**") to be registered against the Property in favour of the City;
- (d) The Board has determined and hereby confirms that the granting of the Equivalency Covenant will not conflict with or detract from the regular or extracurricular program of a school or the current or future educational needs of the school district;
- (e) The Property is facility number 03838064; and
- (f) The address of the Property is 6611 No. 4 Road, Richmond, British Columbia, V6Y 1R4, and the legal description of the Property is:

Parcel Identifier: 027-840-891  
Lot 2 Section 10 Range 6 West New Westminster District Plan BCP39451.

NOW THEREFORE be it resolved as a Bylaw of the Board that the Board grant the Equivalency Covenant to the City in the form required by the City and register the Equivalency Covenant against title to the Property.

BE IT FURTHER resolved that the Secretary-Treasurer be and is hereby authorized, on behalf of the Board, to execute and deliver the Equivalency Covenant and all related documents required to complete the registration of the Equivalency Covenant.

This Bylaw may be cited as "School District No. 38 (Richmond) A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2022".

*The Chairperson then noted there would be 3 readings of the Bylaw and asked for unanimous consensus:*

***There was unanimous consensus that 3 readings take place.***

**090/2022 1<sup>st</sup> READING MOVED BY D. TABLOTNEY AND SECONDED BY N. GOLDSTEIN:**

**THAT** the Board of Education (Richmond) approve A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2022.

**CARRIED**

The Secretary Treasurer responded to a trustee's question on the purpose of the Equivalency Covenant Bylaw.

**091/2022 2<sup>nd</sup> READING MOVED BY D. TABLOTNEY AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) approve A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2022.

**CARRIED**

**092/2022 3<sup>rd</sup> AND FINAL READING MOVED BY K. HAMAGUCHI AND SECONDED BY D. SARGENT:**

**THAT** the Board of Education (Richmond) approve A.R. MacNeill Secondary School Equivalency Covenant Bylaw 2022.

**CARRIED**

**A.R. MACNEILL SECONDARY SCHOOL EQUIVALENCY COVENANT BYLAW 2022 WAS CARRIED.**

**(c) Board Advocacy**

The Chairperson provided an update on the meeting with Minister Whiteside and MLAs Greene and Yao to discuss various concerns including sustainable funding for the district, the need for seismic upgrading of twenty-two schools, the structural shortfall in the district's budget in the last two years, teacher and support staff retention, unfunded inflationary and staffing costs, and additional funding for equity work.

She also shared that in May and June, a written submission and presentation was made to the Select Standing Committee on Finance. She then referred to the Select Standing Committee's Consultation report attached to the agenda package where the district's concerns were acknowledged.

In response to the conversations with the Ministry about equity and to the request made by RTA in their brief, the Chairperson then proposed a motion to release a joint statement with district partner groups supporting SOGI and the similar joint statement made by the Ministry and BC K-12.

**093/2022 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond) work with district partner groups to issue a joint statement in support of SOGI and joint statement released by the Ministry and BC K-12 in support of SOGI.

**CARRIED**

**8. Questions from the Public: Tonight's Agenda**

There were no questions from the public.

**9. Standing Committee Reports**

- (a) Audit Committee  
*Chair: Norman Goldstein*  
*Vice Chair: Donna Sargent*

- (i) **RECOMMENDATION:** Audited Financial Statements for the Fiscal Year End 2021-2022.

The Secretary Treasurer thanked the Finance team for a clean audit which provides the assurance to the Board, Ministry and public that the district has strong internal controls and financial processes.

**094/2022 MOVED BY N. GOLDSTEIN AND SECONDED BY D. TABLOTNEY:**

**THAT** the Board of Education (Richmond) approves the Audited Financial Statements for the fiscal year ended June 30, 2022, as presented;

**AND FURTHER THAT** the Chair of the Board, the Superintendent of Schools and the Secretary Treasurer are authorized to sign the audited financial statements.

**CARRIED**

A meeting was held on September 12, 2022. The next meeting is scheduled for Monday, January 9, 2023.

- (b) **Education Committee**  
*Chair: Heather Larson*  
*Vice Chair: Debbie Tablotney*

- (i) Minutes of the meeting held on June 22, 2022 were attached for information.

A meeting was held on September 14, 2022. The next meeting is scheduled for Wednesday, January 18, 2023 at 6 pm.

(c) **Facilities and Building Committee**

*Chair: Ken Hamaguchi*

*Vice Chair: Debbie Tablotney*

- (i) Minutes of the meeting held on June 1, 2022 were attached for information.
- (ii) **RECOMMENDATION:** Development of Two Additional Indigenous Gathering Spaces.

Assistant Superintendent MacMillan provided a brief background on existing Indigenous Gathering Spaces in the district and the recommendation to increase these spaces from two to four spaces.

**095/2022 MOVED BY K. HAMAGUCHI AND SECONDED BY H. LARSON:**

**THAT** the Board of Education (Richmond) approves that staff proceed with the proposed development of two additional Indigenous Gathering Spaces as presented to a maximum cost of \$300,000 funded from Local Capital Reserves.

**CARRIED**

A meeting was held on September 7, 2022. The next meeting is scheduled for Monday, October 3, 2022 at 4:30 pm.

(d) **Finance and Legal Committee**

*Chair: Donna Sargent*

*Vice Chair: Ken Hamaguchi*

- (i) Minutes of the meeting held on June 15, 2022 are attached for information.
- (ii) **RECOMMENDATION:** Trustee Expenses for the 3 months ending June 30, 2022

**096/2022 MOVED BY D. SARGENT AND SECONDED BY D. TABLOTNEY:**

**WHEREAS** the Board of Education of School District No. 38 (Richmond) is paying for expenses incurred by the Trustees in the discharge of their duties,

**BE IT RESOLVED** that in accordance with the *School Act*, the Board of Education of School District No. 38 (Richmond) approves Trustees' expenses

paid during the three-month period ended June 30, 2022, in the amount of \$6,275.79.

**CARRIED**

A meeting was held on September 14, 2022. The next meeting is scheduled for Wednesday, December 7, 2022 at 10 am.

- (e) **Policy Committee**  
*Chair: Debbie Tablotney*  
*Vice Chair: Sandra Nixon*

The next meeting is scheduled for Monday, October 3, 2022 at 11 am.

**10. Correspondence**

- (a) **For Action:**

Nil.

**11. Board Committee and Representative Reports**

- (a) **Council/Board Liaison Committee**

The next meeting date to be determined.

**12. Adjournment**

**097/2022 MOVED BY H. LARSON AND SECONDED BY D. TABLOTNEY:**

**THAT** the Regular meeting of Wednesday, September 21, 2022 of the Board of Education (Richmond) be adjourned at 9:33 pm.

**CARRIED**

---

S. NIXON,  
CHAIRPERSON

---

C. WANG,  
SECRETARY TREASURER

**DATE:** October 12, 2022

**FROM:** C. Wang, Secretary Treasurer

**SUBJECT: Record of an In-Camera Board Meeting held September 21, 2022**

The Board of Education School District No. 38 (Richmond) would like to report that the following was discussed at an in-camera meeting of the Board held September 21, 2022.

- |                                       |                                                                                                           |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------|
| (a) Briefs and Presentations:         | Nil.                                                                                                      |
| (b) Business Arising out of Minutes:  | Administrative items were discussed.                                                                      |
| (c) New Business:                     | Nil.                                                                                                      |
| (d) Executive:                        | Administrative items were discussed.                                                                      |
| (e) Standing Committee Reports:       | Administrative items were discussed.                                                                      |
| (f) Board Committee and Rep. Reports: | An administrative item was discussed.                                                                     |
| (g) Correspondence:                   | Nil.                                                                                                      |
| (h) Record of Disclosure:             | Three trustees declared conflict of interest with an agenda item and left the meeting for the discussion. |

Below find an excerpt from Board Policy which outlines those matters that constitute In-Camera material.

**Pursuant to Board Policy 201, unless otherwise determined by the Board, the following matters shall be considered in-camera;**

To protect individual privacy and the Board's own position, in-camera meetings may be conducted to discuss issues such as:

- individual student matters;
- individual employee matters;
- legal concerns;
- negotiating collective agreements;
- negotiating contracts;
- the sale or purchase of land.

Trustees will not disclose to the public or employees the proceedings of an in-camera session unless a resolution has been passed at the closed meeting to allow such disclosure.

## Report to the Board of Education (Richmond) Public

**DATE:** October 12 2022  
**FROM:** Rick Ryan – Deputy Superintendent  
**SUBJECT:** Fall 2022 Enrolment Update

This report is provided to the Board for information purposes. No further action on behalf of the Board is required at this time.

### Introduction

The purpose of this report is to provide an update regarding K-12 school-aged full-time equivalent (FTE) totals and corresponding funding implications when comparing actuals to projections for September 2022.

### Enrolment Data

All figures in the charts below represent enrolment FTE and not student headcount figures. The district has experienced a net increase of enrolment FTE in most areas when compared to the 2022-2023 enrolment projections.

#### September 29, 2022, 1701 Submission (subject to Ministry of Education echo check):

Enrolment FTE K-12	2022-23 Projected	2022-23 Actual	2022-23 Projection to Actual	Budget Implications
Elementary	11,894	12,419	525	\$4,139,625
RVS K - 9	50	23	(27)	(\$171,720)
<b>Elementary Total FTE</b>	<b>11,944</b>	<b>12,442</b>	<b>498</b>	<b>\$3,967,905</b>
Secondary	8,201	8,432	231	\$1,821,435
RVS 10 - 12	100	128	28	\$178,080
<b>Secondary Total FTE</b>	<b>8,301</b>	<b>8,560</b>	<b>259</b>	<b>\$1,999,515</b>
<b>TOTAL</b>	<b>20,245</b>	<b>21,002</b>	<b>757</b>	<b>\$5,967,420</b>
<b>Other Unique Student Needs</b>				
Special Ed. Level 1	11	10	(1)	(\$44,850)
Special Ed. Level 2	881	927	46	\$978,880
Special Ed. Level 3	105	133	28	\$301,000
Indigenous Education	268	257	(11)	(\$17,215)

English Language Learner	6202	6,808	606	\$960,510
--------------------------	------	-------	-----	-----------

**Total 1701 (K-12 Enrolment) Budget Estimates:**

**\$8,145,745**

**Other Student Enrolment Budget Impacts**

Budget Impacts	2022-23 Projected	2022-23 Actual	2022-23 Projection to Actual	Budget Implications
International Education	720	703	(17)	(\$255,000)
Continuing Education	22	51	29	\$145,870

**Conclusion:**

Actual September 29, 1701, final enrolment FTE will be reflected in the Ministry of Education and Child Care operating grant recalculation which is expected to be announced some time in December. Assuming no funding formula changes by the Ministry, the additional operational funding revenue is estimated to be \$8.0 million as a result of the enrolment growth.

The anticipated operational funding will be used for additional teaching positions to support enrolment growth consistent with the collective agreement, and additional support staff positions to maintain service levels in classrooms. The anticipated funding increase will also help cover unfunded statutory and contractual staffing costs, as well as unfunded cost pressures due to inflation. Final changes to revenues and expenses will be reflected in the 2022-2023 Amended Annual Budget.

Respectfully Submitted:

*Rick Ryan*

---

Rick Ryan  
Deputy Superintendent

**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, on Wednesday, September 7, 2022 at 4:30 p.m.

Present:

Ken Hamaguchi, Committee Chairperson  
Debbie Tablotney, Committee Vice-Chairperson  
Norman Goldstein, Trustee Member  
Heather Larson, Trustee  
Sandra Nixon, Trustee  
Cindy Wang, Secretary Treasurer  
Jane MacMillan, Assistant Superintendent  
Frank Geyer, Executive Director, Facilities Services  
Rob Laing, Executive Director, Learning and Business Technologies  
Jonathan Ho, Manager, Energy and Sustainability\*  
Ian Hillman, President, Canadian Union of Public Employees 716  
Stacey Robinson, 1st Vice President, Canadian Union of Public Employees 716  
Steve Wenglowksi, 2nd Vice President, Richmond Teachers' Association\*  
Mike Murray, President, Richmond Association of School Administrators  
Hugo David Madeira, Vice President, Richmond District Parents Association  
Dionne McFie, Past President, Richmond District Parents Association  
Joyce Coronel, Executive Assistant (Recording Secretary)

Regrets:

Joel Canlas, Richmond Management and Professional Staff

*\*Present for a portion of the meeting*

The meeting was called to order at 4:34 pm.

**1. APPROVAL OF AGENDA**

The agenda was approved as circulated.

**2. APPROVAL OF MINUTES**

Minutes from the June 1, 2022 meeting was approved as circulated.

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

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

**4. CAPITAL PROJECTS UPDATE [standing item]**

The Executive Director, Facilities Services highlighted ongoing capital projects in the district. He then responded to Trustees' questions on the extent of work required to install unit

ventilators in schools. The Chairperson expressed his appreciation to the Executive Director, Facilities Services and his team for a job well done on the Adult Education Centre project.

**5. FACILITIES SERVICES UPDATE [standing item]**

The Executive Director, Facilities Services referred to his report as included in the agenda package. There were no further questions or comments.

**6. COMMUNITY ENERGY AND EMISSIONS PLAN (CEEP)**

The Manager, Energy and Sustainability highlighted that the district is making good progress in energy conversation but there is a need for more education of students and staff on proper waste diversion. He then responded to Trustees' questions and comments on his report.

**7. CARBON REPORT**

The Manager, Energy and Sustainability spoke to his report as included in the agenda package. There were no further questions or comments.

*The 2<sup>nd</sup> Vice President, RTA and Manager, Energy and Sustainability left the meeting at 5pm.*

**8. DEVELOPMENT OF ADDITIONAL INDIGENOUS GATHERING SPACES [Recommendation]**

The Assistant Superintendent spoke to her report as included in the agenda package. She then responded to Trustees' questions on potential locations and size of the additional two spaces and any potential grants that could be available for creation of Indigenous gathering spaces. A Trustee expressed support for the recommendation.

It was agreed that the following **RECOMMENDATION** be forwarded to the Board:

THAT the Facilities & Building Committee recommends approval by the Board of Education (Richmond) for staff to proceed with the proposed development of additional Indigenous Gathering Spaces as presented to a maximum cost of \$300,000 funded from Local Capital Reserves.

**9. MINUTES FOR INFORMATION**

**(a) CHILD CARE DEVELOPMENT ADVISORY COMMITTEE MEETING**

Meeting minutes from May 4, 2022 were attached for information.

**10. NEXT MEETING DATE – Monday, October 3, 2022 at 4:30pm**

**11. ADJOURNMENT**

The meeting adjourned at 5:09 pm.

*Respectfully Submitted,*

*Ken Hamaguchi, Chairperson  
Facilities and Building Committee*

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

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

**Date:** Monday, June 20, 2022 at 11 am  
*Via Zoom Webinar*

**Present:** Debbie Tablotney, Chairperson  
Sandra Nixon, Vice Chair  
Heather Larson, Member  
Norman Goldstein, Alternate member  
Scott Robinson, Superintendent  
Jw Cho, Richmond Teacher's Association  
Ian Hillman, CUPE 716  
Mike Murray, Richmond Association of School Administrators  
Rebeca Avendano, Richmond Management Professionals Staff  
Dave Madeira, Richmond District Parents Association  
Catherine Cleary, Executive Assistant (Recording Secretary)

**Regrets:**  
Christel Brautigam, Assistant Superintendent

**The Vice Chair called the meeting to order at 11:02 am.**

**1. ADOPT AGENDA**

The agenda was adopted as circulated.

**2. APPROVE MINUTES**

The Minutes of the meeting held May 16, 2022 were approved as circulated.

**3. DIVERSITY, EQUITY, INCLUSION POLICY REVISIONS**

The Superintendent spoke to Assistant Superintendent Brautigam's report as included in the agenda package and highlighted that the DEI Advisory Committee will begin its discussions around policy revisions in the Fall of 2022. In preparation for this work, the Superintendent asked the Committee members and stakeholder representatives to familiarize themselves with the policy section of the DEI Audit Report from Bakau Consulting.

In response to a trustee question, the Superintendent explained the next steps in the policy review process involving the DEI Advisory Committee and Policy Committee. Trustee Tablotney thanked the DEI Advisory Committee and Assistant Superintendent Brautigam for their work.

Rebeca Avendano echoed Trustee Tablotney's statements and acknowledged the work of the DEI Advisory Committee.

**4. STATUS OF CURRENT AND ANTICIPATED ITEMS**

An updated status document was provided with the Agenda package. There were no further questions and comments.

**5. ADJOURNMENT**

Prior to adjournment, Trustee Tablotney thanked Committee members for the great work done over the past year.

The meeting adjourned at 11:24 am.

*Respectfully Submitted,*

*Deborah Tablotney, Chairperson  
Policy Committee*

## Report to the Board of Education (Richmond) PUBLIC

**DATE:** 12 October 2022

**FROM:** Debbie Tablotney, Chair, Policy Committee

**SUBJECT:** **Proposed Revisions to Board Policies and Regulations – Facilities, Phase 2**

---

### RECOMMENDATION

THAT the Board of Education (Richmond) approve that Policies 702, 702.2, 702.6, 703, 703.3 and 703.4, Regulations 702-R, 702.2-R and 703.4-R, new Regulation 703.3-R and Administrative Guideline 703.3-G, and retirement of Policy 702.9 (**collectively referred to as Phase 2 of the Section 700 Policy Review**) be circulated to Stakeholders for input and feedback with a timeline of two months.

### POLICY CONSIDERATIONS

Proposed replacement of Facilities-specific Policies 702, 702.2, 702.6, 703, 703.3 and 703.4, Regulations 702-R, 702.2-R and 703.4-R, new Regulation 703.3-R and Administrative Guideline 703.3-G, and retirement of Policy 702.9.

### STRATEGIC PLAN REFERENCES

*Strategic Priority 3: Optimized Facilities & Technology*

✓ *Goal 2: The district's facilities are well-maintained, equitable, safe, and conducive to learning.*

### BACKGROUND

A number of Facilities-specific Board policies and regulations are close to 30 years old and no longer reflect current District organization, how projects are planned, designed and developed, and/or escalated project costs. Thus, a complete review of policies and regulations pertaining to District facilities was started. Phase 1, which focused on facilities planning and development, had its proposed policy revisions (with the exception of Policy 701.11/701.11-R: Naming of Board Owned Facilities or Parts of Board Owned Facilities, and Policy 701.12/701.12-G: Official School Openings, which were broken out to be dealt with separately) adopted by the Board at its Public Meeting of 23 June 2021.

Phase 2, which focuses on the review of maintenance, operations and transportation policies and regulations, was received at the 07 March 2022 Public meeting of the Policy Committee, with stakeholders agreeing to provide any initial feedback to the Executive Director, Facilities Services. Any revisions would be brought forward to a future Policy Committee meeting for consideration.

Phase 3, which covers the balance of Policy 700 policies and regulations, is targeted for early 2023.

## REVIEW AND ANALYSIS

The summary of Phase 2 policies and regulations reviewed is as follows:

Proposed Revised Policy	Current Policy	Key Changes (in progress)
Policy 702 and Regulation 702-R – <b>Facilities</b> Maintenance and Operations	Policy 702 and Regulation 702-R - Maintenance and Operations	<ul style="list-style-type: none"> <li>• New text around specific facilities maintenance (work orders, routine maintenance, emergency calls and winter grounds maintenance)</li> <li>• Consolidated two policies into one comprehensive policy</li> <li>• Updated School Act references</li> <li>• Moved fencing to Policy 703.3</li> </ul>
Policy 702.2 and Regulation 702.2-R - Installation of Adventure Playgrounds	Policy 702.2 and Regulation 702.2-R - Installation of Adventure Playgrounds	<ul style="list-style-type: none"> <li>• Reviewed – no changes to Policy necessary</li> <li>• Simplified and replaced Regulation text to reflect current practice, reference to new District guidelines for installations</li> </ul>
Policy 702.6 - Inventory	Policy 702.6 - Inventory	<ul style="list-style-type: none"> <li>• Modernization of text</li> </ul>
N/A	Policy 702.9 - Life Cycle Analysis of Physical Plant	<ul style="list-style-type: none"> <li>• Retire Policy 702.9 as the contents have been incorporated into Policy 702</li> </ul>
Policy 703 - Safety <b>Program</b> Buildings and Grounds	Policy 703 - Safety Programme Buildings and Grounds	<ul style="list-style-type: none"> <li>• Modernization of text</li> </ul>
Policy 703.3 - Building and Grounds Security	Policy 703.3 - Building and Grounds Security	<ul style="list-style-type: none"> <li>• Modernization of text</li> <li>• Added emphasis on asset protection</li> <li>• Added wording around fencing</li> <li>• Updated School Act references</li> </ul>
<b>Regulation 703.3-R and Administrative Guideline 703.3-G - Building and Grounds Security</b>	N/A	<ul style="list-style-type: none"> <li>• New regulation</li> <li>• New administrative guideline</li> </ul>
Policy 703.4 and Regulation 703.4-R - Vandalism	Policy 703.4 and Regulation 703.4-R - Vandalism	<ul style="list-style-type: none"> <li>• Modernization of text</li> </ul>

Stakeholders have been provided with the opportunity to provide initial feedback.

Appended to this report are:

- Proposed document with mark-ups
- Proposed finished document

*Debbie Tablotney, Chair  
Policy Committee*

## FACILITIES

## Policy 702 (previously Policy 902)

### Facilities Maintenance and Operations

#### Facilities Maintenance

The Board recognizes the importance of functional, comfortable and attractive surroundings to enhance the effective implementation of the educational program. ~~The Board also recognizes that life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet to~~ Thus, the Board supports standards of maintenance that will ensure the efficiency, and safety, and security of the school district's physical district facilities.

Maintenance activities will be initiated through:

- Standing activities such as landscape maintenance, snow removal and scheduled servicing of assets.
- Requisitions raised by the building occupants.
- Requisitions raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

Periodic review of district facilities will be undertaken by Facilities Services staff to:

- Evaluate their condition and conformity with district standards and Ministry of Education guidelines.
- Update facilities condition index data and support major capital planning priorities in the District Long Range Facilities Plan.
- Factor into business cases of Ministry-supported capital projects.
- Assist in the development of deferred maintenance and renewal plans of the District.

#### Grounds Maintenance

~~The Board supports standards of maintenance for school grounds that will ensure their cleanliness, safety, and appearance, encourage their use by the schools and the community, and complement the physical setting of adjoining property and buildings.~~

#### Fencing

~~The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.~~

## Utilities

### **Facilities Operations**

An annual operations program shall be developed to ensure the cleanliness and security of district facilities.

The Board shall ensure the provision of adequate electrical and mechanical utilities, waste management and other utilities ~~heat, light, power, and plumbing~~ to all ~~School Board buildings~~ district facilities to satisfy the requirements of the ~~district's~~ District's educational programme and to encourage the community use of school facilities.

Legal References:

School Act Secs. 93, 102, 103

School Act Sections 20, 22, 23, 65, 74, 85

WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Adopted: 05 March 1990

Proposed Revision: February 2022

## Facilities Maintenance and Operations

### Facilities Maintenance

The Board recognizes the importance of functional, comfortable and attractive surroundings to enhance the effective implementation of the educational program. The Board also recognizes that life of District facilities, which constitute a major capital investment, can be extended by timely and proper maintenance. An annual maintenance program shall be developed to provide repairs and preventative maintenance of the grounds, buildings, equipment, furniture and fleet to ensure the efficiency and safety of district facilities.

Maintenance activities will be initiated through:

- Standing activities such as landscape maintenance, snow removal and scheduled servicing of assets.
- Requisitions raised by the building occupants.
- Requisitions raised by the maintenance staff.

The maintenance budget will be established annually during the budget development process.

Periodic review of district facilities will be undertaken by Facilities Services staff to:

- Evaluate their condition and conformity with district standards and Ministry of Education guidelines.
- Update facilities condition index data and support major capital planning priorities in the District Long Range Facilities Plan.
- Factor into business cases of Ministry-supported capital projects.
- Assist in the development of deferred maintenance and renewal plans of the District.

### Facilities Operations

An annual operations program shall be developed to ensure the cleanliness and security of district facilities.

The Board shall ensure the provision of adequate electrical and mechanical utilities, waste management and other utilities to all district facilities to satisfy the requirements of the District's educational program and to encourage the community use of school facilities.

References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Adopted: 05 March 1990  
Proposed Revision: February 2022

## **FACILITIES**

## **Policy 702-R (previously Policy 902-R)**

### **Facilities Maintenance and Operations**

#### **Work Orders**

1. All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

#### **Rotating Maintenance Service Crews**

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
3. Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to staff availability, and may be interrupted for extended periods of time, a formal calendar schedule is not available.
4. The list of corrective work to be undertaken shall be prioritized by the School Administrator/Site Manager or designate and entered into the District computerized maintenance management system prior to the crew's arrival on site.
5. When the crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:
  - a) Complete any non-emergent requisition items required to maintain the existing building, equipment or components;
  - b) Review other selected items to determine the need for maintenance on items not identified on work orders; and
  - c) Report back to the office all work carried out in the building and may request the generation of additional work orders to cover work done that was not identified on existing work order requests.

#### **Emergency Calls**

1. The following items are to be phoned to the Facilities Services Centre for consideration of immediate response:
  - a) Waterline break,
  - b) Vandalism such as a broken window or graffiti on the walls,
  - c) Plugged drain causing flooding,

- d) Damage to a fire or intrusion alarm,
  - e) Loss of power,
  - f) Fire,
  - g) Security problem such as an exterior door which will not lock,
  - h) Loss of heat, etc.
2. If there is any doubt, the Facilities Services Centre is to be called: phone 604-668-7828 for clarification.
  3. The response time may be adversely affected by the extent of similar problems throughout the District.

### **Grounds Crew – Winter Maintenance**

1. The Grounds Foreperson shall establish a schedule for grounds maintenance at each school during the period November to February.
2. The crew will remain on site for three to five (3 to 5) days and carry out the following types of maintenance and repairs:
  - a) Clean all paved surfaces at site
  - b) Clean all paved area sumps
  - c) Rake leaves and remove other debris from grounds area
  - d) Repair damaged chain link fencing
  - e) Upgrade old chain link fencing to current District standards
  - f) Prune and trim trees and shrubs as necessary and as weather will permit.
  - g) Check and repair/replace playground equipment to eliminate safety hazards.

### **Fencing**

1. ~~Subject to budgetary restrictions, fencing may be constructed around existing school sites, at the request of home owners, under the following conditions:~~
  - a) ~~That 100% of the adjoining homeowners on a continuous boundary which includes not less than five adjacent property lots, agree to pay 50% of the cost of constructing the fence;~~
  - b) ~~That the fence will stand approx. 1.25 metres high (approx. 4. feet) and be made of 9 gauge core vinyl coated or galvanized chain link together with suitable metal pipe posts and rails;~~
  - c) ~~That should homeowners abutting a continuous boundary desire 2 metre or higher (subject to Municipal regulations) fencing, such may be installed but they will be assessed 100% of the additional costs involved. Similarly, if gates are requested, 100% of the additional cost will be assessed to the party making the request.~~
2. ~~Fencing will be constructed (subject to budget restrictions) adjacent to non residential areas where conditions are deemed unsafe or hazardous to school children. The height of the fencing may be varied to suit the hazard involved.~~
3. ~~Where fencing does not exist separating a school site from private property and in cases where a school site is not fenced and the activities of students deem it advisable, a fence~~

~~may be constructed (if the budget allows) and the owner of the private property will be given an opportunity to share in the cost of construction. (Conditions 1.b) and 1.c) above will apply.)~~

- ~~4. As new or expanded school sites are acquired or improvements to existing sites made, fencing may be constructed, where deemed necessary, on the boundaries, and the Ministry of Education will be requested to treat the construction of the fencing as part of the shareable site costs. (Conditions 1.b) and 1.c) above will apply.)~~

References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Board Concurrence: 05 March 1990  
Proposed Revision: February 2022

## Facilities Maintenance and Operations

### Work Orders

1. All non-emergency maintenance services work is carried out in response to requisition-generated work orders processed through the web-based District computerized maintenance management system.
2. Emergency work will be undertaken as expeditiously as possible, with a work order raised at the earliest convenience.

### Rotating Maintenance Service Crews

1. Rotating maintenance service crews may be deployed to provide maintenance to any existing parts of the building or the systems in the building such as carpentry, computer support, electrical, mechanical and painting.
2. Work carried out by these crews slows or reverses the natural process of wear inherent in occupied buildings or provides repair for predictable 'wear and tear' problems.
3. Where rotating service is provided, crews work on a schedule to ensure all schools have been visited once before any is visited again. Because schedules are subject to staff availability, and may be interrupted for extended periods of time, a formal calendar schedule is not available.
4. The list of corrective work to be undertaken shall be prioritized by the School Administrator/Site Manager or designate and entered into the District computerized maintenance management system prior to the crew's arrival on site.
5. When the crew arrives at a site, they will report to the office to confirm the time frame they will be onsite. While there they will:
  - a) Complete any non-emergent requisition items required to maintain the existing building, equipment or components;
  - b) Review other selected items to determine the need for maintenance on items not identified on work orders; and
  - c) Report back to the office all work carried out in the building and may request the generation of additional work orders to cover work done that was not identified on existing work order requests.

### Emergency Calls

1. The following items are to be phoned to the Facilities Services Centre for consideration of immediate response:
  - a) Waterline break,
  - b) Vandalism such as a broken window or graffiti on the walls,
  - c) Plugged drain causing flooding,

- d) Damage to a fire or intrusion alarm,
  - e) Loss of power,
  - f) Fire,
  - g) Security problem such as an exterior door which will not lock,
  - h) Loss of heat, etc.
2. If there is any doubt, the Facilities Services Centre is to be called: phone 604-668-7828 for clarification.
  3. The response time may be adversely affected by the extent of similar problems throughout the District.

### **Grounds Crew – Winter Maintenance**

1. The Grounds Foreperson shall establish a schedule for grounds maintenance at each school during the period November to February.
2. The crew will remain on site for three to five (3 to 5) days and carry out the following types of maintenance and repairs:
  - a) Clean all paved surfaces at site
  - b) Clean all paved area sumps
  - c) Rake leaves and remove other debris from grounds area
  - d) Repair damaged chain link fencing
  - e) Upgrade old chain link fencing to current District standards
  - f) Prune and trim trees and shrubs as necessary and as weather will permit.
  - g) Check and repair/replace playground equipment to eliminate safety hazards.

References: School Act Sections 20, 22, 23, 65, 74, 85  
WorkSafe BC Occupational Health and Safety Regulation  
BC and National Building Codes and Fire Codes

Board Concurrence: 05 March 1990  
Proposed Revision: February 2022

---

## **FACILITIES**

## **Policy 702.2 (previously Policy 902.2)**

### **Installation of Adventure Playgrounds**

The Board encourages and supports the construction of adventure playgrounds for schools.

It is the policy of the Board to work in co-operation with the City of Richmond to ensure full and complete communication between schools and Parent Advisory Councils on any plans to construct new adventure playgrounds, or additions to existing adventure playgrounds.

## FACILITIES

## Policy 702.2-R (previously Policy 902.2-R)

### Installation of Adventure Playgrounds

The District will maintain all Adventure Playgrounds at an expense to the District through the annual Grounds Department maintenance budget.

Adventure Playgrounds will be removed at the end of their functional lives (functional life is defined as a period when the equipment can be maintained in a Canadian Standards Association (CSA) defined safe condition without the need for capital input greater than 50% of the purchase value of new equipment; lifespan is estimated at between 10 and 20 years). Schools will be given a one year minimum notice that the equipment will be removed.

The purchase and installation of new, additional or replacement Adventure Playgrounds will not be funded by District. Funding will come from fundraising (i.e. Parent Advisory Council), City of Richmond, Ministry of Education or combination thereof. Facilities Services will prepare the site for the installation at the District's expense.

All new Adventure Playgrounds will be standardized, meet District and CSA guidelines, as well as allow for handicap accessibility. They will also be integrated with standard equipment to form a cohesive, planned playground site.

All new Adventure Playgrounds will be pre-approved by the District. Refer to the District "Guidelines for Manufactured Playgrounds and Natural Outdoor Play & Learning Environments Installations" document for planning, design, procurement and installation processes.

#### **1.—FUNDING**

~~The Board will work in co-operation with the City of Richmond in the funding of the adventure playgrounds. Funding shall be the following formula:~~

- ~~• The School District Maintenance staff shall prepare the site, including supplying the perimeter wood curb, and installing a drainage system and pea gravel supplied by the City.~~
- ~~• Past practice has been that the City of Richmond supplies funds equal to the amount contributed by the school, up to a maximum of \$10,000.00, from which the gravel and drainage materials shall be purchased.~~
- ~~• the School community shall provide the balance of the funds.~~

#### **2.—PLANNING**

~~Input shall be sought from the Schools and the Parent Advisory Councils in order to assist in prioritizing requests for assistance. The Board and the City shall then decide each year which playgrounds can be funded according to this formula, and advise the Schools.~~

~~When a School is considering constructing a playground, the Principal shall contact the Manager of Facilities who will arrange a meeting with the Manager of Maintenance and the City in order to discuss the specific requirements and procedures.~~

~~When funding is approved, the Principal shall arrange a public meeting in order to discuss the preliminary plans with the community residents.~~

~~For new playgrounds, the Principal shall write to the Area Superintendent requesting~~

~~permission to construct the playground on Board property.~~

~~Parents and others are permitted to assist with the installation only if they are able to arrange coverage by Workers Compensation Board.~~

~~The siting of the adventure playground is determined after consultation with the school's administration, the School District Maintenance Department, and the City of Richmond.~~

### ~~3. DESIGN~~

~~The design of the playground must comply with the requirements of the current Canadian Standards Association standard for playgrounds, and any technical standards that may be developed by the School District.~~

~~The final design must be submitted to the Secretary Treasurer or designate for approval prior to any work proceeding. The Manager of Facilities will submit the design to the managers of the Ministry of Education's insurance program for approval.~~

### ~~4. PURCHASE AND INSTALLATION~~

~~The Purchasing Manager shall arrange for the purchase of the equipment by means of a Purchase Order in the name of the School District. The School shall ensure that sufficient funds are deposited with the School District to cover the cost of the equipment prior to the Purchase Order being issued.~~

~~The Manager of Maintenance shall approve the proposed construction date.~~

~~The School shall arrange a second public meeting at least two weeks prior to the start of construction in order to inform the community residents of the final plans.~~

**Installation of Adventure Playgrounds**

The District will maintain all Adventure Playgrounds at an expense to the District through the annual Grounds Department maintenance budget.

Adventure Playgrounds will be removed at the end of their functional lives (functional life is defined as a period when the equipment can be maintained in a Canadian Standards Association (CSA) defined safe condition without the need for capital input greater than 50% of the purchase value of new equipment; lifespan is estimated at between 10 and 20 years). Schools will be given a one year minimum notice that the equipment will be removed.

The purchase and installation of new, additional or replacement Adventure Playgrounds will not be funded by District. Funding will come from fundraising (i.e. Parent Advisory Council), City of Richmond, Ministry of Education or combination thereof. Facilities Services will prepare the site for the installation at the District's expense.

All new Adventure Playgrounds will be standardized, meet District and CSA guidelines, as well as allow for handicap accessibility. They will also be integrated with standard equipment to form a cohesive, planned playground site.

All new Adventure Playgrounds will be pre-approved by the District. Refer to the District "Guidelines for Manufactured Playgrounds and Natural Outdoor Play & Learning Environments Installations" document for planning, design, procurement and installation processes.

## **FACILITIES**

## **Policy 702.6** **(previously Policy 902.6)**

### **Inventory**

It is the responsibility of the Secretary-Treasurer to establish and maintain comprehensive records pertaining to all component systems of the ~~district's~~ District's physical plant facilities.

DRAFT

---

## **FACILITIES**

**Policy 702.6**  
**(previously Policy 902.6)**

### **Inventory**

It is the responsibility of the Secretary-Treasurer to establish and maintain comprehensive records pertaining to all component systems of the District's facilities.

## FACILITIES

## Policy 703 (previously Policy 903)

### Safety Programme (Buildings and Grounds)

The Board recognizes its responsibility to strive for the highest standards of safety in all facets of district ~~plant facilities~~ operation, and supports the systematic identification and rectification of any deficiencies in buildings, grounds, equipment, ~~facilities,~~ or operational procedures which jeopardize these standards.

The sites, properties, and equipment of district schools shall be maintained in safe and clean conditions. The Facilities Services Branch~~Secretary Treasurer's staff~~, under the general authority of the Superintendent of Schools, shall be responsible for the maintenance, cleanliness and safety of district buildings and grounds ~~cleanliness and safety~~.

The Board also accepts its responsibility, towards its employees and its students, to provide so far as is possible a safe and healthy place in which to work and study. The Board directs the staff to take any reasonable steps to meet this responsibility, paying particular attention to:

1. The proper care and maintenance of the schools and other district facilities, properties and equipment;
2. Safe arrangements for the use, handling, storage, and transport of potentially dangerous articles and substances;
3. The provision of information, instruction, supervision, and training in safety habits and procedures, so that students and employees learn to recognize hazards and will contribute to their own safety and the safety of others;
4. The provision and maintenance of safe access to (and quick emergency exit from) places where people work and study;
5. The provision of safe and healthy work and study environment; and
6. The provision of emergency and first-aid facilities and training.

Without detracting from the primary responsibilities of teachers and administrators to ensure safe conditions in the schools, competent technical advice on health and safety matters will be sought outside of the school districtsDistrict when this is necessary to assist those responsible.

No safety policy is likely to be successful unless it actively involves everyone in the schoolsall occupants and users of district facilities. In this connectionregard, the Board reminds employees of their duty to take care in their own work for the safety of themselves and their co-workers, and for the safety of students and the public. All school-district employees and students are expected to cooperate fully with the Board and the school administration in carrying out this safety policy in letter and in spirit.

**Safety Program (Buildings and Grounds)**

The Board recognizes its responsibility to strive for the highest standards of safety in all facets of district facilities operation, and supports the systematic identification and rectification of any deficiencies in buildings, grounds, equipment or operational procedures which jeopardize these standards.

The sites, properties, and equipment of district schools shall be maintained in safe and clean conditions. The Facilities Services Branch, under the general authority of the Superintendent of Schools, shall be responsible for the maintenance, cleanliness and safety of district buildings and grounds.

The Board also accepts its responsibility, towards its employees and its students, to provide so far as is possible a safe and healthy place in which to work and study. The Board directs the staff to take any reasonable steps to meet this responsibility, paying particular attention to:

1. The proper care and maintenance of the schools and other district facilities, properties and equipment;
2. Safe arrangements for the use, handling, storage, and transport of potentially dangerous articles and substances;
3. The provision of information, instruction, supervision, and training in safety habits and procedures, so that students and employees learn to recognize hazards and will contribute to their own safety and the safety of others;
4. The provision and maintenance of safe access to (and quick emergency exit from) places where people work and study;
5. The provision of safe and healthy work and study environment; and
6. The provision of emergency and first-aid facilities and training.

Without detracting from the primary responsibilities of teachers and administrators to ensure safe conditions in the schools, competent technical advice on health and safety matters will be sought outside of the District when this is necessary to assist those responsible.

No safety policy is likely to be successful unless it actively involves all occupants and users of district facilities. In this regard, the Board reminds employees of their duty to take care in their own work for the safety of themselves and their co-workers, and for the safety of students and the public. All district employees and students are expected to cooperate fully with the Board and the school administration in carrying out this safety policy in letter and in spirit.

## FACILITIES

### Policy 703.3 (previously Policy 903.3)

#### Building and Grounds Security

The Board, recognizing the significant investment in buildings, grounds, supplies and equipment, has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

Furthermore, theThe Board, in order to ensure the protection of pupils-students and staff and the maintenance of order within its jurisdiction (school-districtDistrict buildings and grounds) authorizes each all principalsschool administrators, in accordance with the provisions of the School Act, to take any action he/shethey deems advisable for the maintenance of order and the protection of pupilsstudents and staff.

Specifically, school administratorsprincipals may have individuals removed from the Board's jurisdiction if in the opinion of the school administratorprincipal the conduct and behaviour of the individual(s) is detrimental to the wellbeing of the students. (Section 191, School Act)

This could include person or persons on school grounds or in school buildings for purposes other than authorized school business, person or persons distributing material published by any organization which is not authorized or required in furtherance of the objectives of the school.

This shall include exclusion from schools those people and materials that produce and promote 'hate against specific races, classes or creeds.'

#### Protection of Pupils-Students and Maintenance of Order

The Board authorizes all school administratorsprincipals, vice principals, all teachers, custodial staff and others in its employ to make such directions and to follow such courses of action as deemed appropriate for the protection of pupils-students and the maintenance of order, and the Board declares that this resolution constitutes an authorization pursuant to the School Act.

The order of authority under this authorization is as follows:

- i) school principal; and in the event of his/her absence, a
- ii) school vice-principal; and in the event of his/her/their absence, a
- iii) teacher; and in the event of their absence, a
- iv) custodial staff and others in the board's Board's employ.

#### Access to Buildings

The Board directs the School Administrators and Site Managersadministration to devise procedures designed to safeguard against unauthorized access to buildings, and to ensure that adequate key and proximity card control is exercised so that only those persons who must have access to buildings (for reasons of work or emergency intervention) possess keys and/or proximity cards, and are accountable for their use.

#### Fencing

The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter

fencing, subject to the availability of funding.

The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.

References: Section 177 School Act

Adopted: 05 March 1990

Proposed Revision: February 2022

DRAFT

**Building and Grounds Security**

The Board, recognizing the significant investment in buildings, grounds, supplies and equipment, has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

Furthermore, the Board, in order to ensure the protection of students and staff and the maintenance of order within its jurisdiction (District buildings and grounds) authorizes all school administrators, in accordance with the provisions of the School Act, to take any action they deem advisable for the maintenance of order and the protection of students and staff.

Specifically, school administrators may have individuals removed from the Board's jurisdiction if in the opinion of the school administrator the conduct and behaviour of the individual(s) is detrimental to the wellbeing of the students. This could include person or persons on school grounds or in school buildings for purposes other than authorized school business, person or persons distributing material published by any organization which is not authorized or required in furtherance of the objectives of the school. This shall include exclusion from schools those people and materials that produce and promote 'hate against specific races, classes or creeds.'

**Protection of Students and Maintenance of Order**

The Board authorizes all school administrators, teachers, custodial staff and others in its employ to make such directions and to follow such courses of action as deemed appropriate for the protection of students and the maintenance of order, and the Board declares that this resolution constitutes an authorization pursuant to the School Act.

The order of authority under this authorization is as follows:

- i) school principal; and in the event of his/her absence,
- ii) school vice-principal; and in the event of his/her/their absence,
- iii) teacher; and in the event of their absence,
- iv) custodial staff and others in the Board's employ.

**Access to Buildings**

The Board directs the School Administrators and Site Managers to devise procedures designed to safeguard against unauthorized access to buildings, and to ensure that adequate key and proximity card control is exercised so that only those persons who must have access to buildings (for reasons of work or emergency intervention) possess keys and/or proximity cards, and are accountable for their use.

**Fencing**

The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding.

---

The Board supports the "good neighbour" philosophy of encouraging the construction and sharing the cost of suitable fencing on the boundaries between its various properties and those of its neighbours.

References: Section 177 School Act

Adopted: 05 March 1990

Proposed Revision: February 2022

## Building and Grounds Security

### Building Alarm System

1. The building alarm systems are monitored 24 hours daily, 365 days per year by a private company (the "monitoring station"), to which the District issues callout procedures to ensure appropriate response in event of an unusual incident including intruder, fire, freezer failure, unscheduled school opening and closing.
2. The monitoring station may call out fire, police, security or maintenance staff.
3. Staff encountering a problem in a facility after normal working hours are to report it to the monitoring station at its posted telephone number.

### Opening and Closing of District Buildings

1. All facilities in the District have two (2) levels of security:
  - a) Locks on exterior doors, and
  - b) Intrusion alarm system.
2. During normal working hours the School Administrator/Site Manager or designate is responsible to ensure the facility is opened and closed at the appropriate times.
3. This procedure is designed to ensure that those persons assigned site keys and proximity cards to access District sites, use such tools in a correct, responsible, accountable fashion, so as to safeguard against unauthorized access to sites and to prevent false alarms.
4. Outside of normal operating hours - immediately after unlocking/disarming the building, staff are required to first contact the monitoring station. Staff will provide their first and last name as well as a temporary schedule of how long the site will remain open in accordance with the District's "working alone" procedures.

### Site Keys and Proximity Cards

1. Site keys and proximity cards are issued by Facilities Services Branch only to Facilities Services staff, School Administrators, Site Managers and those site personnel identified in writing by the School Administrator/Site Manager.
  - a) Site keys and proximity cards are not to be loaned out or passed on to others and must remain in the assigned key/cardholder's possession as long as they are an employee or contractor of the District.
  - b) Any unauthorized key or proximity card holders must be reported immediately to the Facilities Services at 604-668-7828.
2. If a site key or proximity card is lost, stolen or damaged, the key/cardholder must immediately advise Facilities Services by telephone (604-668-7828) or email ([mainop@sd38.bc.ca](mailto:mainop@sd38.bc.ca))

3. It is the School Administrator's/Site Manager's responsibility to ensure that, when an employee or contractor leaves the District, any assigned keys and/or proximity cards are immediately retrieved and returned to Facilities Services.
4. Larger sites may have more than one security alarm system, thus disarming one system does not automatically disarm others. Personnel accessing a site outside of normal operating hours must be familiar with the particulars of that site – if unsure, personnel are directed to contact Facilities Services for more information.

### **Fencing of School Sites**

1. The fencing of school sites shall be a site specific decision made by District staff either at the time a new school is built, or at such time as conditions warrant the installation of perimeter fencing, subject to the availability of funding. The following criteria shall govern decisions to install perimeter fencing on school sites:
  - a) Valid concerns exist for the safety and protection of students due to:
    - i) A consistent high volume of traffic on a road or street adjacent to an active play area where the purpose is to protect children from uncontrolled and unsafe entrance to such road or street. Where high volume of traffic is not a factor, but concerns are raised, each case will be considered on its own merits.
    - ii) Unsavoury surroundings or a high volume of pedestrian traffic where the purpose is to restrict unauthorized pedestrian access to the site.
    - iii) Legitimate concerns about a heavily wooded area adjacent to a school site.
    - iv) Other hazards on or adjacent to school sites, that cannot be removed.
2. Generally, fencing will not separate school and park sites, the exception being if there are concerns outlined in Clause 1 above.
3. Where adjacent residents have legitimate concerns about the protection of their property due to activities occurring on school property, subject to the availability of funds, the District will carry out the installation of fencing and pay fifty percent (50%) of the cost, provided the majority of adjacent property owners agree to pay fifty percent (50%).
4. Fencing installed under this policy shall generally be placed on District property lines only. Exceptions will require appropriate legal agreements.
5. Perimeter fencing will generally be at least 1.22 metres (four [4] feet) tall with chain link fabric and a steel structure installed by school district staff or a contractor managed by the District.

**Building and Grounds Security****1. Accessing a Site that is Locked**

- a) All access to and exit from a locked site must be via the designated entrance door to the building.
- b) First observe the status of the light from outside the building:
  - i) If the blue light outside the building is ON, do not enter the building as an alarm has been triggered and authorities are on route to tend to the alarm.
  - ii) If the inside foyer/hallway lights are OFF, the security system is armed and requires proximity card presented to the inside security keypad card reader to disarm. The monitoring station must be called with a security code if disarming outside normal operating hours.
  - iii) If the inside foyer/hallway lights are ON, the security system has been disarmed by someone already in the building.

**2. Opening Procedure Using a Proximity Card**

- a) Present the proximity card to the designated entrance card reader. Note: The proximity card needs only to be placed near a card reader to activate it. It may be kept in a purse or wallet; however, it may not work if it is stored next to another proximity card.
- b) If the card is valid, the main entrance door will release for five (5) seconds to enable entry (the door will remain locked). If the security alarm panel display indicates that:
  - i) The system is "ARMED", present the proximity card to the inside security keypad card reader only once (do not present the card multiple times). Wait for approximately five (5) seconds and the alarm system will disarm. Confirm alarm panel display indicates "DISARMED". If outside of normal operating hours, contact the monitoring station, provide name, personal security code and confirm the time when you will be exiting and closing the site.
  - ii) The system is "DISARMED" outside of normal operating hours, locate the other occupant(s) in the building to confirm the site opening and closing times already given to the monitoring station. Notify the monitoring station, providing name and personal security code, if there are any changes to the site closing time.
- c) If accessing and leaving a locked site within normal operating hours, it is not necessary to contact the monitoring station.

**3. Closing Procedure**

- a) Once ready to close the site outside of normal operating hours:
  - i) Ensure that all doors and windows are secure and that no one else is still in the building.

- 
- ii) Proceed to the security alarm panel which should display that the system is "READY TO ARM". If not, stand still for a few seconds as a motion sensor may have picked up the cardholder on route to the panel and needs to re-set.
  - iii) Once the display indicates "READY TO ARM":
    - Present the proximity card to the security keypad card reader. This will re-arm the alarm system;
    - Wait for approximately five (5) seconds (do not present the card multiple times);
    - Hallway/foyer lights will automatically turn off; and
    - Confirm alarm panel screen indicates "ARMED \*AWAY\* You may exit now".

*Note: If a sensor picks up a motion while being armed, the system will cancel. Panel display will indicate "fault". Please repeat re-arming procedure*
  - iv) Exit the building within 30 seconds using the nearest door and confirm that the door is locked after exiting.
- b) At the end of a business day (normal school or office hours), the custodian or other staff will usually lock the main entrance door, but the site alarm system(s) will remain disarmed until the custodian re-arms it/them at shift end (typically between 10:00 pm and midnight) following the site closing procedure detailed in above.

#### **4. Late Closures**

- a) Exiting the building after site closing (after the custodian shift-end) requires advance notice to both the custodian and the monitoring station to ensure the security alarm system in the occupied section of building remains disarmed.
- b) If the site was accessed outside of normal operating hours and the monitoring station was already notified of the anticipated exit time, and additional time is required, the monitoring station must be contacted in advance of the original exit time to advise of the revised exit time.

#### **5. Failure to Properly Open or Close a Site**

- a) If someone accessing a site:
  - i) Does not contact the monitoring station, advising it of access to a building outside of regular hours, or leaves the building after the advised departure time;
  - ii) Does not properly present the proximity card to the security keypad card reader to disarm or re-arm the security alarm system. The monitoring station may dispatch a security runner to the site.

The school/site will be charged the fifty dollar (\$50) fee for the runner to attend to any security related issues required to restore security to the site per incident.

- b) If the alarm was caused by Facilities Services personnel (including the site custodian), the school/site will not be charged.
- c) Any person having difficulty disarming or re-arming the system, thus setting off an alarm, must immediately contact the monitoring station.

---

## 6. Weekend/Special Events Coverage

During use of District facilities for special events the following procedures must be followed by the staff member responsible for opening and securing the building:

- a) Open the site through the designated entrance door following the instructions laid out in Sections 1 and 2.
- b) Turn on the lights only in the areas to be used and ensure awareness of timer override for heat in particular areas of the building.
- c) When the alarm system is disarmed (alarm panel display indicates "DISARMED"), check the perimeter of the entire facility to confirm the building's security.
- d) Go to the location of the event, opening only doors required for that event. Keep in mind that user groups do not have access to the entire building. Never lock exit doors in areas such as gyms, auditorium, cafeteria, weight rooms, change rooms and music rooms when in use. In case of emergency, people must have unobstructed egress.
- e) When the event is finished and all people have left, secure all perimeter doors.
- f) Lock inside doors as necessary, turn off lights in rooms and halls.
- g) Do a perimeter check of the building, checking for damage and unlocked doors.
- h) Ensure all fire doors are closed and close/re-secure the site following the instructions laid out in Section 3.
- i) All user groups have contracted to use only specified areas and equipment. With that in mind, the custodian (staff member) must use good judgment in not allowing user group access to other equipment or areas of building not contracted for. Ensure keys are returned as per prior arrangement.
- j) If additional help is required or unusual circumstances arise, please contact Facilities Services.

## FACILITIES

## Policy 703.4 (previously Policy 903.4)

### Vandalism

The Board recognizes its responsibility to ensure an environment in which the property of the ~~school—district~~District, its students, and its staff are safeguarded. To this end, the Board encourages district and school staff and students to participate jointly in a continuous ~~programme~~program for the prevention of vandalism.

Although the Board recognizes that damage to school property can occur under a variety of circumstances and at different times, the Board deplors any willful or negligent behaviour likely to result in damage to school property. The Board recommends appropriate action be taken to mitigate or prevent destruction or loss resulting from such behaviour, and to bring those responsible to account.

A reward may be offered by the Board for information leading to the apprehension of any person who willfully damages school district property.

---

## **FACILITIES**

## **Policy 703.4 (previously Policy 903.4)**

### **Vandalism**

The Board recognizes its responsibility to ensure an environment in which the property of the District, its students, and its staff are safeguarded. To this end, the Board encourages district and school staff and students to participate jointly in a continuous program for the prevention of vandalism.

Although the Board recognizes that damage to school property can occur under a variety of circumstances and at different times, the Board deplors any willful or negligent behaviour likely to result in damage to school property. The Board recommends appropriate action be taken to mitigate or prevent destruction or loss resulting from such behaviour, and to bring those responsible to account.

A reward may be offered by the Board for information leading to the apprehension of any person who willfully damages school district property.

## FACILITIES

### Policy 703.4-R (previously Policy 903.4-R)

#### Vandalism

##### District Property

###### Definition

For the purpose of these Regulations, vandalism shall be defined as "damage or destruction of ~~School Board~~ District property resulting from malicious acts or acts of misbehaviour."

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.
2. School staff are encouraged to promote student involvement in ~~programmes~~ programs designed to safeguard school property.
3. When damage has been caused by vandalism, it shall be so indicated on the ~~Physical Plant~~ Facilities Services work order. ~~The Maintenance Department~~ Facilities Services shall determine the cost of the damage.
4. In instances of major vandalism, the ~~principal~~ school administrator shall be responsible for submitting an Incident Report Form.
5. Where the person responsible for the damage is a student whose identity is known, the ~~principal~~ school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the ~~Maintenance and Operations Manager~~ Executive Director, Facilities Services.
6. As appropriate, the Secretary-Treasurer's office (or the ~~principal~~ administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.
7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent of Schools and the school ~~principal~~ administrator to determine the nature of that action.

##### **Employee's Vehicles**

###### Definition

Vandalism shall be defined as "damage resulting from malicious acts or misbehaviour".

1. Employees are expected to leave their cars in designated parking areas only and take standard precautions.
2. The Board will reimburse its employees for damage to their personal vehicles caused by vandalism whilst they are located on property owned or administered by the Board.
3. As necessary, school staff are encouraged to promote school involvement in programmes to safeguard employees' automobiles.

4. The amount payable by the Board shall be limited to the minimum deductible offered by ~~I.C.B.C.~~the Insurance Corporation of British Columbia or the actual cost, whichever is the lesser.
5. There shall be evidence that the vandalism occurred ~~whilst~~while the employee ~~is~~was in attendance at work.
6. The ~~principal~~school administrator shall be responsible for submitting an incident report form, and ~~the R.C.M.P.~~Richmond RCMP shall be notified of the vandalism; further, the names of any persons causing the damage shall be stated on the incident report.
7. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs.

DRAFT

# FACILITIES

## Policy 703.4-R (previously Policy 903.4-R)

### Vandalism

#### **District Property**

##### Definition

For the purpose of these Regulations, vandalism shall be defined as "damage or destruction of District property resulting from malicious acts or acts of misbehaviour."

1. During the school day and on special school occasions, the responsibility of safeguarding school property falls upon the school teaching and custodial staff. At other times, persons in charge of authorized activities in the school are responsible for safeguarding school property.
2. School staff are encouraged to promote student involvement in programs designed to safeguard school property.
3. When damage has been caused by vandalism, it shall be so indicated on the Facilities Services work order. Facilities Services shall determine the cost of the damage.
4. In instances of major vandalism, the school administrator shall be responsible for submitting an Incident Report Form.
5. Where the person responsible for the damage is a student whose identity is known, the school administrator shall inform the parent(s) or guardian(s) by letter that a charge for the cost of the damage will be made against them. A copy of this letter shall be sent to the office of the Secretary-Treasurer and the office of the Executive Director, Facilities Services.
6. As appropriate, the Secretary-Treasurer's office (or the administrator of the school concerned) shall be responsible for the collection of monies from the responsible party.
7. If further action is deemed appropriate, the Secretary-Treasurer shall consult with the Superintendent of Schools and the school administrator to determine the nature of that action.

#### **Employee's Vehicles**

##### Definition

Vandalism shall be defined as "damage resulting from malicious acts or misbehaviour".

1. Employees are expected to leave their cars in designated parking areas only and take standard precautions.
2. The Board will reimburse its employees for damage to their personal vehicles caused by vandalism whilst they are located on property owned or administered by the Board.
3. As necessary, school staff are encouraged to promote school involvement in programmes to safeguard employees' automobiles.
4. The amount payable by the Board shall be limited to the minimum deductible offered by the Insurance Corporation of British Columbia or the actual cost, whichever is the lesser.

5. There shall be evidence that the vandalism occurred while the employee was in attendance at work.
6. The school administrator shall be responsible for submitting an incident report form, and Richmond RCMP shall be notified of the vandalism; further, the names of any persons causing the damage shall be stated on the incident report.
7. Payment to the employee shall be made upon submission of a receipt covering the cost of repairs.