

Facilities and Building Committee

Public Meeting Minutes

Wednesday, December 3, 2025 - 4:30 pm
Via Zoom

Present:

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| Chairperson | K. Hamaguchi |
| Vice Chairperson | H. Larson |
| Secretary Treasurer | C. Wang |
| Director, Facilities Services | K. Wilkins |
| Manager, Facilities Planning | R. Dollinger |
| Manager, Facilities Planning | U. Olcay |
| President, Richmond Teachers' Association | L. Baverstock |
| President, Richmond District Parents Association | C. Huang |
| Vice President, Richmond District Parents Association | A. Gong |
| Vice President, Richmond Association of School Administrators | A. Goulas |
| Representative, Richmond Management and Professional Staff | J. Canlas |
| Executive Assistant (Recording Secretary) | T. Lee |

Regrets:

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| Trustee Member | R. Belleza |
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The meeting was called to order at 4:31 pm.

The Richmond Board of Education acknowledged and thanked the First Peoples of the hənqəminəḥ language group on whose traditional and unceded territories we teach, learn and live.

The Chairperson noted that this was Mr. Olcay, Manager, Facilities Planning's last Committee meeting prior to his retirement and expressed appreciation for his service. The Chairperson then introduced and welcomed Ms. Ruth Dollinger as the new Manager of Facilities Planning.

1. Approval of Agenda

The agenda was adopted as circulated.

2. Approval of Minutes

Minutes from the November 5, 2025 meeting was approved as circulated.

3. Facilities Planning Update (standing item)

Mr. Olcay spoke to the report as included in the agenda package. He then responded to the President, Richmond Teachers' Association's (RTA) question regarding enrollment projections, the impact of federal visa processing delays on international student, and potential secondary school

catchment adjustments for the new City Centre school. He also responded to a trustee's question on the City of Richmond's Official Community Plan and the requested letter of support.

4. Capital Projects Update (standing item)

The Director, Facilities Services spoke to the report included in the agenda package from the Director, Richmond Project Team.

In response to a question from the RTA President regarding heating arrangements in classrooms during cooler weather, he noted that temporary heating plans are in place alongside ongoing mechanical work, with additional measures ready if needed to ensure occupant comfort.

The President, Richmond District Parents Association then asked for an update on the secondary school video surveillance project. The Director, Facilities Services indicated the project is managed by the Technology Services department and noted that a more detailed update could be provided by the Director of Technology Services.

5. Facilities Services Update (standing item)

The Director, Facilities Services noted the report was included in the agenda package. He then responded to a question from the RTA President regarding a replacement ventilation unit including the expected timeline for installation.

6. Next Meeting Date – January 7, 2026 at 4:30 pm

Prior to adjournment, the Chairperson invited Mr. Olcay to say a few words, and he expressed confidence in Ruth Dollinger as his successor. The Committee extended appreciation for his contributions and wished him well in his retirement.

7. Adjournment

The meeting adjourned at 4:50 pm.

Respectfully Submitted,

Ken Hamaguchi

Chairperson, Facilities and Building Committee