



Making Progress on Your Certification

March 6, 2018



Presenters



Heather McCall, Program Director
Sustainable Jersey for Schools

mccalh@tcnj.edu

609-771-2469



Véronique Lambert, Program Coordinator
Sustainable Jersey for Schools

lambertv@tcnj.edu

609-771-3427



FREE Technical Assistance with Energy Actions

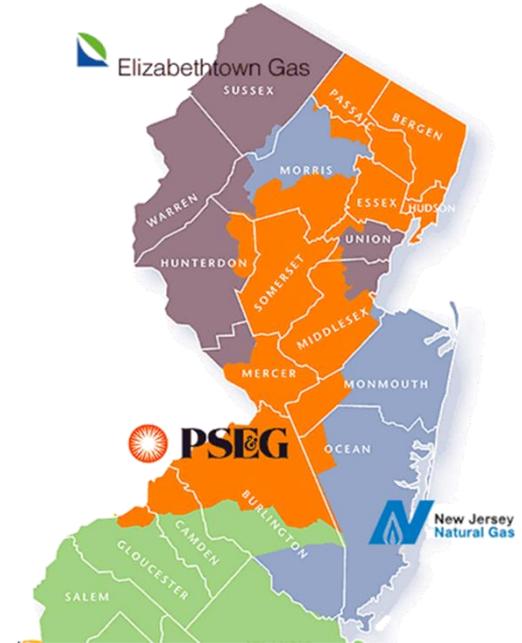
Partnership with the *Environmental Defense Fund* and *New Jersey Natural Gas* (NJNG) to assist school districts and municipalities within [NJNG service territory](#) in completing Sustainable Jersey energy actions.

Full-time, on-site support for 10 weeks in the summer of 2018, for energy projects such as:

- Improving building performance through energy efficiency analysis, planning, and upgrades
- Renewable energy
- Other energy-related improvements

Go to www.sustainablejerseschools.com/grants-resources/ for application form and more information

Application Deadline: Friday, April 13, 2018 at 11:59pm



Upcoming Webinar

New Actions: Green Design for Schools

March 21, 2018 – 1:00 PM to 2:00 PM

Learn about the newly added suite of Green Design actions for the Sustainable Jersey for Schools certification program. Actions include:

- Green Building Training
- Green Building Policy
- Design/Build/Certify New Construction & Major Renovations Using a Green Standard

Whether your school facility is new or old join us to learn best practices for your school's next renovation.

For more details & to register, visit www.sustainablejerseyschools.com/events-trainings/



Webinar Agenda

- Certification Overview
- 2018 Certification Cycle
- Reviewer Comments
- Overview of district & school applications
- Re-Submitting Documentation
- Tips for Success
- Green Team Resources
- Technical Assistance/Questions



Certification Overview

- Sustainable Jersey for Schools' online application for certification has 3 rounds of submissions and reviews
- Districts and schools submit applications, but **only schools are certified**
- Points earned on the district application flow to each school in the district.



Levels of Certification

150

Bronze

- Green team
- 2 out of 10 priority actions
- Actions completed in 6 of 19 categories

350

Silver

- Green team
- 3 out of 10 priority actions
- Actions completed in 8 of 19 categories



2018 Certification Cycle

- **January 19** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 30** – Second Submission
- Early May – Reviewer Comments
- **June 22** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration



Long Branch Middle School – Champion Award



Jackson School District – 10 schools



Application Revision Email

Your Application is Now Unlocked!

Sustainable Jersey for Schools

Wed, Feb 21, 2018 at 4:12 PM

To: ringsl@jrr.com, Staff Tester , Renee Haider, Veronique Lambert , Heather McCall , Samantha McGraw

Dear ! Test School A (Atlantic):

Thank you for submitting a Sustainable Jersey for Schools application. We have completed the first round of reviews. Based on past certification cycles, it is typical that only a small percentage of actions get approved after the first round. There are two more review rounds in this application cycle.

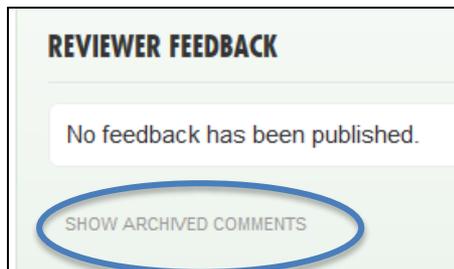
Each action has been reviewed and marked as Approved or Must Revise. All actions marked as Approved are locked from further editing. You may view these actions by clicking on the appropriate filter (Approved or Must Revise) under the Search Actions box at the top of your application. Your total Approved or Must Revise points will then display in the Action Totals box on the right side of the page. A list of the actions marked as Must Revise is also provided at the bottom of this email. Comments have been added for each action to help you revise your submission to have the action approved. Your revised application must be submitted by March 30, 2018, to be reviewed in the second round of this application cycle. General information about the 2018 application cycle can be found at the Application Cycle page.

We encourage you to keep working on your actions and resubmit your application by the March 30 deadline. To help you move forward in the certification process, a webinar entitled “Making Progress on your Certification” will be held on Wednesday, March 6 at 3:00pm to help you better understand the application feedback process submission cycle, and how to organize your materials for success.



Reviewer Feedback

- All users notified by email when application is unlocked and ready for editing.
- Reviewers read the submissions and provide feedback. Action will be marked “Approved” or “Must Revise.”
 - Must Revise feedback will summarize what needs to be addressed to have the action approved.
 - Feedback is at the bottom of the action submission page or top of the application.
- Feedback on Not Approved actions from a previous submission can be found by clicking “Show Archived Comments”



Reviewer Comments

- **No Documentation Submitted**
 - No documentation has been uploaded to support any description that may have been submitted in the “Description of Implementation” text box.
 - OR no new documentation submitted for the new certification year. Old documentation would not meet the standard.



Reviewer Comments

- **Submission Requirements Not Yet Met**
 - Documentation is uploaded to the action submission, but does not meet the requirements for approval.
 - The reviewer comments then provide guidance on the specific submission items that need to be addressed.



Reviewer Comments

- **Prerequisite Not Met**
 - Action submission is sufficient for approval, but the prerequisite action has either not been submitted for or has been marked “Must Revise”.



Accessing the Dashboard

- Click  → Login → 
- Click on right hand side → 
- You will go to a page that lists the districts and/or schools that you are linked to

District and School Dashboards

Listed below are the district and/or school accounts for which you are an identified user. To gain access to additional accounts you must be invited by a current user.

TEST DISTRICT (ATLANTIC)	
<input type="button" value="Update Application"/>	Update your existing application
<input type="button" value="Update District Profile"/>	Update the primary contact, secondary contact, and certification report "Introduction"
<input type="button" value="Manage District Users"/>	Manage applicant owners and contributors

TEST SCHOOL A (ATLANTIC)	
<input type="button" value="Begin Application"/>	Begin a new application
<input type="button" value="Update School Profile"/>	Update the primary contact, secondary contact, and certification report "Introduction"
<input type="button" value="Manage School Users"/>	Manage applicant owners and contributors

ACTIONS & CERTIFICATION

- Program Benefits
- Register
- Certification Overview
- Actions
- District and School Dashboards**
- Review
- Participating Districts and Schools

Application – “Living Document”

Application Overview

! Test District (Atlantic) Application

Application Overview

[View details and history](#) | [Help](#) | [View School Applications](#)

IN PROGRESS

Reviewer Feedback: 0 comments

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions

Clear Search

Search Features

Action Listing

Back to Top Expand All Collapse All

- Diversity & Equity**
 - Accessible Communications** Status: Unplanned
10 Points Unplanned
 - Breakfast After the Bell** Status: Unplanned
20 Points Unplanned
 - Diversity on District Task Forces & Committees** Status: Unplanned
10 Points District Only Unplanned
- Energy Efficiency**

← My Dashboard

ACTION TOTALS

(Completed, Approved)

Mandatory 0/1

Priority 0/3

Total 0/370

Categories 0/17

Actions 0/35

When you have completed all the actions you would like to include in your application, click on the button below.

Point Calculations and Submission



District Application Overview

At the top of the application, click “View details and history” to see:

Test District (Atlantic) Application

Application Overview View details and history Help View School Applications		AWAITING UPDATES Reviewer Feedback: 6 comments
Current Status This application is Awaiting Updates	AWAITING UPDATES	
Application History This applicant has applied 0 times		
Reviewer Feedback	6 published comments 1 archived comments	

Get help: Access more detailed instructions on navigating the application

View school applications: District users can view the applications of registered schools in the district

Current status: Awaiting Updates means the application has been reviewed and unlocked. It should be updated before being submitted for another review.

Check on reviewer feedback: Once you have submitted your application it has been reviewed



School Application Overview

- At the top of the application, click “View details and history” to see:

Test School A (Atlantic) Application

Application Overview View details and history Help		AWAITING UPDATES Reviewer Feedback: 2 comments
Current Status This application is AWAITING UPDATES	AWAITING UPDATES	
Application History This application has applied 4 times	Certified July 27, 2016 - December 31, 2019 Certified July 21, 2016 - December 31, 2019 Certified July 21, 2016 - December 31, 2019 Certified September 21, 2015 - December 31, 2018	
Reviewer Feedback	2 published comments 2 archived comments	
District Application ! Test District	AWAITING UPDATES Visit application	

Get help: Access more detailed instructions on navigating the application

View district actions: School users can view the applications of the district

Current status: All reviewed applications are marked Awaiting Updates until final certification notification after the June submission

Check on reviewer feedback: Once you have submitted an application that has been reviewed



Action Statuses

Natural Resources	
Environmental Commission Site Plan Review 10 Points	Status: Unplanned Unplanned
Water Conservation Education Program 10 Points	Status: Planned Planned
Water Conservation Ordinance 20 Points ★ Bronze Priority ★ Silver Priority ● Submissions for this action do not expire	Status: Completed Completed
Environmental Commission 10 Points ● Last updated 01/09/15 ● Expired on 12/31/14	Status: Expired Expired
Natural Resource Inventory 20 Points ★ Bronze Priority ★ Silver Priority ● Expires on 05/31/16 ● Last updated 10/14/14	Status: Approved Approved
Open Space Plans 10 Points ● Last updated 12/18/14	Status: Not Approved Not Approved

Default unless changed by user

Changed by user to indicate it will or has been worked on

Changed by user to indicate the action submission is completed including the uploading of supporting documentation

Previously received credit, but due to shelf life of the action, points are no longer counted in application

Credit not awarded last time action submitted

Points currently included in your application.
Expiration dates may be applicable



Action Information

View action text →

! Test District (Atlantic) Application for Certification

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

✓ Status Current action submission status: Planned	Planned
✓ Requested Points Point level requested for this submission	10
✓ Schools working on this action The number of schools in this district who have begun working on this action.	0

APPLICATION NAVIGATION

Jump to another planned action submission:

← Back to Application

Save Action Submission

- Update status and select point level if variable point action →

- If **district application** and a **"both"** action, you will see how many schools in the district are working on the action. Districts should **not change the status** of an action if schools are working on it without consulting the schools first. The district submission will override the schools.



Variable Point Actions

ACTION SUBMISSION: PROFESSIONAL DEVELOPMENT FOR SUSTAINABILITY

You are editing the action submission for the action "Professional Development for Sustainability." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

<input checked="" type="checkbox"/> Status Current action submission status: Completed	Completed ▾
<input checked="" type="checkbox"/> Requested Points Point level requested for this submission	15 ▾

- User selects point value supported by the documentation as part of the submission from the drop down menu
- Reviewer confirms point value selected or changes based on review of the documentation



Description of Implementation

Input a short summary of what was accomplished and the impact it had or will have on the district and/or school.

DESCRIPTION OF IMPLEMENTATION:

In the text box below, please provide a short summary (300 word maximum) of what was accomplished and the impact it had or will have on the school community. Include relevant references to the uploaded materials. If you are pasting information into the text box, please be sure to check the content and format of the entry.

This is where you tell us what you did and the impact it had on the district and/or school.



Upload Supporting Documentation

Select the file from your computer to upload

Many types of files can be uploaded, up to 20MB.

You can rename it to be whatever you like.

Once successfully uploaded it will appear in the box below

UPLOAD SUPPORTING DOCUMENTATION

Please upload the supporting documentation required as outlined in the "What to submit to earn points for this action" section of the action. Simply enter a document title, click on the **Choose File** button to select the file, and then click on the **Upload** button. Up to six files can be uploaded. Each file must be uploaded individually. Individual files cannot exceed 20 MB. If there is a need to provide more than six documents, please combine documents into one PDF file. To remove any uploaded file, simply click the "X" in the column labeled "Delete." Be sure to click on the **Save Action Submission** before exiting this page.

Document Title (optional)

 No file selected.

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	X

Easily remove files by clicking "X" under Delete



Be Sure to Save Action Submission

- At Top of Page

ACTION SUBMISSION: SUSTAINABLE ENERGY TRANSITION PLAN

You are editing the action submission for the action "Sustainable Energy Transition Plan." [Learn more about this action.](#)

Directions: Please complete this form to submit this action as part of your application. First, mark the Status as "planned" and, if it is a variable point action, indicate the **Requested Points**. See the action text for the action requirements associated with each point level. After you have entered the **Description and Implementation** and **Uploaded the Supporting Documentation**, click on the **Save Action Submission** button. Finally, when the action submission is complete and ready for review, change the status from "planned" to "completed" and resave.

Sustainable Energy Transi ▾

← Back to Application

Save Action Submission

- OR

- At Bottom of Page

Document Title (optional)

Sustainable Energy Transition Plan Documentation

Browse... No file selected. Upload

Type	Title	Uploaded On	Delete
	Sustainable Energy Transition Plan	1/1/1970 at 12:00 AM	✕

Save Action Submission



Calculating Points

- Use the ACTION TOTALS chart in left column to track your point totals.
- The default values will be a combination of Completed and Approved actions.

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

Back to Top Expand All Collapse All

ACTION TOTALS
(Completed, Approved)

Mandatory	0/1
Priority	0/3
Total	0/370
Categories	0/17
Actions	0/35

When you have completed all the actions you would like to include in your application, click on the button below.

- You can view different combinations by checking the desired boxes under SEARCH ACTIONS

SEARCH ACTIONS

Type in a word(s) to identify all actions with that word(s) in the title

Planned Completed Must Revise Not Approved Approved Expired

To identify actions by status, check the desired box or boxes above. The Action Totals box at right will also reflect only those actions selected. Click on the Clear Search button to return to the full action listing.

Search Actions Clear Search

ACTION TOTALS
(Planned)

Mandatory	0/1
Priority	1/3
Total	70/370
Categories	7/17
Actions	7/35

When you have completed all the actions you would like to include in your application, click on the button below.



Preparing to Re-Submit District Application

- Once you are finished working on an action, mark it as “Completed”
- There are **no** minimum requirements districts must meet to submit an application
- When ready to Submit Application for Review, press the yellow submit button:
 - Confirm submission, and you will receive a notification in green at the top of the page the application has been submitted
 - All users on the account will receive an automatic email that your application has been submitted for review
- You will be locked from editing your application until review is complete

ACTION TOTALS

(Completed, Approved)

Mandatory	0/1
-----------	-----

Priority	0/3
----------	-----

Total	20/370
-------	--------

Categories	1/16
------------	------

Actions	1/34
---------	------

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review



Preparing to Re-Submit School Application

- Certification Criteria visible on right hand side
- Action Totals – In school application you can also view points by District, School or Both..
 - District points flow from the District Application
 - District and School point combined determine ability to Submit Application for Review and Certification
- Gray submit button turns yellow once minimum requirements met for bronze certification based on actions marked “Completed” and “Approved”
- Once submitted, the application is locked from editing until the review is complete

CERTIFICATION CRITERIA

	 bronze	 silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

ACTION TOTALS

(Completed, Approved)

District School Both

Mandatory	0/1
Priority	0/10
Total	10/965
Categories	1/17
Actions	1/91

When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for
Review and Certification

Why Actions Are Not Approved

Pitfall

How to Overcome

Action documentation completion date is outside the shelf life of the action

Review the Introduction and “What to Submit” sections of the action to find the shelf life of eligible activity and documentation (i.e. how old can they be and still qualify to earn points). Only submit documentation that falls within this period.

Proper documentation not submitted

Ensure that the documentation uploaded fulfills the requirements outlined in “What to submit”

Misinterpretation of Action Goals

Closely read the “What to Do” and “What to Submit” portion of the action to ensure that what you plan to submit is in line with the intent of the action

Seeking credit for same initiative under two different actions

Any initiative may only be submitted under one action, even if it fulfills the requirements of more than one action. Review the entire application to spot duplication

Failure to conduct outreach/education component required for many actions

Read beyond the action’s title, paying close attention to the “What to Do” and “What to Submit” sections

Failure to complete the prerequisite action

Check the Introduction and the “What to Submit” section for prerequisites, and make sure that any required are completed by the final application deadline.

Tips for Energy Actions

- [Energy Efficiency for School Facilities](#) replaces two actions to be retired in 2018 and you cannot apply for these if applying for *EE for School Facilities*:
 - *Energy Audit*
 - *Building Efficiency Measures*

Energy Efficiency for School Facilities - NEW

5 Points 10 Points 15 Points 20 Points 30 Points 40 Points 50 Points Bronze Priority Silver Priority School District

Why is it important?

Who should lead and be involved with this action?

Timeframe

Project Costs and Resources Needed

What to do and how to do it

What to submit to earn points for this action

Spotlights

Resources

Note: This action was introduced in October 2017. Previously, the points for completing an energy audit and taking steps to implement energy conservation measures were earned through two separate actions -- *Energy Audit* and *Building Efficiency Measures*. This new action combines all of the steps for addressing energy efficiency for school buildings.

It is recommended that schools applying for certification in 2018 use this new action. However, in order to accommodate schools that have already started working on their *Energy Audit* and *Building Efficiency Measures* action submissions, submissions for these actions will be accepted through the end of the 2018 certification cycle. Schools must choose to earn points under the new action OR the two original actions.

Tips for Energy Actions

- [Energy Tracking & Management](http://www.njcleanenergy.com/commercial-industrial/programs/benchmarking/energy-benchmarking-home) – New Jersey Clean Energy Program offers a free benchmarking program:
<http://www.njcleanenergy.com/commercial-industrial/programs/benchmarking/energy-benchmarking-home>



Press Room | Library | FAQs | Calend

The screenshot shows the website's navigation menu with 'COMMERCIAL, INDUSTRIAL AND LOCAL GOVERNMENT' selected. The main content area is titled 'Energy Benchmarking' and includes a description of the service, a list of sample reports, and a promotional image for a free benchmarking report.

HOME RESIDENTIAL **COMMERCIAL, INDUSTRIAL AND LOCAL GOVERNMENT**

COMMERCIAL, INDUSTRIAL AND LOCAL GOVERNMENT

▼ PROGRAMS

- ▶ NJ SMARTSTART BUILDINGS
- ▶ PAY FOR PERFORMANCE
- COMBINED HEAT AND POWER
- LOCAL GOVERNMENT ENERGY AUDIT
- LARGE ENERGY USERS PROGRAM
- ENERGY SAVINGS IMPROVEMENT PROGRAM (ESIP)

Home » PROGRAMS

Energy Benchmarking

Benchmarking is a free service that assesses the energy performance of your facilities compared to similar buildings. Our program representatives will track and score your actual energy usage based on your industry type and provide a detailed report along with valuable information on implementing energy-efficient technologies, including available financial incentives to lower project costs.

Sample Benchmarking Reports

- Energy Benchmark Report Example Elementary
- Energy Benchmark Example Office Building

We will need to gather some preliminary information, including the

Financial Incentives for Energy Efficiency

Your First Step to Saving Energy is Easy...and FREE

We needed to take control of our building's rising energy costs, so we started with a FREE Benchmarking Report from New Jersey's Clean Energy Program. They showed us how our company compared to similar buildings and gave us an idea of where we needed to upgrade first.

That's setting a benchmark for saving energy...and money!

Tips for Action Submissions

#1

Read the action descriptions in order to understand what the action requires

#3

Upload documents that support the information contained in the summary

#2

Use Description of Implementation box to provide a summary of what was accomplished. Accomplishments should be in-sync with the action

#4

Type in descriptive document titles for all uploaded files (i.e. Green Purchasing Policy or Outreach Materials)



More Tips

- Do not resubmit an action if it has not been updated (unless it is needed to get the submit button to turn yellow)
- Be aware of your 6 document limit!
- Save online links as PDFs, or combine multiple documents
- Actions to be retired in 2018: *Energy Audit* and *Building Efficiency Measures*



Be Ready for the Limelight!

- Once you are certified your information becomes publicly accessible on the website
- Inspire others! Tell a story in your narrative
- Remove sensitive information before uploading your documentation
- Remove irrelevant or outdated documentation
- Only upload parts of documents that are needed (e.g. not the entire policy handbook)
- Name your documents when uploading



District and School Collaboration Required

There should be coordination between those working on the district application and those working on school applications

- Need to determine at what level “Both” actions will be completed (If an action status is changed from “Unplanned” in the district application, then schools are shut out from doing that action in their applications)
- District application needs to be completed in same time frame as school applications



Strategy for moving forward!

Make a plan!

- Focus on completing your Green Team Action
- Two Priority Actions
- Then review remaining actions to determine which actions you are close to completing by the final deadline. Shoot first for Bronze 150 then for the stars
- Identify the outstanding items needed for each action to meet the submission standard
- Add additional contributors to your dashboard to help with the documentation



Green Team Mandatory Action

Your **Green Team** action must be approved at the District or School level in order to become certified!

WHAT TO SUBMIT:

- Letter Establishing the Green Team

The letter must identify at least two green team members selected by the local building union leadership for a School Green Team or by the district union leadership for a District Green Team

- Green Team Annual Report with 4 meeting dates

<http://www.sustainablejerseyschools.com/actions-certification/actions/#open/action/1>



Green Team Resources

The screenshot shows the Sustainable Jersey website interface. At the top, there is a navigation bar with a yellow background containing an RSS icon, a "Sign in or sign up." button, and social media icons for Facebook and Twitter. Below this is a dark banner with the text "A BRIGHTER FUTURE" on the left, a circular logo in the center that says "FOR SCHOOLS SUSTAINABLE JERSEY CERTIFIED", and the slogan "one school at a time" on the right. A navigation menu below the banner includes "ABOUT", "ACTIONS & CERTIFICATION", "EVENTS & TRAININGS", "GRANTS & RESOURCES" (which is highlighted with a red arrow), "MEDIA & COMMUNICATIONS", "SUPPORT US", and a "REGISTER" button.

The main content area shows a breadcrumb trail: Home > Grants & Resources > Green Team Resources. The title "Green Team Resources" is displayed. Below the title is a section titled "Ready, Set, Go! Quick Start Resources to Get You Moving" with a list of links: "Certification Overview", "Application User Guide: Detailed guide providing guidance on how to manage users, navigate, and submit your application", and "Master Action Tracking Spreadsheet (Updated April 2015)". To the right of this list is an illustration of a clipboard with a pen and a document labeled "Quick Start Guide".

On the right side of the page, there is a sidebar titled "GRANTS & RESOURCES" with a list of links: "Sustainable Jersey Small Grants Program", "Grants Portal", and "Green Team Resources".

At the bottom of the page, there are three main sections: "Program Overview" with links to "Certification Overview: Including steps and application cycle" and "Ready, Set Go! Getting Started with Sustainable Jersey for Schools webinar and presentation"; "Green Team Strengthening" with links to "Create Your Green Team Action: Read through this action to understand what the purpose of the Green Team is, why it is important, and how to get it started.", "Secrets to a Successful Green Team", and "Rubric for Assessing your Green Team" (which includes sub-links for "Description and Directions" and "Example Rubric Results – Stratford, NJ"); and "Certification" with a link to "Action Description & Submission Requirements".

TIP!

Download the Master Action Tracking Spreadsheet:

<http://www.sustainablejerseyschools.com/grants-resources/green-team-resources/>



Check out Examples!

Use the Participating Schools Map to find examples of documentation from certified schools

Search by action



View certified schools approved for that action



View certification report for example documentation

165 Registered Districts 429 Registered Schools 60 Schools Certified

Map view List view

TAUNTON FORGE ELEMENTARY SCHOOL
BURLINGTON COUNTY

Certification Level: **Bronze**
Certified On: September 23, 2015
Total Points: 150
Certification Report: [View Report](#)
Applicant Profile: [View Profile](#)

SEARCH FEATURES

Participating Districts and Schools: To see the municipalities participating in the program, their

FILTER THIS MAP

BY TYPE

- District
- School
- All

BY STATUS

- Registered
- Bronze Certified
- Silver Certified
- Any Certified
- Any

BY CERTIFIED ACTION

SEE INSTRUCTIONS BELOW

- Food & Nutrition
- Green Cleaning
- Green Design
- Green Purchasing
 - Green Purchasing Policy
 - Recycled Paper Purchase
 - Energy Efficient Appliances or Equipment
- Healthy School Environments
- Innovation Projects
- Learning Environment



Sustainable Jersey for Schools Community Certification Report

 [Download PDF Version](#)

This is the Sustainable Jersey for Schools Certification Report of Horace Mann Elementary School (Camden), a Sustainable Jersey for Schools bronze certified applicant.

Horace Mann Elementary School (Camden) was certified on September 22, 2015 with 200 points. Listed below is information regarding Horace Mann Elementary School (Camden)'s Sustainable Jersey for Schools efforts and materials associated with the applicant's certified actions.

Contact Information

The designated Sustainable Jersey for Schools contact for Horace Mann Elementary School (Camden) is:

Name:	Sarah Boone
Title/Position:	Teacher / Primary
Address:	150 Walt Whitman Blvd Cherry Hill, NJ 08003
Phone:	8564281144

Sustainability Actions Implemented

Each approved action and supporting documentation for which Horace Mann Elementary School (Camden) was approved for in 2015 appears below. Note: Standards for the actions below may have changed and the documentation listed may no longer satisfy requirements for that action. Additionally, points associated with actions prior to 2013 certifications may not be accurate.

ENERGY EFFICIENCY

Building Efficiency Measures 20 Points Bronze Priority Silver Priority

Program Summary:

The district approved Concord Engineering to conduct energy audits for each of its 19 schools. They were completed in 2 waves, with the first wave completed in October 2010 and the second wave completed in October 2011. From the audits the district chose several efficiency measures

ACTIONS & CERTIFICATION

[Program Benefits](#)

[Register](#)

[Certification Overview](#)

[Actions](#)

[District and School Dashboards](#)

[Review](#)

[Participating Districts and Schools](#)



purchased over \$650,000 in new computers. Specifically we purchased: 350 – Dell Latitude 3000 series 132 – Dell Desktops OptiPlex 3020 series 555 – Chromebook 11 series I have attached the documentation for the Energy Star Status of the computers. The Chromebook 11 computers are fairly new and they are in the process of receiving Energy Star certification. The district is in the process of approving an environmentally preferable purchasing policy, which is expected to be formally passed by the BOE by the end of July 2015.

 Letter from Business Administrator

 Energy Efficient Appliances or Equipment Documentation

Green Purchasing Policy **10 Points** **Bronze Priority** **Silver Priority**

Program Summary:

The Cherry Hill Public Schools Board of Education is supportive of a Green Purchasing or Environmentally Preferable Purchasing Policy (EPP) for our district. The Policy/Legislation Committee of the BOE met on 6/2/15 to discuss the policy. They were presented with the NJ ASBO EPP by our purchasing department and business administrator for consideration. The committee, upon examining the policy, determined that the bulk of the policy in question, appeared to more "procedural" in nature and recommended truncating it to it's EPP "principles". This recommendation was presented to the full board at the BOE meeting on 6/9/15 during its monthly work session and was adopted formally on July 28, 2015. The policy was circulated to the Superintendent's Council on July 29, 2015 (made up of district administrative leaders). Further education about this policy will be ongoing during the 2015-16 school year. The policy has been posted to our District web site at <http://www.chclc.org/our-district/policies-and-procedures>. Attached are: 1. The approved policy from 7/28 BOE meeting 2. The agenda page from the 6/9 BOE work session 3. The agenda from the 6/2 BOE Policy/Leg committee meeting 4. A copy of the 7/29 email to Superintendent's Council with new EPP for circulation.

 Agenda Page from 6/9 BOE Meeting

 Agenda from 6/2 BOE Policy Committee Meeting

 Green Purchasing Policy Documentation

 Green Purchasing Policy Documentation

HEALTHY SCHOOL ENVIRONMENTS

Anti-Idling Education & Enforcement **10 Points**

Program Summary:

The Cherry Hill Public Schools' No Idling efforts were first implemented in 2009, with the No Idling



Partner With Your Municipal Green Team

- Community Education & Outreach
- Green Fair
- Green Your Green Fair/School Event
- Civic & Stewardship Activities
- Recycling Non-Mandated Materials
- Energy Education- GEA
- School Gardens
- Community Asset Mapping
- Safe Routes to School



TIP!

Look up your town on the Sustainable Jersey Municipal Program homepage to get contact information:
<http://www.sustainablejersey.com/actions-certification/participating-communities/>



Next Certification Application Deadline:

**March 30
at 11:59pm**



Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

schools@sustainablejersey.com

Follow Sustainable Jersey on Facebook, Twitter, Instagram and LinkedIn

The webinar and presentation will be posted on the [Webinar Recordings & Presentations](#) page of our website

