Preparing for Re-Certification
November 1, 2018

Presenters

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Upcoming Webinar

Maintaining Your Certification Webinar - Dec 04, 2018, 3:00 - 4:00 PM

Learn how to learn how to determine which expired actions need to be updated for re-certification and how to make a game plan for maintaining Sustainable Jersey for Schools certification for 2019 and beyond!

For more details, or to register, visit www.sustainablejerseyschools.com/Events&Trainings

Grant Funding & Resource Opportunities

Accepting Applications Now:

PSEG Grants / Deadline March 15, 2019

$10,000 and $2,000 grants for any initiative that would earn points towards Sustainable Jersey for Schools certification

The Nature Conservancy Roots for River Reforestation Grant & Technical Assistance Program / Deadline December 14, 2018

Technical assistance to design restoration projects and funding to cover the material costs of tree/shrubs, tree protection tubes, and stakes. Projects costing between $1,000 and $20,000 are eligible.

For more details, visit www.sustainablejerseyschools.com/grants-resources

Webinar Agenda

- Why Get Re-Certified?

- Certification Overview

- 2019 Certification Cycle

- Online Recertification Process

- Action Updates

- Tips for Success

- Green Team Resources

- Technical Assistance/Questions

Why Get Re-Certified?

- Keep districts and schools focused on making progress

- Tap into extensive support and training

  - Sustainable Jersey training and events

  - Connections to partner organizations willing to help

- Priority access and notification on incentives & grants (Sustainable Jersey Grants Program)

- Continue to gain recognition

- Fuels the statewide movement – 242 schools certified
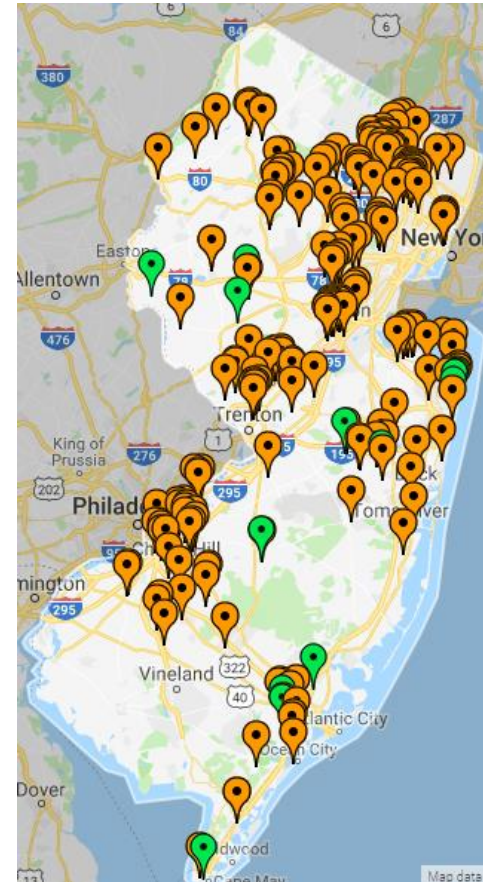
Certification Overview

- 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

350
Silver

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

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

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2019 Certification Cycle

- **January 18** – Initial Application Deadline

- Late February – Reviewer Comments

- **March 29** – Second Submission

- Early May – Reviewer Comments

- **June 24** – Final Application Submission

- Early August – Certified Schools Notified

- **October** – Certified Schools Celebration

Long Branch Middle School – Champion Award

Jackson School District – 10 schools

Applying for Recertification

Accessing the Dashboard

- Click **Sign in or sign up.** → Login → **You are signed in. [sammc29@comcast.net]**

- Click on right hand side → District and School Dashboards

- You will go to a page that lists the districts and/or schools that you are linked to

Update District/School Profile

- Use this primarily to update contact information
  - Please keep this information up to date since these contacts will receive important emails regarding the program and the applicClick Update Profile to save changes
  - ation process & status

Manage Users

- Allows you to add or remove users to the district/school dashboard

- Can be designated as owner (limit 5) or contributor
  - Both can work on application (edit, upload, submit for review, etc.)
  - Owners can add/remove other owners & contributors
  - Contributors can add other contributors

Manage Users

Multiple users may contribute to an application for certification. There are two types of users: owners and contributors. Owners may add and remove other owners and contributors. Contributors may add other contributors, but may not remove users from the application. Both owners and contributors can contribute to the school or district's application for certification by adding action submissions, uploading documentation, and submitting the application for review.

OWNERS

1. First Last	Owner ▾	Update	Remove
2. Renee Haider	owner		
3. Samantha McGraw	Owner ▾	Update	Remove
4. Veronique Lambert	Owner ▾	Update	Remove
5. Heather McCall	Owner ▾	Update	Remove

CONTRIBUTORS

ADD A USER

Email: _____ Role: Owner ▾ Add User

Application – "Living Document"

Application Overview

Search Features

Action Listing

Point Calculations and Submission

! Test District (Atlantic) Application

← My Dashboard

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

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.

⬆ 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**

Application Overview

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

Current status

Certification expiration date

Check on reviewer feedback from previous submissions

Get help: Access more detailed instructions on navigating the application

View other applications: School users can view district application and district users can view the applications of registered schools in the district

Strategizing with your Online Application

1. First, determine the number of approved points, and check their expiration dates

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

ACTION TOTALS
(Approved)

Mandatory	0/1
Priority	0/5
Total	10/405
Categories	1/19
Actions	1/39

● **Board Leadership & Planning**

ⓘ **Green Enhancement of District Strategic Plans**   Status: Approved

🟢 10 Points   🏛 District Only

● Expires on 08/31/19
● Last updated 10/04/18
● This submission is currently locked

Actions that expire **after** the January submission deadline (1/18/2019) **do not** need to be updated.

2. Next, focus on updating actions that have expired

● **Diversity & Equity**

ⓘ **Breakfast After the Bell**   Status: Expired

🟢 20 Points

● Last updated 08/07/18
● Expired on 08/07/18

ⓘ **Diversity on District Task Forces & Committees**   Status: Expired

🟢 10 Points   🏛 District Only

● Last updated 08/07/18
● Expired on 08/07/18

Strategizing with your Online Application

3. Look at the **not approved** actions and read the reviewer feedback to determine what was missing

Feedback on Not Approved actions from a previous submission can be found by clicking "Show Archived Comments"

Action Information

View action text

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.

✓ **Status** Current action submission status: **Completed**	Completed ▼
✓ **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)

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	✖

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 Transit

← 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

Tips for Action Submissions

1
- Read the action descriptions in order to understand what the action requires

2
- Use the Description of Implementation box to provide a recent summary of what was accomplished. The accomplishments should be in-sync with the action

3
- Delete old documents and upload new ones that support the information contained in the summary

4
- Type in descriptive document titles for all uploaded files (i.e. Green Purchasing Policy or Outreach Materials)

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More Tips for Action Submission

– 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!

– Combine multiple documents into one to reduce number of documents to upload

– Save online documents (e.g. news articles) as PDFs and upload them to ensure access by reviewer

– Remove sensitive information before uploading your documentation – Once you are certified your information becomes publicly accessible on the website

– Inspire others! Tell a story in your narrative

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.

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

Preparing to Submit District Application

- Mark actions that you plan to complete for credit 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 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 points combined determine ability to Submit Application for Review and Certification
- Gray submit button turns yellow once actions marked "Completed" and/or "Approved" meet the minimum requirements for bronze certification.
- 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.

Green Team Resources

TIP!

Download the Master Action Tracking Spreadsheet: http://www.sustainablejerseyschools.com/grants-resources/green-team-resources/

Action Updates

- **Energy Efficiency for School Facilities** replaces two retired actions :
  - *Energy Audit*
  - *Building Efficiency Measures*

New for 2019 Application Cycle!

- Change in Points:
  - Education for Sustainability (lesson plans) pre K to 12th grade – points reduced to 5 points per action
  - Curriculum Mapping reduced to 15 points (action will offer variable points, with 30 points for maps integrated with EfS – see below)
- New Actions:
  - Education for Sustainability Unit Plan (10 points per unit / max of 50 points)
  - Curriculum Mapping Integrated with EfS (30 points)
  - Social Emotional Learning Unit Plan (10 points)

DISTRICT

- District actions **flow down to all** participating schools in the district
- Certification is awarded at the **school level**

There are 335 points that districts can earn in support school applications

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

Other Sources of Assistance

STUDENT SAFETY Category

- Transportation Management Associations (TMA's)
https://www.njtpa.org/project-programs/tmas

- New Jersey Manufacturers Insurance Co.

  - Free Drivers Ed & Simulators Available
http://www.njm.com/Teen-Driver-Safety/

Tips for Energy Actions

- *Energy Tracking & Management* – New Jersey Clean Energy Program offers a free benchmarking program: http://www.njcleanenergy.com/commercial-industrial/programs/benchmarking/energy-benchmarking-home

Points for Participation

- ## Asthma Friendly School Certification
  - Talk to your nurse! http://pacnj.org/award-landing-page/
- ## EPA Flag Program (Outdoor Air Quality action)

https://airnow.gov/air-quality-flag-program

Partner With Your Municipal Green Team

- Community Education & Outreach

- Green Fair

- Green Your Green Fair/School Event

- Civic & Stewardship Activities

- Recycling Non-Mandated Materials

- 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/

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

Sustainable Jersey for Schools Community Certification Report

[PDF icon] 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 choose 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

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

First Certification Application Deadline:

January 18 at 11:59pm

Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

schools@sustainablejersey.com

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