



# Strategizing for Silver

October 4, 2018



# Presenters



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# Upcoming Webinars

## Preparing for Re-certification / Maintaining Your Certification

November 1, 2018, 3:00 - 4:00 PM

December 4, 2018, 3:00 - 4:00 PM

Learn how to update expired actions and add new actions 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](http://www.sustainablejerseyschools.com/Events&Trainings)



# Grant Funding Opportunities

## Accepting Applications Now:

### **Gardinier Environmental Fund Grants** / Deadline Oct 31, 2018

\$30,000 and \$10,000 grants for energy projects focused on conservation, efficiency, and renewable energy (excludes lighting upgrades)

### **NJEA Grants** / Deadline Oct 31, 2018

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

For more details, visit [www.sustainablejerseyschools.com/grants-resources](http://www.sustainablejerseyschools.com/grants-resources)



# Webinar Agenda

- Why Go for Silver?
- Certification Requirements & 2019 Cycle
- Strategizing with your Online Application
- Master Action Tracking Spreadsheet
- Action Updates
- Green Team Resources
- Action Strategy / Tips for Success
- Technical Assistance/Questions



# Why Go For Silver?

- Prestige, pride, recognition for being silver certified
- Serve as leader and model in the statewide movement – 242 schools certified; 15 schools at silver level



- Reap rewards of greater sustainability action in your school
  - E.g. Saving thousands of dollars on energy costs
- Gain priority access and notification on incentives and grants (Sustainable Jersey Grants Program)



# 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



# 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





# 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

Application Overview		Reviewer Feedback
<a href="#">View details and history</a>   <a href="#">Help</a>		
<b>Current Status</b> This application is <b>IN PROGRESS</b>	<b>IN PROGRESS</b>	
<b>Application History</b> This applicant has applied one time	Certified December 6, 2011	
<b>Reviewer Feedback</b> Click here →	<b>2 published comments</b> <b>1 archived comments</b>	

## REVIEWER FEEDBACK

No feedback has been published.

[SHOW ARCHIVED COMMENTS](#)



# Why Actions Are Not Approved

Pitfall	How to Overcome
<b>Action documentation completion date is outside the shelf life of the action</b>	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.
<b>Proper documentation not submitted</b>	Ensure that the documentation uploaded fulfills the requirements outlined in “What to submit”
<b>Misinterpretation of Action Goals</b>	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
<b>Seeking credit for same initiative under two different actions</b>	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
<b>Failure to conduct outreach/education component required for many actions</b>	Read beyond the action’s title, paying close attention to the “What to Do” and “What to Submit” sections
<b>Failure to complete the prerequisite action</b>	Check the Introduction and the “What to Submit” section for prerequisites, and make sure that any required are completed by the final application deadline.

# Strategizing with your Online Application

4. Input information about **approved**, **expired** and **not approved** actions into the Master Action Tracking Spreadsheet so that your team can develop a plan to begin working toward silver certification
  - Spreadsheet is found on the [Green Team Resources Page](#) under the “Grants & Resources” tab of [www.sustainablejerseyschools.com](http://www.sustainablejerseyschools.com)
  - It includes the action name, submission requirements, shelf-life, resubmission requirements, and points for each action
5. Examine the actions which you have not previously submitted
6. Assign actions to your team by identifying those with an interest in a particular area or those with access to information (e.g. policy actions to board members, Breakfast After the Bell action to food service director, IAQ and IPM actions to Facilities staff, iSTEAM actions to curriculum and teaching staff, School District Foundation to PTO, etc.)



# Actions with Long Approval Durations (1 of 2)

<u>Action</u>	<u>Approval Expiration</u>	<u>Points</u>
Professional Development for Sustainability <b>PRIORITY</b>	2 years	5,10,15,20
School Community Asset Mapping	3 years	10
School Carbon Footprint <b>PRIORITY</b>	3 years	10
Onsite Renewable Generation System - Geothermal	5 years	10
Onsite Renewable Generation System - Solar	5 years	5,10,20,30,40
Accessible Communications	2 years	10
Diversity on District Task Forces & Committees	2 years	10
Energy Efficiency for School Facilities Replaces Energy Audit and Building Efficiency Measures actions <b>PRIORITY</b>	5 years	5,10,15,20, 30, 40, 50
Green Cleaning Plan & Policy	2 years	10
Green Cleaning Equipment	3 years (if school district owns equipment)	10
Green Cleaning Training & Education Programs	2 years	10
Green Building Training	2 years	10
Green Purchasing Policy <b>PRIORITY</b>	3 years	10

*Filter the Master Action Tracking Spreadsheet to make a similar*



# Actions with Long Approval Durations (2 of 2)

<u>Action</u>	<u>Approval Expiration</u>	<u>Points</u>
Access to Healthy Water in Schools	3 years if no remediation needed	20
Anti-Idling Education & Enforcement	2 years	10
Radon Testing and Mitigation	5 years	10, 20
Innovative Project #1	Up to 5 years	10
Innovative Project #2	Up to 5 years	10
iSTEAM Strategic Plan Indicators/iSTEAM Policy	3 years	10
Biodiversity Audit & Management Plan	3 years	10
Biodiversity Project	3 years	10
Green Infrastructure Assessment & Plan	3 years	10
Green Infrastructure Installation	3 years	10
Culture and Climate Needs Assessment	3 years	20
Policies to Promote Physical Activity	3 years	10
Safe Routes to School District Policy	2 years	10
School Travel Plan for Walking and Biking	3 years	10
Waste Audit <b>PRIORITY</b>	2.5 years	10
Document Recycling Rates	2.5 years	10
Food Waste Management	2.5 years	15

*Filter the Master Action Tracking Spreadsheet to make a similar*



# Action Updates

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

Coming Soon for 2019 Application Cycle!

- Change in Points:
  - Education for Sustainability (lesson plans) pre K to 12<sup>th</sup> 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 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





# District and School Participation

## 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



# 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/>



# Green Team Resources

The screenshot shows the Sustainable Jersey website. At the top, there is a navigation bar with an RSS icon, a "Sign in or sign up." button, and social media icons for Facebook and Twitter. The main header features the text "A BRIGHTER FUTURE" with a globe icon, the "FOR SCHOOLS SUSTAINABLE JERSEY CERTIFIED" logo, and the slogan "one school at a time". Below the header is a menu with categories: ABOUT, ACTIONS & CERTIFICATION, EVENTS & TRAININGS, GRANTS & RESOURCES (highlighted), MEDIA & COMMUNICATIONS, and SUPPORT US. A "REGISTER" button is also present. The breadcrumb trail reads "Home > Grants & Resources > Green Team Resources". The main content area is titled "Green Team Resources" and includes a section "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)". An illustration of a clipboard with a checklist is shown. Below this are sections for "Program Overview" and "Green Team Strengthening", each with a list of resources. A "GRANTS & RESOURCES" sidebar on the right lists "Sustainable Jersey Small Grants Program" and "Grants Portal", with "Green Team Resources" highlighted. At the bottom, there is a "Certification" section 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:

<b>Name:</b>	Sarah Boone
<b>Title/Position:</b>	Teacher / Primary
<b>Address:</b>	150 Walt Whitman Blvd Cherry Hill, NJ 08003
<b>Phone:</b>	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.chcl.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



# Action Strategy

- Identify actions approved from bronze certification & those with which you're already involved; use the Master Action Tracking Spreadsheet and assign actions to green team members
- Identify actions with a long approval duration if building application over more than one year
- Pursue actions in which the school or district was interested
- Identify actions for which people had a passion
- Engage the help of Interns to help with collecting and uploading documentation – Administrative or High School / College students



# First Certification Application Deadline:

**Jan 18, 2019  
at 11:59pm**





# Questions?

Sustainable Jersey for Schools is here to help!

Contact Veronique Lambert

at 609-771-3427 or

[schools@sustainablejersey.com](mailto:schools@sustainablejersey.com)

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