



Ready, Set, Certified  
October 9, 2019



# Presenters



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# Grant Funding Opportunities

**Accepting Applications Now / Deadline Oct 31**

## New Jersey Education Association Grants

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

## Gardinier Environmental Fund Grants

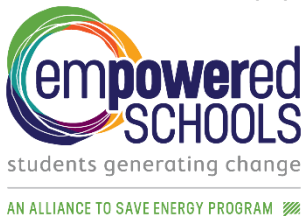
Two \$30,000 grants and nine \$10,000 grants for projects focused on energy conservation, energy efficiency, and renewable energy.

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





Sustainable Jersey is partnering with [South Jersey Gas](#) (SJG) and the [Alliance to Save Energy](#) (The Alliance) to bring the PowerSave Schools program to 40 schools within the [SJG service territory](#). SJG will fund the direct program costs for the 40 schools, while The Alliance will provide training, tools and resources to schools to implement the program, including access to the new empowered web platform. Go to the [Grants & Resources page](#) of our website to learn more about the program and apply.





The New Jersey School Boards Association (NJSBA), in collaboration with Sustainable Jersey for Schools, is offering one-day Sustainable Practices Working Sessions. Participants will review a Sustainability Wellness Check, that aligns with the [Sustainable Jersey for Schools](#) certification program. Board members will receive four board member academy credits and four Green Leader credits for participating in a working session. Pre-registration is required and seats are limited. Learn more on the [Events & Training page](#) of our website

- [REGISTER](#)- November 21, Hackettstown, NJ
- [REGISTER](#)- February, 20, Egg Harbor Township, NJ



FREE!

# FALL WEBINARS

WITH SUSTAINABLE JERSEY FOR SCHOOLS



Go to [Events & Training page](#) of our website to register

- **Leveling Up: Going for Silver and National Recognition / October 30, 3-4pm**

Learn how to make a plan to take your certification to the next level and get recognized for Silver certification (350 points and up). For those already Silver certified, learn how to translate your Sustainable Jersey materials into a Green Ribbon School certification at the national level!

- **Planning for Recertification / November 20, 3-4pm**

Sustainable Jersey for Schools certification is good for three years at a time. If your certification is expiring in August 2019, you will want to attend this webinar on the re-certification process. Learn how to determine which actions need to be updated for re-certification and how to make a game plan for maintaining Sustainable Jersey for Schools certification for 2020 and beyond!





# A BRIGHTER FUTURE

## FOR SCHOOLS SUSTAINABLE JERSEY

• CERTIFIED •

# one school at a time

ABOUT

ACTIONS &  
CERTIFICATION

EVENTS &  
TRAININGS

GRANTS &  
RESOURCES

MEDIA &  
COMMUNICATIONS

SUPPORT US

REGISTER



### APPLY TO BE A POWERSAVE SCHOOL

Save money & get FREE resources for energy efficiency education. Applications now being accepted!

#### HEADLINES



**2019 Certified Schools List Released by Sustainable Jersey for Schools**

SEP 16, 2019



**Sustainable Jersey Funding Awarded to 34 School Sustainability Projects**

JUN 04, 2019

#### UPCOMING EVENTS



**New Actions & Program Updates Webinar**

Online

OCT 02, 2019 - 03:00 PM TO 04:00 PM



**Ready, Set, Certified Webinar**

Online

OCT 09, 2019 - 03:00 PM TO 04:00 PM

#### ABOUT SUSTAINABLE JERSEY FOR SCHOOLS

Sustainable Jersey for Schools is a certification program for New Jersey public schools that want to go green, conserve resources and take steps to create a brighter future, one school at a time. [Learn More](#) →

#### CERTIFICATION ACTIONS

#### PARTICIPATING DISTRICTS & SCHOOLS

View the map of participating districts and schools, and register your district or school today! [View Map](#) →  
Or download a printable list.



#### PARTICIPATING DISTRICTS & SCHOOLS

# Webinar Agenda

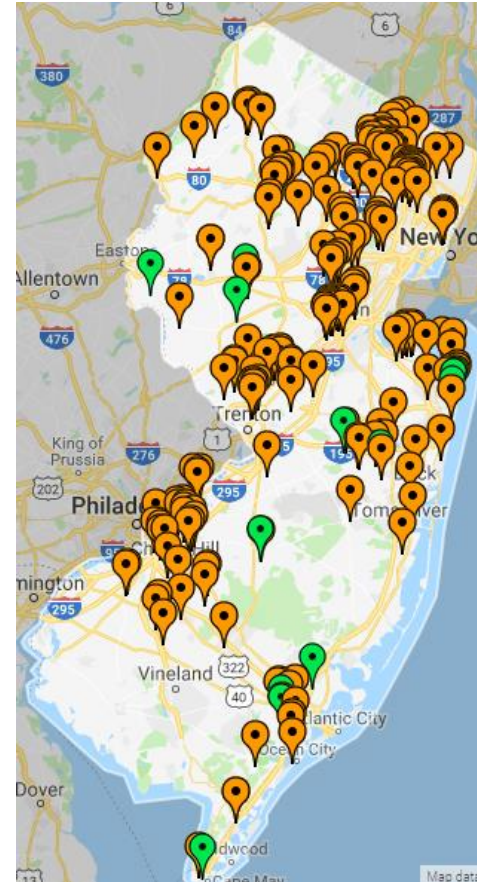
- Why Get Certified?
- Certification Overview
- 2020 Certification Cycle
- Online Certification Process
- Organizing the Green Team for Success
- Resources & Tips for Completing Actions and Applications
- Technical Assistance/Questions





# Why Get Certified?

- SJS program provides roadmap to sustainability in your district and schools
- 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)
- Gain recognition
- Fuels the statewide movement – 241 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



- Green team
- 2 out of 11 priority actions
- Actions completed in 6 of 19 categories



- Green team
- 3 out of 11 priority actions
- Actions completed in 8 of 19 categories



# 2020 Certification Cycle

- **January 17** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 27** – 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



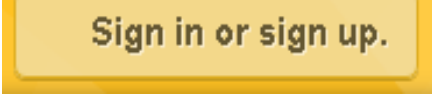
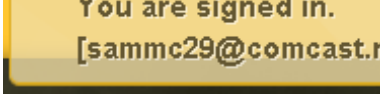

Jackson School District – 10 schools

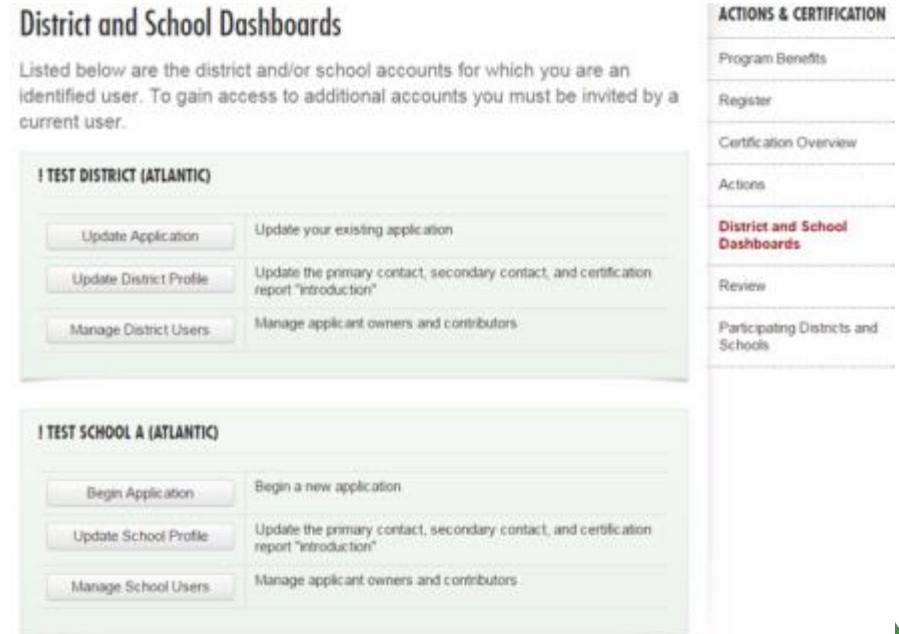
# Applying for Certification

**GET CERTIFIED**



# Accessing the Application

- 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



The screenshot shows the 'District and School Dashboards' interface. At the top, it says 'District and School Dashboards' and '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.' Below this, there are two main sections: 'TEST DISTRICT (ATLANTIC)' and 'TEST SCHOOL A (ATLANTIC)'. Each section has three buttons: 'Update Application', 'Update District Profile', and 'Manage District Users' (or 'Manage School Users'). To the right, there is a sidebar titled 'ACTIONS & CERTIFICATION' with links for 'Program Benefits', 'Register', 'Certification Overview', 'Actions', 'District and School Dashboards' (highlighted in red), 'Review', and 'Participating Districts and Schools'.

# District and School Dashboards

## 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)	
Update Application	Update your existing application
Update District Profile	Update the primary contact, secondary contact, and certification report "introduction"
Manage District Users	Manage applicant owners and contributors
Download Registration Documentation	Click to download district registration documentation

- This is where you can access your application, update your profile, add users, and view registration documentation
- **In order to have access to a dashboard you must:**
  - Have a username and password for the website
  - Be linked to a district or school through the registration process or by someone already linked



# 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 application process & status
- Click Update Profile to save changes

## Update Your Profile

Information from your profile is included in the public version of your application.

PRIMARY CONTACT	
First Name	Last Name
<input type="text" value="jane"/>	<input type="text" value="rosenblatt"/>
Position Title	
<input type="text" value="Info"/>	
Department	
<input type="text" value="Info"/>	
Phone	Email Address
<input type="text" value="6092030759"/>	<input type="text" value="rosenbj@tcnj.edu"/>
Address:	
<input type="text" value="207 Burd St."/>	
SECONDARY CONTACT	
First Name	Last Name
<input type="text"/>	<input type="text"/>

## ACTIONS & CERTIFICATION

Program Benefits

Register

Certification Overview

Actions

**District and School Dashboards**

Review

Participating Districts and Schools





# 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.

The screenshot displays the 'Manage Users' interface. It is divided into two main sections: 'OWNERS' and 'CONTRIBUTORS'. The 'OWNERS' section is circled in blue and contains a list of five users, each with a role dropdown menu and 'Update' and 'Remove' buttons. The 'CONTRIBUTORS' section is also circled in blue and is currently empty. Below these sections is an 'ADD A USER' form with fields for 'Email:' and 'Role:' (with a dropdown menu set to 'Owner') and an 'Add User' button.

OWNERS		
1. First Last	Owner	Update Remove
2. Renee Halder	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:



# 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



# Application Overview

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

The screenshot shows the 'Application Overview' page. At the top right, it says 'CERTIFIED' and 'Reviewer Feedback: 0 comments'. Below this is a 'Current Status' section with a dropdown menu set to 'CERTIFIED' and an 'update' button. The 'Application History' section shows two certification periods: 'Certified August 15, 2016 - August 31, 2019' and 'Certified September 23, 2015 - December 31, 2018'. The 'Reviewer Feedback' section shows '0 published comments', '0 unpublished comments', and '70 archived comments'. The 'District Application' section shows 'Egg Harbor Township School District' and 'REVIEW COMPLETED' with a 'Visit application' link. A blue arrow points from the 'View details and history' link to the 'Current Status' section. Another blue arrow points from the 'update' button to the 'Current status' callout. A third blue arrow points from the '70 archived comments' to the 'Check on reviewer feedback' callout. A fourth blue arrow points from the 'Visit application' link to the 'View other applications' callout.

**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



# Action Information

## ! 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.

<input checked="" type="checkbox"/> <b>Status</b> Current action submission status: Planned	Planned
<input checked="" type="checkbox"/> <b>Requested Points</b> Point level requested for this submission	10
<input checked="" type="checkbox"/> <b>Schools working on this action</b> 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

View action description

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"/> <b>Status</b> Current action submission status: Completed	Completed ▾
<input checked="" type="checkbox"/> <b>Requested Points</b> 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	

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



# 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

	<input checked="" type="radio"/> bronze	<input type="radio"/> silver
Mandatory	1	1
Priority	2	3
Points	150	350
Categories	6	8

## ACTION TOTALS

(Completed, Approved)

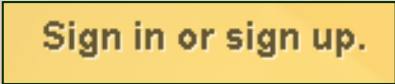
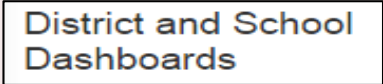


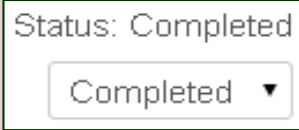


District  School  Both

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

# Quick Step Guide to Submission

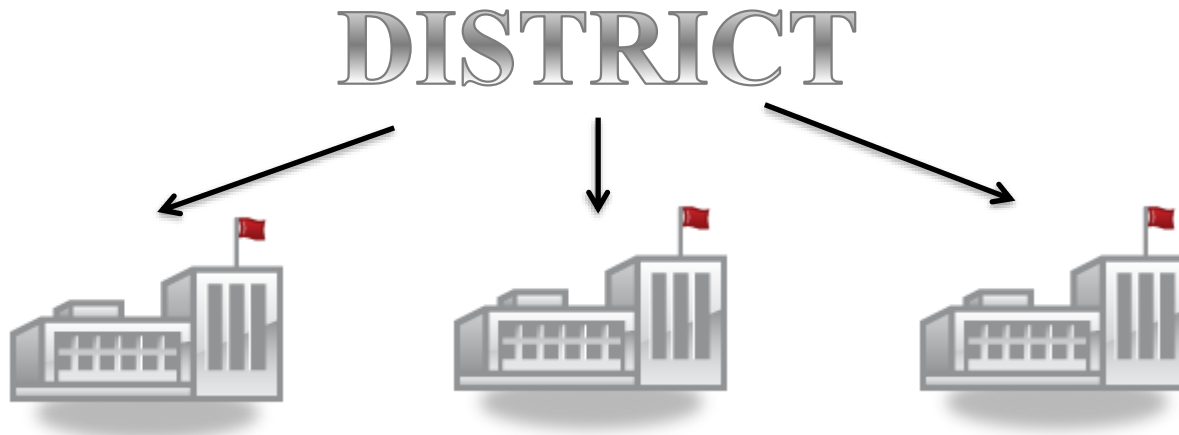
1. Sign in to your account	
2. Navigate to the School or District Dashboard	
3. Click "Update/Begin Application"	
4. Edit information into the text box & upload documentation for the actions you wish to submit for & SAVE	
5. Before submitting for review, mark the actions "Completed" (even if they still need work)	
6. Review your approved/completed totals in the Action Totals box	
7. Click yellow "Submit" button	
8. Confirm application submission	



# 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.

# District & School Collaboration



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

There are **480 points** that districts can earn to 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



# Organize Your Green Team for Success

- Recruit members from diverse sectors of the district – administration, educators, facilities, food services, school nurse, parents, students, community partners
- Use existing committees (e.g. wellness council) to also serve as green team
- Tips to encourage and facilitate staff participation in the green team:
  - Make sustainability part of district goals
  - Include sustainability-related professional development in staff goals
  - Provide stipends to staff to coordinate green team initiatives and the application process
  - Release staff from hall/lunch/recess duty for green team meetings and to work on application
  - Use a shared drive (e.g. Google) to compile documents for application
  - Publicly recognize green team efforts and the contributions of volunteers





# Partner With Your Municipal Green Team

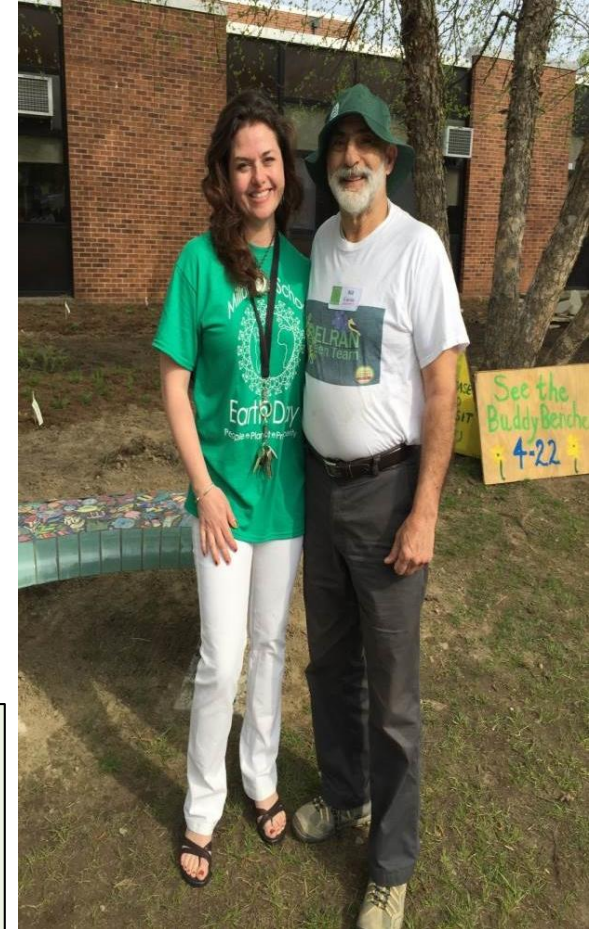
## Actions that earn points in both programs

- 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/>



# Green Team Resources

The screenshot shows the Sustainable Jersey website. At the top, there is a navigation bar with links for ABOUT, ACTIONS & CERTIFICATION, EVENTS & TRAININGS, GRANTS & RESOURCES, MEDIA & COMMUNICATIONS, and SUPPORT US. A prominent 'REGISTER' button is located on the right side of the navigation bar. The main content area is titled 'Green Team Resources' and features a section for 'Ready, Set, Go! Quick Start Resources to Get You Moving' with a list of links and an illustration of a clipboard. Below this are sections for 'Program Overview', 'Green Team Strengthening', and 'Certification', each with a list of resources. A sidebar on the right lists 'GRANTS & RESOURCES' with links to 'Sustainable Jersey Small Grants Program' and 'Grants Portal', and 'Green Team Resources'.

RSS Sign in or sign up. f t

A BRIGHTER FUTURE

FOR SCHOOLS SUSTAINABLE JERSEY • CERTIFIED •

one school at a time

REGISTER

Home > Grants & Resources > Green Team Resources

## Green Team Resources

**Ready, Set, Go! Quick Start Resources to Get You Moving**

- [Certification Overview](#)
- [Application User Guide](#): Detailed guide providing guidance on how to manage users, navigate, and submit your application
- [Master Action Tracking Spreadsheet](#) (Updated April 2015)

**GRANTS & RESOURCES**

- [Sustainable Jersey Small Grants Program](#)
- [Grants Portal](#)

**Green Team Resources**

### Program Overview

- [Certification Overview](#): Including steps and application cycle
- [Ready, Set Go! Getting Started with Sustainable Jersey for Schools](#) webinar and presentation

### Green Team Strengthening

- [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](#)
- [Rubric for Assessing your Green Team](#)
  - [Description and Directions](#)
  - [Example Rubric Results – Stratford, NJ](#)

### Certification

- [Action Description & Submission Requirements](#)

## TIP!

Download the Master Action Tracking Spreadsheet:

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



# External Sources of Assistance

 <p><u><a href="http://www.driveless.com">www.driveless.com</a></u></p> <p><b>Cross County Connection TMA</b></p>	 <p>Discover Greener Paths</p> <p><b>Greater Mercer TMA</b></p>	 <p><b>Hudson TMA</b></p>	 <p><b>HART TMA</b></p>
 <p>MIDDLESEX COMMUTER CONNECTIONS</p> <p><b>Keep Middlesex Moving TMA</b></p>	 <p><b>Meadowlink TMA</b></p>	 <p><b>Ridewise TMA</b></p>	 <p><b>TransOptions TMA</b></p>

## 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/>



# Resources 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 graphic 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 we 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!

# Points for Participation in:

- Future Ready Schools Certification
- Safe Routes to School Certification
- Asthma Friendly School Certification
  - Talk to your nurse! <http://pacnj.org/award-landing-page/>
- EPA Flag Program (Outdoor Air Quality action)  
[https://airnow.gov/index.cfm?action=flag\\_program.index](https://airnow.gov/index.cfm?action=flag_program.index)

## Air Quality Flag PROGRAM

Know Your Air Quality  
to Protect Your Health





# Check out Examples - Action Spotlights

Exemplar submissions from currently certified schools are “spotlighted” in the action descriptions:

## Education for Sustainability Grades 4-12 Social Studies 5 Points School

Why is it important?	<p><b>Spotlight: What New Jersey schools are doing</b></p> <p><b>Bell Oaks Elementary School, Bellmawr Public School District</b> The students of Bell Oaks Elementary School viewed a Channel One News video that explained how Franklin D. Roosevelt’s “Four Freedoms” speech sought to move Americans to join the war and laid the framework for the declaration. To view Bell Oaks Elementary School approved submission click <a href="#">here</a>.</p> <p><b>Bret Harte Elementary School, Cherry Hill School District</b> During our Trash to Treasures project, students used waste products from their homes in order to create a usable product. This project effectively involved both students and parents as conversations extended into the homes as students sought to recycle and repurpose waste products. The creativity involved in the project also sparked interest among students and families alike, leading to far reaching effects such as follow-up conversations and suggestions for extension activities in the home. To view the complete description of Bret Harte Elementary School’s Trash to Treasures project click <a href="#">here</a>.</p> <p><b>Reeds Road Elementary School in Galloway, NJ</b> The fourth grade students Reeds Road Elementary School learned about the life cycle of plastic water bottles to help them understand how to combat linear waste. Students participated in a blind taste test of bottled and tap water. They brainstormed different ways to break the cycle of products that damage the environment through reducing, recycling, and re-using. Students were</p>
Who should lead and be involved with this action?	
Timeframe	
Project costs and resource needs	
What to do, and how to do it ("How to")	
What to submit to earn points for this action	
Spotlight: What New Jersey schools are doing	
Resources	

 Print Action Description

 Download PDF Version



# Check out Examples – Certification Reports

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

The screenshot displays the Participating Schools Map interface. At the top, there are tabs for 'Map view' and 'List view'. The map shows various school locations marked with pins. A pop-up window for 'TABERNAACLE ELEMENTARY SCHOOL' is open, showing details: 'BURLINGTON COUNTY', 'Certification Level: Silver', 'Certified On: August 09, 2018', 'Total Points: 440', 'Certification Report: [View Report](#)', and 'Applicant Profile: [View Profile](#)'. On the right side, there are filter sections: 'BY TYPE' (District, School, All), 'BY STATUS' (Registered, Bronze Certified, Silver Certified, Any Certified, Any), and 'BY CERTIFIED ACTION' (SEE INSTRUCTIONS BELOW). Under 'BY CERTIFIED ACTION', there is a list of actions with checkboxes: Professional Development for Sustainability, District Sustainability Policy (checked), Green Enhancement of District Strategic Plans, Strategic Plan Implementation of Green Initiatives, and School District Foundation. At the bottom left, there is a 'SEARCH FEATURES' section.



# Sustainable Jersey for Schools Community Certification Report

 [Download PDF Version](#)

This is the Sustainable Jersey for Schools Certification Report of Tabernacle Elementary School (Burlington), a Sustainable Jersey for Schools silver certified applicant.

Tabernacle Elementary School (Burlington) was certified on August 09, 2018 with 440 points. Listed below is information regarding Tabernacle Elementary School (Burlington)'s Sustainable Jersey for Schools efforts and materials associated with the applicant's certified actions.

## Contact Information

The designated Sustainable Jersey for Schools (Burlington) is:

<b>Name:</b>	Gerald
<b>Title/Position:</b>	Principal
<b>Address:</b>	141 Ne Tabernacle
<b>Phone:</b>	609261

## Sustainability Actions Implemented

Each approved action and supporting documentation (Burlington) was approved for in 2018 appears changed and the documentation listed may include points associated with actions prior to 2013.

## BOARD LEADERSHIP & PLANNING

**District Sustainability Policy** 10 Points  District

### Program Summary:

The Tabernacle Township Board of Education recognizes its role as a responsible steward of the environment. Embracing the sustainable schools concept and building healthy and sustainable schools positively impacts not only our students' learning experience but the health of the entire community. To this end, it supports sustainable planning and operations, as well as sustainability education and shall therefore endeavor to meet the needs of the present without compromising the ability of future generations to meet their own needs. The District's goal is to not only incorporate sustainability into our operational and business practices to the extent of economic and practical feasibility, but to make it an integral part of the students' educational experience. We seek to preserve our natural environment while balancing social, economic and environmental issues. The District believes that it is both possible and desirable to:

- Protect the environment and preserve natural resources;
- Improve the learning environment and student health;
- Enhance sustainability leadership in our schools and community;
- Strive to create green and healthy spaces within and outside our schools;
- Create a culture of Environmental Stewardship.
- Save General Fund dollars that can be used towards education and jobs.

The District further believes that public education can provide leadership in sustainable development and operations. Therefore, it shall implement this policy in a manner that will involve those who attend, visit, and work in support of the District. The extent of this policy is far-reaching. It will include, but not be limited to:

- Facility operations, functionality, design and construction;
- Purchasing;
- Curriculum development;
- Health and Wellness.

The Superintendent, in consultations with the Business Administrator shall establish administrative procedures and guidelines to implement this policy. Our district continues to recognize the importance of sustainable practices. There is on going support for the SJ4S actions as we strive towards a more responsible & sustainable school.

 [BOE Approval Documentation](#)

 [District Sustainability BOE minutes 2017](#)

 [District Sustainability Policy Documentation/BOE](#)

 [District Sustainability Policy Documentation/screen shot](#)



# 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



# Final Thoughts & Take Aways

- **Teamwork:** Add users to your account to assist with uploading documentation into the application.
- **Certification Cycle:** It is doable! Many schools achieve certification by the 2<sup>nd</sup> deadline. Additional schools continue to work on their applications throughout the application cycle up to the final deadline.
- **Open Source:** Our certification process is open so that best practices can be shared. Please remove any sensitive information from your submissions.



# First Certification Application Deadline:

**Friday, Jan 17, 2020 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)

The recorded webinar and slides will be posted under [Conference & Webinar Presentations](#) on the [Events & Training](#) tab of our website.

