Ready, Set, Certified

October 1, 2020

Presenters

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Grant Funding Opportunities

Accepting Applications Now / Deadline Oct 30

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 $20,000 grants and six $10,000 grants for projects focused on energy conservation, energy efficiency, and renewable energy.

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

- **Planning for Recertification / October 15, 2020 at 3-4pm**

Sustainable Jersey for Schools certification is good for three years. This webinar will provide guidance on getting recertified, including an overview of the 2021 application cycle, accessing and navigating the online application, building your application based on existing content, and tips & resources for a successful application.

- **Leveling Up: Going for Silver / November 02, 2020 at 3-4pm**

Sustainable Jersey for Schools Bronze certification is just the beginning of your school's sustainability journey! Learn how to make a plan to take your certification to the next level and get recognized for Silver certification (350 points and up).

To register, go to http://www.sustainablejerseyschools.com/nc/events-trainings/

Webinar Agenda

- Why Get Certified?

- Certification Overview

- 2021 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 – 323 schools certified

Certification Overview

- Sustainable Jersey for Schools offers one certification application cycle per year
- The online application is an iterative process with 3 rounds of submissions and feedback
- Districts and schools submit applications, but **only schools are certified**
- Points earned on the district application flow to each school in the district.
- Certification lasts 3 years

Levels of Certification

150 points

Bronze

350 points

Silver

- 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

http://www.sustainablejerseyschools.com/actions-certification/certification-overview/

Digital Schools Program

Coming soon!

Special recognition for schools excelling in
supporting digital learning

- Digital learning actions will be released in December 2020
- Informational webinar is planned for early December with more details

2021 Certification Cycle

- **January 15** – Initial Application Deadline
- Late February – Reviewer Comments
- **March 26** – Second Submission
- Early May – Reviewer Comments
- **June 21** – Final Application Submission
- Early August – Certified Schools Notified
- **October** – Certified Schools Celebration

2019 Awards

Brimm Medical Arts High School, Camden Champion Award

Jackson School District All schools certified

http://www.sustainablejerseyschools.com/actions-certification/certification-overview/2021-application-cycle/

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Applying for Certification

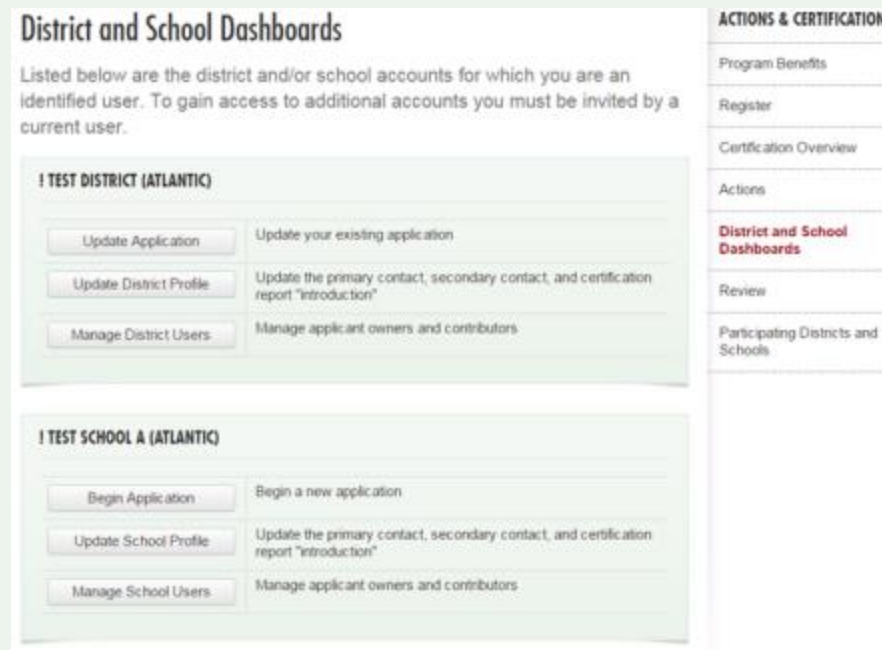# Accessing the Application

- 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 be taken 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)

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

! TEST SCHOOL A (ATLANTIC)

Begin Application	Begin a new application
Update School Profile	Update the primary contact, secondary contact, and certification report "introduction"
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

District and School Dashboards

- 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

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

! 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

⬆ 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:

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

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Action Information

! Test District B (Camden) Application for Certification

Your action submission was saved successfully.

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/or ready for review, change the status from "planned" to "completed" and resave.

Open action description

Update action status

Select point level in a variable point action

✓	**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

In a **district application** and a "**both**" action, you will see how many schools in the district are working on the action. If the action status is changed from "unplanned" in the district application, then schools will be locked out of the action in their applications.

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Variable Point Actions

- 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

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)

Professional Development for Sustainability Documentation

Choose File | No file chosen   Upload

Type	Title	Uploaded On	Delete
📗	Training log	9/12/2018 at 07:31 PM	✖

Select the file from your computer to upload

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

- *Rename the file to describe the file's content.*

Once successfully uploaded the file name will appear in the box below

Easily remove files by clicking "X" under Delete

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Be Sure to Save Action Submission

- **At Top of Page**

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

Professional Development ∨

← Back to Application

Save Action Submission

Document Title (optional)

Professional Development for Sustainability Documentation

Choose File | No file chosen   Upload

Type	Title	Uploaded On	Delete
📗	Training log	9/12/2018 at 07:31 PM	✖

- **OR**

- **At Bottom of Page**

Save Action Submission

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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 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 and clickable 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

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CERTIFICATION CRITERIA

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

ACTION TOTALS
(Completed, Approved)

○ District ○ School ● Both

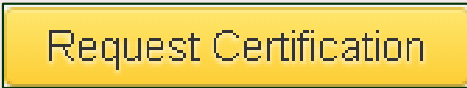|	
Mandatory	0/1
Priority	0/10
Total	10/965
Categories	1/17
Actions	1/91
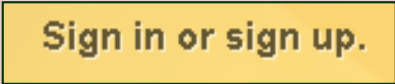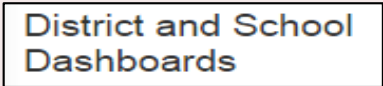
When you have completed all the actions you would like to include in your application, click on the button below.

Submit Application for Review and Certification

Quick Step Guide to Submission

1.	Sign in to your account	**Sign in or sign up.**
2.	Navigate to the School or District Dashboard	District and School Dashboards
3.	Click "Update/Begin Application"	Update Application
4.	Edit information into the text box & upload documentation for the actions you wish to submit for & SAVE	Save Action Submission
5.	Before submitting for review, mark the actions "Completed" (even if they still need work)	Status: Completed [Completed ▼]
6.	Review your approved/completed totals in the Action Totals box	**ACTION TOTALS** (Completed, Approved)
7.	Click yellow "Submit" button	Submit Application for Review and Certification
8.	Confirm application submission	Request 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.

District & School Collaboration
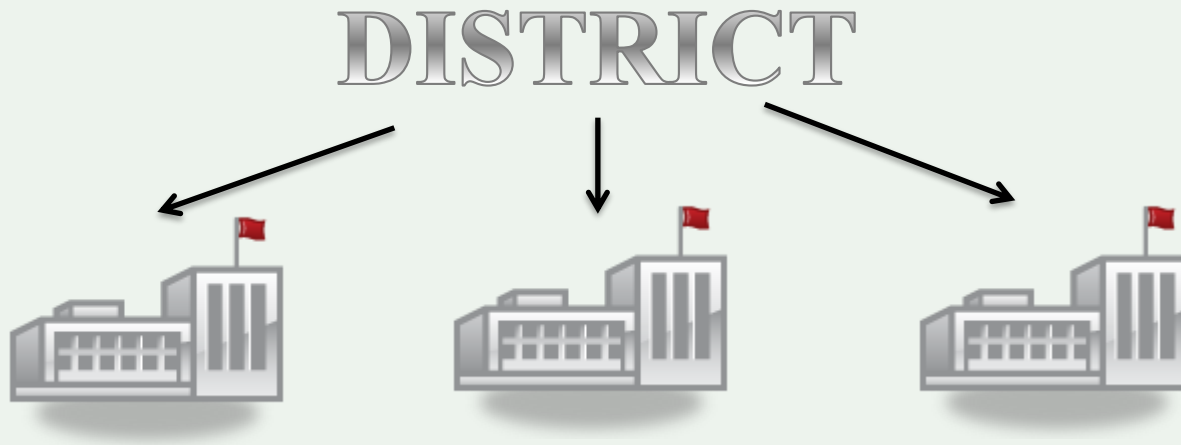
DISTRICT

- Points from District application **flow down to all** participating schools in the district
- Certification is awarded to **schools**

**Districts can earn up to 490 points
to support school applications**

Coordination Between District & Schools

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

- Determine which actions the District will complete (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 the 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

**Highland Park
2019 Green Team Collaboration Award**

TIP: Look up your town on the Sustainable Jersey Municipal Program homepage to get contact information: https://www.sustainablejersey.com/certification/search-participating-municipalities-approved-actions/

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Green Team Resources

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

External 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/

Resources 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 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

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?

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

Spotlight: What New Jersey schools are doing

Bell Oaks Elementary School, Bellmawr Public School District
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 here.

Bret Harte Elementary School, Cherry Hill School District
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 here.

Reeds Road Elementary School in Galloway, NJ 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

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

Sustainable Jersey for Schools Community Certification Report

[PDF] 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 contact for Tabernacle Elementary (Burlington) is:

Name:	Gerald Paterson
Title/Position:	Principal / Principal
Address:	141 New Road Tabernacle, New Jersey 08088
Phone:	6092680150 Ext. 2003

Sustainability Actions Implemented

Each approved action and supporting documentation for which Tabernacle Elementary (Burlington) was approved for in 2018 appears below. Note: Standards for the actions changed and the documentation listed may no longer satisfy requirements for that action points associated with actions prior to 2013 certifications may not be accurate.

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 2nd 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 do not include any sensitive/private information in your submissions.

First Certification Application Deadline:

Friday, Jan 15, 2020 at 11:59pm

Questions?

Sustainable Jersey for Schools is here to help!

Contact Véronique Lambert

at 609-771-3427 or schools@sustainablejersey.com

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

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gabel associates

Schneider Electric

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Program Partners