

# School District No. 51 (Boundary) 2009 Carbon Neutral Action Report

## Executive Summary

On behalf of School District No. 51, I am pleased to submit the 2009 Carbon Neutral Action Report. This report provides an overview of the environmental initiatives that School District No. 51 has accomplished, initiated and continues to maintain in the 2009 calendar year.

We continue to make efforts to improve energy efficiencies and energy consumption through evaluating our bus routes, implementation of SmartDriver training, and participation in the no-idling program.

As in the past we continue to employ an HVAC attendant to monitor and maintain the efficiency of our buildings. We routinely replace light bulbs with more energy efficient bulbs, and have implemented automatic computer shutdown as well as occupancy sensors. Our staff is provided access to computers and laptops as well as access to shared websites and email access to facilitate on-line pay slips, T4's and for correspondence.

## Overviews

This year our District reduced our paper order and in the coming year hope to reduce it again as well as be more intentional in ordering recycled paper. We post agendas, minutes and other public information on our website and we communicate with our employees via email and our network server. Documents are being scanned and/or stored on our servers rather than printed, and we encourage our employees to double side any printed materials.

Our schools purchased and incorporated new curriculum to educate our students in green initiatives and we run various programs in the schools to encourage recycling, active lifestyles and energy efficiency through switching off lights and closing doors to save energy.

## Plans to Continue Reducing Greenhouse Gas Emissions 2010 – 2012

As we are an educational institution, we believe in promoting initiatives that contribute to a cleaner and healthier environment. We intend to continue being proactive and participate in educating our employees as well as students in the harmful effects of green house gases and stressing that each individual is responsible for implementing change. We are currently testing and developing initiatives towards virtual desktop technology to reduce desktop power requirements as well as replacing servers with ones that use 40% less energy.



*Janette Hanlon*

# School District No. 51 - 2009 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Mobile Fuel Combustion (Fleet and other mobile equipment)</b>							
<b>Vehicle fuel efficiency</b>							
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency		Continued regular maintenance	2008	No End Date (Continuous)
<b>Behaviour change program</b>							
Provide fleet driver training to reduce fuel use	Complete	100	% of current drivers are trained	SmartDriver training refresher.		2008	2010
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Have displayed signs on all properties	On going awareness to staff, student & parents regarding anti idling benefits.	2008	No End Date (Continuous)
Encourage carpooling in fleet vehicles	Ongoing/In Progress			Board members as well as staff are encouraged to car pool to conferences and pro-d events.	Continue to encourage car pooling as well as anti-idling	2009	No End Date (Continuous)
Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Continue to encourage active living.	Discussion about introducing a walk to work program incentive.	2009	No End Date (Continuous)
<b>Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)</b>							
<b>Owned buildings</b>							
Establish energy performance baseline for owned buildings	In Development			Accumulation of data to assess further objectives.	Pending evaluation	2010	No End Date (Continuous)
<b>IT power management</b>							
Install power management software which shuts down computers outside of regular business hours	Complete			Reduced hours that equipment was power up.		2008	No End Date (Continuous)
Implement server virtualization	In Development			We are currently testing and developing an initiative.	This timeline is pending. Implement Virtual desktop technology to further reduce desktop power requirements	2011	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	In Development				The Virtual desktop technology will further reduce power requirements	2011	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress			Printers and fax machines will not be replaced and staff encouraged to use central photocopier/fax machine/scanner.	Same as 2009	2009	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Ongoing/In Progress			Newer models already have this capability and it is being utilized.	Replacements as needed	2008	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Ongoing/In Progress				Initiatives to replace servers with 40%less power and 80% faster.	2010	No End Date (Continuous)
<b>Appliances and electronic devices</b>							

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress			Changing incandescent bulbs to fluorescent	Continue to replace as needed	2008	No End Date (Continuous)
<b>Behaviour change program</b>							
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			Consistently use air dry.	Will continue to monitor.	2009	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			Hutton Elementary had a school-wide project of "shutting out lights" at school and home. Completed installing automatic light switches at BCSS and have changed all exit signs to LED	Schools have made a commitment to continue to make it a project and priority to "shut out the lights".	2009	No End Date (Continuous)
<b>Other Stationary Fuel Combustion and Electricity Actions</b>							
Education	Ongoing/In Progress			BCSS Science and Tech 11 classes researching and designing environmentally friendly houses and buildings.	Continue to incorporate recycling ideas into their curriculum	2009	No End Date (Continuous)
<b>Supplies (Paper)</b>							
<b>Paper Type</b>							
Purchase 30% post-consumer recycled paper	Ongoing/In Progress	25	% of total paper purchased contains 30% recycled content	Paper was inventoried and less paper was ordered.	Encourage the ordering of less paper again as well as give more notice of recycled content. (especially in regards to white paper)	2009	No End Date (Continuous)
Purchase 100% post-consumer recycled paper	In Development				Future paper orders will be monitored and alterations made to the order to encourage use of recycled paper.	2010	No End Date (Continuous)
<b>Printer/document settings</b>							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress	40	% of network printers or photocopiers are set to automatic double-sided	Some networked printers set to double-side	Continue to replace old printers are needed and urge staff to default to double sided printing.	2008	No End Date (Continuous)
<b>Electronic media in place of paper</b>							
Install collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress			All staff are given access to our computer network and receive notifications of jobs, memos, employee notices via email and their 1st class network server. On line agendas and central information system.	No new initiatives at this time.	2008	No End Date (Continuous)
Use electronic document library for filing common documents	Ongoing/In Progress			Letters sent to Trustees from the Ministry and other Districts are circulated by email and stored electronically. Agendas and Minutes stored on server and released to the public via the website.	Working with Municipalities in our District to provide electronic vaulting of documentation.	2008	No End Date (Continuous)
Post materials online that were previously printed	Ongoing/In Progress			Board Meeting agendas, upcoming events, seniority lists, job postings, memos, etc are all accessed via our server or website.. Agendas previously sent out to the public are now available on the website.	Continue to post and update online and website information	2009	No End Date (Continuous)
Switch to an electronic payroll notification system in place of paper pay stubs	Complete			Payroll notification is through email. T4's sent out electronically.	Moving to Electronic timesheets	2009	No End Date (Continuous)
<b>Behaviour change program</b>							

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.)	Ongoing/In Progress	100	% of staff currently have received collaborative software training	Ongoing training to have employees use online documents	Complete training for online time sheets and activation of payroll information. Teachers posting lessons and materials on website for student use.	2009	No End Date (Continuous)
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress			Board of Education is holding their meetings via laptop for agendas and online media.	Continue to facilitate easy access to agendas and the attached information to make meetings run more efficiently and teach board and employees how to use these tools	2008	No End Date (Continuous)
Encourage re-use of scrap paper	Ongoing/In Progress			Used paper is sorted and used by accounting. Schools reuse paper for notes and faxes.	Continue to encourage reuse of paper to lesson our need to purchase paper.	2008	No End Date (Continuous)

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### Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the *Greenhouse Gas Reduction Targets Act*. Public sector organizations can optionally use this section to report on actions that will help British Columbia meet its provincial greenhouse gas reduction targets, engage the public, and improve environmental sustainability across all aspects of their organization.

Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)		Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Business Travel</b>							
<b>Virtual meeting technology</b>							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	100	% of computers have web-conferencing software installed	Conferences have been attended via Elluminate.	Initiative to set up our district with complete capabilities to video conference	2009	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress			Interviews with prospective staff done via Skype	Continue to interview as well as building to building conferences via skype and upgrade our computer capacity for this technology	2009	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	In Development			Information and technology is being assessed and evaluated for our District's purposes.	Initiative to set up our district with complete capabilities to video conference	2009	No End Date (Continuous)
<b>Behaviour change program</b>							
Train staff in web-conferencing	Ongoing/In Progress			Staff trained as technology becomes available	IT department is in the process of developing access to this.	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress			Staff trained as technology becomes available	IT department is in the process of developing access to this.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			More Administration meetings are held by conference call.	More meetings attended via skype and elluminate seminars	2009	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Board Members car pooling to meetings and conferences as well as teachers carpooling to pro-d events	Encourage staff to car pool and hold on-line or telephone conferences when possible.	2008	No End Date (Continuous)
Encourage alternative travel to meetings (e.g., bicycles, public transit, walking)	Ongoing/In Progress			Staff walking and riding bikes to work.	Continue to encourage an active lifestyle.	2009	No End Date (Continuous)
<b>Education, Awareness, and Engagement</b>							
<b>Team-building</b>							
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress			School based "Green Team" leading initiatives for recycling.	Pending	2009	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress			Teachers/Pacs promoting student initiatives. Increased recycling through school based programs and teaching through curriculum	Student body divided into house teams. Points awarded according to amt of materials recycled. Recyclables are returned for money. Recycled materials used for art projects and in shop classes.	2009	No End Date (Continuous)
Providing behaviour change education/training to teams (e.g., community-based social marketing)	Ongoing/In Progress			Meeting with local representatives and parents to initiate germination tables and measures to increase composting. Mural to raise awareness and instigate generation of ideas.	Continued Educating of students within the curriculum regarding composting and growing of plants. Contests, movies and demos to raise awareness. Continue to use the germination table to grow herbs to sell locally	2009	No End Date (Continuous)
<b>Staff Professional Development</b>							
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress			Sent representative to seminar to promote awareness and develop initiatives.	CAPP/HCE presentations on recycling, global warming, personal responsibility. Purchase of green resources which are made available to staff to integrate green information into classroom settings.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/09)	Performance to Date (as of 12/31/09)	Steps Taken in 2009	Steps Planned for 2010 -2012	Start Year	End Year
<b>Staff awareness/education</b>						
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Schools send out newsletters with a variety of information regarding school news and recycling initiatives.	Continue to update parents and caregivers and encourage recycling trends at home as well as at school.	2008	No End Date (Continuous)
<b>Client/public awareness/education</b>						
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Continue recycling programs for paper and drink containers, composting, planting of trees, teaching students about green initiatives, reusing bags	Increase recycling through room based recycling, composting, lunch packaging lessons. Hutton school organizing Community Clean up with all classes in Spring 2010 and schools committed to "turning out the lights."		
Provide green tips on client/public website or in newsletters	Ongoing/In Progress		Individual school newsletters.	Continue to provide newsletters to educate parents and children.	2008	No End Date (Continuous)
<b>Other Sustainability Actions</b>						
<b>Water conservation</b>						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		Upgrading toilets as necessary	Will continue to make upgrades as facilities require and funding allows.	2009	No End Date (Continuous)
<b>Waste reduction/diversion</b>						
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		All chemicals inventoried and contracted removal of unused chemicals. Chemicals used for cleaning changed to environmental friendly.	Continue monitor chemicals and safe disposal	2008	No End Date (Continuous)
<b>Procurement (non-paper supplies)</b>						
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Complete		Recyclable paper products and trash bags. Cleaning products meet green initiative standards.		2008	2010
<b>Commuting to and from home</b>						
Offer staff a compressed work week	Complete		Our School District runs a 4 day week		2002	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	Ongoing/In Progress		Our schools continue to implement a active lifestyle program in a variety of ways to meet lifestyles and interests	None as yet	2009	No End Date (Continuous)