



School District No. 46 (Sunshine Coast)

2010 Carbon Neutral Action Report

Executive Summary

The Board of Education of School District No. 46 (Sunshine Coast) supports and encourages sustainable practices and actions towards carbon neutrality. The school district's values state that; "Environmental sustainability is key to both responsible citizenship and a healthy future, and we play a fundamental role in advancing it through education, from our schools on out to our local and global communities."

A key objective for School District No.46 (Sunshine Coast) with its stated value is educating employees and students to become socially responsible community leaders by promoting behavioural changes for environmental sustainability for today and into the future. By introducing environmental educational programs, we hope to enable all learners to use critical thinking to solve problems, make informed decisions, and understand the potential consequences of decisions and to take actions to ensure the sustainability of the environment. These programs should allow all students and employees to understand personal, local and global environmental issues, develop respect for self and all living species, and develop skills necessary for learning about and understanding the environment so they feel empowered to take personal actions, and continue learning throughout their lives.

Planning for reducing greenhouse gases (GHG) emissions from operations occurred at a number of levels and resulted in the following four key actions in preparation for carbon neutrality beginning in 2010 with ongoing continuation into the future:

1. Discussion of district-wide activities towards carbon neutrality became a standing item on the agendas of Administrative and Principals' meetings.
2. Requirement that all contracts and agreements that the district enters into must adhere to sustainable practices (bus contracts in particular).
3. Change to electronic communication to reduce paper for meeting agendas and presentations for both staff and the Board of Education.
4. Evaluation by trade persons assess all options with respect to finding the most sustainable and green cost effective energy consumption.

Overviews

2010 Greenhouse Gas Emissions

• Mobile Fuel Combustion (Fleet and other mobile equipment) =	172.38	tonnes CO ₂ e
• Stationary Fuel Combustion and Electricity (Building) =	904.38	tonnes CO ₂ e
• Supplies (Paper) =	38.32	tonnes CO ₂ e
• Fugitive Emissions =	0.00	tonnes CO ₂ e
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Total 2010 Greenhouse Gas Emission	1,115.08	tonnes CO₂e

It was estimated that stationary fugitive emissions from cooling do not comprise more than 0.01% of School District No. 46 (Sunshine Coast) total emissions and an ongoing effort to collect or estimate emissions from this source would be disproportionately onerous. For this reason, emissions from this source have been deemed out-of-scope and have not been included in School District No. 46 (Sunshine Coast) total greenhouse gas emissions profile.

Offset Applied to Become Carbon Neutral in 2010

• Total 2010 Greenhouse Gas Emissions =	1,115.08 tonnes CO2e
• Emission Which Do Not Require Offsets =	<5.33> tonnes CO2e
<u>Total Offset Purchased</u>	<u>1,109.75 tonnes CO2e</u>
<u>Total Offset Investment (before taxes)</u>	<u>\$27,743.75 cdn</u>

As required by section 5 of the Carbon Neutral Government Regulation, 5.33 tonnes CO2e of emissions resulting from the operation of school buses were reported as part of our greenhouse gas emissions profile 2010. However, they were not offset as they are out-of-scope under section 4 (2) (c) of the Carbon Neutral Government Regulation.

Actions Taken to Reduce Greenhouse Gas Emissions in 2010

Some specific initiatives that School District No. 46 (Sunshine Coast) undertaken in 2010 with regard to reducing greenhouse gas (GHG) emissions towards carbon neutrality from operations.

Ongoing Initiative Prior Years Continued in 2010

Continued with:

- Lighting upgrades in schools.
- Upgrades to DDC controls in schools.
- Installation of multifunction devices (fax, copier, scan) in all worksites and schools.
- Installation of default auto sleep functions on computers, monitors and CPUs.
- Required Energy Star rated model computer and appliance renewals.
- Use of 30% post consumer recycled paper for printers and photocopiers.
- Reduced vehicle emissions through carpooling.
- Use of electronic document library for filing documents.
- Regular maintenance of fleet vehicles.

New Initiative Implemented in 2010

- Raise the level of awareness for carbon sustainability through staff and student education and dialogue to inform and encourage sustainable practices and support behaviour change.
- Evaluate mechanical systems and develop a program to upgrade where necessary.
- Completed 2010 data into the Ministry's SMARTTool energy benchmarking program.
- Ensure that all new school and renovations of existing schools will be LEED NC Gold certificate compliance.
- Ensure shutdown of computers outside of regular business hours.
- Encourage the use of electronic documents rather than printed paper documents.
- Encourage the utilization of web conferencing.
- Awareness for use of recycled paper noted in footer of district correspondences.

Plans to Continue Reducing Greenhouse Gas Emissions 2011 – 2013

Going forward, over the next three years, School District No. 46 (Sunshine Coast) will develop protocols, policy and regulations to support key areas of greenhouse gas reduction. Examples include:

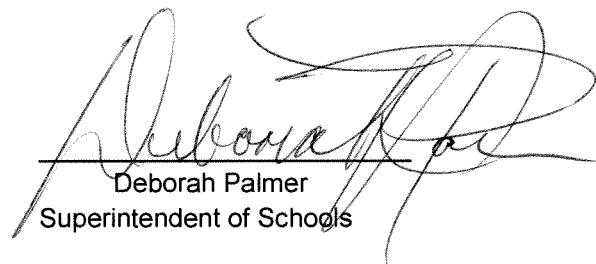
- Complete all lighting retrofits.
- Considerations to lower building thermostats by one degree Celsius
- Establish a Sustainability Committee to support district activities and to support sustainable practices.
- Begin to replace district vehicles with more fuel efficient vehicles.
- Implement a Document Management System and Workflow System.

Becoming carbon neutral in 2011 - 2013 is an important goal towards School District No. 46 (Sunshine Coast) sustainability goals in the following ways:

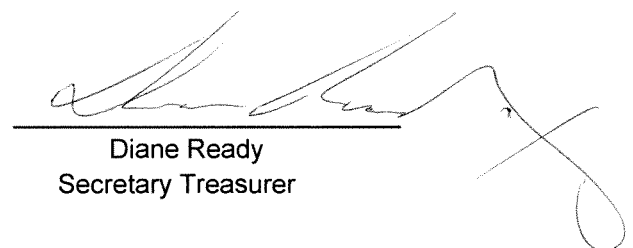
- It encourages all members of the organization to work on this together to be more successful and unified in our efforts towards carbon neutrality.
- Carbon sustainability practices provide good modeling for students and the wider community.
- Carbon sustainability demonstrates fiscal responsibility by using recycled materials, monitoring and reducing consumables and analyzing and reducing utilization of vehicles.

Some anticipated financial, environmental, and social benefits related to reducing GHG emissions include:

- Social - bringing together various employees and employee groups with students for a common purpose.
- Financial – working toward energy efficiency will result in savings.
- Environmental – expanding school recycling programs, reducing fuel and gas consumption, and monitoring travel will support the initiatives of the activities Sunshine Coast local governments.



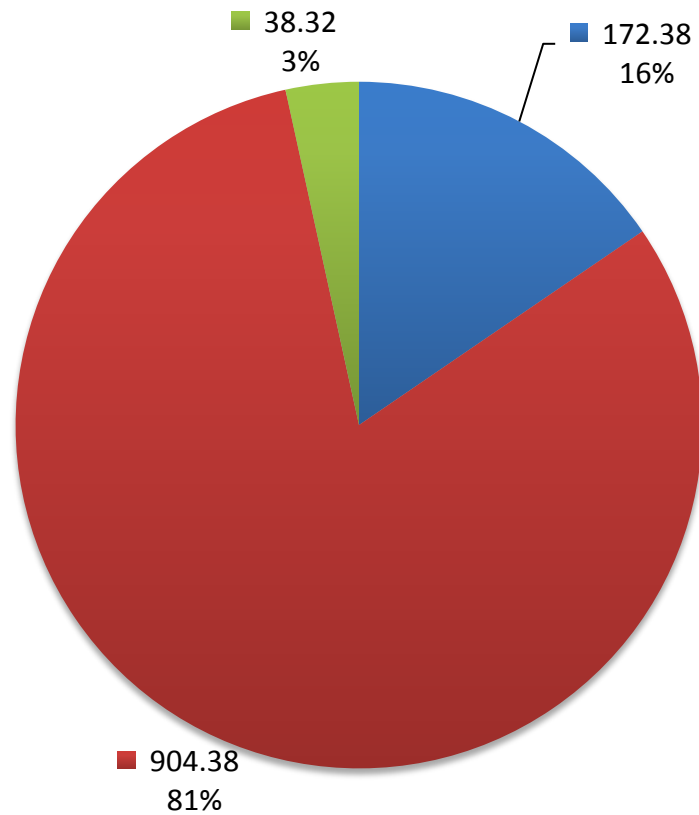
Deborah Palmer
Superintendent of Schools



Diane Ready
Secretary Treasurer

School District No.46 (Sunshine Coast)

Greenhouse Gas Emissions by Source for the 2010 Calendar Year (tCO₂e*)



Total Emissions: 1115.08

- Mobile Fuel Combustion (Fleet and other mobile equipment)
- Stationary Fuel Combustion and Electricity (Buildings)
- Supplies (Paper)

Offsets Applied to Become Carbon Neutral in 2010

Total offsets purchased: **1109.75**. Total offset investment: **\$27,743.75**. Emissions which do not require offsets: **5.33** **

*Tonnes of carbon dioxide equivalent (tCO₂e) is a standard unit of measure in which all types of greenhouse gases are expressed based on their global warming potential relative to carbon dioxide.

** Under the *Carbon Neutral Government Regulation of the Greenhouse Gas Reduction Targets Act*, all emissions from the sources listed above must be reported. As outlined in the regulation, some emissions do not require offsets.

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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 <i>Greenhouse Gas Reduction Targets Act</i> .							
Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Mobile Fuel Combustion (Fleet and other mobile equipment)							
Vehicle fuel efficiency							
Replace vehicles with more fuel-efficient models	Ongoing/In Progress	0	% of vehicles are fuel- efficient models	Have evaluated present vehicles. Due to budget challenges, no vehicles were replaced in 2010	Fuel efficient vehicles will be purchased as fleet is renewed. The plan is to replace three vehicles in 2011 if there is sufficient flexibility in budget to allow for purchase.	2009	No End Date (Continuous)
Replace larger vehicles with smaller models according to fleet "right-sizing" principles	Ongoing/In Progress	100	% of vehicles down-sized since start year indicated	The school district does no maintain their bussing transportation of students. This service is provided by a contractor.	Ongoing with service to be provided by a contractor.	Started before 1995	No End Date (Continuous)
Perform regular fleet maintenance to improve fuel-efficiency	Ongoing/In Progress	100	% of vehicles are subject to regular maintenance for fuel efficiency	Peform regular maintenance on all fleet vehicles at either 5,000 kms or 6 month intervals.	Ongoing with performing regular maintenance on all fleet vehicles at either 5,000 kms or 6 month intervals.	Started before 1995	No End Date (Continuous)
Replace small maintenance vehicles with more fuel-efficient models	Ongoing/In Progress	0	% of small maintenance vehicles are fuel-efficient	Have evaluated present vehicles. Due to budget challenges, no vehicles were replaced in 2010	Fuel efficient vehicles will be purchased as fleet is renewed. The plan is to replace three vehicles in 2011 if there is sufficient flexibility in budget to allow for purchase.	2009	No End Date (Continuous)
Behaviour change program							
Provide fleet driver training to reduce fuel use	Ongoing/In Progress	100	% of current drivers are trained	Provide training to staff with regards to ant-idling, warming up of vehicles, and driving within posted speed limits	Ongoing with providing training to staff with regards to ant-idling, warming up of vehicles, and driving within posted speed limits	2008	No End Date (Continuous)
Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages)	Ongoing/In Progress			Regulation to be developed from board policy committee	Ongoing enforcement and reminder to employees	2010	No End Date (Continuous)
Stationary Fuel Combustion, Electricity and Fugitive Emissions (Buildings)							
Planning/management							
Enrol in a building energy benchmarking program (e.g., GREEN UP)	Completed in 2010			Completed of Ministry SMARTTool Carbon data gathering tool, and have completed entry of tCO2e for 2010	Continual use of SMARTTools to gather tCO2e data. Reviewing data collected, and looking at reducing heating temperature in all worksite and schools by 1 degree celcius.	2010	No End Date (Continuous)
Install a real time metering system (e.g. Pulse, Reliable Controls, Houle Controls)	Ongoing/In Progress	20	% of buildings have a real time metering system installed	Pulse Hi and Low atmospheric modulating controls	Evaluate further schools for implementation of controls	2009	No End Date (Continuous)
Owned buildings							
Establish energy performance baseline for owned buildings	Completed in 2010	100	% of owned buildings have an established energy performance baseline	Completed of Ministry SMARTTool Carbon data gathering tool, and have completed entry of tCO2e for 2010.	To evaluate and analyze data of past years with current and future years, and to take appropriate discussions with stakeholders. Looking at reducing heating temperature at all worksites and schools by 1 degree celsius.	2010	No End Date (Continuous)
Achieve LEED NC Gold certification at a minimum for new construction or major renovations	In Development			Being implemented for all New school.	First new school being built in Gibson in 2012 will adhere to Leed Gold Rating, and all future schools will adhere to Leed Gold Rating.	2010	No End Date (Continuous)
Incorporate integrated design process into new construction or during renovations of owned buildings	In Development			Being implemented for all New school and renovations of existing schools.	Continue with integration into any new schools and renovation of existing schools.	2010	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Incorporate a refrigerant management strategy into regular building management/maintenance to reduce fugitive emissions	In Development			Restrict use of R22 refrigerant	Use only R410A refrigerant	2010	No End Date (Continuous)
Complete energy retrofits on existing, owned buildings	In Development	80	% of owned buildings have undergone energy retrofits since start year indicated	Evaluation of buildings started in 2009. Have completed 80% of lighting retrofit of schools to T12-T8 lighting	Continue with district wide energy retrofit review, and complete lighting retrofit.	2009	No End Date (Continuous)
Retrofitting owned buildings							
Upgrade mechanical systems (heating, cooling, ventilation) during retrofits	In Development			Have completed preliminary assessment	Initiate consultants assesment for replacement of older rooftop units and boilers	2009	No End Date (Continuous)
Upgrade lighting systems during retrofits	Ongoing/In Progress	80	% of retrofits since start year indicated had lighting systems upgrades	Have completed 80% of lighting retrofit of schools to T12-T8 lighting	To finish lighting retrofit in remaining schools	2009	No End Date (Continuous)
Upgrade/adjust control systems during retrofits	Ongoing/In Progress	75	% of retrofits since start year indicated had control system upgrades or adjustments	Have completed upgrade of DDC Controls	Evaluate and ugrade DDC in remaining schools	2009	No End Date (Continuous)
Improve building insulation (including windows) during retrofits	Ongoing/In Progress			Have completed evaluation, but can only implement as budget is available	Continue with evaluation and budget planning to incorporate	2009	No End Date (Continuous)
Leased buildings							
Establish energy performance baseline for leased buildings	Completed in 2010	100	% of leased buildings have an established energy performance baseline	Completion of Ministry SMARTTool Carbon data gathering tool, and have completed entry of tCO2e for 2010	To evaluate and analyze data of past years with current and future years, and to take appropriate discussions with stakeholders	2010	No End Date (Continuous)
IT power management							
Install power management software which shuts down computers outside of regular business hours	In Development			Currently no software has been installed to shut down computers, it is currently a manual process and habit where employees are to turn off their computers at the end of the work day.	Continue with manual shut down, and will evaluate exising shutdown software that is available in the market	2010	No End Date (Continuous)
Implement server virtualization	In Development				IT staff to review efficiency of server virtulization, and to implement where possible.	2011	No End Date (Continuous)
Apply auto-sleep settings on computer monitors and CPUs	Completed in 2010	100	% of computers have auto-sleep settings applied	All devices are set to default to auto sleep.	Continue to set controls to auto sleep for all new devices	2009	No End Date (Continuous)
Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices	Ongoing/In Progress	70	% reduction in printers, copiers, and/or fax machines since start year indicated	Installation of multi function devices (print, copy, scan) devices in board office, maint. Office, and 5 schools.	Change out remaining machines as leases expire on old machines. Will change as many machines as budget permits.	2009	No End Date (Continuous)
Apply auto-sleep settings on printers, copiers, fax machines, and/or multi-function devices	Completed in 2010	100	% of devices have auto-sleep settings applied	All devices are set to default to auto sleep.	Continue to set controls to auto sleep for all new devices	2009	No End Date (Continuous)
Replace computers with ENERGY STAR models during regular computer upgrades	Completed in 2010	100	% of computers are ENERGY STAR rated	All computers are Energy Star compliant	Continue to purchase Energy Star compliant machines as they are being replaced.	2009	No End Date (Continuous)
Appliances and electronic devices							
Replace refrigerators with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress	30	% of fridges are ENERGY STAR rated	Have replaced one refrigerator in 2010, and replaced three fridges in 2009.	Continue with purchasing of Energy Star fridges when replacing old refridgerator as budget permits.	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Replace other appliances or electronic devices with ENERGY STAR models or source ENERGY STAR models for future purchases	Ongoing/In Progress			No other appliances were replaced in 2010	Continue with purchasing of Energy star appliances when replacing old units as budget permits.	2009	No End Date (Continuous)
Replace desk lamp incandescent bulbs with compact fluorescent (CFL) bulbs or source more efficient desk lamps for future purchases	Ongoing/In Progress	100		No desk lamps are any desks.	Ongoing with enforcement of no desk lamps are any desks.	2008	No End Date (Continuous)
Behaviour change program							
Ask staff to unplug electrical equipment or switch off power bars when not in use	Ongoing/In Progress			Practice and habit instilled to employees and student at school PowerSmart educational programs.	Ongoing educational communication and training to employees and students at PowerSmart programs.	2008	No End Date (Continuous)
Ask staff to close blinds at end of work day to reduce heating/cooling demands	Ongoing/In Progress			Practice and habit instilled to employees and student at school PowerSmart educational programs.	Ongoing educational communication and training to employees and students at PowerSmart programs.	2008	No End Date (Continuous)
Encourage staff to use air dry setting on dishwashers	Ongoing/In Progress			Practice and habit instilled to employees and student at school PowerSmart educational programs.	Ongoing educational communication and training to employees and students at PowerSmart programs.	2008	No End Date (Continuous)
Provide tips to staff on saving energy in the office while working outside of regular business hours	Ongoing/In Progress			Practice and habit instilled to employees and student at school PowerSmart educational programs.	Ongoing educational communication and training to employees and students at PowerSmart programs.	2008	No End Date (Continuous)
Encourage use of stairs instead of elevators	Ongoing/In Progress	100		There are a few elevators in schools which are to be used for handicap access only.	Ongoing with elevators in schools to be used for handicap access only.	Started before 1995	No End Date (Continuous)
Provide reminders for turning off lights (e.g., signs, stickers, messages)	Ongoing/In Progress			We have completed the posting of signage's and stickers at some worksites to turning off lights. Have also installed motion sensor switches at some worksite to automatically turn off in the absent of any person in the room.	Continue and ongoing	2008	No End Date (Continuous)
Promote hot water conservation	Ongoing/In Progress			Have set all hot water tanks to 41 degrees Celsius	Continue with hot water tank setting, and to develop other guidelines and tips for hot water conservation	2008	No End Date (Continuous)
Other Stationary Fuel Combustion and Electricity Actions							
Removed Cloth towel dispensers out of Girls and Boys washrooms and replaced with electric hand dryers	Ongoing/In Progress	75	% of cloth towel dispensers replaced with	Completed 75% of schools in prior years. Have stopped replacement program to re-evaluate.	Completion of remaining 25% is on hold pending re-evaluation of the program. The re-evaluation is to determine if the replacement program is consuming more electricity than deemed, and if the heat generated by these blowers are creating more heat than necessary especially in spring and summer months.	2009	No End Date (Continuous)
Supplies (Paper)							
Printer/document settings							
Switch networked printers and photocopiers to automatic double-sided	Ongoing/In Progress			Develop protocol to set default to double sided upon installation of new machines and existing machines that are capable of duplex printing.	Continue ongoing with purchase of future machine with duplex printing capability.	2010	No End Date (Continuous)
Reduce default margin size in standard document templates (e.g., letters, briefing notes, forms, etc.)	Ongoing/In Progress			Have encouraged reduction of margins in documents, and also the reduction of font sizes to reduce paper usage.	Continue ongoing	2009	No End Date (Continuous)
Electronic media in place of paper							
Use electronic document library for filing common documents	Ongoing/In Progress			Currently utilizing document library in First Class	Continue to expand this procedure, and to implement a Document Management System and Workflow System	2009	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Post materials online that were previously printed	Ongoing/In Progress		Board, Principal and administration meeting information distributed electronically	Continue to expand this procedure	2009	No End Date (Continuous)
Behaviour change program						
Encourage staff to hold paperless meetings or presentations (i.e., no handouts)	Ongoing/In Progress		Initiated program - all presentations distributed electronically. 2009 SD 46 conference materials distributed on thumb drive.	Continue to implement and measure progress	2009	No End Date (Continuous)
Other Paper Supplies Actions						
Paper recycling	Ongoing/In Progress		Implement recycling protocols at all SD46 facilities	Continue ongoing	2009	No End Date (Continuous)
Switch to electronic fund transfer (EFT) of Accts Payable payments to vendors and electronic payment notification system in place of paper cheques and stubs	Ongoing/In Progress		Have moved all employee to EFT for Accts Payable payments. Have begun switching external vendors to EFT for Accts Payable payments.	Move towards setting up all external vendors with EFT of Accts Payables payments	2009	No End Date (Continuous)
Switch Payroll T4A from paper to electronic filing to Canada Revenue Agency	Ongoing/In Progress		Continue with electronic filing of T4A information to CCRA	Continue with electronic filing of T4A information to CCRA	2008	No End Date (Continuous)
Electronic documents in place of paper documents	Ongoing/In Progress		Encourage employees to review and read incoming documents in electronic format rather than printing paper copy. Encourage employees to sending out documents in electronic format rather than printed paper copy.	Continue ongoing	2009	No End Date (Continuous)
Newletters in electronic format	Ongoing/In Progress		Encourage all schools to creating their newsletters in electronic format and posting on website and emailing to subscribers, rather than printing on paper format and distributing to student.s	Continue ongoing	2009	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 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Business Travel							
Virtual meeting technology							
Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.)	Ongoing/In Progress	75	% of computers have web-conferencing software installed	Have held several training sessions and meetings using web conferencing. Encouraged conference calling and webex session in place of in-person meetings.	Expand web conferencing	2008	No End Date (Continuous)
Make desktop web-cameras available to staff	Ongoing/In Progress	25	% of staff have access to a desktop web-camera	Webcams on new laptops are now part of the purchasing protocol	Expand webcams to other employee computers as needed.	2010	No End Date (Continuous)
Install video-conferencing units in meeting rooms or provide mobile video-conferencing units	Ongoing/In Progress			Completed installation of Smart Boards various classrooms	Expand installation of web conferencing Smart Boards for Board Meetings and classroom for educational programs.	2009	No End Date (Continuous)
Behaviour change program							
Train staff in web-conferencing	Ongoing/In Progress	75	% of staff are trained web-conferencing	Have trained most staff on using web conferencing and Smart Boards	Continue ongoing as part of installation of new webcams and Smart Boards are installed.	2009	No End Date (Continuous)
Train staff in video-conferencing or provide technical support for video-conferencing set-up	Ongoing/In Progress	75	% of staff are trained in video-conferencing or have access to technical support	Have trained most staff on using web conferencing and Smart Boards	Continue ongoing as part of installation of new webcams and Smart Boards are installed.	2009	No End Date (Continuous)
Encourage staff to consider virtual attendance/presentation at events where possible	Ongoing/In Progress			Continue with encouragement of virtual attendance.	Ongoing	2008	No End Date (Continuous)
Encourage carpooling to meetings	Ongoing/In Progress			Continue with encouragement for carpooling to meetings where possible	Ongoing	2008	No End Date (Continuous)
Other Business Travel Actions							
Review the needs for in person meetings	Ongoing/In Progress			Have reviewed and assessed the needs for holding various meeting, looking at usefulness, value and time commitments. Look at utilizing technology for these meetings.	Ongoing	2010	No End Date (Continuous)
Utilize Document Management System	In Development				Utilize Document Management System to allow individuals to view documents remotely rather than having to drive to a location to view these documents in person. Perhaps expanding to external auditors so they can perform audit remotely and not have auditors travel to the school district.	2011	No End Date (Continuous)
Utilize Work Flow system	In Development				Utilize Work Flow System to allow individuals to electronically route documents instead of driving and delivering documents in person. Also to reduce the need for mobile delivery of documents to various worksites and schools.	2011	No End Date (Continuous)
Education, Awareness, and Engagement							
Team-building							

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)	Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement	Ongoing/In Progress		Have implemented Power Smart teams in schools represented by students and staff and sponsored by BC Hydro. Endorsed by the School Board Office	Ongoing	2008	No End Date (Continuous)
Provide resources and/or dedicated staff to support teams	Ongoing/In Progress		Refer to "Steps Planned for 2011-2013"	Will seek financial and industry expertise from BC Hydro and neighboring school districts, and other local community public bodies	2011	No End Date (Continuous)
Staff Professional Development						
Support green professional development (e.g., workshops, conferences, training)	Ongoing/In Progress		As part of the school Power Smart program.	Ongoing	2008	No End Date (Continuous)
Staff awareness/education						
Provide education to staff about the science of climate change	Ongoing/In Progress		Promoted climate change materials for teachers to educate staff and students. Also part of the Power Smart program.	Expand climate change educational training for staff and students.	2008	No End Date (Continuous)
Provide education to staff about the conservation of water, energy, and raw materials	Ongoing/In Progress		Promoted climate change materials for teachers to educate staff and students. Also part of the Power Smart program.	Expand climate change educational training for staff and students.	2008	No End Date (Continuous)
Provide green tips on staff website or in newsletters	Ongoing/In Progress		Promote "Green Tips" and achievements in school newsletters	Ongoing	2009	No End Date (Continuous)
Client/public awareness/education						
Provide education to clients/public about the science of climate change	Ongoing/In Progress		Promoted climate change materials for public awareness on various school and district websites.	Expand climate change educational training for staff and students.	2008	No End Date (Continuous)
Provide education to clients/public about the conservation of water, energy, and raw materials	Ongoing/In Progress		Promoted climate change materials for public awareness on various school and district websites.	Expand climate change educational training for staff and students.	2008	No End Date (Continuous)
Provide green tips on client/public website or in newsletters	Ongoing/In Progress		Promoted climate change materials for public awareness on various school and district websites.	To provide green tips and update stakeholders of green programs in school newsletters.	2011	2011
Other Sustainability Actions						
Water conservation						
Establish a water conservation strategy which includes a plan or policy for replacing water fixtures with efficient models	Ongoing/In Progress		Replacement of toilets with low flush models	Replacement of toilets with low flush models.	2008	No End Date (Continuous)
Waste reduction/diversion						
Put in place an operations policy to facilitate the reduction and diversion of building occupant waste from landfills or incineration facilities	Ongoing/In Progress		Composting of clean sawdust from woodworking shops, Use of woodchips in garden beds	Ongoing	2009	No End Date (Continuous)
Implement a hazardous waste reduction and disposal strategy	Ongoing/In Progress		Collection and proper disposal of used batteries tech equipment and crushed Fluorescent bulbs and compile certificates of disposal	Ongoing	2009	No End Date (Continuous)
Procurement (non-paper supplies)						
Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.)	Ongoing/In Progress		When purchasing from a vendor, employees ask the vendor if they supply products with minimal recycled content. Use refillable toner cartridges for all printers and copiers.	Ongoing	2010	No End Date (Continuous)

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Action	Status (as of 12/31/10)	Performance to Date (as of 12/31/10)		Steps Taken in 2010	Steps Planned for 2011 -2013	Start Year	End Year
Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.)	Ongoing/In Progress			Implemented new low VOC and reduced harmful chemical custodial products	Ongoing	2009	No End Date (Continuous)
Implement sustainable purchasing program for cleaning products, disposable paper products and trash bags	Ongoing/In Progress			Implemented new low VOC and reduced harmful chemical custodial products	Ongoing	2009	No End Date (Continuous)
Require a minimum purchase of sustainable, and organic food and beverages supplied by contracted food suppliers or caterers	In Development				To be developed by school cafeterias	2011	No End Date (Continuous)
Building construction, renovation, and leasing							
Establish a policy to reuse materials where possible and divert construction and demolition debris from landfills and incineration facilities	Ongoing/In Progress			Have established share shed for reusable building materials and furniture	Ongoing	2007	No End Date (Continuous)
Indoor air quality							
Enforce a scent-free policy (e.g., no strong perfumes, deodorants, etc.)	Ongoing/In Progress	100		Have posted scent free zone signs through out the schools	Ongoing enforcement	2008	No End Date (Continuous)
Incorporate low volatile organic compounds (VOCs) standards into procurement policy for products such as paints, carpets, and furniture	Ongoing/In Progress	100		All clear coat and interior latex paints now Low VOC. Restricted use of oil based paints	Ongoing	2008	No End Date (Continuous)
Commuting to and from home							
Offer staff a compressed work week	Ongoing/In Progress			During Summer months, compressed work days (4 day work week from 5 days) are given to custodian staff only.	Ongoing for custodian staff, will evaluate for other staff	2008	No End Date (Continuous)
Encourage commuting by foot, bicycle, carpool or public transit	In Development			Some staff walk to work from home, depending on distance from office and weather.	To discuss with staff environmental benefits and health benefits. To build into Power Smart program at school levels for staff and students.	2011	No End Date (Continuous)
Provide secure bicycle storage	Ongoing/In Progress			2 elementary schools have lockable bicycle storage	Encourage PACs to review, address, and encourage	2009	No End Date (Continuous)