

NYC DEPARTMENT OF EDUCATION

OFFICE OF
SUSTAINABILITY

SUSTAINABILITY COORDINATOR

WELCOME PACKET



Department of
Education

www.schools.nyc.gov/sustainability
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October 2016

Dear Sustainability Coordinator,

Congratulations on your new role! Thank you for becoming the critical point person at your school for this exciting work.

The NYC Department of Education has a significant environmental impact with over 1,800 schools, 1,300 buildings, over 140,000 staff and 1.1 million students. Sustainability aims to mitigate impacts through efficient operations, promote everyday practices in schools that benefit the environment, and to provide engaging educational opportunities.

As you prepare for your new role during the 2016-17 school year, we would like to provide you with some onboarding information and tips on how embed sustainability throughout your school. Your school may or may not already be engaged in green programs. We hope this packet and your role will inspire you to transform your school from conventional to conscious, as well as facilitate an understanding of the breadth of possibilities and resources available to you.

The NYC Department of Education's Office of Sustainability aims to inspire your people, teachers, parents, and school communities to actively engage in environmental issues, programs and education. Together we can make a great impact and help young people become stewards of their world!

Included in this packet are the following items:

- *Office of Sustainability Overview*
- *Sustainability Coordinator Role & Responsibilities*
 - Sustainability Coordinator Intro Letter Template*
 - Sustainability Coordinator Mentioning Program & Application*
- *Tips to start a Green Team*
 - Resources/Field Trips*
- *Achieving Zero Waste @ School*
 - Zero Waste Tours for Sustainability Coordinators*
- *2016-2017 Sustainability Coordinator Planner*
- *Gardening, Recycling & Energy Project ideas*

Feedback is welcome and communications is key! Please let us know if you have any questions, need assistance or have ideas, comments or news to share at anytime by emailing sustainability@schools.nyc.gov.

We are excited to work with you and thank you for being part of our Sustainability Team! Your leadership is essential in making a difference. Best wishes for a successful and green year!

Warmest regards,

Meredith McDermott

mmcdermott10@schools.nyc.gov

Office of Sustainability

SUSTAINABILITY IN ACTION

The Five Pillars

Waste Reduction & Recycling
To send zero waste to landfills by 2030.

Ecology
Participate in citywide green initiatives, programs, and contests that facilitate student environmental activity and education

Water
Set up programs to reduce water consumption and increase water efficiency

Energy Conservation
Reduce greenhouse gas emissions from DOE buildings and schools by 80 percent below 2008 levels by the year 2050,

Education Awareness & Engagement
Provide school principals and teachers with the necessary resources to integrate environmental education into the curriculum

Sustainability Trainings

The Office of Sustainability provides training to Sustainability Coordinators each year to foster a growing community and provide guidance and tips on how implementing sustainability programs within your school. Trainings are open to anyone interested in Sustainability—Bring a Team!

Partners

The DOE Office of Sustainability works with a wide range of non-profits, advocacy organizations and other municipal agencies. These partners provide a wide range of specialized information, resources, trainings, professional development, student contests, networking opportunities to help you make your school go green in a hands-on and meaningful way. We could not have the reach necessary if not for our partners and Sustainability Coordinators! Please visit our [website](#) for a list of our partners.

What's the mission of the Office of Sustainability?

Guided by the [Chancellor's Regulation A-850](#) the Office of Sustainability seeks to transform the DOE into a more sustainable and efficient public entity regarding facility operations and student environmental education. Our office emphasizes five pillars in achieving sustainable success: **Energy Conservation, Waste Reduction & Recycling, Water, Green Infrastructure and Engagement & Training.**

Our Vision:

- Nurture the development of ecological solutions that foster tomorrow's citizens
- Leverage the school as a learning laboratory and promote it as the center of our efforts
- Make direct impact on conservation through our own operations and maintenance practices

Why is sustainability important?

In a world with limited natural resources, sustainability is important because choices we make today impact choices we are able to make in the future. As the largest public school system in the United State, we have the opportunity and responsibility to mitigate our collective environmental impact while empowering students to become stewards and leaders in our dynamic world.

How does the NYC DOE plan to make schools more sustainable?

In order to make schools more sustainable, DOE has an ambitious plan that strongly aligns with *OneNYC*, Mayor de Blasio's plan for a strong and just city. The DOE Office of Sustainability plans to reduce greenhouse gas (GHG) emissions by 80% by 2050 through various energy efficiency and conservation measures, work towards waste reduction to landfill, promote sustainable practices and design buildings, increase water efficiency, and provide educational resources to Principals, Teachers and students. DOE has already demonstrated leadership in energy conservation and management by being the first City agency to benchmark all of its buildings and provide energy consumption information to the public. DOE has also implemented the Zero Waste Schools program in support of the City's ambitious goal of diverting all recyclable and compostable waste by 2030.

Who's here to help...

We're growing and here for you! The Office of Sustainability is comprised of a Director, two Deputy Directors, a Communications & Training Coordinator, Administrative Asst., and teams under the two following categories:

Zero Waste Team—zerowasteschools@schools.nyc.gov

- Provide outreach and support to all schools for recycling, waste reduction and organics programs
- Offer operational support to schools
- Liaise with NYC Department of Sanitation
- Provide professional development training to Students, Teachers, SchoolFood staff, Custodial teams, and Administrative staff

Energy Team—sustainability@schools.nyc.gov

- Benchmark building energy consumption
- Support energy conservation efforts by school staff, custodian and students
- Work with the City on energy strategies to reduce GHG emissions and drive down utility costs
- Manage solar PV, resiliency and energy efficiency and conservation projects citywide

Internal Partners

STEM—stem@schools.nyc.gov

STEM is an acronym for four disciplines: Science, Technology, Engineering, and Mathematics. STEM education includes a variety of course options that integrate curriculum across content areas.

Career & Technical Education—ctenyc@schools.nyc.gov

CTE programs and schools combine rigorous coursework with work place training. Students learn through real world experiences, both in school and at work.

SchoolFood—schoolfood@schools.nyc.gov

The focus of the Office of School Food is to enrich the lives of DOE students while celebrating healthy and nutritious food.

Sustainability Coordinator Roles & Responsibilities

The DOE's school-based Sustainability Coordinators are the first line of action in our schools. According to the [Chancellor's Regulations A-850](#), every DOE school is required to have a Sustainability Coordinator, assigned by the Principal, to work with students and faculty to develop a Sustainability Plan for their school. As Sustainability Coordinator, you are trusted with promoting sustainability and environmental awareness throughout your school!

The following are some basic requirements of this position:

Submit Sustainability Plan

Develop and implement a Sustainability Plan which shall include a recycling and waste reduction plan that follows DSNY recycling rules. Your Sustainability Plan is due to the Office of Sustainability on **Friday, October 28th** at www.greenschoolsalliance.org/nyc-doe



Form a Green Team

Recruit students, parents and staff to join your Green Team! Your Green Team will help guide projects ideas and accomplish your sustainability goals. Work with your Green Team to ensure that students and staff are practicing recycling and following the DOE waste reduction plan.



Attend Trainings & Focus Groups

Develop your skills and expertise by attending annual Sustainability Trainings. Beginner and advanced sustainability trainings will be offered during the 2016-2017 academic year.



[Register here!](#)

Training Dates—8:30am - 3:00pm

Manhattan*—November 8, 2016
Harlem State Office Building
163 West 125th Street, NY, NY 10025

**(co-sponsored by the Manhattan Borough President's Office)*

Staten Island—December 9, 2016
The Michael J. Petrides Educational Complex
715 Ocean Terrace, SI, NY 10301

Queens— January 10, 2016
School Construction Authority
30-30 Thomson Avenue, LIC, NY 11101

For the list of partners organizations who will be presenting, [click here](#).

Develop Communication Network

Work with teachers, custodian engineers, and SchoolFood staff to develop communications plan to empower and educate the school community on your Green Team efforts and your school's sustainability initiatives.



- Weekly Announcements
- Staff Newsletters
- Create posters
- Host staff Professional Development

Tell us your news & stories

We'd love to hear about your success! We may feature your school in our newsletter and on our website. Send all your news and stories to Nichelle Hudlin at nhudlin@schools.nyc.gov



Complete End of Year survey

All designated sustainability coordinators receive an e-mail in mid-May with a survey link and instructions to fill out a sustainability-themed survey, due by **June 9th, 2017**. The survey asks questions about what sustainability initiatives were completed in your school this year.

Sustainability Coordinator Introduction Letter Template



Enter School's Logo

Hello staff at _____(School)_____.

I am your 2016/2017 Sustainability Coordinator! This means I will be working with the staff and student body at _____(School)_____ to reduce energy use in the school, improve recycling, and help foster environmental stewards in our school community. I am also a resource for you! If you have any questions about incorporating sustainability in your curriculum, joining a green team, or environmental field trips, I can help! I can also answer questions about proper recycling within the building, responsibilities of the Custodial team and SchoolFood, and energy conservation. Please feel free to come to room _____(Room Number)_____to discuss Sustainability in _____(School)_____or email me at _____(School Email)_____.

I am excited to have a wonderful and sustainable school year at _____(School)_____!

Thanks,

_____(Name)_____

ATTENTION: Sustainability Coordinators

Ms. Rice, P.S. 361



Do you have great ideas and need faculty support?

Ms. Nicklas, P.S. 130



Mr. Steiner, Bronx Theatre HS



Do you need support forming a Green Team or designing achievable schoolwide goals?

Ms. Corrigan, P.S. 179

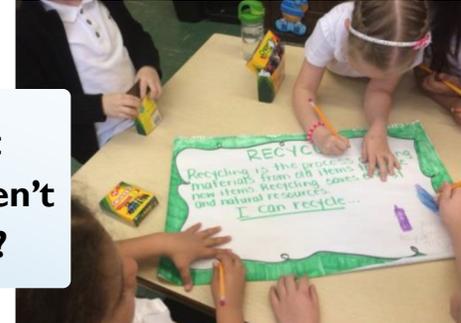


Ms. Coccovillo, P.S./I.S. 49



Are you concerned about environmental issues and aren't sure where to get started?

Mr. Richford, P.S. 197



You can apply for the FREE...

Sustainability Coordinator Mentorship Program

- ◆ You will receive a one-on-one mentorship with an experienced and passionate Sustainability Coordinator, who will come to your building to address the individual environmental needs for your school
- ◆ Strategic planning for Green Team formation, short and long term goals, and fundraising/ grant support to make those goals a reality!
- ◆ Meetings with key school stakeholders, such as Principals and Custodians, to help foster support for achieving sustainable practices

Please submit the application form by:
November 4, 2016

Sustainability Coordinator Mentorship Program Program Information and Application

New! Starting this fall, the DOE Office of Sustainability is offering an exciting program of one-to-one mentoring for Sustainability Coordinators. This unique program offers personal support by an experienced Sustainability Coordinator, in your school building, and helps you address the unique issues that affect your school.

Program Description:

- If accepted into the program, an introductory visit will consist of 1-2 periods to meet and discuss the school's needs based on information from their application. The initial visit may include a building walk through and a meeting with members of the school community, Principal or Custodian Engineer to assist in implementing the school's goals. A timeline will be created with the Sustainability Coordinator to help move change forward, setting specific goals and targets.
- A follow-up visit will be used to assess progress and work on other issues as needed. Most Sustainability Coordinators will get 2-3 visits over the course of the school year.

What we offer:

- Meetings with Principals/ Custodian Engineers to help create an understanding of the importance and function of the role of the Sustainability Coordinator in order to foster cooperation and support
- Support with the formation and leadership development of a green team
- Targeted resources for grants, contests, and education
- Troubleshooting and appropriate guidance on other issues specific to the school
- Assistance with setting realistic goals and time management
- Help generate Ideas for fundraising
- Guidance for strategic planning for future development and growth
- Availability by email for support and feedback between school visits
- Assistance in leading PDs tailored to school specific recycling protocols and other sustainability topics

Mentor Bio: Jody Reiss was a science teacher at MS 51, Brooklyn, for 15 years. She became the school's first Sustainability Coordinator in 2007, a job she held until her retirement in 2015. She started a successful recycling program that included a Green Team of up to 30 students, and an active parent Green Team. She is passionate about the environment and believes that sustainability should be a critical part of every child's education.



Sustainability Coordinator Mentorship Application - Due Friday, Nov 4
To be completed by Principal, Assistant Principal, or Sustainability Coordinator
Submit to: jreiss@schools.nyc.gov

School Information:

School Name:	
Address:	
Building Code:	
Phone Number:	
Number of Students:	
Grades:	

Please circle Yes or No for the following categories that apply to your school:

- Zero Waste school? Yes / No
- District 75? Yes / No
- Campus (co-located) school? Yes / No
- Title I funded? Yes / No
- Enrolled in DSNY Organics Collection? Yes / No
- Renewal school? Yes / No

Personal Information:

Your Name:	
Email:	
Phone Number:	
Preferred Method of Contact: email or phone	

What is your job title in your school - please check one:

- Teacher
- Assistant Principal
- Parent Coordinator
- School Aide
- Paraprofessional
- Other (please specify)



How long have you held the position of Sustainability Coordinator?

What is your understanding of your responsibilities as a Sustainability Coordinator?

When do you do your job as Sustainability Coordinator?

Describe some challenges you have in performing your job as Sustainability Coordinator:

Describe areas in which you have been successful as a Sustainability Coordinator:

Is there schoolwide support for your program (administration, parents, custodians, staff members)? Explain:

Briefly explain how this mentorship program will help you:

If you have worked with any partner organizations (such as GrowNYC), please name the organization and describe the work or program they provided.



**Department of
Education**

Sign-off

I understand that Jody Reiss, as a representative of the DOE Office of Sustainability, will make visits as scheduled to assist the Sustainability Coordinator in his/her efforts to implement and improve the sustainability activities in the school.

Principal's Signature

Date

Sustainability Coordinator

Date

Submit application to:

jreiss@schools.nyc.gov

Due Date:

Friday, Nov 4, 2016

Green Team

What is a **Green Team**?

A Green Team is a group of students ready to take action to become environmental stewards at school and in the community. Green Team activities can focus on reducing waste, improving recycling, conserving energy, starting a garden or anything else students may be passionate about!

A Green Team

- ◆ Provides hands-on experience with conservation concepts.
- ◆ Turns learning into action
- ◆ Lets students see the results of their choices.
- ◆ Benefits both students and the environment.
- ◆ Lead environmental campaigns and inspire classmates.

STEP 1

Recruiting

The first thing you need to do is recruit people to be in your Green Team. Rule number is 'make it COOL'. Aim to have kids from all grade levels within your school become part of the Green Team. Remember the more people you recruit, the more people you'll have to help conquer some green goals.

Greening a school touches on all aspects of a school's operation. From facilities and maintenance to curriculum, build a diverse team by getting staff involved too. Invite other teachers, custodians, your Principal, and even representatives from the local community.

STEP 2

Purpose and Role of the Green Team

The group needs to be all about the kids and fostering their student leadership skills. They should be responsible for running the meetings and ultimately the success of the sustainability projects.

The Green Team will work best if you, the SC, take a 'guide beside' approach and give the students the opportunity to flex their leadership muscles. That way, the group takes ownership and they feel truly empowered to make positive changes.

In order for the team to run well, you should create a team structure. You may want to have a president and VP, or environmental captains and monitors. Select a structure that works best for your team and school. Explain to the team they are ultimately responsible for the success of the projects.

STEP 3

Establish Mission and Goals

Once you have a consistent group of interested students, a consistent meeting time, and assigned roles & responsibilities, it's time to create a mission statement. A mission statement sets the tone for the school year. Write your mission statement down along with a few realistic goals so that students can continuously monitor their progress.

Choosing a first project/goal is exciting and can be a springboard for future projects. Two issues your team can start with are recycling and energy conservation – as every DOE building is required to do this. Once you've focused on those, you can branch out to other areas like water conservation or greening the school grounds. It's important to start small with achievable goals and quick wins! – that's much more motivating than falling short of an overly-ambitious goal.

STEP 4

Project Planning

No matter what you choose to do, it's essential that your Green Team:

- ◆ Chooses a project that they really care about that motivates them
- ◆ Coordinates its efforts with the school's administration and custodial staff, since many activities—from recycling to energy conservation—relies on the cooperation of the custodian
- ◆ Find way to keep the rest of the school informed and engaged with what you're doing.

Ideally, you'll want to work with teachers, to identify some student projects that can be integrated into the curriculum.

STEP 5

HAVE FUN!

Kids (as well as adults) love being part of a team that accomplishes great things and have fun doing it. So remember to have fun and celebrate your achievements.

Always recognize and show appreciation for your Green Team members.



Resources



Here are some ideas to get you started. Classrooms across the city have successfully completed some of these projects. Think up your own spin on these or other activities that promote sustainability.

Learn About Energy



[Build a solar oven](#) ** — Reuse materials to create a solar oven and teach your students how energy works!



[Solar One Green Design Lab](#) ** — Here are a few energy based activities, from energy audits to understanding processed food ingredients

Reduce Waste



[Start a reusable bag project](#) ** — Create a design or use this template to have students craft reusable bags (made from old T-shirts) and sell the bags to raise funds for Green Team activities.



[Build a worm bin for composting food](#) ** — Constructing a worm bin is a great way to introduce students to concepts of decomposition, waste reduction and recycling.

[Make a coin purse out of Milk Cartons](#) ** — Use this template to reuse your student's milk cartons and turn them into a functional coin purse.

Beautify the School



[Clean up litter](#) ** — Organize a student and community trash pick-up on your school grounds to beautify your campus and to demonstrate the importance of having a clean urban environment.



[Grow a green garden](#) ** — Start a small school garden or adopt an area of your school to restore. Assign garden jobs with this curriculum

Educate Others



[Educate others about conservation](#) — Make posters, create skits or songs to share with other classes, paint murals, share morning announcements or create a video about waste prevention or recycling.



[Mentor younger students](#) — Buddy up with a younger classroom to teach the students about conservation. Share stories or do reuse projects, like a milk carton coin purse!



[Bring the message home](#) — Do a home survey and ask families to pledge to make three conservation improvements. Have your Green Team students share their family's ideas and successes. Speak at PTA meetings and include passionate parents in your Green Team.

Fieldtrip Ideas

[SIMS Municipal Recycling Facility](#) ** — Provides educational tours of their recycling facility. It shows students the process of collection and sorting.

[Freshkills Park](#) ** — Take a tour of the once largest landfill, and see its transition into an expansive natural area.

[BIG Reuse](#) ** NYC Compost Project Tours — Schedule a tour of the facility to see how BIG Reuse is working to rebuild NYC soils.

[Newtown Creek Visitor Center](#) ** — Learn about the life cycle of NYC's water.

[SolarOne](#) ** — Have an educator visit your school or take a trip to Stuyvesant Cove Park

[Environmental Study Center](#) ** — Learn about topics ranging from ecology, wildlife forensics, to hydroponics.

[Brooklyn Botanic Garden](#) **

[Queens Botanical Garden](#) **

[New York Botanical Garden](#) ** — Sign up for a tour at one of these local gardens to explore plants, compost, and more!

** Please click the link for more information

Zero Waste

We Can All Reach For Zero Waste!

All NYC schools will be Zero Waste Schools by 2030

You can get started now to achieve your ZERO WASTE goals!

What is Zero Waste?

Zero Waste is achieved when all recyclable and compostable refuse is diverted from landfill for recycling. Schools can further decrease their waste through thoughtful purchasing and waste reduction practices.

Zero Waste Schools

The Department of Education (DOE), The Department of Sanitation (DSNY) and GrowNYC are collaborating to launch Zero Waste Schools (ZWS). Over 100 schools in Brooklyn and Manhattan will participate in ZWS along two school truck routes. The goal is to identify best practices for diverting waste from landfills that can be expanded citywide.



Cafeteria

Bin Set-up Guide

- ⇒ Sorting stations all have consistent set-up
- ⇒ Stations remain together
- ⇒ Stations are clearly labeled



Classrooms/Offices

Tips for Success

Along with food scraps, you can put compostable plates, paper boats, and food soiled paper napkins in the Organics Bin!

Students and staff are in charge of sorting their own waste!

Custodial staff is in charge of maintaining separation!

Liquids are heavy and stinky, and by diverting them in the Liquids Bucket we get closer to achieving ZERO WASTE

Resources for Achieving Zero Waste

- ◆ GrowNYC [Recycling Champions](#):**
- ◆ [Cafeteria Culture](#):**
- ◆ Contact the DOE Zero Waste Team:
zerowasteschools@schools.nyc.gov
- ◆ Order **FREE**** Posters and Decals from DSNY
- ◆ [NYC Schools Recycling Guide](#)

**Please click for link more information

How can I build a relationship with my custodian?

Visit your Custodian Engineer in his/her office and ask how things are going in the school. How is recycling currently handled, and what do they think can be changed. Tell them you are there to assist them with waste management and approach them as a helping hand. Make a friend! Invite them to your Green Team meetings so they are kept in the loop and have a voice.

Zero Waste Tours

Environmental Landmarks in NYC

For teachers, Sustainability Coordinators, Custodial Engineers, and administration.

- Learn about waste diversion, recycling, water treatment, landfill reclamation and composting in New York City.
- Tour some of New York City's most unique environmental landmarks.
- Meet with DOE's Zero Waste team and learn how to make *your* school more sustainable.
- Come to one, two, three or **all** four sessions.
- **It's FREE!**

RSVP here:

<https://www.surveygizmo.com/s3/2788665/Zero-Waste-Workshop-Series>

Space is limited!

For additional information on the Zero Waste Schools Initiative, please contact the DOE Office of Sustainability at:

ZeroWasteSchools@schools.nyc.gov

Sims Recycling

Date: December 1st, 2016

Where: Sims Municipal Recycling - Sunset Park Material Recovery Facility

472 2nd Ave, Brooklyn, NY 11232

Time: 6 pm to 7:30 pm

Newtown Creek

Date: February 2nd, 2017

Where: Newtown Creek Wastewater Treatment Plant

327 Greenpoint Ave, Brooklyn, NY 11222

Time: 5 pm to 6:30 pm

Freshkills

Date: April 9th, 2017

Where: Freshkills Park

Staten Island, NY 10314
[bus pick up at Staten Island Ferry]

Time: 1 pm to 3 pm



2016-17 Monthly Planner



OCTOBER IS ENERGY AWARENESS MONTH



World Soil Day

SEPTEMBER	
1 Thu	
2 Fri	
3 Sat	
4 Sun	
5 Mon— Labor Day	
6 Tue	
7 Wed—1st Day of School	
Newsletter Submission Deadline	
8 Thu	
9 Fri	
10 Sat— National Planting Day	
11 Sun	
12 Mon	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	
18 Sun	
19 Mon — Climate Week NYC	
20 Tue	
21 Wed—Pollution Prevention Week	
22 Thu	
23 Fri	
24 Sat	
25 Sun	
26 Mon	
27 Tue	
28 Wed	
29 Thu	
30 Fri — SC Designation Due	

OCTOBER	
1 Sat	
2 Sun	
3 Mon—Rosh Hashanah	
4 Tue—Rosh Hashanah	
5 Wed— <u>Walk to School Day</u>	
Newsletter Submission Deadline	
6 Thu — Attend Zero Waste Workshop	
7 Fri	
8 Sat	
9 Sun	
10 Mon—Columbus Day	
11 Tue	
12 Wed—Yom Kippur	
13 Thu	
14 Fri	
15 Sat	
16 Sun— World Food Day	
17 Mon— Start recruiting for Green Team	
18 Tue	
19 Wed	
20 Thu	
21 Fri	
22 Sat	
23 Sun	
24 Mon— <u>Organize a Recycling planning meeting w/ school staff</u>	
25 Tue	
26 Wed	
27 Thu	
28 Fri — SUSTAINABILITY TRAINING Brooklyn	
29 Sat	
30 Sun	
31 Mon	

NOVEMBER	
1 Tue	
2 Wed— Newsletter Submission Deadline	
3 Thu	
4 Fri	
5 Sat	
6 Sun	
7 Mon— 1st Green Team meeting	
8 Tue — SUSTAINABILITY TRAINING Manhattan	
9 Wed	
10 Thu	
11 Fri—Veteran’s Day	
12 Sat	
13 Sun	
14 Mon— Order School Recycling Materials from DSNY website.	
15 Tue	
16 Wed	
17 Thu	
18 Fri	
19 Sat	
20 Sun	
21 Mon — Establish Mission & Goals with Green Team	
22 Tue	
23 Wed	
24 Thu—Thanksgiving Recess	
25 Fri— Thanksgiving Recess	
26 Sat	
27 Sun	
28 Mon	
29 Tue	
30 Wed	



DECEMBER	
1 Thu — Attend Zero Waste Workshop	
2 Fri	
3 Sat	
4 Sun	
5 Mon— Choose a Project & Begin Planning	
6 Tue	
7 Wed— Newsletter Submission Deadline	
8 Thu	
9 Fri— SUSTAINABILITY TRAINING Staten Island	
10 Sat	
11 Sun	
12 Mon— Inform and Engage school of Green Team Project	
13 Tue	
14 Wed	
15 Thu	
16 Fri	
17 Sat	
18 Sun	
19 Mon	
20 Tue	
21 Wed	
22 Thu	
23 Fri	
24 Sat	
25 Sun—Christmas Day	
26 Mon—Christmas Day Observed	
27 Tue	
28 Wed	
29 Thu	
30 Fri	
31 Sat	

JANUARY	
1 Sun—New Year’s Day	
2 Mon—New Year’s Day Observed	
3 Tues—School Resumes	
4 Wed— Newsletter Submission Deadline	
5 Thu	
6 Fri	
7 Sat	
8 Sun	
9 Mon — Implement Green Team Project	
10 Tue — SUSTAINABILITY TRAINING Queens	
11 Wed	
12 Thu	
13 Fri	
14 Sat	
15 Sun	
16 Mon	
17 Tue	
18 Wed	
19 Thu	
20 Fri	
21 Sat	
22 Sun	
23 Mon	
24 Tue	
25 Wed	
26 Thu	
27 Fri	
28 Sat	
29 Sun	
30 Mon	
31 Tue	

MARTIN LUTHER KING DAY OF SERVICE



2016-17 Monthly Planner

FEBRUARY

- 1 Wed— **Newsletter Submission Deadline**
- 2 Thu — Attend Zero Waste Workshop
- 3 Fri
- 4 Sat
- 5 Sun
- 6 Mon
- 7 Tue
- 8 Wed
- 9 Thu
- 10 Fri
- 11 Sat
- 12 Sun
- 13 Mon— **Green Team Project Midway Checkpoint**
- 14 Tue
- 15 Wed
- 16 Thu
- 17 Fri
- 18 Sat
- 19 Sun
- 20 Mon— Mid-Winter Recess
- 21 Tue
- 22 Wed
- 23 Thu
- 24 Fri— **Green Apple Day of Service**
- 25 Sat
- 26 Sun
- 27 Mon
- 28 Tue



MARCH

- 1 Wed— **Newsletter Submission Deadline**
- 2 Thu
- 3 Fri
- 4 Sat
- 5 Sun
- 6 Mon
- 7 Tue
- 8 Wed
- 9 Thu
- 10 Fri
- 11 Sat
- 12 Sun— Daylight Savings
- 13 Mon
- 14 Tue
- 15 Wed
- 16 Thu
- 17 Fri
- 18 Sat
- 19 Sun
- 20 Mon — **Assess Green Team Project**
- 21 Tue
- 22 Wed— **World Water Day**
- 23 Thu
- 24 Fri
- 25 Sat— Earth Hour (8:30p-9:30p)
- 26 Sun
- 27 Mon
- 28 Tue
- 29 Wed
- 30 Thu
- 31 Fri

APRIL

- 1 Sat
- 2 Sun
- 3 Mon — **Start planning Earth Week/Day Events**
- 4 Tue
- 5 Wed— **Newsletter Submission Deadline**
- 6 Thu
- 7 Fri
- 8 Sat
- 9 Sun — Attend Zero Waste Workshop
- 10 Mon— Spring Recess
- 11 Tue
- 12 Wed
- 13 Thu
- 14 Fri
- 15 Sat
- 16 Sun
- 17 Mon
- 18 Tue
- 19 Wed
- 20 Thu
- 21 Fri
- 22 Sat— **Earth Day**
- 23 Sun
- 24 Mon
- 25 Tue
- 26 Wed
- 27 Thu
- 28 Fri — Arbor Day
- 29 Sat
- 30 Sun



MAY

- 1 Mon
- 2 Tue
- 3 Wed— **Newsletter Submission Deadline**
- 4 Thu
- 5 Fri
- 6 Sat
- 7 Sun
- 8 Mon — **Present Green Team Project to School Community**
- 9 Tue
- 10 Wed
- 11 Thu
- 12 Fri
- 13 Sat
- 14 Sun
- 15 Mon
- 16 Tue
- 17 Wed
- 18 Thu
- 19 Fri
- 20 Sat
- 21 Sun
- 22 Mon
- 23 Tue
- 24 Wed
- 25 Thu
- 26 Fri
- 27 Sat
- 28 Sun
- 29 Mon— Memorial Day
- 30 Tue
- 31 Wed

JUNE

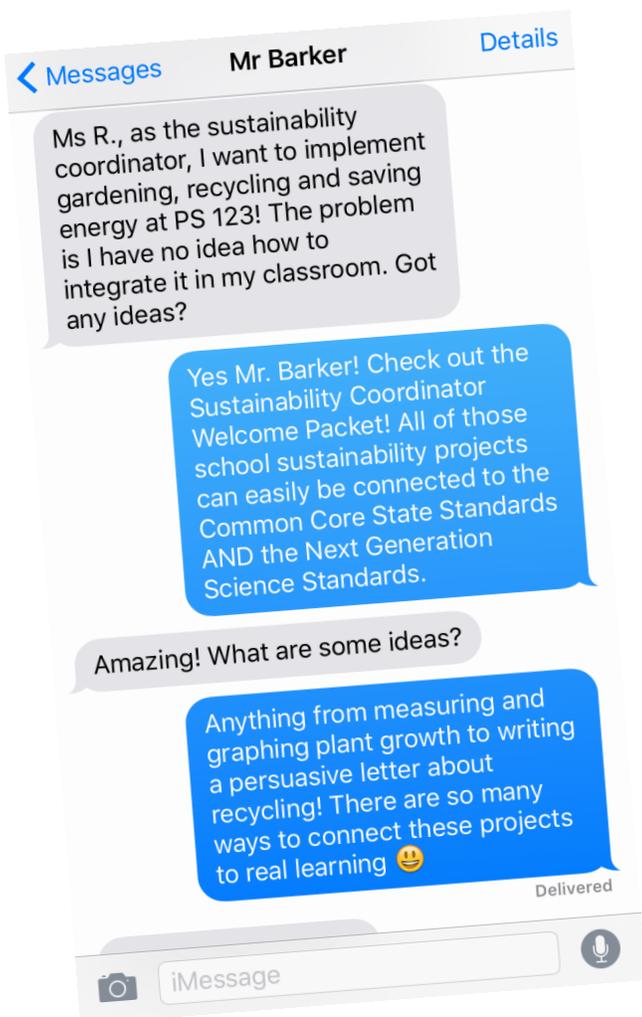
- 1 Thu
- 2 Fri
- 3 Sat
- 4 Sun
- 5 Mon— **World Environment Day**
- 6 Tue
- 7 Wed— **Newsletter Submission Deadline**
- 8 Thu
- 9 Fri— **Sustainability Survey Due**
- 10 Sat
- 11 Sun
- 12 Mon
- 13 Tue
- 14 Wed
- 15 Thu
- 16 Fri
- 17 Sat
- 18 Sun
- 19 Mon
- 20 Tue
- 21 Wed
- 22 Thu
- 23 Fri
- 24 Sat
- 25 Sun
- 26 Mon
- 27 Tue
- 28 Wed — Last Day of School
- 29 Thu — **Organics Collections Suspended**
- 30 Fri



Project Ideas for Sustainability Coordinators

Sustainability Coordinators can make real, measureable differences at their school by:

1. Increasing Recycling
2. Reducing Energy
3. Starting a Garden



The following pages are springboards for starting a project at your school. These guides provide you with helpful starting questions, resources, and creative ways to implement these projects into your school community and curriculum. All of these projects can easily incorporate Common Core State Standards for English Language Arts and Math *and* the Next Generation Science Standards!



How To: START A GARDEN

Select a Site and Make a plan

Work with Partners and Get Funding

Integrate in Curriculum

Share Progress

Follow this checklist to begin planning for a garden space.

- **Vision and Permission.**
Whether you're imagining a few containers or a permanent installation, you'll need a plan. After creating a vision, you'll need to get permission from administration and the school community to begin the garden project.
- **Accessibility.**
Is the space easy and safe for teachers, students and community members to access?
- **Security.**
Is this a safe space for children?
- **Water, Light and Soil.**
Is there an easy way to obtain water? Is this site exposed to a minimum of six hours of sunlight a day? Is the soil free of contamination and heavy metals?

Starting a garden is a big undertaking, but there are tons of partner organizations and mini-grants available from places like:



Grow to Learn
Free Resources and Curriculum.
Apply for a mini-grant now!

<http://www.growtolearn.org/resource/grow-to-learn-mini-grant/>



Whole Foods, Whole Kids
2,000 dollar grant available to support education.
Applications due October 31st.



Annie's Grants for Gardens
Grant applications open November, 2016



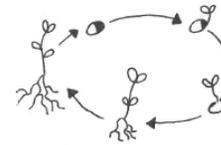
Edible School Yard
Free Professional Development, Curriculum and Resources to begin a garden.
<https://www.edibleschoolyardnyc.org/>



Lowe's Toolbox for Education
Grant applications open December, 2016
<http://www.toolboxforeducation.com/>



Jane Goodall, Roots and Shoots
Resources and Curriculum available.
Apply for a mini-grant
<http://www.rootsandshoots.org/minigrant>

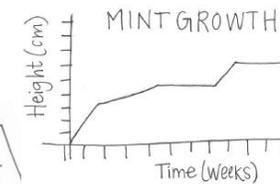
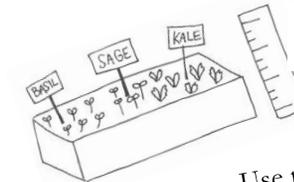


Create a diagram of the seed to plant life cycle by documenting the growth of specific plants in the garden.¹



Write poetry and short stories in the garden.⁵

Collaborate to design, measure, and build raised garden beds.²



Use math to compare and contrast the expense of creating a garden with the potential profits from flowers and produce.¹⁰

Host a poetry and short story read aloud in the garden.⁶

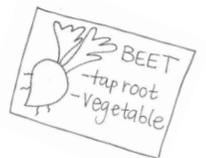
Measure, collect data and graph the growth of certain plants.^{4, 7, 8, 9}



Harvest vegetables and herbs and take them home to your family!



Invite other classrooms to the garden for a tour, celebration and presentation of what you've accomplished.³



Design plant labels and fact cards.³

Made using Common Core State Standards for English Language Arts and Math and Next Generation Science Standard ESS2, Earths Systems, K-HS

ELA: 1. CCSS.ELA-LITERACY.CCRA.W.2, 2. CCSS.ELA-LITERACY.CCRA.SL.1, 3. CCSS.ELA-LITERACY.CCRA.SL.4, 4. CCSS.ELA-LITERACY.CCRA.SL.5, 5. CCSS.ELA-LITERACY.CCRA.W.3, 6. CCSS.ELA.LITERACY.CCRA.SL.6

Math: 7. CCSS.MATH.CONTENT.2.MD.A.1, 8. CCSS.MATH.CONTENT.K.MD.B.3, 9. CCSS.MATH.CONTENT.2.MD.D.9, 10. CCSS.MATH.CONTENT.HSS.MD.B.5



How To: INCREASE RECYCLING

Make a plan

Green Team

Integrate in Curriculum

Share Progress

What is the goal of the project?

Example Goal: The goal of this project is to successfully implement or increase school recycling while educating students on its importance in protecting our natural resources.

Create a schedule then ask yourself these questions:

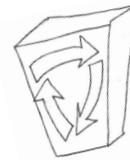
1. What do students, parents and the community care about?
2. Who do you need to ask for permission?
3. What supplies do you need? Can you use found items?
4. What are manageable goals for this project?
5. Do I need to find ways to raise money for this project?

Form a Green Team of students who care about recycling and the earth!

Check out Department of Sanitation Teaching Resources:
<http://www1.nyc.gov/assets/dsny/about/institute-dsny/recycling-activities-for-students.shtml>

Check out GrowNYC's Advocacy Action Kit for Recycling:
<http://www.grownyc.org/files/rcp/AdvocacyActionKit.pdf>

Decorate recycling bins.



Design products and upcycle using recycled bottles, metal and other found materials.



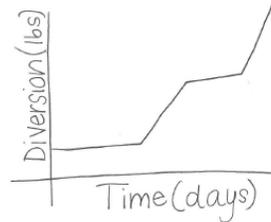
Create informative and educational posters to display accurate information about recycling.²



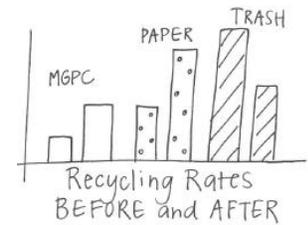
Create a presentation to educate other classrooms about recycling.⁴

Monitor cafeteria and hallway recycling with a student created rubric and green team.

Track and present recycling progress with a public data wall.^{5, 8}

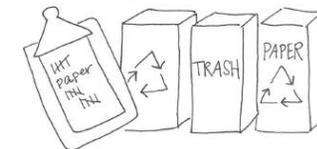


Run a school waste audit using resources from GrowNYC.^{6, 7}



Write and perform a play about school recycling efforts.^{3, 4}

Weigh, collect data, and graph diversion rates in your classroom.^{5, 8}



Craft a persuasive letter to the Mayor's office using evidence to demonstrate the importance of recycling in New York City.¹



Made using Common Core State Standards for English Language Arts and Math and Next Generation Science Standard ESS2, Earths Systems, K-HS

ELA: 1. [CCSS.ELA-LITERACY.CCRA.W.1](#), 2. [CCSS.ELA-LITERACY.CCRA.W.2](#), 3. [CCSS.ELA-LITERACY.CCRA.W.4](#), 4. [CCSS.ELA-LITERACY.CCRA.SL.4](#), 5. [CCSS.ELA-LITERACY.CCRA.SL.5](#)

Math: 6. [CCSS.MATH.CONTENT.K.MD.B.3](#), 7. [CCSS.MATH.CONTENT.1.MD.C.4](#), 8. [CCSS.MATH.CONTENT.2.MD.D.10](#)

How To: REDUCE ENERGY

Make a plan

Green Team

Integrate in Curriculum

Share Progress

What is the goal of the project?

Example Goal: The goal of this project is to reduce school energy use by educating students about energy conservation and its positive impact on our environment and global climate change.

Create a schedule then ask yourself these questions:

1. What do students, parents and the community care about?
2. Who do you need to ask for permission?
3. What supplies do you need? Can you use found items?
4. What are manageable goals for this project?
5. Do I need to find ways to raise money for this project?

Form a Green Team of students who care about saving energy and the earth!

Check out New York Times Energy Audit Lesson Plan:
http://learning.blogs.nytimes.com/2011/02/16/how-green-is-my-school-conducting-an-energy-audit/?_r=0

Check out National Wildlife Federation Energy Resources:
<https://www.nwf.org/Eco-Schools-USA/Become-an-Eco-School/Pathways/Energy/Audit.aspx>



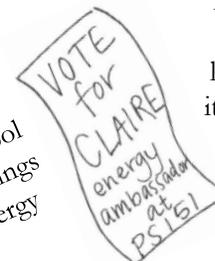
Create light switch decals.

Research and debate sources of alternative energy.²



Use math to calculate the cost benefit of saving energy in your school.⁹

Campaign to save energy in your school by presenting findings from school energy audit.⁵



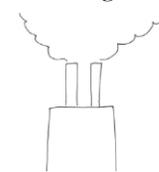
Invite Solar One to teach about energy and its forms.

WHAT IS ENERGY?

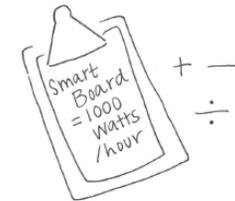
Run a school energy audit with help from Solar One's resources.⁷

COST	BENEFIT
~	~
~	~
~	~

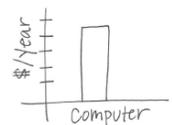
Research the Industrial Revolution and draw logical inferences about its connection to climate change.^{1,2}



Design and present educational posters to display accurate information.³



Present energy audit results as a skit, speech, or public data wall.^{5,6,8}



Craft a persuasive letter to congress using evidence to demonstrate the need for alternative sources of energy.⁴

Made using Common Core State Standards for English Language Arts and Math and Next Generation Science Standard ESS2, Earths Systems, K-HS

ELA: 1. [CCSS.ELA-LITERACY.CCRA.R.1](#), 2. [CCSS.ELA-LITERACY.CCRA.W.7](#), 3. [CCSS.ELA-LITERACY.CCRA.W.2](#), 4. [CCSS.ELA-LITERACY.CCRA.W.1](#), 5. [CCSS.ELA-LITERACY.CCRA.SL.4](#), 6. [CCSS.ELA-LITERACY.CCRA.SL.5](#)

Math: 7. [CCSS.MATH.CONTENT.2.MD.D.10](#), 8. [CCSS.MATH.CONTENT.4.MD.B.4](#), 9. [CCSS.MATH.CONTENT.HSS.MD.B.5](#)