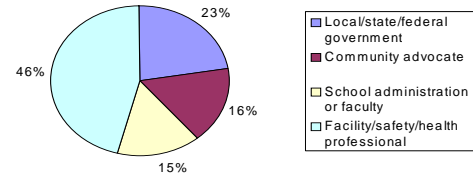


Leadership in School IAQ Management: How to Effectively Tell Your Story

June 20, 2006

EPA's 2006 National Indoor Air Quality Tools for Schools Excellence Award

Your role in IAQ management



Goals of Today's Web Conference

- Create an outline that makes applying for the IAQ TFS Excellence Award easier.
- Answer questions about EPA's redesigned Awards Program.
- Provide answers to common questions on the application process.

Welcome and Introductions

- **Beth Gilbertson**
Kent School District, Washington
- **Dave Hill**
Blue Valley Schools, Kansas
- **Jeff Moquin**
Broward Schools, Florida

EPA's Indoor Air Quality Tools for Schools Awards Program

Four Tiers of Awards

- Great Start
- Leadership
- Excellence
- Model of Sustained Excellence


Competitive Application Details

Only Refers to Excellence and Model of Sustained Excellence applications

- Available July 7, 2006
- Maximum 10 pages
- Deadline: September 29, 2006


Basic Data Information

- General information about:
 - Your school system
 - Location
 - Number of facilities managed
 - Number of students
 - Square footage
 - Age range of facilities




Overview: Key Application Elements

- Organized into **six** critical and common elements in the implementation of successful and effective IAQ management plans:
 - Organize
 - Assess
 - Create Plan
 - Take Action
 - Evaluate
 - Communicate




Getting Organized

- ✓ Identify a responsible party to lead and track IAQ activities
- ✓ Form an IAQ team to assist the Coordinator
- ✓ Engage senior management
- ✓ Communicating with senior management throughout process



Organize – Polling Slide

- Who participates in your IAQ team?
 - School nurse
 - Administrator
 - Teachers
 - Principal
 - Parents
 - Students
 - All of the Above



Beth Gilbertson

Kent School District, Washington


School District Specifics

- 4th Largest district in Washington
- Student Population: ~26,157
- Staff Employed: 3,196 (1,700 teachers)
- Number of Schools: 40
- Mix of urban and rural schools



Taking Action

- ✓ Taking feasible actions to improve IAQ.
- ✓ Routinely considering actions on your prioritized plan.
- ✓ Institutionalize regular IAQ management activity.
- ✓ Troubleshoot/learn from obstacles encountered while implementing IAQ management programs.



Taking Action – Polling Slide

- How did your team move forward with IAQ improvements?
 - Physical changes (i.e., renovations)
 - Behavioral changes (i.e., “no pets” policy, no materials on unit-ventilators)
 - Organizational changes (i.e., instituting on-line IAQ complaint system or tracking/documenting respiratory-related visits to the school nurse)

Dave Hill

Blue Valley Schools, Kansas

School District Specifics

- One of the fastest growing districts in the midwest.
- Student Population: ~20,023
- Staff Employed: 2,632 (1,473 teachers)
- Number of Schools: 30

Ongoing Evaluation

- ✓ Determine how your school system has assessed its progress, tracked results or outcomes.
- ✓ Make continuous advancement towards short and long-term goals.
- ✓ Communicate the results of your program to all concerned parties.

Evaluate – Polling Slide

- IAQ management outcomes at your school include:
 - Improved ventilation rate
 - Moisture control
 - Housekeeping changes
 - Cost savings
 - Still evaluating.
- What outcomes have you collected?
 - School absences
 - School nurse visits
 - Asthma cases
 - Other
 - Not there yet, but working towards that goal

Dave Hill

Blue Valley Schools, Kansas

School District Specifics


- One of the fastest growing districts in the midwest.
- Student Population: ~20,023
- Staff Employed: 2,632 (1,473 teachers)
- Number of Schools: 30

Assessing IAQ Status

- ✓ Develop and maintain an IAQ profile for each building.
- ✓ Review building-related documents.
- ✓ Conduct walkthrough evaluations.
- ✓ Communicating walkthrough findings.

Assess – Polling Slide

- How did you evaluate your facilities?
 - Checklist
 - Walkthrough
 - Expert assistance
 - Consultants
 - In-house staff
 - All of the Above
- Important finding from a walkthrough and how did you turn that into a teachable moment?




Jeff Moquin

Broward Schools, Florida


School District Specifics

- Largest fully accredited district in the nation.
- Student Population: ~271,000
- Staff Employed: 41,313 (24,503 teachers)
- Number of Schools: 264




Assessing IAQ Status

- ✓ Develop and maintain a cross-functional assessment team.
 - Maintenance, Facilities, & Risk Management
 - Maintain the support/back-up of an independent expert (CIH)
 - Provide continuous training to this team



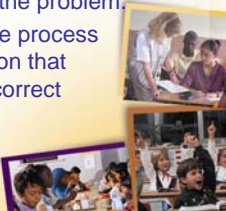
Assessing IAQ Status

- ✓ Have a mechanism to conduct routine assessments as well as investigate complaints.
 - On-line survey based on Tools For Schools Checklists
 - Conduct Validation Walkthroughs
 - IAQ Response Protocol




Assessing IAQ Status

- ✓ Communicate with the individuals making IAQ complaints.
 - Provides information helpful in identifying the source of the problem
 - Individuals feel part of the process and a sense of satisfaction that action is being taken to correct problems.



Assessing IAQ Status

- ✓ Create a written plan of action to address identified deficiencies.
 - Identify short-term and long-term corrective actions.
 - Prioritize all corrective actions.
 - List responsible parties for completing actions.
 - Communicate throughout entire process!!!



Assessing IAQ Status

- ✓ Maintain a history of all IAQ assessments.
 - Ensures accountability of process and program.
 - Assists in the review of future issues at any location.
 - Identifies trends at any particular location or district-wide.

Creating a Plan

- ✓ Develop a prioritized list of short-term and long-term actions to resolve IAQ problems.
- ✓ Create an official IAQ management plan and related policies.
- ✓ Provide and promote proposed plan to school system administrators.
- ✓ Develop strategy to ensure sustainability of IAQ management program.

Create a Plan – Polling Slide

- How is the IAQ program implemented in your school?
 - Pilot program
 - System wide
- From who have you received support?
 - EPA region
 - Local not-for-profit
 - State or local health department

Creating a Sustainable Plan

- ✓ Ensure support from senior management and School Board.
- ✓ Develop an organizational structure around IAQ
- ✓ Create an official IAQ management plan and related policies.
- ✓ Involve strategic partners.
 - ✓ Unions
 - ✓ Parent Groups
 - ✓ Allied local businesses

Creating a Sustainable Plan

- ✓ Infuse IAQ into existing communication and training vehicles.
- ✓ Celebrate successes.

Communication – Polling Slide

- Have you written an article about your IAQ program?
 - Yes
 - No
- Have you assisted another district with their IAQ program?
 - Yes
 - No

Communications

- ✓ Communicating intent and next steps for the school community to understand and appreciate your IAQ effort is key.
- ✓ Importance of communication across each of the other five key areas.

EPA Personnel Resources

Jennifer Lemon – Awards Program Coordinator

Phone: (202) 343-9608

Email: lemon.jennifer@epa.gov

Michele Curreri– IAQ TFS Program Coordinator

Phone: (202) 343-9099

Email: curreri.michele@epa.gov

Downloading Applications

Please visit:

<http://www.epa.gov/iaq/schools/>

Now it's Time to Address
Your Questions