

PS 166 Green/Wellness Committee Handbook
132 West 89th
New York, NY 10024

The purpose of this group is to uphold the PS 166 Eco-Code and implement the activities described in the PS 166 Green PTA Policy, approved in January 2011.

Handbook Sections:

- 1. General (Eco-Code, Green PTA Policy, Budget and Fundraising)**
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Budget and Fundraising

PS 166 Green/Wellness programs are largely funded by the PTA at this time. The Committee's goal is to find sources of income for self-sufficiency and create annual budget.

Resources: Grants, company matching funds, events, sale of waste-free lunch items, making money from collection of recycled items - are all ideas to explore.

Past Fundraising:

Sale of Lunchskins reusable sandwich bags (www.lunchskins.com). Raised \$400.

Annual communal paper shredding event. Raised \$250.

Parents donations for Green Cleaning Supplies. Ask through Back-to-School Flyer. Has raised \$500 and \$1000 on average.

NYC Waste Less Golden Apple Award. This is an annual cash award program sponsored by the NYC Department of Sanitation. PS 166 won **\$750** and Honorable Mention in the 2012 Super Recyclers category and **\$5,000** in the 2013 Team Up to Clean Up category. The winnings go into the Principal's galaxy budget, not the Committee's budget, and you will need to negotiate with the Principal to get the funds when they come in.

Application: http://www.nyc.gov/html/nycwasteless/html/recycling/schools_goldenapple.shtml. You can view winning proposals online to see what they're looking for such as heavy student participation and programs that are self-sufficient without parent involvement on a day-to-day basis.

Leadership and Communication

PS166 Green Committee Leadership

The Committee should have at least two Co-Chairs at any one time. Group email at ps166green@gmail.com. Communicate by Google Group for conversation- PS166-green@groups.google.com as well as general PS 166 Yahoo listserve and PS 166 Announce (Parent Coordinator's email list).

PS 166 Green Committee Members

100 currently on list with goal of growing the number of active members.

PS 166 Green/Wellness Committee Meetings

Once a month. **Cafeteria must be booked** in advance with parent coordinator Deb (dmarkewich@schools.nyc.gov). Post meeting details on Green Google group, on PS 166 Yahoo listserv, through Parent Coordinator Announce list, and on flyers posted at school. Coordinate meetings with Wellness in the Schools Chef-in-Residence (Annie Rose Hanrahan annie@wellnessintheschools.org as of 2013-14).

Back-to-School Flyer

Copies made at Staples on **recycled paper**, and given to Parent Coordinator **one week before school starts**, for distribution in Back to School packets. Flyer introduces parents and students to Committee's programs and accomplishments, and solicits both donations and volunteers.

PS 166 Green/Wellness Web Page

Currently, the Green/Wellness Committee has a web page located at www.ps166.org under the tab "Parent Resources."

Communication with Administration, Staff, Parents, and Community

Communicate successes in and out of school to attract collaborators and funding. The following are ways to communicate inside and outside the school community:

- PS 166 Green Google Group
- PS 166 Yahoo Group: at least once a month.
- School Bulletin Board: For recruiting volunteers and making other announcements.
- Class Rep Chair, for dissemination to all Class Reps: When there are things you want the whole school to know about or do (like bring a reusable water bottle to lunch every day).
- Parent Coordinator: dmarkewich@schools.nyc.gov and 347-563-5175 Access to Announce list and backpack flyers, event announcements, surveys.
- Elected Officials when appropriate.
- Local Media when appropriate.

Eco-Schools USA

What do I need to do?

1. Keep contact with the program.
2. Encourage the school to progress along the program “Pathways” towards the Green Flag award.

How does it work?

All resources are online at www.eco-schoolsusa.org.

Log progress into PS 166's personal virtual dashboard page. Review the points-based award system.

Current contact: Emily Fano, phone number (917) 301-8830.

Login page:

<http://www.nwf.org/Eco-Schools-USA/Login.aspx>

As of 2013, PS 166 has a Bronze award in the program and should continue to participate.

Why do we do it?

Eco-Schools is a K-12 international school sustainability program. It is an awards-based program and offers grants to participating schools. The program features 10 Pathways to sustainability: Climate Change, Energy, Consumption & Waste (recycling/waste reduction), School Grounds (gardening), Biodiversity, Sustainable Food, Water, Healthy Living, Healthy Schools (indoor air quality), Transportation.

The Eco-Schools program strives to model environmentally sound practices, provide support for greening the curriculum and enhance science and academic achievement. Additionally, it works to foster a greater sense of environmental stewardship among youth. Eco-Schools is currently being implemented in more than 58 countries around the world.

Bagasse Trays

What do I need to do?

1. Order trays and arrange for payment
2. Communicate with PTA about budget and plan for ongoing use

How does it work?

PTA allocates money for trays. Fundraising is also possible.

First order of year - 3rd week of August. Re-order approximately every 3 months, after checking with kitchen worker Ruben Santinavez. Order 2 weeks before supplies run out. Send check to School Food (see instructions below). SchoolFood will schedule delivery of the trays within a week of the check being processed.

Calculate the amount for the check to send to School Food based on current price per case, and number of cases ordered. Each order is typically 56 cases, at 250 trays per case of bagasse (Sugar Cane Pulp Trays). Schools pay the difference between the sugar cane trays and foam trays (\$14.07 per 250 for sugar cane trays vs. \$7.76 per 250 for foam trays). **Effective July 2013 the new price is \$6.31 per case for sugar cane trays** ($\$14.07 - \$7.76 = \$6.31$).

Note: As of September 2013, School Food is providing free trays to District 3 schools involved in the composting pilot. This free ride will likely expire by December 2013.

When ordering trays, request check from PTA Treasurer, (treasurer@ps166.org). Make check payable to “**NYC DOE Office of School Food Services.**” Make copy of check for your records before sending out and place copy in this binder:

Mail check to:

NYC Department of Education
Office of SchoolFood Services
44-36 Vernon Boulevard, Room 415
LIC, NY 11101
Attention: Peggy Williams

See Sample Order Letter in this section

Why do we do it?

Styrofoam is toxic to produce, releases carcinogens into hot food, does not biodegrade in the environment, is a prolific source of ocean pollution, and contaminates the City’s recycling stream. Bagasse is made from sugar cane, is non-toxic and compostable.

Green Cleaning Supplies

What do I need to do?

1. Order green cleaning supplies.
2. Assemble a crew of green volunteers to help distribute supplies.
3. Create and distribute flyer to ask for donations to support this program.

How does it work?

Funding for this program

Ask parents for donations via flyer the first week of school or combine ask with Back-to-School G/V flyer. Copy flyers and deliver to Parent Coordinator a week before school start, usually raising \$500-1,000, enough to cover costs of program. **See sample flyer.**

Payment

Cleaners and microfiber cloths are ordered/purchased a week before school starts. Typically, a parent has used their credit card for the purchase and then been reimbursed by the PTA. We don't pay tax. Provide vendors with tax-exempt status if they don't have it on file already (documents in this binder). **Deliver to your name, PS 166 Green/Wellness Committee, 132 West 89th St., NYC 10024**

Suppliers

Drugstore.com (for hand soap)
Frontiercoop.com (for cleaners)
Home Depot or 99 cent stores (for microfiber cloths)

Quantity

75 pieces - 7th Generation Natural Hand Wash, liquid soap, 12 oz.

75 pieces - 7th Generation All-Purpose Spray Cleaner, Free & Clear, 32 oz.

75 pieces - 7th Generation Disinfecting Multi-Surface Cleaner, Lemongrass & Thyme 26 fl. oz. (Anti-Bacterial)

One Bottle - Green glass cleaner from Fairway for Dance Teacher.

Two to Three Packs - "Quickie Microfiber Cloths" (24 to a package) from Home Depot.

Distribution

Supplies are delivered to the office, unpacked, put on a mobile AV cart, and distributed by **parent volunteers** the first week of school to all rooms, including OT, speech, guidance. Extras stored in the **2nd floor copy room** in boxes and clearly labeled. Teachers are given a slip letting them know what they are getting, and where the extras are. **See sample flyer.**

Why do we do it?

PS 166's green cleaning program was launched in 2009 to supply every classroom with non-toxic cleaners, and eliminate conventional cleaners that are asthmagens.

Classroom Jobs: Waste Watchers and Climate Captains

What do I need to do?

1. Communicate to teachers at the beginning of each school year to make sure they assign these jobs to the children.
2. Periodically put note in teacher box reminding them to maintain the jobs.

How does it work?

Since November 2012, our classrooms are each supposed to have a “Climate Captain” and “Waste Watcher.” As with the other jobs students have, these should be rotating jobs, so every student gets a chance to do them throughout the year.

Climate Captains do what they can to save energy in the classroom.

Waste Watchers work to reduce waste, recycle properly, and prevent contamination of recycled paper with food from teacher meals or class parties.

Why do we do it?

To raise environmental awareness among our students and help them develop conservation habits at an early age when it counts most, improve compliance with existing recycling laws, and conserve energy.

Cafeteria Composting

What do I need to do?

1. Assembly at the beginning of the year.
2. Oversee bins at the start of every school year and after vacation periods (in Jan and April).
3. Recruit volunteers via bulletin board and email lists or Signup Genius.

How does it work?

PS 166's composting program, initiated in 2012 in partnership with 7 other D3 schools, became a model for a citywide expansion. More information about this is at www.greenschoolsny.com.

This program should be running itself most days throughout the year, but parent volunteers are needed to maintain the program in collaboration with the school staff.

School custodians are responsible for putting bags in the bins each day. School Food kitchen staff are responsible for ordering the bags for the compost bins, putting out the slop bucket for liquids every morning, and cleaning the composting station (tables, bins), as well as recycling their food scraps.

Recruit volunteers by posting your needs and mealtime hours to the **Yahoo Group, a Signup Genius list**, or on the **PTA Bulletin Board**. Note: **meal times change** so get updates from administration.

See enclosed Tip Sheet to understand what is compostable and recyclable.

Why do we do it?

Composting reduces waste, reduces the amount of rotting food in landfills that creates global warming methane gas and turns food waste into a rich soil amendment that is used to fertilize our City parks and local farms.

In our pilot program, PS166 along with 7 other public schools diverted 450 pounds of food waste per day from landfills and reduced the volume of cafeteria garbage by 85%. The program has been expanded to 300 schools in NYC and will eventually be Citywide.

Find out more about why we compost here.: <http://greenschoolsny.com/d3-composting-pilot/why-compost-in-schools>.

Recycling and Waste Reduction

What do I need to do?

1. Ensure that teachers assign Waste Watcher jobs at the beginning of every school year.
2. Reinforce recycling during the school-wide assembly at the beginning of the year.
3. Collaborate with administration and Sustainability Coordinator to ensure that proper recycling is happening.

How does it work?

At the beginning of every school year: communicate with the Principal verbally and with the teachers by putting a note in their mailboxes and reminding them to assign Waste Watcher jobs on a rotating basis. Include a color copy of the Waste Watcher flyer for posting in the classroom. Include copy of Eco-Code and Green PTA Policy. Ask to speak at a staff meeting to reinforce recycling practices. Collaborate with Sustainability Coordinator at this meeting and teachers who care about recycling to be mentors to other staff.

Talk about recycling during school-wide assembly. Play sorting games with the children. Use recycling flyer from NYC Department of Sanitation (in this binder) as a guide for what is recyclable.

Why do we do it?

K-12 Schools in NYC are required by law (Local Law 19) to recycle. This includes metal, glass plastic (all rigid plastics), paper and cardboard. For more information, visit:
http://www.nyc.gov/html/nycwasteless/html/laws/local_recycling.shtml

Every school has a Building Recycling Plan:

<http://www.nyc.gov/html/nycwasteless/downloads/pdf/schools/DOE-Recycling-Plan-FY12.pdf>.
Principals are required to complete and file this document, which usually resides in the office.

The school Sustainability Coordinator is required to post the completed school recycling plan and notify the school community about what and how to recycle in accordance with the plan.

Recycling is good for the environment. It takes less energy to create new items from recycled materials than it does to create new products from raw materials. Mining minerals and milling trees into lumber requires vast amounts of energy. Recycling allows us to reuse materials many times to conserve natural resources while creating the products we use in our everyday lives.

Terracycling

What do I need to do?

1. Collect hard-to-recycle items for cash throughout the year in boxes by the cafeteria. In June, pack boxes with items, using postage paid labels from www.terracycle.com and ship to Terracycle for points or cash to be redeemed.

Username: PS 166 Green Wellness Committee

Email for account: ps166green@gmail.com

Committee Chairs can change profile info at http://www.terracycle.com/en-US/account/sign_up.html

How does it work?

More information is at www.terracycle.com. Collection boxes are next to the cafeteria.

Items PS 166 currently Terracycles (2013-14):

- 1) used Elmer's glue bottles and glue sticks
- 2) used writing utensils (pens, markers, sharpies, highlighters, wooden pencils, mechanical pencils, but NO crayons), and
- 3) scotch tape dispensers.

Pack at school, leave boxes by guard's desk, and call UPS for pickup.

Teachers and parents are encouraged to bring items from home. Once boxes are full, go to the website and print out a free return shipping label.

Why do we do it?

We can recycle "hard-to-recycle" items and receive cash.

Textile Recycling

What do I need to do?

1. Make announcements to Yahoo group for people to claim their lost and found items twice a year - December and June. Coordinate with office manager or parent coordinator.
2. Put items in bags.
3. Contact Wearable Collections to come get bags.

How does it work?

Make announcements on the Yahoo Listserv, asking people to come and claim their items by a certain date. This is usually done in **December and at the end of the school year.**

Unclaimed items are bagged up.

Wearable Collections is contacted to come and pick up the bags. Theoretically, PS 166 should get paid by the pound for the clothing, but the amount is minimal.

Adam Baruchowitz is our contact: adam@wearablecollections.com and (646) 515-4387. **Further information on www.wearablecollections.com.**

Why do we do it?

Textile and clothing waste takes up around 5% of our municipal waste stream. Of these items 95% can be re-used in one way or another, whether they are re-used as second hand clothing, rags or for low-grade fiber products. Recycling clothing is a way to preserve natural resources, and save municipalities the cost of dumping useful items.

Communal Paper Shredding Event

What do I need to do?

1. Contact Royal Waste to schedule shredding truck.
2. Promote event in the community via email, flyer, and phone calls to community groups.
3. Recruit volunteers for the event.

How does it work?

Information can be found at www.royalwaste.com.

Since 2010, around tax time (April 15th), the Green/Wellness Committee has partnered with recycling companies to host a paper shredding truck on West 89th Street, where PS 166 parents and staff and members of the UWS community can bring old tax documents etc. to shred recycle safely.

Outreach must be done to the community through collaboration with local elected officials' e-newsletters, block associations, coop and condo associations, local religious institutions, schools, business associations, the Yahoo group, district3parents listserve, District 3 Green Schools Group listserve, and any other groups you see fit. There is also a list of almost 50 people who have participated in the past who want to be notified of these events again.

The company we used in April 2013 was Royal Waste Services. Contact **Felix Rozon at Royal Waste** as far in advance as possible to arrange: (718) 468-8679 or (917) 299-9496.

Why do we do it?

Gives community opportunity to recycle while protecting private information. Includes surrounding community in a project with our school.

Earth Day

What do I need to do?

1. Prepare for annual Earth Day, (or Earth Week or Earth Month) event.
2. Coordinate with Administration as this period coincides with Spring Testing.
3. Plan event and coordinate volunteers.

How does it work?

Past ideas

- Hosting a climate scientist for a school-wide assembly (2010).
- Beaming nature sounds into the classroom.
- Planting herbs and produce in the Kindergarten yard.
- Distribute recycled pencils.
- Distribute copies of *50 Simple Things You Can Do to Save the Earth* to each classroom (2013).
- Earth Week or Earth Month.
- Postpone to May, after testing.

Why do we do it?

Earth Day is a great time to plan fun, educational, and action-oriented activities. Celebrating Earth Day on or around April 22 can be a great way for schools to showcase classroom environmental education, highlight efforts to “green” the school facility, or engage the whole school community in making a difference.

It's Flexible - An Earth Day activity can be done in one class period, can take place over the course of a few class periods, a week or a month, or can be a school-wide activity or fair. The best activities offer opportunities to both teach about an issue and make a tangible environmental impact.

Green Cup Challenge

What do I need to do?

1. Sign up school for challenge and be in touch with organizers.
2. Communicate with teachers to recruit Climate Captains and Green Team.
3. Provide information about how to save energy through flyers and signs.
4. Monitor energy usage and log data in online spreadsheet.
5. Communicate at start, during and end of challenge with kids, parents, teachers and staff.

How does it work? (Or “This is how we’ve done it”)

All the information is at www.greencupchallenge.net. Dates vary each year so check in for advance preparations.

- Put letters in teachers’ mailboxes in preparation, explaining the Challenge and what is expected. See **sample parent and teacher letter**.
- Instruct teachers to assign **Climate Captains**.
- Create and distribute **Save Energy Checklist** to kids and staff.
- **Post Signs** around school a few days before the Challenge begins, reminding people to turn off unnecessary lights, use natural light as much as possible by raising the shades, turning computers to "Sleep" mode, unplugging unnecessary appliances/electronics, turning thermostats to 68 degrees F and/or making note of broken thermostats and reporting them.
- Work closely with **Custodial Staff to Read the Meter**. Ask custodial staff to read meter in basement once a week at the same time exactly ((i.e. 9am)
- **Record the Data** by multiplying the meter reading by 400 (PS 166’s “multiplier”) and log into the online spreadsheet. See <http://greencupchallenge.net/nyc/instructions.html>.
- Create a **Green Team** (5th graders, 3rd graders and parent volunteers) for **Friday Walk Thru** during the challenge month. Go door to door and fill out “**The Green Team Was Here**” form. Kids check off if something needs improvement, or “great job!,” etc. See **sample flyer “The Green Team was Here 2012.”**
- Ask the school **Sustainability Coordinator** to work with 5th graders to help them make **Daily Loudspeaker Announcements**, reminding everyone to participate and updating on successes.
- Hang up “**Powermeter**” in the school lobby with arrow that goes up or down depending on consumption. It’s in Room 419. Parent Kieran O’Connor: [917.880.9016](tel:917.880.9016) made it and can adjust it as needed.

- **Weekly emails** to Yahoo Listserve with updates and encouragement. Post results on homepage of the school website www.ps166.org. **After the challenge** put letter in **teachers' mailboxes** thanking them for participation and letting them know the results.

Why do we do it?

Teaches kids and school community to be conscious about energy conservation. Saves the DOE money. Our school saved an average of \$2,000 on our energy bill during the Challenge.

A national energy conservation challenge for grades K-12 sponsored by the NYC Green Schools Alliance. NYC DOE schools register free.

PS 166 won 1st place in 2010 and 4th place and \$10,000 in 2011. We reduced our energy use by 23.25% in 2012 but did not place. We participated in 2013.

Gardening

What do I need to do?

1. Be in touch with the Gardening Chair about what s/he needs
2. Help promote the needs of the garden in Green/Wellness communications and meetings.
3. Plan Fall Garden Event and Spring Garden Event

How does it work?

The two gardens in PS166 grow herbs, produce and fruit. One is in the **Kindergarten Yard** and the other is in the **Reading Garden** space.

As of 2012, **Gardening Chair Marta Alvarez-Kohn** coordinates all gardening activities:
marta@alfabeticos.com, (917) 728-9051.

Why do we do it?

PS 166 is a Garden to Café school which means that the herbs and produce grown in the garden can be used in the cafeteria. The goal of the Committee is to include an ever growing number of parents in the care of the garden and street trees around the school, as well as to incorporate gardening into the PS 166 curriculum – both during the day and through an after school gardening club.

Wellness in the Schools (WITS)

What do I need to do?

1. Check in regularly with the WITS Chef in Residence about the program and invite him/ her to Green/Wellness committee meetings.
2. Collaborate with WITS Chef and kitchen staff s on WITS Café Days twice a year.
3. WITS Cooking Labs (including ordering produce and compostable tasting cups).
3. Send communications about WITS to Yahoo Group.

How does it work?

Since 2010, PS 166 has hosted the Wellness in the Schools “Cook for Kids” healthy food program. The PTA allocates funding for the program in its annual budget and information about the program is at www.wellnessintheschools.org.

Chef Annie Morgan has been the Chef-in-residence at the school since 2011:
annie@wellnessintheschools.org.

Marjorie Wolfson is the Director of the “Cook for Kids” program:
Marjorie@wellnessintheschools.org.

Communications to Yahoo Group include **monthly lunch menu**, **monthly WITS e-newsletter** distribution on the Yahoo for the Chef in Residence, general communication with parents.

Why do we do it?

Wellness in the Schools (WITS) inspires healthy eating, environmental awareness and fitness as a way of life for kids in public schools. Through meaningful public/private partnerships with school leadership, teachers, chefs, coaches, parents and kids, WITS develops and implements programs that provide healthy foods, healthy environments and opportunities for regular play to help kids learn and grow.

Sustainability Coordinator

What do I need to do?

1. Collaborate with and support the Sustainability Coordinator.

How does it work?

<http://schools.nyc.gov/community/facilities/sustainability/about>
http://www.nyc.gov/html/nycwasteless/html/recycling/schools_coords.shtml#coords

Each year, a school Principal must appoint a Sustainability Coordinator, as mandated by DOE. This is typically a teacher or administrator, sometimes a parent, but not a member of the custodial or kitchen staff. This role is unpaid, is typically carried out during school hours, and is in addition to the person's normal paid duties in school.

In an ideal world, The School Sustainability Coordinator and principal shall, in developing and implementing the School Recycling and Waste Reduction Plan.

The School Sustainability Coordinator's responsibilities are to:

- Consult with the Principal, representatives from all sectors of the school, including food services and custodial staff, and wherever possible, parents and students.
- Develop and implement a site-specific Sustainability Plan which shall at a minimum include a School Recycling and Waste Reduction Plan while following the DSNY recycling rules.
- Ensure that students are following and practicing Recycling Rules.
- Be the conduit for sustainable curriculum development initiatives.
- Utilize the Energy Star Portfolio Manager in assisting with energy conservation programs at the school.

Why do we do it?

The Sustainability Coordinator's role is mandated by the DOE.

PS 166 Green/Wellness Binder Online Information

To access the documents associated with this handbook sign into PS166green@gmail.com and go to drive.google.com. In "My Drive" you will see the folder. Click on the folder and you will see all the documents. From there you can upload more documents or download documents to your computer. Some of these documents are in PDF or Word format. Others are a "google doc" and can be edited online for all those who are shared to see the updates.

If you do not have access to the email address PS166green@gmail.com, and would like access to any of the documents in the PS 166 Green Wellness Binder, you can email PS166green@gmail.com and request whichever documents that you need. The person answering the request can share the whole folder, share an individual document, or download a document and email it to the person requesting.

The PS 166 Green/Wellness Handbook is one document that contains descriptions of all the programs. A PDF version of this document (with all private information removed) will be on the website so that it will be accessible to anyone.