

| Board of Education Agency Profile | |
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| Agency Name : | Board of Education |
| Liaison Name: | Steve Rothenberg |
| Liaison Title: | Division Supervisor |
| Committee Members : | Steve Rothenberg, Donette Clark, Scott Norton, Acquanetta Hayes, Sherri Sullivan, Cindy Nolting |
| Phone: | 217-782-4387 |
| email: | srothenb@isbe.net |
| The mission of this agency is to: | The Illinois State Board of Education will provide leadership, advocacy and support for the work of school districts, policymakers and citizens in making Illinois education second to none. |
| The agency employs 480 people. | |
| Major Locations: | Alzina Building 100 North First Street Springfield, IL James R. Thompson Center 100 W. Randolph Street Chicago, IL |
| We occupy approximately 152,475 square feet of space. | |

| Office Sustainability | |
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| Do you distribute and circulate documents electronically rather than by hard copy? | Usually |
| Have you set defaults for your office copiers and printers to double-sided printing and black ink (as opposed to color)? | N |
| Approximate percentage of our mass publications available in an electronic format: | 95% |
| Approximate percentage of forms recieved that are submitted electronically: | 75% |
| Items that your agency recycles: | Office Paper Cardboard Plastic Bottles Aluminum Cans Toner Cartridges Electronics |

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| Goal: | Reduce waste and increase recycling of materials. |
| Objective: | Reduce paper consumption 20% through FY 12. |
| Measure: | Number of sheets or reams of paper consumed or purchased. |
| Strategy: | Utilize commodity inventory system for tracking purposes. |
| Strategy: | Keep agency supply room organized and conduct quarterly inventories to reduce unnecessary purchases. |
| Strategy: | Increase employee awareness of technology available such as web, intranet, electronic templates, reports, and applications. |
| Strategy: | Monitor printing and copy center requests to be sure double sided copying is utilized and excessive amounts of copy are not generated. |
| Strategy: | Increase powerpoint presentations and utilize paperless methods for informational and instructional tools. |
| Strategy: | Records Management Officer to consult with State Records Commission of ways to increase electronic data storage retention policies to reduce hard copy documents. |
| Objective: | Increase type and rate of recycled materials 20% through FY 12. |
| Measure: | 64 gallon containers collected. |
| Strategy: | Increase staff knowledge of locations of all recycled containers. |
| Strategy: | Track the number of 64 gallon containers on a monthly spreadsheet. |
| Strategy: | Consider increasing recycle program to include additional products such as glass, fluorescent light bulbs, and wooden pallets. |
| Strategy: | Continue existing recycling of aluminum, plastic, cardboard, paper, toner cartridges, and electronic equipment. |

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| Objective: | Reduce the number of printers agency wide. |
| Measure: | Agency Property Inventory Records. |
| Strategy: | Perform a base line page count on every printer in the agency. |
| Strategy: | After a one year period, take another reading from every printer on the page count. |
| Strategy: | Create a report showing the printer usage throughout the agency that includes recommendations for consolidation. |
| Strategy: | Present report to the IT Steering Committee at ISBE and get recommendations on how to proceed with upper ISBE management. |
| Strategy: | Once upper management approves a consolidation plan, develop a related communication plan to ISBE managers and ISBE employees and proceed with consolidation. |

| Purchasing of Goods and Services | |
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| Number of reams of virgin paper purchased by the Agency each year: | 25,000 |
| Number of reams of recycled paper purchased by the Agency each year: | 0 |
| Percentage of post-consumer recycled content of the paper we purchase: | N/A |
| Do you buy recycled toner cartridges? | Usually |
| Do you buy vegetable-based inks rather than those made from non-renewable, petroleum-based products? | N/A |
| Approximate percentage of computers that are Energy Star: | 90% |
| Approximate percentage of other electric appliances (coffee makers, refrigerators, fans, etc.) that are Energy Star: | N/A |

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| Goal: | Increase procurement of environmentally safe products. |
| Objective: | Investigate options available to increase purchasing of green friendly products and services and add a minimum of two new products and/or services each fiscal year through FY 12. |
| Measure: | Number of items and/or services purchased during each fiscal year. |
| Strategy: | Upgrade to new energy efficient servers and computer equipment. |
| Strategy: | Encourage janitorial contractual service to continue purchase of EPA certified and approved cleaning products and supplies. |
| Strategy: | Continue current practices of ordering commodities made of recycled materials whenever feasible and cost effective such as printer/toner cartridges and paper towels. |
| Strategy: | Investigate option to purchase 100% post-consumer content copy paper providing it is most cost efficient. |
| Strategy: | Procure pest control services utilizing green practices and non-chemical products. |

| Transportation | |
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| Number of Passenger Vehicles: | 6 |
| Number of Equipment Vehicles: | 2 |
| Vehicle miles traveled in 2007 (or most recent tracked year): | 80,469 |
| Approximate percent of employees who use public transit/carpooling or non-motorized transportation: | Unknown |
| Do you use video and teleconferences for meetings to reduce travel time and excess commuting? | Occasionally |
| Gallons of fuel consumed in 2007 (or most recent tracked year): | 8,100 |
| Approximate percentage of these gallons: | 85% Conventional Gasoline 10% E-85 5% Conventional Diesel 0% Biodiesel |
| Approximate percent of passenger vehicles which are flex-fuel or hybrid: | 75% |
| Goal: Reduce fuel usage and emissions to the air having negative impacts on the environment. | |
| Objective: | Attempt to reduce agency travel and usage of agency vehicles. Decrease use of conventional fuels 20% through FY 12. |
| Measure: | Gallons of fuel consumed or purchased. |
| Strategy: | Utilize technology services including videoconferencing and conference calls. |
| Strategy: | Encourage carpooling to common destinations. |
| Strategy: | Vehicle maintenance logs monitored to include tune-ups, tire rotations and inflation, oil changes, and other mechanical related improvements. |
| Strategy: | Replacement of older vehicles with new flex-fuel and/or hybrid alternatives. |
| Strategy: | Policy stated on agency trip tickets indicates use of ethanol fuels whenever available. |
| Strategy: | Monitor vehicle usage reports on fuel consumptions and track progress electronically. |

| Facilities | |
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| Have you conducted an energy audit of your office facilities? | N |
| Kilowatt-hours of electricity consumed per year: | 4,402,272 |
| Approximate percentage of water conserving fixtures, e.g. faucets, toilets, showers: | Unkno |
| Do you plant native species in landscaping? | N/A |
| Have you installed one or more rain gardens? | N/A |
| Do you have a green cleaning policy? | Y |
| Do you have an integrated pest management schedule? | Y |
| Do you have a routine schedule for HVAC maintenance? | |

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| Goal: | Reduce energy and water consumptions, costs, and improve efficiencies. |
| Objective: | Decrease energy and water consumptions 20% through FY 12. |
| Measure: | Utility Bills. |
| Strategy: | Establish baseline data and reporting systems for electrical and water usage annually. |
| Strategy: | Utilize less electricity and cooling by upgrading to new energy efficient servers. Establish baseline power consumption data for comparison. |
| Strategy: | Shut off lights, turn off electronic equipment after hours, evenings, weekends, and holidays. |
| Strategy: | Building management to upgrade fluorescent lighting and temperature control systems to maximum efficiencies. |
| Strategy: | Keep window blinds closed to avoid direct sunlight to conserve cooling needs. |
| Strategy: | Building engineers perform routine cleaning and maintenance of HVAC systems and filters. |
| Strategy: | Building management upgrading plumbing faucets and fixtures to reduce water flow. New faucets have automatic sensors for on/off operation of water flow. |
| Strategy: | Building engineers perform routine maintenance of water leaks. |
| Strategy: | Employee awareness to be conservative when using wash sinks and to report water problems to Administrative Services division. |

| Construction | |
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| Number of completed new constructions or major renovation projects in the last year: | 1 |
| Percentage of projects LEED certified: | N/A |
| Number of new constructed facilities located on infill sites: | N/A |
| Number of the completed roof projects in the past year that have a vegetated or solar-reflective surface: | N/A |
| Have you installed solar, wind or geothermal energy generating facilities? | |
| Approximate percentage of recycled construction materials: | 50% |
| Do you use light colored or permeable pavements? | Unknown |

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| Goal: | Construction projects utilize green practices and environmentally safe products. |
| Objective: | Adopt policies with building management and contractors to insure all construction projects utilize green methods and procedures. |
| Measure: | Documentation of products used in renovations. |
| Strategy: | New carpet is made of recycled materials and old carpet is recycled. |
| Strategy: | Use low-emission adhesive material when replacing carpet. |
| Strategy: | All paint meets green standards and specifications. |
| Strategy: | Building management to recycle construction materials whenever feasible. |

| Other Operations | |
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| Goal: | Communication to raise employee awareness of sustainability plans and practices. |
| Objective: | Provide employees with necessary educational and instructional tools and materials to raise awareness. |
| Measure: | Feedback from employees. |
| Strategy: | Create and post green initiatives and best practices on Intranet annually. |
| Strategy: | Periodically post articles in agency newsletter updating employees of progress. |
| Strategy: | Include information of the green initiative during new employee orientations. |
| Strategy: | Create an e-mail address to all green committee members allowing all staff to submit suggestions and participate in the plan. |
| Strategy: | Post sustainability plan on the Intranet. |