Jul 28, 2022 | First Meeting of MA Green SWoRD Policy Subgroup

Attendees: Rachel Oliveri - School Sustainability Coordinator - Arlington
Diane Pursley - Green Team - Lexington
Heather Billings - Environmental Specialist - CET
Julia Greene - MassDEP MAC - NE3
Gail Sowerder Garron - MassDEP MAC - NE2

Notes

- Turn School District Recycling Policy into School Waste Reduction and Diversion Policy
    - Include composting, food waste diversion, share tables, etc.
    - Include requirement to send out to teachers and staff annually
    - Propose to include this in RDP in the future for points earned
- Sustainability Champion in every school (model after Health and Wellness Champion)
    - Gets stipend from school district ($1,300 for all school levels) - funded through RDP
    - Green Team led by teachers
    - Institutionalize Sustainability like DEI and Health & Wellness
        - Research it and use it as a model
- Templates for job descriptions
    - Kitchen staff, custodial staff, cafeteria monitor/lunch aides, volunteers, instructional assistants/teacher aides
    - Write up a section on sustainability tasks that can be added to these job descriptions

Action items

- ~~Diane to send document for Lexington Schools Sustainability Policy to Gail~~
- ~~Write case studies on how policy was adopted - Rachel O~~
- ~~Julia & Diane to reach out to Statewide School Committee annual meeting to ask about tabling at conference~~
- ~~Rachel to reach out to DEI person at school and find out how their mission was institutionalized~~
- ~~Heather to look up dining service directors & facility manager associations~~

    - ~~Kathi found out the next Expo for the Massachusetts Facilities Administrators' Association (MFAA) and Massachusetts Association of School Business Officials (MASBO) is Nov 15, 2022and has reached out to see if we can table at the event~~
- ~~Next meeting is scheduled for Aug 24, 2022@9:30am~~

Aug 24, 2022 | Green SWoRD Policy Meeting (saved chat)

Attendees: Lin Jensen Todd Koep Fritzie NaceKathi MirzaDiane PursleyRachel Smith Rachel Oliveri Julia GreeneGail Sowerder GarronHeather Billings

Notes

- Rachel Oliveri
    - Summer 2016 - Charlotte Milan - Arlington - adopted recycling policy
        - See Arlington's Case Study
    - Will work with Charlotte to update policy
- See who got school grants - Recycling Policy was required
    - Rachel to gather for Google site
- Green Community - person who reports energy conservation - works with sustainability coordinator - could be a good connection to make (note: munis with their own municipal light plants are likely not Green Communities because of the surcharge their residents would have to pay on their electric bills)
- DEI as model for Sustainability Champion
    - Need data, surveys, reports, make recommendations
    - Regular communication with staff
    - Superintendent working on strategic plan for district & goals
    - School districts mission statement

Action items

- ~~Gail to make School Waste Reduction and Diversion Policy Template editable on Google Drive and send to group for suggestions~~
- ~~Julia to research current school waste reduction and diversion policies~~
    - ~~Rachel S. to instead send policies that were required from School Recycling Grant recipients - Gail to add to Google site~~
- Write case studies on how policy was adopted - Diane

- Gail to send out request for sample policies/programs/job descriptions on Recycle-MA Google group
- ~~Julia and Diane to follow up with Statewide School Committee annual meeting to ask about tabling at conference~~
- ~~Invite Kathi Mirza to group - brainstorm how to get points for RDP if adopting these policies, etc.~~
- Diane to contact presenter from food service company for resources
- ~~Short Term Goal - create School Waste Reduction and Diversion Policy Template and create job descriptions to include sustainability practices to have in time for tabling events in November~~
- ~~Next meeting is scheduled for Sep 21, 2022@9:30am~~

September 21, 2022 | Green SWoRD Policy Meeting

Attendees: Lin Jensen Fritzie NaceDiane PursleyRachel Smith Rachel Oliveri Julia GreeneGail Sowerder GarronHeather Billings

Notes

- Most members are in the same boat right now with reintroducing recycling/composting into their schools
    - Rachel O - Arlington
    - Fritzie - Winchester
        - Climate solutions week
    - Lin - Lexington
        - Lunch monitor at high school (paid employee)
    - Diane - Lexington
        - Schools, Zero Waste Committee, Composting
        - Sustainability Champion - working on proposal, teacher to do testimonial, present to School Committee - possible funding for position - shows the value if paid position
- We reviewed draft GG created of School Waste Reduction Policy and bullet points to add to job descriptions to custodial staff, kitchen staff and cafeteria staff/volunteers/teacher aides

October 18, 2022 | Green SWoRD Policy Meeting

Attendees: Diane PursleyRachel Oliveri Julia GreeneGail Sowerder GarronWaneta Trabert Virginia Leary

Notes

Check In

Review Draft School Waste Reduction & Diversion Policy and bullet points to add to job descriptions for sustainability tasks

- Finalized draft

Next steps

- Sustainability Champion
- Policy group to present in Green SWoRD meeting in February about moving these policies forward
- Debrief after November conferences

Action items

- ~~Submit Draft Policy and job description bullet points to MACs/Boston for review & approval~~
- ~~Reach out to DESE - Rachel Smith~~
- ~~Table at MMA in January 20-21, 2023~~
- ~~Gail, Julia, Rachel, Kathi to table at two school conferences in November~~
    - Massachusetts Association of School Committees (MASC) and Massachusetts Association of School Superintendents (MASS) Joint Conference on November 2-3
    - ~~Massachusetts Facilities Administrators' Association (MFAA) and Massachusetts Association of School Business Officials (MASBO) Expo~~ ~~on November 15~~
- ~~Next meeting is scheduled for Dec 7, 2022 @ 9:30am~~

Dec 7, 2022 | Green SWoRD Policy Meeting

Attendees: Diane Pursley Gail Sowerder Garron Heather Billings Julia Greene Lin Jensen Rachel Smith Rachel Oliveri Virginia Leary Julie Gagen

Notes

- Diane - Lexington
    - Sustainability Champion at every school - stipended position
        - Showcase waste reduction programs at school committee member
        - They have a meeting next week on December 14 with School Committee
        - Budget of $20K
    - Went to Littleton -
        - Every school has dishwashers
        - Trays, working on utensils
- Lin - Lexington
    - Working to change behaviors
        - “Lunch monitor should not be digging through the trash”
    - We talked about using RDP funds for school waste reduction stipends
- Virginia - Boston
    - Compost pickup still isn't’ happening
    - Going out to schools - 3 schools
- Julie - Weston - Sustainability Coordinator
    - Launching first composting in schools program next month - Black Earth
    - Middle school is pilot
    - Middle school Green Team - will be lead
    - Local media
    - Need to get physical containers
    - Parent volunteers to oversee
    - Student led assembly
    - Teachers do powerpoint reminders
    - Dishwashers in school
- Rachel - Arlington
    - Middle school - doing great at sorting station
    - Elementary schools - Green Teams
        - Black Earth will not pick up contaminated compost
        - Compost contamination crews - students with tongs
    - Black Earth will not pick up contaminated compost

        - Food waste is still an issue - good food going in the trash
            - Slash the Trash Team - sorter - high school
                - Head of Food Security Club
                - Will take nonperishable items in share table

- Overview of School Conferences

Next steps

- Sustainability Champion - Diane
- Policy group to present in Green SWoRD meeting in February about moving these policies forward - To choose presenters at January meeting
- Brainstorm for other policy opportunities - Food rescue - package reduction

Action items

- Next meeting scheduled for January 4, 2023 at 9:30am

Jan 4, 2023 | Green SWoRD Policy Meeting

Attendees: Diane Pursley Fritzie Nace Julie Gagen Gail Sowerder Garron Heather Billings Julia Greene Rachel Smith Rachel Oliveri Virginia Leary

Notes

- Rachel Oliveri - Arlington
    - Got feedback from students before break - lots of brainstorming about education
    - Students tune out with classroom presentations
        - Videos, incentives, raffles as alternatives
    - Interest from parent leaders of Green Teams
    - Clothing swap or fix-it-clinic for town wide initiatives
    - High School piloting share tables - going well
    - Student leaders at sorting stations at high schools
- Diane Pursley - Lexington
    - School Committee for Sustainability Champion
        - Would make it a priority in budget process
        - 2 summits in next few weeks
        - $14k based on stipend position in place already

        - Union leader expressed concerns about not being consulted
        - School policy for waste reduction on books
            - Role will be tied to the policy
            - This is how they justify stipend
        - https://z2policy.ctspublish.com/masc/browse/lexingtonset/lexington/EDE
- Virginia Leary - Boston
    - Contract signed for 11 schools
    - Start compost collection at end of month
    - Progress in 3 schools
    - Social marketing - EPA videos - https://www.epa.gov/recyclingstrategy/creating-messages-drive-behavior-change
    - https://drive.google.com/file/d/1AmXPy2Bj5gRwyfSUPzgOcTBAwR00DYKR/view
- Julie Gagen - Weston
    - Working on field school - just starting back with hot lunch
    - Well staffed small town
    - Launching compost program next week
    - In house food services/custodian is supportive
    - Reconfigured cafeteria for composting to make sense
        - Reduced number of tables in cafeteria
        - Put composting area in between tables instead of at end of cafeteria
        - Working WITH staff and hearing about how their day works
        - Students want to do a video
    - https://www.stopwaste.org/at-school/resources-for-schools
    - https://www.stopwaste.org/resource/cafeteria-sorting-station-rollout-guide
    - https://www.stopwaste.org/resource/meal-sorting-station-guide
- Fritze Nace - Winchester
    - New contract with Black Earth in Town - add composting to schools
    - Today is first day at Ambrose School
    - Policy is from 2012

Next steps

- Sustainability Champion - Diane
- Brainstorm for other policy opportunities - Food rescue - package reduction
- Policy group to present in Green SWoRD meeting in February about moving these policies forward - To choose presenters at January meeting
    - Diane - slideshow for presentation
        - Show policy and job description templates

    - Julie - view from new program - guidelines
        - Clear actionable steps
        - Cost analysis
    - Pitch to get to get people with food rescue and package reduction policies in place

RESOURCES (shared in chat)

EPA::

- Creating Messages that Drive Behavior Change - Social Marketing Training Materials (Nancy Deming - Oakland Unified School District) https://www.epa.gov/recyclingstrategy/creating-messages-drive-behavior-change

StopWaste Resources:

- Program,Resources for Schools https://www.stopwaste.org/at-school/resources-for-schools
- Cafeteria Sorting Station Rollout Guide: https://www.stopwaste.org/resource/cafeteria-sorting-station-rollout-guide
- Meal Sorting Station Guide: https://www.stopwaste.org/resource/meal-sorting-station-guide

School Waste Reduction & Diversion Policies:

- Boston Public Schools Recycling and Zero Waste Guidelines https://drive.google.com/file/d/1AmXPy2Bj5gRwyfSUPzgOcTBAwR00DYKR/view
- Lexington Waste Reduction: Conservation, Recycling And Composting Policy https://z2policy.ctspublish.com/masc/browse/lexingtonset/lexington/EDE

Action items

- ~~Diane & Julie to create PowerPoint presentation for full Green SWoRD meeting on February 1~~
- Diane to work on job description for Sustainability Champion
- ~~Gail to add above resources/links to Green SWoRD Google site in appropriate places~~
- ~~Next Policy Group meeting scheduled for Feb 7, 2023~~

Feb 7, 2023 | Green SWoRD Policy Subgroup Meeting

Attendees: Diane Pursley Gail Sowerder Garron Heather Billings Lin Jensen Rachel Smith

Action items

- Food rescue - package reduction
- Diane to work on job description for Sustainability Champion
    - Will send presentation and proposal to add to Policy subgroup page
- ~~Next Policy Group meeting scheduled for March 7 @9:30am~~

Mar 7, 2023 | Green SWoRD Policy Subgroup Meeting

Attendees: Diane Pursley Fritzie Nace Julie Gagen Gail Sowerder Garron Heather Billings Julia Greene Margaret Peard Rachel Smith Waneta Trabert

Check Ins:

- Diane - Lexington
    - Sustainability Champion - waiting for Town budget
- Maggie - Lexington
    - Sustainability & Resilience Officer
    - Approved composting pilot program
- Fritzie - Winchester
    - Post covid - schools did not bring back cafeteria recycling
    - Transfer Station manager is supporting work in the schools
        - Other programs are focused on energy conservation
- Julie - Weston - Sustainability Coordinator
    - Launched composting pilot yesterday in schools
        - Pre-middle school - grades 3-5
        - Very engaged - also student leadership opportunities - educating peers
        - Did not include recycling in their setup - no bottles or cans
        - Volunteers at kick off was key to making this possible
        - Chose wide area to dump compost - easier for students to see
        - Student assigned at every lunch at tables for peer education
        - Went from 7 trash barrels to 2 not even half way filled
        - Custodians on board

        - Waste audit by students in 2021 - opt in for milk to reduce waste
            - Own food service - reduced packaging
        - Share table was great - more than half of it was taken
- Waneta - Newton
    - Improve recycling and get food waste reduction in place in the schools
        - Focus on 5 elementary schools - currently diverting food waste
        - No “true” support on administrative level
        - Passed policy for district in 2018 - “may” instead of “shall” in policy
- Belmont
    - Petition to change word in DESE policy
    - Set up meeting for discussion for food waste diversion/composting in schools

Going forward

- Food Rescue
- Package Reduction

Action items

- Food rescue - SOP or policy - Diane to send out to Google Group
- Package reduction - SOP or policy - Diane to send out to Google Group
- UMass contact - reach out to higher ed - Laurie Simmons <lsimmons@acad.umass.edu> - Julie to reach out
- Diane to work on job description for Sustainability Champion
- Diane to send presentation and proposal to add to Policy subgroup page
- Get waste ban material info to DESE for newsletter - Julia & Gail
- Add cost of barrel for composters - Missy - Composting subgroup
- Next Policy Group meeting scheduled for April 25 @ 9:30am

Apr 25, 2023 | Green SWoRD Policy Subgroup Meeting

Attendees: Fritzie Nace Gail Sowerder Garron Rachel Oliveri

Notes - only 2 munis showed

- Fritzie - Winchester
    - Working with 2 schools on composting and food waste
    - Working with principals to start next fall

        - Parent groups are starting to get involved
        - Parent led Green Teams in 2 elementary schools
- Rachel Oliveri - Arlington
    - Most thrown away is yogurt, cheese sticks, milk
    - Considering small refrigerator for sharing
        - Don't want to leave them out for an hour
        - Using tub with ice is too work intensive
    - Sliced carrots and sliced apples were also thrown away often
    - Dedicated group of students help with sorting station
        - They get a free snack
        - Appreciation party

Action items

- Food rescue - SOP or policy - Diane to send out to Google Group
- Package reduction - SOP or policy - Diane to send out to Google Group
- UMass contact - reach out to higher ed - Laurie Simmons <lsimmons@acad.umass.edu> - Julie to reach out
- Diane to work on job description for Sustainability Champion
- Diane to send presentation and proposal to add to Policy subgroup page
- Get waste ban material info to DESE for newsletter - Julia & Gail
- Add cost of barrel for composters - Missy - Composting subgroup
- Rachel O - Check out CEH's website for resources on food packaging
- Next Policy Group meeting scheduled for June 1 @ 9:30am

Jun 1, 2023 | Green SWoRD Policy working group meeting

Attendees: Fritzie Nace Julie Gagen Gail Sowerder Garron Heather Billings Heather Borden Julia Greene Kathi Mirza Lin Jensen Margaret Peard Nicole Whitten Rachel Smith Rachel Oliveri Virginia Leary Waneta Trabert

Notes
Check Ins

- Julie Gagen- Weston
    - Met with sustainability coordinators for Wayland & Sudbury
        - Talked about composting

        - Looking to work together
    - Working with student
        - Waste audit of middle school
        - Met with administrators
        - Already doing a lot of food rescue
        - Review what's already happening and codify with policy
        - Custodial staff 100% on board
        - Curriculum development around composting
        - Presented to grade 6
        - Answered questions at town wide event
        - Using worm composter as a teaching tool - 4th grade
            - https://www.amazon.com/Essential-Living-Composter-Worm-Black/dp/B0913G75PX/ref=sr_1_30?keywords=worm%2Bcompost%2Bbin&qid=1685627079&sprefix=worm%2Bcom%2Caps%2C99&sr=8-30&th=1

- Rachel Oliveri - Arlington
    - Did Youth EcoSummit with Charlotte Milan (part of Arlington EcoFest) - Thursday night 6-8pm
        - At community room in library
        - Got dinner for 25 kids - taco bar
            - Biggest expense $165
        - Had stations
            - Take action - postcards & laptops
                - Rodenticides, No Plastic Please campaign
                - Signed petitions online
            - Hot topics debate table
                - Cards to role play - ex. Meat industry
            - Eco art table
                - Release from stress about climate change
                - Watercolor & collage
            - Sheets around the room with sticky notes
                - Hopes, concerns, what could town do better, etc.
            - Students got to present about their own school initiatives
                - Filmed with local media
                    - Compost team, heat & cooling solutions, lunch leaders, Project Zero (low waste events)

    - Student run events - youth eco summit
        - Middle & high school students
        - MIT - run by high school students at Boston Latin - Youth Climate Action Summit - every May - students come from all over the state

- Virginia Leary - Boston
    - Launched composting at 4 schools so far
        - Started with largest schools that were no in compliance with MassDEP food waste ban
        - Focused on schools that already had someone serving as sustainability champion
    - Up to 16,000 lbs in one school since February (2,400 students)
    - Student volunteers get community service hours
    - Looking into fiber tray stacking to reduce trash bags
        - Pay by volume

Action items

- Food rescue - SOP or policy - Diane to send out to Google Group
- Package reduction - SOP or policy - Diane to send out to Google Group
- UMass contact - reach out to higher ed - Laurie Simmons <lsimmons@acad.umass.edu> - Julie to reach out
- Diane to work on job description for Sustainability Champion
- Diane to send presentation and proposal to add to Policy subgroup page
- Get waste ban material info to DESE for newsletter - Julia & Gail
- Add cost of barrel for composters - Missy - Composting subgroup
- Rachel O - Check out CEH's website for resources on food packaging
- Get food service and facility directors to have a discussion group at a meeting - Policy or Full Green SWoRD?
    - Virginia's position is in facilities - she works with facility director
        - New food service director is coming on board who is all about sustainability and waste reduction
    - Julia - Facilities director's - find out if Green SWoRD can present
        - Bedford facilities manager, Lexington, Weston (food rescue)
        - Meeting in November for policy subgroup
    - https://centerforgreenschools.org/
- Next Policy Group meeting scheduled for August 22 @ 9:30am

August 22, 2023 | Green SWoRD Policy working group meeting

Attendees: Fritzie Nace Gail Sowerder Garron Julia Greene Lin Jensen Virginia Leary

Notes

- We started with two members and myself, so I opened our meeting up for general discussions that didn't have to be policy related.
- Lin asked questions about funding for school waste reduction programs and how schools can get RDP money. I explained to her that she would need to contact the muni's recycling coordinator to discuss the sharing of RDP funds. I said that I would like to see some grant options with SMRP grants and The Green Team (which has moved to Commercial Branch) specifically for schools. Perhaps we could have micro-grants just for schools to help with switching to reusables or starting up school composting. Maybe The Green Team could reward schools with stipends for Sustainability Champions in all their schools instead of just a pizza party. I have a lot of things to think about and discuss with Boston.
- Both Virginia and Lin were feeling overwhelmed by institutionalizing food waste separation in schools and the need for champions—wanted to know about funding for champions by MassDEP
- Lin wanted to suggest that municipalities go back to sorting-source separation. Discussion on the system we have—Single Stream and when it makes sense to source separate – Transfer Stations.
- Fritzie brought up PFAS Trays issue and how school food service companies are using large quantities of Styrofoam trays.
- Virginia wanted to know if the New Free Lunch Program has to follow USDA guidelines even if all school lunch recipients are not low income and we said that the answer was yes. That led into a discussion about fears of the new Massachusetts Free School lunch program creating more waste. USDA has a policy that 5 food categories need to be offered but only 3 are required to be taken by the student. Discussion on how to best divert that food that students will have to take but don't want and education on that they only need to take 3—some food service/schools confused about it and require all five. Also discussed how incentives for food service companies are at cross purposes for schools trying to a) reduce waste and b) save money—and how if every student is

required to take 5 items and that they are also offered bottle water (the schools pays for that) the new free lunch program will be even both wasteful and costly.

- On bottle water offered at lunch – there needs to be education on water filling stations and their use over bottled water. Virginia offered to send information on the water filling station program as well as their system on doing annual checks for water quality.
- Possible work for the policy committee. Fritzie offered that she was able to get the school committee to adopt the template for school waste reduction policy with a few changes to the template and she was curious as to what would be next? Julia suggested that she could present to the policy group at the next meeting on the policy adopted and the changes made (what are those changes—should we add to the template? Also—what would be next steps for school committee/schools once adopted? On sustainability champions in Lexington—how is it going? The goal is to institutionalize. Is there an SOP being developed? How will the champions work in schools that haven't had volunteer champions in the past? Can the policy committee work on what it takes to actualize institutionalize programs—more than just adopting a policy, creating a position. What works?
- Fritzie mentioned that people in Green SWoRD are confused on how to have discussions under subgroups on the Google group work. Gail said that it's not necessary to separate questions into subgroups, so she will look into clearing that up.
- Julia committed to meeting with new Green SWoRD members in NE3 and recruiting people past members to participate in the policy subcommittee.

Action items

- Food rescue - SOP or policy - Diane to send out to Google Group
- Package reduction - SOP or policy - Diane to send out to Google Group
- UMass contact - reach out to higher ed - Laurie Simmons <lsimmons@acad.umass.edu> - Julie to reach out
- Diane to work on job description for Sustainability Champion
- Diane to send presentation and proposal to add to Policy subgroup page
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- Rachel O - Check out CEH's website for resources on food packaging
- Get food service and facility directors to have a discussion group at a meeting - Policy or Full Green SWoRD?
    - Virginia's position is in facilities - she works with facility director
        - New food service director is coming on board who is all about sustainability and waste reduction

    - Julia - Facilities director's - find out if Green SWoRD can present
        - Bedford facilities manager, Lexington, Weston (food rescue)
        - Meeting in November for policy subgroup
    - https://centerforgreenschools.org/
- Next Policy Group meeting scheduled for September 26 @ 9:30am

April 30, 2024 | Green SWoRD Policy working group meeting

Attendees: Gail Sowerder Garron Julia Greene Waneta Trabert Fritzie Nace Heather Billings Andy Costello Sonja Williams Rachel Oliveri Ron Cochran

Discussion

We need to contact Lexington Green Team on getting a copy of the Lexington Schools' Champions Policy. We don't have a copy.

Waneta – The Green Team Captains policy and funding was passed in February—but not all positions are filled. There will be 1 – Elementary Schools, 2- for the middle school and 4 for the high school.

Sonja – Interested in supporting schools to push for stipends.

Heather – Can provide technical assistance. She hears about hiccups because the sustainability language is not in job descriptions so need for wordsmithing in job descriptions, and policy effecting the local from Federal, State and Local funding as well as union contracts.

Rachel Oliveri – They have a Recycling Policy from 2016-2017. They are part of Climate Resilient Schools – a state-wide coalition. They are working on Zero Waste with HS students and using RDP funds for that work.

Fritzie - Winchester has a schools recycling policy passed by the school committee pre-requisite for a MassDEP Schools grant. No paid personnel. In schools students and girl scouts are green team leaders

What would be helpful is to document how programs and funding work in different schools systems – RDP, textile funding, budget. Create one pagers with roles & responsibilities, case studies on how they moved policy—whether volunteers originating or staff.

Rachel – sent email at beginning of school year reminding staff about recycling and composting policy, Get copy of email, create a calendar, time line and flow chart. Include budget cycles.

Ron – DESE doing surveys may connect to those. Ron will follow-up with DESE.

Next meeting – May 28 at 10 am

May 28, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Waneta Trabert Andy Costello Rachel Oliveri Ron Cochran Lorinda Visnick Miranda Hotham

Links to Arlington Presentation:

Beginning of School Year Email Communication to School Personnel on Sustainability 8-31-23

Student Proposal to School Committee: Updating Sustainability Policy 8-3-23

Discussion

Miranda Hotham - Worcester Zero Waste Coordinator, new position created 6 months ago. Busy with working on a Zero Waste Master Plan for the city. Just starting to look at the 40 public schools in Worcester. There is a Department of Sustainability and Resilience already working in the schools—she will focus on waste reduction. Question to the group was she is looking for a champion in the schools—administrator, teachers…where to start and who to start with?

Rachel Oliveri – She advised Miranda to look at students as possible champions too. Rachel reported that the rising senior who is active in sustainability in the schools had drafted an expanded waste reduction policy for the school systems and sent the proposal to the school committee last August. They finally scheduled her to present at the May 9 School Committee

which she did but they are still waiting to hear back. See proposed new expanded policy attached that Rachel sent around in the same folder as these notes.

Rachel also presented in this meeting on the reminder email that she sent out at the beginning of the school year reminding teachers, facilities workers, custodians and monitors about recycling and food waste diversion. The policy group then discussed how creating a template timeline with activities like reminders is something that this policy group wants to develop.

Lorinda Visnick - Lorinda reported on how the school committee was able to get the superintendent of schools to include in the District Improvement Plan the creation of a Schools Sustainability Committee that meets every other month to discuss what the schools are doing around sustainability. She is the one school committee member but other members are the City Sustainability Coordinator, Facilities, Curriculum Director and a couple of non-profit members that work on sustainability issues. Creating such a committee can be helpful in smaller communities to expand a committee beyond staff and add outside expertise.

Waneta Trabert – Reported on how 4 elementary schools are diverting food waste of the 22 schools in Newton. This year they were able to formalize Green Captains in the teacher contracts. The Green Captain is a stipended position in each of the schools. RDP will pay the first year of stipends and after that royalties from textile collection will provide the funding. One of the Green Captains is the coordinator. The Policy Group asked if she could invite the Green Team Captain Coordinator to the next Policy Meeting.

Another thing that Waneta shared was that the formalized implementing a recycling revamp—something that Brookline and Cambridge schools had done which is a few document on education and outreach at the schools on recycling and food waste diversion, operating procedures, signage etc. They have also set up a procedure that if a school wants to add food waste diversion that have to improve or document that they have best practices in place for recycling. Waneta will share final versions that should be finalized before September.

Julia Greene – Added that she will get in touch with the Lexington Green Team members to get an update on the Sustainability Champions and how the first year went. She will also contact Liz and Erin in Bedford to come and talk about the surplus property policy and new platform on disposition of surplus property.

Andy Costello – She works as a volunteer in the Medfield Schools. She reported that she now has the superintendent on board with sustainability. She talked about challenges of a small town. See suggestions offered by Lorinda under her report on how to expand a committee with the right people.

Ron Cochran – MAC NE1 and Environmental Analyst and PAYT Program Manager – Offered suggestions on some of the policy members examples and questions. Ron also created a timeline with suggested ideas that is in the same folder as these notes.

Next meeting – Wednesday, July 10, 2024 at 10 am

Summary – The policy group members decided on working on a draft timeline that would include documenting policies and procedures, the best time to send reminders –for example both the beginning of the school year—reminding staff about recycling and food waste diversion and/or reminders about end of school year locker cleanouts and diverting. The timeline can also include the budget process and when funding asks need to be in to the school committee and the trajectory of the process. Julia will create a template in Google Sheets of a timeline that all policy members will have access to and they can add their ideas to the timeline and we will review in the next meeting on Wednesday July 10.

Here are some to do items and the person who will follow up:

- Waneta – invite the Coordinator of the Green Captains to the next Policy Meeting
- Waneta – share the draft documents formalizing the implementation of the “Recycling Revamp
- Ron – Report on follow up with DESE
- Julia – Reach out to Dian Pursley and get a Lexington Green Team member to come and report on the Lexington Sustainability Champions at the next meeting
- Julia – Reach out to Liz and Erin in Bedford and get them to present on their surplus property policy and platform at the next meeting
- Julia – Upload notes on the GreenSWoRD Google Site.

July 10, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Waneta Trabert Andy Costello Rachel Oliveri Ron Cochran Lorinda Visnick Miranda Hotham Sonja Williams Diane Pursley Sarah Vular Christine Goulet

Discussion:

- Brief Intros
- Discussion and Presentation on the Lexington Sustainability Champions
    - Lexington Presentation to School Committee 12-13-2022
    - Lexington Sustainability Champs1stYr Presentation 7-10-24 by Christine Goulet
    - Lexington Sustainability Champions Job Description
- Report on DESE Survey inquiry
- Draft Timeline - next meeting

Next meeting – Wednesday, August 21, 2024 at 10 am

Meeting Zoom Link:
https://us06web.zoom.us/j/83339430385?pwd=uQmfWLsPb5OgUb1vNeGvyhRRxw6vix.1

Meeting ID: 833 3943 0385

Passcode: 908038

Summary – Diane Pursley and Christine Goulet presented on the first year of the Lexington Schools' Sustainability Champions Program

After years of the Lexington Green Teams organizing volunteers to work in Lexington schools to institute waste reduction programs including improved recycling and diverting food waste, the Lexington Green Teams and teachers petitioned the School Committee to institutionalize the work by creating for each school a stipended positions called "Sustainability Champions". Diane Pursley of The Lexington Green Team and Christine Goulet presented to the Lexington School Committee on 12/13/2022 (see link to presentation above). The School Committee approved the request and added it to the budget which was approved at Town Meeting in the spring of 2023 to start in the 2023-2024 school year.

The Sustainability Champion's stipended position used as a model the existing Wellness Champion's Stipended position. The position pays $1,368.85 per year and generally teachers hold these positions which are paid out of the Superintendent's budget. There is a job description (Christine will send) and the school principal works with the K-12 Science Coordinators and hires the Sustainability Champion for the school. There were multiple applications for the stipend positions and there is a Sustainability Champion in each school for a total of 11 Sustainability Champions:

- Preschool (1 Champion)
- Six Elementary Schools (6 Champions)
- Two Middle Schools (2 Champions)
- High School (2 Champions)

Christine Goulet organized two meetings for the new Sustainability Champions and held two Zoom Meetings as well as created a Google Group and a Google Site to share resources and lend support.

Christine shared a presentation on the first year accomplishments of the Sustainability Champions at each school. (Christine will share a pdf.)

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Ron reported that he contacted DESE about the survey and that they will make available data from the survey sometime this summer.

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Ron and Julia reviewed the Draft Timeline and Ron's first pass draft. Julia will create a Google Sheets document so that the group can add information in the timeline which the group will review at the August meeting.

August 21, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Waneta Trabert Andy Costello Ron Cochran Lorinda Visnick Miranda Hotham Sonja Williams Diane Pursley Sarah Vular Shara Ertel CarmenMaria Osuna

Discussion:

See **meeting notes** for individual introductions and updates. We went over the draft timeline in the meeting. Here is the link to the **Fiscal Year & School Year Timeline draft**. Based on feedback Julia made edits and added tabs. Now the main spreadsheet is called "All Activity" and she created three additional spreadsheets breaking out "Policy Activity" "Budget" and "School Year Activity".

Homework:

1. We ask that Policy Sub Group members look over the **Fiscal Year & School Year Timeline draft** and add activities, tasks, milestones to the separate spreadsheets. Members of the group should have editing capability but if not, send an email to Jgreene@bedfordma.gov and ask to be added to the editors' list.
2. Bring ideas on policy you think the group should work on.

Next meeting – Wednesday, September 18, 2024 at 10 am

Zoom Meeting link for September 18, 2024
https://us06web.zoom.us/j/84020608039?pwd=SM4b9FIqo5FWg9isI1wptgkHolmvb4.1

Meeting ID: 840 2060 8039
Passcode: 211198

September 18, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Waneta Trabert Andy Costello Ron Cochran Lorinda Visnick Miranda Hotham Shara Ertel Heather Billings Rachel Oliveri Shara Ertel

Discussion:

Two topics were discussed in this meeting.

1) **Fiscal Year & School Year Timeline draft** - We discussed the draft and whether it would be a useful tool for staff and volunteers working on waste reduction in the schools. Some like Lorinda found that the timeline needed a narrative. Waneta felt that it needed to show a cycle and the planning piece was not explicit in that any of the listed activities would need to planned in the previous half year to actually be realized. Miranda, Waneta and others felt that a baseline assessment including an inventory of resources and constraints was important. Andy, who is a volunteer, expressed that she found the timeline very helpful and it gave her important ideas and a list of actions she could take. Ron suggested that a WIKI be created –he gave the example of a wikipedia page where the concepts in the timeline-spreadsheet could be transferred to a page and that a narrative explaining how to use the information could be developed. That wiki could live on the GreenSWoRD site.

Next Steps: Ron will make a first draft of the wiki and share with the group before and in the next meeting

2) **Incorporating Schools into Climate Action Plans and Zero Waste Plans** - We discussed the issue of how to get waste reduction policies implemented in schools. Policies are important because it gives agency to waste reduction programs. MassDEP required a Recycling Policy for municipalities receiving a SMRP Schools grant in the past and there was a generic policy that some school committees adopted but it mostly referenced only recycling. We then discussed that many Climate Action Plans and Zero Waste Plans were now being adopted by

municipalities and that if schools are incorporated into those municipal-wide plans this would be helpful in moving superintendents and school committees to institute waste reduction in the schools. Waneta suggested that we try to draft a couple of pages of sample language for these plans. Julia suggested that even though most plans say very little about the schools, we should share out links to existing plans.

Next Steps: Do research on existing Climate Action and Zero Waste plans anywhere in the country that include schools. Share links to plans. Some language we have is from the Arlington Student's suggestions to update their waste reduction policy.

So far, Waneta shared a link to Newton's Climate Action plan with the following note:

Here's a link to Newton's CAP:
https://www.newtonma.gov/home/showpublisheddocument/39649/637335412898900000

There's no specific climate goals for the schools or waste diversion intersection with schools, but there is much mention of adding solar and EV charging stations at schools.

Next meeting – Wednesday, October 16, 2024 at 10 am

Zoom Meeting link for October 16, 2024
https://us06web.zoom.us/j/83676312337?pwd=RFxKF3KkrGgXgqTGqFUWU3cL3f7qay.1

Meeting ID: 840 2060 8039
Passcode: 211198

October 16, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Andy Costello Ron Cochran Miranda Hotham Rachel Oliveri Sonja Williams Katara Harding

Discussion:

Two topics were discussed in this meeting.

1) **Wiki Zero Waste Guidebook** - Ron took the idea of creating a Wiki for the Fiscal Year & School Year Timeline draft to the next level by creating the Wiki Zero Waste Guidebook. The group gave feedback on the Guidebook including adding the Fiscal Year & School Year Timeline draft to the guidebook.

Next Steps: All group members are encouraged to send feedback and suggestions for topics to Ron at Ron.H.Cochran@mass.gov. This is a work in progress and Ron will add any and all ideas to the guidebook. The group will then discuss and add content to topic areas in future meetings or in preparation of meetings. The group in this meeting decided to work on the page for the Climate Action Plans and Zero Waste Plans and to add the page to the Guidebook.

2) **Climate Action Plans and Zero Waste Plans and Schools** - Thanks to everyone who sent links to Climate Action Plans (CAP) and Zero Waste Plans (ZWP). The group discussed the various plans so far. The group members liked the Boston Public Schools Recycling and Zero Waste Policy a lot because it was clear, succinct, included an implementation plan and was sent around in the Superintendent of Schools Circular. The links to the CAP and ZWPs have all been added to this page on the GreenSWoRD Drive. I gave all policy group members access to edit this page.

Next Steps: Group members are invited to read through the various plans on the CAP and ZWP page and add comments below on the parts of the plans that you think will be of interest to GreenSWoRD members looking for more information on CAP and ZWP plans.

GreenSWoRD Quarterly Meeting: October 29, 2024 @ 11am. Link to Register.
Miranda Hotham will report out for the Policy Sub Group at the Quarterly Meeting.

Next Policy Sub Group meeting – Wednesday, December 4, 2024 at 10 am

Zoom Meeting link for December 4, 2024
https://us06web.zoom.us/j/88137816138?pwd=RmkiGyACmdkab7dbj2ivfouPDwQiaU.1

December 4, 2024 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Miranda Hotham Rachel Oliveri Sonja Williams Sara Vular Rose Rodriguez Brian Walsh Hilli Passas

Link to a video recording of the December 4, 2024 meeting here.

Discussion:

Two topics were discussed in this meeting. Send to: rrodriguezaraque@bostonpublicschools.org

1) **Wiki Zero Waste Guidebook** - Ron presented to the group the progress on the guidebook Wiki Zero Waste Guidebook from the feedback he received at the Oct 16 meeting. He has since updated the guidebook to incorporate feedback from the Dec 4 meeting. Ron's idea is for the subgroup to work on the guidebook during the year to help provide content and to "mature" the webpage by providing feedback and content. Some of the Dec 4 feedback was to provide links to resources – for example, include links to sample Zero Waste Plans in the "How to" create zero waste plans section. Ron has already incorporated the feedback. Ron asked the group if he should publish the wiki as is–as a draft document, with a note that it is a working document and that the subgroup would like others to contribute and to give feedback to the draft. The group agreed but also wanted "Contribute to the Guide to be more front and center.

2) Also discussed was the Brookline School Composting Guide. A link to the document was sent out prior to the meeting. The subgroup members were very impressed with the document. All planned to use it some form. The subgroup liked the idea of inviting the authors (Chaimaa Medhat and Katie Weatherseed of the document to the next meeting –Jan 22,2025 for a Q&A. Ron suggested that subgroup members submit questions for the author ahead of time. The group brainstorm several questions at that time:

- Did the school committee or other entity make a decision above the members of the advisory committee that gave the authors and others the agency to implement food waste diversion in the schools or permission to create the guidebook? What was the process?
- How did they get the budget approved? What was the process.
- Are there things that you feel you left out of the guidebook that you would include today if you were writing the guidebook again?

Julia mentioned an article in the Boston Globe–link here about how MA was ahead of the country on diverting food waste. In the article they interviewed many restaurants about diverting food waste. All said that when the waste ban first went into effect they though it was going to be impossible but instead all found it easy. She suggested that those working in the schools use the article for kitchen staff as an example of how seamless the transition can be. You can find the article here.

Hilli suggested that the group check out zerocarbonma.org, and that the group provides lots of resources and a listserve. Many of the Zerocarbonma.org founders were active in advocating and passing zero carbon policy in the town of the Brookline.

Sonja talked about how The Green Team's case study on Lawrence Family Development Charter School's diverted 95% of the school's waste and saw real financial cost savings.

Next Steps: Please, everyone, even if you did not attend the meeting–go into Ron's Wiki Zero Waste Guidebook and send feedback and suggestions for topics to Ron at Ron.H.Cochran@mass.gov. This is a work in progress and Ron will add any and all ideas to the guidebook.2

Brookline Speakers in the Brookline Schools Composting Guide - Please send your questions for the authors/speakers to Ron Ron.H.Cochran@mass.gov ahead of the meeting on January 22. There will also be time in the meeting to ask questions..

GreenSWoRD Quarterly Meeting: January 16, 2025 @ 10am. Link to Register.
Ron Cochran will report out for the Policy Sub Group at the Quarterly Meeting.

Next Policy Sub Group meeting – Wednesday, January 22 at 10 am

Zoom Meeting link for January 22, 2025
https://us06web.zoom.us/j/85319182741?pwd=lWhlUhCkNbRVryAY9uLw4ZOVUabbbi.1

January 22, 2025 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Miranda Hotham Sonja Williams Sara Vular Rose Rodriguez Eleanor Chmielowicz Katie Weatherseed Rebeca Salguero Palacios Lorinda Visnick Amber Keller Gail Sowerder Garron Todd Koep Irene Congdon Susan Waite Becky Ferguson Missy Hollenback

Video Recording of the 1/22/2025 meeting use link and passcode below
https://us06web.zoom.us/rec/share/6DEh-7-2VXOh6NE24Gg1jq2I_8XwLuZNg4IXxnldRgE9msXfmICREUn36eyqWHzS.WIL_8n5N2I8UuiV2?startTime=1737558103000

Passcode: h+iEW!9M

Meeting Folder including PDF of Presentation, Notes, and more **here**.

Link to the Brookline School Composting Guide.

Discussion: An overview of the Brookline School Composting Guide and Program. A recording of the meeting, pdf of the presentation and other documents are in the Meeting Folder.

Presenters:

Eleanor Chmielowicz, Brookline Assistant Recycling Coordinator,
Katie Weatherseed, Brookline Zero Waste Program Manager
Rebeca Salguero Palacios - Brookline Schools Food Services Sustainability Coordinator

Next Steps: We will continue working on Ron's Wiki Zero Waste Guidebook. Send feedback and suggestions for topics to Ron at Ron.H.Cochran@mass.gov. This is a work in progress and Ron will add any and all ideas to the guidebook.2.

Next Policy Sub Group meeting – Wednesday, March 5, 2025 at 10 am

Zoom Meeting link for March 5, 2025
https://us06web.zoom.us/j/83011366816?pwd=DvhZNbOpITdgPiNPwhBJPQGFrSt7QP.1

March 5, 2025 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Miranda Hotham Sonja Williams Sara Vular Rebeca Salguero Palacios Gail Sowerder Garron Todd Koep Rachel Oliveri Marissa Major

Video Recording of the 3/05/2025 **I FORGOT TO RECORD THE MEETING!**

Meeting Folder Contains Contact List for Policy Sub Group Members **here.**

Discussion: Julia Greene gave an overview of the purpose of the group and went over the discussion in the December and January meetings.

Sonja shared in the Chat a Case Study on Reusables and Food Waste Reduction in the New Bedford School District.

WORCESTER

Miranda Hotham spoke about the Zero Waste Master Plan and Waste Characterization Study that Worcester is undertaking. She shared the RFPs and Bid Results for each.

Worcester Zero Waste Master Plan and Bid Results

Worcester Waste Characterization Study and Bid Results

The Zero Waste Master Plan was awarded to Abbe & Associates and the Waste Characterization Study was awarded to Diversion Designers.

There were many questions on the projects. Some major points:

- Waste characterization of 11 tons and includes 9 schools.
- Zero Waste Master Plan work includes:
    - Community engagement - 5 listening sessions
    - Includes the 8 colleges and universities in Worcester
    - Leading the steering committee meetings
    - Writing the implementation plan
- Zero Waste Steering Committee includes 4 city staff and one person from the schools and residents and business owners
- All schools have share tables–80% of students econ disadvantaged
- Funding came from Worcester Climate Revolving Fund from Solar Farm and using RDP Funds.

ARLINGTON
Rachel Oliveri shared that Zero Waste Arlington is submitting a resolution to our Town Meeting to propose a Zero Waste Plan that will include waste reduction goals and recommendations for the schools.

WIKI ZERO WASTE GUIDE BOOK
Ron reported on the Wiki. There was a discussion about how to get members to contribute. The group decided that members would work on sending Ron information about **funding and grants** that could be used for waste reduction that the members know about or that they have actually received.

To get us started, here are three mentioned in the meeting:

- Plastic Free Restaurants - They call their grants–subsidies–to switch from single use plastics to reusables.
- MassDEPs Recycling Dividends
- Worcester Climate Revolving Fund - Worcester only.

Next Steps: We will continue working on Ron's Wiki Zero Waste Guidebook. Send Ron **funding and grant opportunities** to Ron at Ron.H.Cochran@mass.gov.

Gail asked the group for ideas on a speaker for the next **GreenSWoRD Quarterly Meeting on April 3, 2025**. The group suggested that Eleanor Chmielowicz, Brookline Assistant Recycling Coordinator present the Brookline Compost Guide to the whole of GreenSWoRD. Rebeca said that she would help coordinate.

Rebeca asked that we start a Contact List for the Policy SubGroup. Here is the **Policy Sub Group Contact List** with the names, emails and some phone numbers of those who attended the meeting on March 5. This link allows you to edit the document so members who did not attend can go in and add their information.

Here is the Link to the main Green SWoRD Page.

https://sites.google.com/view/ma-green-sword-k-12-schools/2024-2025-home

Next Policy Sub Group meeting – Wednesday, April 9, 2025 at 10 am

April 9, 2025 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Miranda Hotham Sonja Williams Todd Koep Rachel Oliveri Marissa Major

No Video Recording of the 4/09/2025

Contact List for Policy Sub Group Members **here**.

Discussion:

Meeting summary for GreenSWoRD Policy Sub Group Meeting (04/09/2025)

Summary
Rachel's Sustainability Policy Case Study
Rachel reported that she and students used the Policy Template that the sub group developed and worked on edits and got the Arlington School Committee to update their

Waste Reduction policy in February. Yeah! It is still not updated in the online documents—Rachel is pushing for them to do so. The Zero Waste Committee led by Margee Bell is also making progress and will be presenting to the Select Board? Soon. It includes waste reduction strategies for schools. Ron proposed incorporating Rachel's story about her collaboration with a high school student to get the School Committee to update the school's sustainability policy into their wiki as a case study. Rachel agreed to provide a summary of the story, which Ron will then write up and have Rachel review. Julia emphasized the value of sharing case studies to help others navigate their own sustainability initiatives. Rachel also reported that they are doing a waste audit this coming week in one of the Arlington schools and will share the results.

Worcester Schools Waste Characterization Study Update
Miranda provides an update on the waste characterization study for Worcester's zero waste master plan. Consultants have collected samples from 9 out of 46 schools, revealing that most trash is organic waste, primarily food. Miranda plans to focus on diverting food scraps from the back of house as an easy starting point. CET and Recycling Works will tour the schools on April 20th to provide guidance. Miranda has been working with the assistant director of Facilities to connect with custodial staff, who are supportive of waste reduction efforts. The new director of the nutrition program who came from New Bedford is enthusiastic about implementing green initiatives. The group discussed strategies for engaging students and staff in waste reduction, including setting up green teams and conducting student-led waste audits. Worcester is also working on a follow-up survey to the waste characterization study. Here is a link to the Worcester Survey. Ron suggested getting Jimmy Cash, the Worcester Influencer and Comedian to promote the survey.

Vaping and Lithium-Ion Battery Disposal
In the meeting, Rachel, Julia, Miranda, Marissa and Ron discussed the issue of vaping in schools and the proper disposal of lithium-ion batteries. They agreed that these items should not be disposed of in the trash or down the toilet due to the hazardous waste they pose. Rachel suggested creating educational videos to inform students about the dangers of vaping and the proper disposal of lithium-ion batteries. Miranda shared that the custodial staff at her school had placed a trash can in a bathroom for collecting vapes. Marissa mentioned that ReWorld and CET are working on videos specific to lithium-ion batteries and would share them once ready. The team also discussed the importance of promoting the Worcester Survey to gather more responses from a younger demographic.

Improving Green Sword's Online Presence

Julia provides an update on the progress of the policy template in Arlington, which was passed by the school committee in February. The group discusses the importance of creating case studies and roadmaps to help other schools learn from successful waste diversion processes. Sonja mentions that Green Team can post and link to case studies from other sources. Shara raises concerns about the accessibility of Green Sword information and suggests creating a public-facing component to make it easier for interested parties to get involved. The group discusses potential improvements to Green Sword's online presence and ways to make it more accessible to community members. Ron and Julia will take up the discussion in the next BOS/MAC Meeting.

Schedule Follow-Up Meeting for Wiki Updates
In the meeting, Julia proposed scheduling a meeting for the end of May or early June, which was agreed upon by the team. The team also discussed the need for a follow-up meeting, with Ron suggesting they focus on specific sections of the wiki and review case study information. The team also discussed the need to update the wiki with information on grants beyond just the DEP grants. The next meeting was scheduled for May 14th.

Waste Characterization Audits
Ron and Julia discuss adding waste characterization audits to their agenda and reviewing existing guides on the topic. They agree that involving students in these audits is beneficial.

Next steps
• Ron to create a page on waste characterization audits for the wiki
• Julia to send Ron the link to the students' work on Arlington's sustainability policy
• Rachel to send Ron info on Arlington's School's updated sustainability policy
• Julia to invite Margie Bell to join the Green Sword policy group
• Ron to draft a case study on Arlington's school sustainability policy process
• Ron to look into adding information about Green Sword to the MassDEP web page
• All members to gather information on grants beyond DEP grants for the wiki
• Julia to send out the next meeting invite for May 14th to all participants

Here is the Link to the main Green SWoRD Page.
https://sites.google.com/view/ma-green-sword-k-12-schools/2024-2025-home

Next Policy Sub Group meeting – Wednesday, May 14, 2025 at 10 am
Zoom Meeting link for May 14, 2025

https://us06web.zoom.us/j/82846251223?pwd=GGJi89V0WyLdQNhCs9AQutx9HxcUKn.1

Meeting ID: 828 4625 1223

Passcode: 447609

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May 14, 2025 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Sonja Williams Todd Koep Rachel Oliveri Marissa Major Joon Choi TC Witherell Millie Gerzon Claudine Ellyin

Video Recording of the 5/14/2025 Meeting Link **here**

Contact List for Policy Sub Group Members **here**.

Meeting Documents Folder for May 14, 2025 **here**

Meeting summary for GreenSWoRD Policy Sub Group Meeting (05/14/2025)

Meeting Agenda:
Joon Choi gave a presentation on a student-led cafeteria food waste diversion program at Winchester High School

TC Witherall from Data Recycling New England Presented on the challenges and potential solutions for recycling electronic devices from schools. Currently many laptops, chrome books, tablets etc are "locked" and need to be decommissioned if they are to be reused.

Next steps

- Julia to send Joon's presentation slides to meeting attendees and include them in the meeting notes.
- Ron to reach out to Gail to get TC on the agenda for the next quarterly meeting. TC to look for an IT person from a school system with good decommissioning practices to potentially present alongside him.
- Ron to reach out to cities he represents to find examples of active IT decommissioning programs.
- TC to prepare a presentation on the IT decommissioning problem for a future quarterly meeting.
- Julia to schedule the next meeting for June 18th.

Join Zoom Meeting for June 18, 2025

https://us06web.zoom.us/j/88512184755?pwd=rvmqLG7fatbG6ADewIU9bmSI7ZG0Kh.1

Meeting ID: 885 1218 4755
Passcode: 004681

June 18, 2025 | Green SWoRD Policy working group meeting

Attendees: Julia Greene Ron Cochran Todd Koep Rachel Oliveri Claudine Ellyin Sara Vular Rose Rodriguez Rebeca Salguero Palacios Lorinda Visnick Shara Ertel Margie Bell Jillian Wilson-Martin

Video Recording of the 6/18/2025 Meeting Link **here**

Contact List for Policy Sub Group Members **here**.

Meeting Documents Folder for June 18, 2025 **here**

Meeting summary for GreenSWoRD Policy Sub Group Meeting (06/18/2025)

Meeting Agenda:
Jillian Wilson Martin presented her Food Waste Systems Review matrix to the group. This matrix is being developed for schools to use to assess where they are on the path to zero waste. There was a good discussion and helpful suggestions. Watch video recording for discussion. Ron volunteered to organize the next meeting or July 23 at 10 am. So the group could work on populating the matrix with qualitative and quantitative measurements.

Next steps

- Julia to complete notes and upload materials in the meeting folder and to send out follow-up email.
- Julia to send Ron the invite list of email for the Green SW0RD Policy Sub Group for Ron to send meeting invite for July 23, 2025

Join Teams Meeting for July 23, 2025