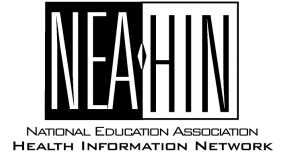


**DRAFT****AGENDA**

4<sup>th</sup> Annual *Indoor Air Quality Tools for Schools* National Symposium  
October 25-28\*, 2003 in Washington, DC

**Saturday, October 25**

8:30-5:00 pm NEA HIN is conducting a pre-Symposium session to address IAQ issues from the union perspective.

\* *This day of training will be held at NEA headquarters and is mandatory for NEA members and UniServ staff attending the Symposium. The schedule and agenda for this day will be made available at a later date*

**Sunday, October 26**

2:30 pm Registration Opens

4:00-4:30 pm Opening Remarks

4:30-5:15 pm General Session

**Facility Planning: Where Education Meets Architecture**

The influence of building planning, design, and maintenance on learning is undeniable. This session will explore how schools throughout history have utilized architecture to complement education, and will take participants through present and future educational architecture and design with a focus in indoor air quality.

*Potential Speaker: Raymond Bordwell, AIA; Perkins & Will - Architecture, Interiors, Planning*

5:30-6:30 pm General Session

**Taking Tools for Schools Beyond IAQ**

Comprehensive environmental management in schools includes not only IAQ, but also a myriad of other complex issues. This session will show schools how the *IAQ TFS* Program can help school districts to develop a holistic approach for environmental issues, with an emphasis on both facilities and staff.

*Speakers: TBD*

6:30-7:30 pm Meet and Greet

*Light refreshments and cash bar*

**Monday, October 27**

8:00-9:00 am Breakfast Session

**The Basics of IAQ Concerns and Management in Schools**

Indoor levels of air pollutants can be two to five times higher than outdoor levels. This is alarming, considering that 55 million people spend their days in U.S. elementary and secondary schools and that thousands of chemicals and biological pollutants are found indoors. This session will discuss the basics of IAQ, health effects, causes, and why IAQ management is of particular importance to schools. This session is recommended for people new to the IAQ in schools issue.

9:15-9:45 am Opening Remarks

**DRAFT**

- 9:45-10:30 am **IAQ Tfs: Past, Present and Future**  
*Speakers: TBD*
- 10:30-10:45 am Break
- 10:45-11:30 am Plenary Session  
**IAQ in Schools: Where the Buck Stops and Litigation Begins**  
A frank and compelling discussion of potential liability and legal concerns related to indoor air quality and asthma in schools. Learn about and discuss powerful practices, tools, and resources that can help you to avoid or address legal action.  
*Speaker: Mark C. Metzger, Partner, Hinshaw and Culbertson Attorneys at Law, Chicago, IL*
- 11:45 am-1:00 pm Break-out Sessions
- Media Strategies and Publicizing IAQ Tfs Successes**  
Communicating within a school (students, staff, administration, parents) and with local and national media, community, other school districts, activists, state/county/city personnel, and others can be an essential part of any IAQ program. The discussion covers notifying people of your IAQ program, building and communicating with an IAQ Team, gaining top-level buy-in, publicizing efforts and successes, dealing with an IAQ crisis, and proactive communication strategies.  
*Speaker: TBD*
- Basics of Mold in Schools**  
Mold on bread may not seem like a big deal, but mold in schools is a very serious problem. Participants will discuss types of mold commonly found in schools, how and where mold grows, and simple practices that can help avoid mold growth.  
*Speaker: TBD*
- Financing Indoor Air Quality Solutions**  
Are you faced with a shrinking budget or competing against other issues for funding your IAQ program? Don't worry! There are numerous financing mechanisms available for IAQ projects. This session will teach you the basics of school financing, including a general overview of school budgets—how they are developed, approved, and implemented—and how financial decisions are made in a school district. This session will also discuss specific grant and funding opportunities.  
*Speaker: TBD*
- School Planning and Design**  
If you are building a new facility, don't forget good IAQ. This session will help school districts find the information and resources they need to design new school facilities and repair existing facilities utilizing good IAQ practices. Though its focus is on indoor air quality, this session will also help school districts understand and integrate a number of key activities in school design, construction, renovation, and operations and maintenance.  
*Speaker: TBD*
- Student and Staff Performance**  
IAQ is one of many variables that influence student performance and staff productivity. This session reviews the latest information, facts, and studies on the effects of IAQ on learning, absenteeism, test scores, and more. General considerations for measuring student performance and IAQ will also be discussed.  
*Speaker: TBD*

**DRAFT****Using the Tools: Turning an IAQ TFS Kit into a Program**

This practical “how-to” session will take schools through the process of implementing IAQ TFS in a single school and an entire district. Participants will develop a model IAQ management plan.

*Speaker: TBD*

**Operations and Maintenance for Healthy, High Performance Schools**

School facilities must operate at the best possible level to create an educational space that lends itself to learning. A nationally renowned facilities expert will discuss optimal maintenance for energy and cost savings, good health, and high-performance. An environmental health specialist will discuss “green” cleaning practices and custodial methods for maintaining a sanitary and healthy school environment.

*Speaker: TBD*

**How Asthma Friendly is Your School**

Effectively managing a child’s asthma can best be accomplished through a comprehensive plan that addresses both medical and environmental management. Since children spend a majority of their time in schools, it is important to reduce their exposure to environmental asthma triggers commonly found in school buildings. This session provides effective strategies to help maintain an “Asthma Friendly School.”

*Speaker: Lani Wheeler, Medical Officer, CDC DASH*

**IAQ TFS and the Community: How to Build Trust and Keep It**

Working with the community on an issue like IAQ can be difficult, especially when trust is low and suspicion is high. This session offers a fresh perspective on how to build trust and openness with a community and how to keep communication flowing for maximum success of your IAQ TFS project.

*Speaker: Shelly Rosenblum, EPA Region 9*

1:00-2:00 pm

Regional Networking Lunch

2:00-2:45 pm

Plenary Session

**School Security Post 9/11**

This session will feature a panel discussion to relay the latest information on school district security and specific actions to prepare schools in case of a terrorist event with an emphasis on IAQ. Participants will discuss emergency preparedness and learn about existing Federal and school district plans for comprehensive and immediate response to potential threats to students, staff, and facilities.

*Moderator: John Girman, U.S. EPA, Indoor Environments Division*

*Panel Member: Tom Kube, Executive Director, CEFPI*

3:00-4:30 pm

Break-out Sessions

**Media Strategies and Publicizing IAQ TFS Successes****Basics of Mold in Schools****Financing Indoor Air Quality Solutions****School Planning and Design****Student and Staff Performance****Using the Tools: Turning an IAQ TFS Kit into a Program****Operations and Maintenance for Healthy, High Performance Schools****How Asthma Friendly is Your School****IAQ TFS and the Community: How to Build Trust and Keep It**

5:30-7:30 pm

Awards Ceremony

*H’ors D’oeuvres and cash bar*

**DRAFT****Tuesday, October 28**

- 8:00-9:00 am Breakfast Sessions  
**EPA's School-Based Programs**  
 Learn about other EPA school-based programs that can offer resources, assistance and guidance to your program. The three highlighted EPA programs are: Integrated Pest Management, Clean School Bus USA, and Energy Star.
- Managing Asthma in Schools Panel**  
 Learn how national organizations are promoting a holistic approach to managing asthma in schools.
- 9:00-9:15 am Opening Remarks
- 9:15-10:30 am Plenary Session  
**Managing a Mold Crisis**  
 Mold problems in schools have significant costs, both financial and through lost trust from parents and the community. Too often, resources to address this issue are spent ineffectively through unnecessary testing and poor management. Participants will learn practical solutions for mold prevention and management. They will also learn about various types of mold, myths, and remediation.  
*Speaker: TBD*
- 10:30-10:45 am Break
- 10:45 am-12:15 pm Break-out Sessions  
**Media Strategies and Publicizing IAQ TFS Successes**  
**Basics of Mold in Schools**  
**Financing Indoor Air Quality Solutions**  
**School Planning and Design**  
**Student and Staff Performance**  
**Using the Tools: Turning an IAQ TFS Kit into a Program**  
**Operations and Maintenance for Healthy, High Performance Schools**  
**How Asthma Friendly is Your School**  
**IAQ TFS and the Community: How to Build Trust and Keep It**
- 12:15-1:15 pm Networking Lunch
- 1:15-2:45 pm Panel Discussion  
**Flooring Choices: How to Pick Them and What it Takes to Keep Them Clean**  
 This panel will discuss the selection of flooring choices for a variety of school uses as well as the critical importance of maintenance, regardless of flooring type. Participants will learn what effective maintenance means for both carpet and hard flooring in order to not adversely affect your school's indoor air quality.  
*Moderator: Bob Axelrad, U.S. EPA, Indoor Environments Division*  
*Panel: TBD*
- 2:45-3:30 pm Closing Remarks