



# Individual Team Member Application

5<sup>th</sup> Annual *Indoor Air Quality Tools for Schools* National Symposium  
December 1-4\*, 2004 – Washington, DC



- \* NEA HIN is conducting a Pre-Symposium Training on December 1<sup>st</sup> to address IAQ issues from the union perspective. This session is mandatory for NEA members and UniServ staff attending the Symposium. The *IAQ TFS* Symposium will be held December 2-4<sup>th</sup>.
- Only teams of NEA members and UniServ staff are eligible to apply. Members of other unions and other association staff are not eligible. However, they are welcome to join a team if they are able to secure funding from another source.
- Applications will not be considered until the Team Application **AND** each Individual Team Member Application are received.
- Additional applications can be downloaded at [www.neahin.org/programs/environmental/index.htm](http://www.neahin.org/programs/environmental/index.htm).
- Please complete and submit this form to Jennie Young by **fax** or by **U.S. Mail**. **THE DEADLINE HAS BEEN EXTENDED!** Application packages sent by U.S. Mail must be **postmarked on or before September 6<sup>th</sup>**. Mail to **1201 16<sup>th</sup> St. NW, Suite 521, Washington, DC, 20036**. Applications submitted via fax **must arrive on or before September 10<sup>th</sup>**. Fax to **(202) 822-7775**.

***Please provide all of the information requested below, A-Q (if applicable). This information will only be used by NEA HIN Staff for Symposium related purposes and for future IAQ related activities. Applications will be considered incomplete if items are left blank.***

(A) Team Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

(B) Team Name: \_\_\_\_\_

(C) Team Leader Name: \_\_\_\_\_

(D) \_\_\_\_\_ NEA Member \_\_\_\_\_ UniServ Director

(E) Professional Title/Position: \_\_\_\_\_

(F) Local Association: *(Members only)* \_\_\_\_\_

(G) Your UniServ Director's Name: *(Members only)* \_\_\_\_\_

(H) UniServ Office: \_\_\_\_\_

(I) School District: *(Members only)* \_\_\_\_\_

(J) School Name: *(Members only)* \_\_\_\_\_

(K) Superintendent Name: *(Members only)* \_\_\_\_\_

(L) Street Address: \_\_\_\_\_

*(Please give address to which you will receive mail year round--no school addresses please.)*

(M) City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(N) Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

(O) Cell Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

(P) Home E-mail: \_\_\_\_\_ Work E-mail: \_\_\_\_\_

(Q-a) Will you require substitute teacher reimbursement? Yes \_\_\_\_ No \_\_\_\_ . If yes, how much will it cost to hire a substitute for you? \$\_\_\_\_\_/per day.

(Q-b) What is the name, phone number, fax number, job title and school/district office of the person who handles substitute reimbursement for your school/school district?

*\*\*NEA HIN will reimburse up to \$100/day for substitutes. Questions? Call Jennie at (202) 822-7481\*\**

Name: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Fax: ( ) \_\_\_\_\_ Job Title: \_\_\_\_\_

School/District Office Name: \_\_\_\_\_

**Please answer the following questions.**

(1) Describe Your Commitment and Passion to Address IAQ Issues in Your School/School District.

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(2) Leadership Positions, Committee Involvement

*Are you a local/ state association leader? Do you belong on any association or school/school district committees? If so please explain.*

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(3) Indoor Air Quality in Schools Experience

Have you attended a previous IAQ Symposia or other NEA HIN IAQ training? Yes \_\_\_\_ No \_\_\_\_

If yes, please list the year attended \_\_\_\_\_. Did NEA HIN sponsor your trip? Yes \_\_\_\_ No \_\_\_\_

Although not required, if you should currently have any other knowledge and experience with IAQ, the IAQ TfS Kit and Program, asthma or other related issues please describe.

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**Declaration of Commitment**

By signing below you are demonstrating **your** commitment as an individual NEA IAQ Team Member to do your best to: (1) improve the IAQ in your school/school district through implementation of an IAQ program and (2) participate in follow-up procedures consisting of bi-monthly conference calls and short email progress updates. (The official State IAQ Team Commitment Agreement will be signed by the Team Leader and State Association President after notification of acceptance.)

\_\_\_\_\_  
*(Sign Here)*

\_\_\_\_\_  
*(Date)*

**Symposium Session Topics**

The following concurrent plenary and breakout sessions will be offered over the course of the conference. By participating in these sessions, and communicating with other participants, attendees will come away from the Symposium with greater insight on how to more effectively implement a complete IAQ program in their school/school district.

**Please check one of the following Concurrent Plenary I sessions:**

*\*\*If sessions are not chosen, EPA will choose sessions for you based on availability.*

\_\_\_\_\_ **Understanding IAQ in Schools**

Indoor levels of air pollutants can be two to five times higher than outdoor levels. This is alarming, considering that 56 million people spend their days in U.S. elementary and secondary schools and that thousands of environmental 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. Presenters will also demonstrate the IAQ TfS Kit and discuss key aspects of IAQ management in schools.

\_\_\_\_\_ **Beyond the Basics: Proactive IAQ Management**

Proactive IAQ management enables schools to identify potential problems before they arise or before they become major issues. This session will offer participants essential techniques and tips for how to use the IAQ TfS Kit as a component of a more proactive and comprehensive IAQ management program. Presenters will discuss techniques that will help participants to implement the program and ensure sustainable IAQ practices.

**Please check one of the following Concurrent Plenary II sessions:**

*\*\*If sessions are not chosen, EPA will choose sessions for you based on availability.*

\_\_\_\_\_ **High Performance Schools: Building a Healthy Environment for Students**

This session will help school districts to embrace the concept of “High Performance” Schools in the planning of new schools or existing school renovations. Decisions made in the early planning stages will have a lasting impact on the health and performance of the school. Experts will discuss the competing components of “High Performance” Schools such as energy efficiency, IAQ, day-lighting, material selection and securing buy-in from superintendents and school boards.

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### **Communication: A Key to Successful IAQ Management**

Communicating effectively with school occupants (students, staff, and administrators), local and national media, the community, other school districts, activists, state/county/city personnel, and other stakeholders is an essential factor in the success of any IAQ program. This session will discuss the fundamentals of developing an effective communications plan at the school and district level, and will offer methods for proactive and reactive communications. Participants will learn how to both communicate successes and how to manage IAQ crises.

**Please mark your TOP 4 preferences (1– 4), with 1 being your TOP choice, from the following list of ten Break-out Sessions: *\*\*If sessions are not chosen or aren't ranked from 1-4, EPA will choose sessions for you based on availability.***

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#### **(A) Managing Pesky Pests in Schools**

Pests, such as cockroaches, ants, rodents, etc., can easily infest schools if no actions are taken to keep them out of the school building from the start. Integrated pest management (IPM) is a technique that incorporates effective and clean practices to maintain a healthy and pest-free facility with minimal use of harmful pesticides and other chemicals. This session will discuss what IPM is and how it fits into a comprehensive IAQ management program.

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#### **(B) Energy Efficiency and IAQ**

Energy efficiency and IAQ are directly linked, and both can have a positive effect on the physical construction and sustainability of school facilities. Presenters will describe the relationship between IAQ and energy efficiency and will offer information on EPA and other federal energy efficiency programs that benefit schools.

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#### **(C) Benefits of Effective Cleaning and Maintenance Practices for Healthy Schools**

Proactive and consistent maintenance practices are often the difference between healthy schools and those with significant IAQ problems. Strategic maintenance can also reduce operating costs and increase the longevity of school facilities and equipment. This session discusses strategies and techniques that custodians/maintenance workers and facility managers can implement to institutionalize good IAQ maintenance and "green" cleaning practices. It will also help strengthen the connection between facilities management and staff to ensure healthy and safe school facilities.

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#### **(D) Tomorrow's Buses for Today's Children: EPA's Clean School Bus Program**

EPA's "Clean School Bus USA" program aims to reduce children's exposure to harmful diesel exhaust from school buses. Diesel exhaust has been linked to asthma, respiratory illness, heart disease and even cancer. School districts have retrofitted their school buses with emission control devices, used cleaner fuels and replaced their oldest buses with new buses that have better emissions control. In addition, many school districts are implementing "No-Idling" programs, which lessen diesel exhaust exposure to children, drivers, and the community. These programs save school districts fuel and money, as well as protect the indoor air in school buildings from harmful exhaust. Presenters will discuss their clean school bus programs (how-to's, challenges, benefits and lessons learned) and the available technical and financial resources for successful program implementation.

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#### **(E) Radon in Schools: Health Risks and Solutions**

This session will offer an introduction to radon and discuss how radon affects the indoor environment in schools. Presenters will showcase existing school projects and discuss methods for addressing radon issues in schools. This session will also include a discussion of protocols for determining radon levels in schools as well as potential funding and program support.

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#### **(F) Resources/Funding**

This session will offer discussion on and describe the multitude of resources available through EPA and other organizations that address various aspects of school IAQ programs. Resources include funding sources, communications materials, training opportunities, curricula, and much more. Discussions will cover key resources, such as a new EPA directory of IAQ-related foundations grants available across the U.S.

\_\_\_\_\_ **(G) How to Use the IAQ TFS Kit Effectively**

This practical "how-to" session will take schools through the process of implementing IAQ TFS in a single school and throughout an entire district. Presenters will provide suggestions to participants on how to develop a model IAQ management plan. Participants will also get acquainted with and receive a copy of the IAQ TFS Kit.

\_\_\_\_\_ **(H) Asthma-Friendly Schools**

Asthma affects 6.3 million children in the U.S., and accounts for more than 14 million missed school days each year. 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. A health expert with the CDC's Division of Adolescent School Health (DASH) will discuss effective strategies to help create and maintain an "asthma-friendly school."

\_\_\_\_\_ **(I) HVAC Systems for Healthy Schools**

This technical and practical discussion of school Heating, Ventilation, and Air Conditioning (HVAC) systems will highlight the importance of proper design, commissioning, maintenance, and operations of school equipment in order to create a healthy environment for school occupants. An expert HVAC technician will discuss the relationship between a school's HVAC system and other IAQ principles (occupant's health, resources, maintenance) and how HVAC systems impact the overall IAQ of buildings.

\_\_\_\_\_ **(J) Building Healthy Schools from the Ground Up**

If you are planning or building a new school facility, don't forget about IAQ. This session will help participants find the information and resources they need to design new school facilities and renovate existing facilities utilizing good IAQ practices. Though its focus is on IAQ, this session will also help participants understand how to integrate a number of key activities in school design, construction, renovation, and operations and maintenance.

**Suggestions for Other Discussion Topics:**

*(For future conference agendas, please include topics of interest or concern that do not appear in the list above.)*

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