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2010: SB 20

MEMORANDUM TO: Senior Business Officials

FROM: Cheri Hayward
Director
School Business Support Branch

DATE: April 15, 2010

SUBJECT: *Green Schools Resource Guide*

On behalf of the Council of Senior Business Officials' (COSBO's) Effectiveness and Efficiency (E & E) Advisory Committee, I would like to take this opportunity to remind you that *The Green Schools Resource Guide* was released at the 2010 Annual CEO/CFO Conference and is now available on the School Business Support Branch's website. Please find attached a copy of the Guide.

COSBO's E & E Advisory Committee developed the *Green School Resource Guide* as a resource for school boards that were in the early stages of planning and designing a new school and were looking for guidance on how to build a green school.

On behalf of the E&E Advisory Committee, I'd like to thank the members of the Green Schools Working Group for their hard work and sound advice in the development of the Guide:

- Wally Easton, Brant Haldimand Norfolk Catholic District School Board (project lead)
- Janet Baird Jackson, Avon Maitland District School Board
- Glenn Clarke, Simcoe Muskoka Catholic District School Board
- Norm Vezina, York Catholic District School Board

The objective of the Guide was to create a practical "how to" reference manual for school boards that leveraged best practices, both within the industry and sector. The Guide takes a step-by-step look at how to plan and design a green school and the key processes involved from concept to construction to occupancy.

A considerable amount of research was conducted to determine what elements have demonstrated significant environmental benefits based on a reasonable increase in

upfront capital costs. As a result, the Guide focuses on the six design elements that have a proven track record in producing 30% savings in energy costs.

To access the *Green Schools Resource Guide*:

URL address: <https://sbsb.edu.gov.on.ca>

User ID: SBSB

Password: Collaboration

If your board has plans to undertake a new capital project, I encourage you to contact the Ministry's Capital Analyst for your board with any questions.

Sincerely,

A handwritten signature in purple ink that reads "Cheri Hayward". The signature is fluid and cursive, with the first name "Cheri" being more prominent than the last name "Hayward".

Cheri Hayward

Director

School Business Support Branch

cc: Directors of Education
Superintendents of Business and Finance
Senior Plant Officials