

**Schools, Child Development, and Home based Childcare Settings Committee
Minutes - DRAFT**

Date: February 17, 2004

Location: Health & Environmental Resource Center (HERC)

Members Present: LeConte Dill, Ardis Hanson, Beth Saiki, Rose Toney

Members Absent: Jim Calonico, Dee Epps-Miller, Mary Higgins, Louise Hill (excused), Marie Hoemke (excused), Veronica Lightfoot, Julie McKown (excused), Ann Melamed, Peg Strub (excused)

Advisory Present: Stacey Herrera, Child Development Program (SFUSD); Neil Gendel, Healthy Children Organizing Project

Staff: Anjali Nath, ATF Advocacy Coordinator

Guest: Ed Ochi, Industrial Hygienist, SFUSD

Item	Meeting Notes/Decisions	Desired Outcome	Due
I	Introductions & Sign In Facilitator: Beth Saiki		
II	Review Agenda & Set Time		
III	Reports Special Guest, Ed Ochi, Industrial Hygienist, SFUSD Ed Ochi was invited by the committee to discuss the school district’s work to address IAQ and to share his ideas about what the committee might consider advocating for to improve IAQ in the schools. A. Ed Ochi relayed where he thinks the SFUSD stands on the IAQ policy drafted by the Board of Ed in 1998 <ul style="list-style-type: none"> • Ed stated that the district’s existing IAQ policy is too general (too philosophical) and does not include specific action steps that would promote its implementation. In addition, there are no accountability mechanisms written into the policy, i.e. no mention of who will carry-out the different segments of the policy. Ed recommended that the policy be revised to cover two areas: 1) Philosophy/ background/ explanation and 2) Action steps. Ed encouraged the committee to participate in a revision of the policy. 		

¹ Commissioning means that you are testing and checking the design of systems as they are being constructed or renovated as opposed to the traditional way of testing after everything has already been constructed, only to find problems.

- Ed made the following comments about the majors sections of the IAQ policy: Sections I – IV (I. Site Layout & Landscape; II. Building Materials, Finishes, & Furnishings; III. Building Systems; and V. Maintenance and Operations): These sections primarily focus on building construction, remodeling and renovation. The district is slated to build only two new schools and layout and building plans for these schools is already set in stone (the contracts have been finalized). The sections that are relevant to remodeling and renovation can potentially be implemented when the district uses the Collaborative for High Performance Schools Criteria (CHPS) to remodel and renovate the selected schools (30 schools total) as part of the recently passed bond measure (the district passed a Resolution on CHPS in October 2003). There are no monies available to renovate or remodel the remaining schools. The challenge associated with the recently passed bond measure is that its emphasis is on ADA compliance. Section V of the policy focuses on maintenance and operations. The problem with this section is that there are no action steps or a clear indication of who is accountable for carrying out this section (the same problem exists for the other sections).

B. Ed Ochi discussed the Resolution on the High Performance Schools guidelines passed in October 2003.

- Ed stated that despite what some people may think, the CHPS guidelines do not focus on indoor air quality or health. Only a portion of the guidelines focuses on indoor air quality and health. Ed recommended that our Committee advocate hard for the implementation of this portion of the guidelines – specifically Natural Ventilation, System Testing and Training, Commissioning¹, Low-Emitting Materials, Pollutant Source Control and Construction IAQ Management Plan, and the IAQ Management Plan. The advocacy work of our Committee on this issue will be important because the district may choose to implement other aspects of the guidelines that do not focus on indoor air quality or health, but that are easier to implement. Apparently, in order for a school to be considered a “CHPS School”, a total of 28 points out of 81 possible points from the criteria have to be implemented – our Committee should make sure that the points that the district seeks to secure include items related to indoor air quality and health.
- Other items of interest: Rhoda Parhams is in charge of construction & design for schools. There is as a 5 year maintenance plan – the district is in year 2-3 now. The school district gets money from the state every year for Deferred Maintenance, which cannot be used for staffing.

C. Ed Ochi shared his ideas about what the committee might consider advocating for to improve IAQ in the schools.

1. Hire 4 additional stationary engineers (teams of two) solely dedicated to inspecting and maintaining ventilation systems for every school each year – “Tiger Teams” or “Clean Air Teams”

- These engineers would work in teams of two to change filters, change belts, etc for every school each year.
- Estimate of Funds Required: approx \$600,000
 - \$120,000 is needed to change filters for all schools annually (only \$5,000 is allotted per year; \$20,000 has been allotted for this year)
 - 4 staff (\$450,000) + 2 vehicles (\$ 48,000)
- Additional Ideas: the teams would use a standardized inspection checklist; inspection records would be maintained; a filter change card would be attached to the filter (with a date on which the filter was changed)

2. Hire 8 additional custodians (4 teams of 2) solely dedicated to annual “high and heavy” dusting and cleaning of all schools and child development centers – “Clean Teams”

- These custodians would work in teams of four and would be responsible for annual “high and heavy” (ie window sills and up) dusting and cleaning of classrooms in 150 school and child care sites. Currently janitorial staff clean 4-6 feet above the ground.
- Estimate of Funds Required: \$680,000
 - 8 staff (\$400,000 plus 40% benefits) + 2 vans (\$50,000) + equipment (\$50,000) = supplies (\$10,000 - \$20,000)
- Additional Ideas: Training of the custodians would be important. It would also be important to ensure that the district does not use these custodians for other work or projects. The custodian teams would likely work at night or during the school day (with special arrangement) or over vacations. The Committee wondered if it is important for all schools to have easy access to quality vacuum cleaners (ie hepa vacuums or vacuums with double-lined bags).

3. Evaluation - Ed thought that it would be important to secure funding to evaluate the effectiveness of the above interventions. He suggested that “basic environmental parameters” be taken before and after the intervention, including particle counting and protein deposition.

	When asked about IAQ Tools for Schools, Ed Ochi commented that he felt the interventions recommended above would provide tangible results with regards to improving indoor air quality. He stated that there is only so much that can be accomplished through IAQ Tools for Schools without the district doing its part to improve IAQ – Ed feels that the interventions described above will help the district to do its part.		
V.	<p>Unfinished Business: (hold over to next meeting)</p> <ul style="list-style-type: none"> a. Possibility of Date/Time change b. Review draft IAQ policy letter prepared by Neil Gendel to solicit information from the district on the status of implementation of the IAQ policy c. Follow-up on last meeting’s suggestion to work with DAT and Board of Education to identify mechanisms to monitor the implementation of the asthma action plans. d. Rose asks about follow up with Bevan Dufty, concerns at Mission High e. Contact: SFDPH Hene Kelly for March to report on EPA IAQ grant in 25 schools 		
VI.	<p>Next Meetings of Committee:</p> <ul style="list-style-type: none"> a. March - dates to be determined 		