

# Sustainability Advisory Council

## Meeting 3

EVERETT PUBLIC SCHOOLS

March 6, 2025

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**Welcome**

Larry Fleckenstein

**Bus Ride to N. Satellite Bus Facility**

All

**Sustainable Purchasing Practices**

Andi Tress

**Green Teams Update**

Andrea Cartwright

**SAC Survey via QR Code**

All

**Closing**

Larry Fleckenstein





**Let's board  
the bus!**

**Please take  
personal items  
with you.**



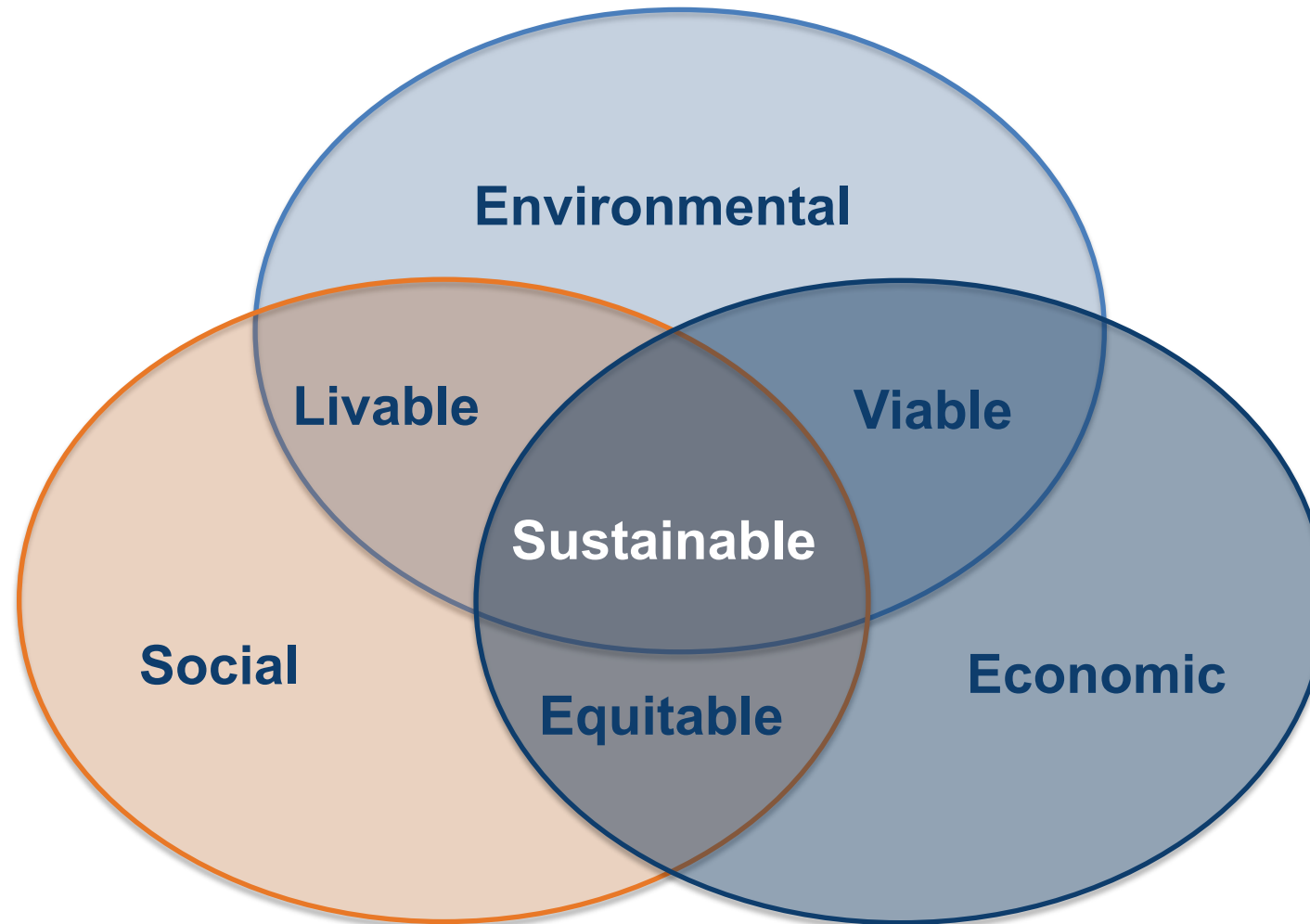


## Sustainable Purchasing Practices

Decision-making processes: A sustainability decision-making process involves systematically evaluating options and making choices that maximize social, environmental, and economic benefits while minimizing adverse effects.

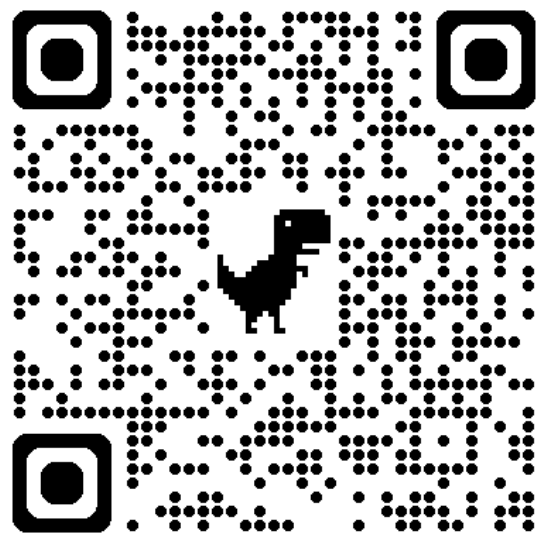
Here are key aspects of such a process:

- Design according to sustainability topics
- Robust decision-making processes
- Integrate social, environmental, and economic consequences
- Transparency and collaboration





[illegible]





## Reached out to K-12 Partners



### Purchasing Department Code of Ethics

The Tacoma Public Schools (TPS) Purchasing Department recognizes that employees of the Department are public employees. As such, these employees have the responsibility to uphold the public trust and to refrain from using their position for private benefit. It is the policy of the TPS Purchasing Department that employees shall, in addition to all other expectations and job requirements, refrain from conflicts of interest and avoid the appearance of unethical or compromising practices in business relationships, actions and communications. TPS Purchasing professionals must have a highly developed sense of professional ethics to protect their own as well as our District's reputation for fair dealing. To strengthen ethical awareness, and to provide guidelines for staff, the TPS Purchasing Department promotes the following code of ethics:

- Always give first consideration to the objectives and policies of TPS, while striving to obtain the maximum value for each dollar of expenditures.
- Never engage in unscrupulous practices and misrepresentations; recognizing mutually profitable business relations are based upon honesty and fair dealings.
- Always be courteous, considerate, prompt, and businesslike with those whom we deal with including employers, employees, vendors and the general public.
- Continually provide all competitive suppliers equal consideration insofar as state, federal and TPS policy permits.
- Never allow political considerations or other conflicting outside influences to enter the relationships with vendors or employees.
- Never accept gifts or other things of value from vendors, where the intent is to influence the purchaser, complying with all current laws and statutes pertaining to acceptances of gifts and gratuities.
- Always seek to continually increase competition in vendor selection and endeavor to prevent any collusive activities among vendors.
- Always make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier.





green procurement

## Next Steps

- Finalize the Procurement Code of Ethics
- Update the formal solicitation documentation

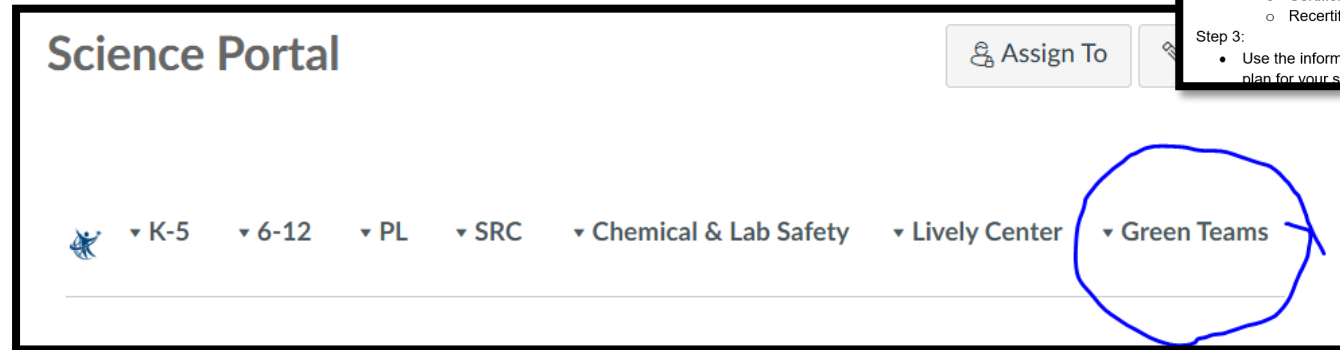
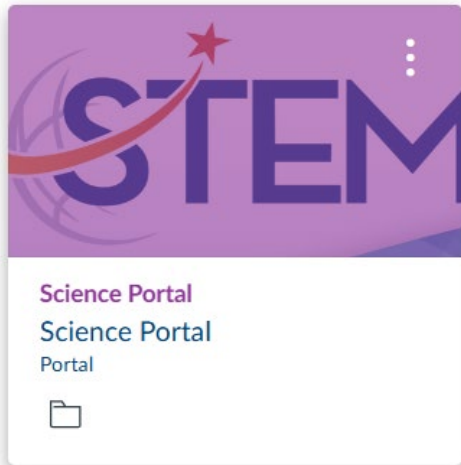
## Activity


- Take a few minutes to review the documents
- Any advice you could provide on the draft of the procurement code of ethics and formal solicitation document?



## Resources

- EarthGen School Certification website and resources/tools
- Green Teams Planning Template
- Canvas Portal Pages (*internal; underdevelopment*)
- Sustainability webpage (*external; to be determined*)



**Green Team Planning**

Step 1:

- Read the [EarthGen School Certification webpage](#) – this initial page offers broad information about starting a Green Team.

Step 2:

- Read through the Other Pages linked on the EarthGen School Certification website. These pages provide more specific explanations, ideas and resources for launching and supporting a Green Team.
- NOTE – the following pages are listed and linked in the upper right-hand corner of the EarthGen School Certification webpage.
  - Certification Process
  - Certify
  - Certification FAQs
  - Recertify

Step 3:

- Use the information from the School Certification webpages and the prompts below to help you plan for your school's Green Team.



## Setup

- Open:  
<https://earthgenwa.org/school-certification/certification-process/>
- Scroll down to step 4.
- Click on Carbon Calculator Tool
- Find a partner to work with (we need 6 groups!)



### 4. Verify Your Impact

When your project is complete, analyze its impact. Every school community is different. Some projects can make a big difference, other times small steps are a significant achievement. EarthGen's carbon calculator tool can help you quantify your impact.



## *Task*

### Review the projects for your assigned Category

- Identify which pieces of information would need to be provided by the central office (ex. Cost of electricity for your school).
- List these on the note catcher provided.

### Select one project in your assigned category.

- Fill in the project details with fake data – scroll down to the Summary Section and review the results.
- Click on the Results Summary tab and review the results.

### Review the information on the Conversion Factors tab.

- Identify any information relevant to your projects.
- List it on your note catcher.





# ***Reflection & Whole Group Discussion***

What did you discover, in using the Carbon Calculator Tool, that would be important to draw attention to before use?

What are examples of information that would need to be provided to a Green Team, to support their completion of this tool?



# *Next Steps*

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## Communication

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Possible funding sources to support material needs and possible stipends



Kindly take 2-4 minutes to complete the 2024-25 SAC survey.

Your feedback is important to us.

Sustainability Advisory Council  
(SAC) 2024-25





Thank you for  
supporting  
Everett Public  
Schools!