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**NR 734 School Building Energy Efficiency**

**Winter Schools**

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**In-service Action Plan**

## **In-service Action Plan**

### **1. Purpose:**

To educate the staff of Winter Schools about the benefits of energy efficiency and conservation during an in service meeting.

### **2. Audience:**

All faculty of Winter K-12 schools including; custodians, cooks, aids, librarians, bus drivers, teachers, administrators, and School Board members.

### **3. Need:**

There is a great need for energy efficiency and conservation at Winter Schools. After taking this class, I have noticed several ways in which we could conserve on energy. There have been many budget cuts due to mismanagement from administration and declining enrollment. The budget for the next few years is the topic of conversation in all the local establishments. Some thing needs to be done to improve the budget; energy conservation and efficiency will be the best place to start. "Save a teacher.... Kill a Watt" as one student said in class.

### **4. Goals:**

- A. To educate the staff of Winter Schools during an in-service/ workshop. We have scheduled in-services once a month and the principal is always looking for new, exciting and motivating ideas. During this in-service, we would hold discussions on energy conservation and efficiency, the need in our school and way we may cut energy costs and the importance of doing so. A staff self evaluation will be completed for each individual staff member to understand ways they may contribute to energy conservation. The staff would then break into groups and be guided by a member of the custodial staff through the school building to conduct an energy audit. After the audit, the staff would come together as a whole to discuss improvements which may be needed. At the end of the in- service an Energy Conservation Committee would be create. This Committee will be responsible for evaluation the cost effectiveness for theses changes.
- B. To increase the school budget over the course of several years by returning a portion of the energy savings back into the school budget. It is realized that the energy bill may not decrease and that the savings will be in spending less when energy costs rise.
- C. To motivate staff about energy conservation. The hope is that the faculty will then bring this to the students. It would be important for the students to take ownership in energy conservation. At Winter School, with the cuts made this past year, the "Save a Teacher, Kill a Watt" idea would have been effective as our students were looking for ways to save some teachers jobs.

## **5. Timelines:**

June- meet with the principal to schedule in-service time.

Contact Focus on Energy for resources

Contact KEEP for resources and materials

Contact Head Custodial at Winter Schools to organize walk throughs

October 2 hour in-service with all staff members of the Winter School District. In-service will consist of energy discussions, self evaluations, an energy audit, development of a committee, and in-service evaluations.

October- May Staff members will find ways to cut energy costs within the classroom and will bring information to students. Committee members will meet monthly to report on developments, changes, and research. The committee will also be responsible for recording the monies to be returned to the budget. The committee will chart changes, cost of changes and projected savings through the monitoring of energy bills. Committee will stay in contact with KEEP, Focus on Energy and Xcel Energy for support and information.

June 1 hour of in-service time will be needed for the Committee to report overall changes that have been made, energy bill changes as they relate to savings and increases in cost of energy and the balance of the monies returned to the budget. Another self evaluation for staff members will be handed out to note differences in behavior about energy costs and conservation.

## **6. Evaluation**

The evaluation process will include a written evaluation of both in-service times, a written self evaluation for staff members and the committee's evaluations of any changes in the budget account, future savings and any reduction in energy bills verses rate increases.

## **7. Budget**

There is no need for special equipment to be purchased at first. Those materials may be borrowed from KEEP and Focus on Energy. The in-service time is already scheduled and contracted in the budget as are the committee meeting times. Materials may need to be copied, however we have an unlimited amount of copies in a school year and those costs are already accounted for. Future budgeting should be considered by the committee. Monies will need to be raised to implement some changes. The committee should work with the administration on fundraising and budgeting issues.