



Sample Energy Team Meeting Minutes

Bracken County School District Energy Team

Meeting Minutes

July 14, 2010

9:00 a.m. @ Board Office

Present: Lila Brindley (Teacher Representative), Tony Johnson (Superintendent), Sherry Bond (Payroll Clerk), Allison Lucas (Food Service Director), Raye Jean Hopper (Principal), Anna Cummins (Media Specialist), Gary (KU representative) and Mary Hano (KEEPS Regional Coordinator)

The team discussed ideas for Opening Day, August 16, 2010. Lila asked all those present for 3 small ideas to present to the teachers on Opening Day to build awareness and decrease energy usage. Suggestions were: 1. Turn off the lights when leaving the room (Lila has asked Jerry Thornsbury to provide her with figures to illustrate the savings this could generate) 2. Set computers to sleep mode and use power strips that can be turned off each day when school is dismissed. 3. Keep all windows and doors shut. (Adjust thermostat or ask maintenance to change the thermostat.) Also, encourage staff and students to dress in layers that can be added or taken off. Mary told the team that making a checklist to put by each doorway listing the ideas we have, such as turn off lights, turn off power strips, adjust thermostat, etc., would help remind the teachers each afternoon when they leave. Lila said she will ask for volunteers at the high school and Taylor to start an energy team at those schools.

Tony Johnson reported that they have changed 40-50 older fluorescent lights with the new T8 lights. Gary said that we can be partially reimbursed and provided the paperwork. He estimated reimbursement around \$7.00 per fixture.

Sheryl Bond reported that we are now Energy Star Partners and gave Lila the username and password to the website so that she could access all of the resources and online training available. Mary Hano suggested that we begin working with the portfolio manager on their website so that we could get our buildings Energy Star rated.

We discussed setting a goal before Opening Day. Lila and Tony are meeting with Mary before the next scheduled team meeting to discuss the goal and give examples of other districts' goals. The team discussed ideas for a competition between each of the schools and the school who reduces their energy usage the most will be rewarded at the end of the school year. The reward has not been decided yet. It was suggested that each month the school with the most saved energy may win a banner to hang at the school. A mascot competition will also take place, and Mr. Johnson suggested





that Danielle Smith and Chris Yelton spearhead the competition, have the students design a mascot and have a winner chosen by October 1, 2011. We discussed how to measure energy usage for each school, and Mary said that her team is working on a new addition to our tracking tool that will track the usage per square foot.

Gary explained how to read our electric bill. He explained that Taylor and the high school have all electric rates. That rate is no longer available, and these two schools had been “grandfathered” in. The Middle School is set up differently and is based upon “demand” plus usage and that demand is set when the usage is at the highest point. He also told us that KU is raising their rates by 9% in August of 2010. Gary suggested that the schools set their “cap” limits on our thermostats one degree either way to save on usage.

The next meeting was scheduled for August 11, 2010, at 9:00 a.m. at the Board Office.

NOTE: These sample Energy Team meeting minutes were provided by the Bracken County Public School District

