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KEEP Program:
ECASD
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KEEP ACTION PLAN

ACTION PLAN SUMMARY

The purpose of my plan is to compliment on-going efforts in the Eau Claire School District to reduce energy costs. My plan will be complimentary by trying to reduce daily usage of electricity for lighting, in classrooms, by informing staff of current usage and costs, and then asking and reminding staff to attempt to reduce their use by turning lights off when not in use.

Implementation will come in a three-fold format. A pre-survey will be done to determine current teacher practices regarding lighting in their rooms. A second phase will be a presentation to staff, as part of this presentation; staff will be calculating their usage and cost for their individual classroom. The custodial staff will be responsible for hallways, bathrooms, etc., those areas not typically assigned to an individual teacher. Teachers with both an office and a classroom would be responsible for those areas. This calculation will be done as if the lights were on for a full 8 hours each day. Then compile the usage and cost across the building. To contrast these costs, staff will be asked to consider what a 25% reduction would be in usage and cost. This would be used to illustrate the potential savings a change could bring. The final phase would be to supply each staff member with stickers to post at or near their doorways as a reminder to help out by shutting off unused lights. My sticker slogan would be: When it is right, SHUT OFF the LIGHT!

Results would be any reduction in lighting usage and costs. It would not have to be 25%.

Total budget would be approximately \$200.00.

INTRODCUTION TO THE AUDIENCE

The Eau Claire Area School District is currently taking steps to reduce energy usage and costs district wide. The district has primarily focused on low cost outlay initiatives. This action plan fits in that same mold.

The service area would be at North Star Middle School with approximately 75 certified, support, custodial, and administrative staff. There are approximately 650 sixth, seventh, and eighth grade students.

STATEMENT OF PROBLEM

Current resources are as earlier mentioned, are the initiatives in the district to reduce current energy usage and costs. The gap is in the involvement of staff. Currently all initiatives have been handled by a newly appointed Energy Monitor.

As a staff member I can get on board with the Energy Monitor and show that it is not just the Monitor that has a stake in this but we as staff do, too, and we can all do our parts to assist in this initiative. I bridge this gap by getting involved. Staff will be more likely to “go along” with all initiatives if they can see that other staff are involved in this project as well. Also the simplicity of my action plan will allow everyone to feel like they are part of the solution, with minimal extra time or effort on their part.

PROJECT GOALS AND OBJECTIVES

The goals are simplistic; get as many staff as are willing to participate, and therefore save as much energy as their involvement allows. I have not set a pre-determined number of staff that will participate, because I am not going to force or monitor any persons behavior, rather I am going to invite them to participate. Therefore I do not have any specific goal for the amount of energy saved, because it would depend upon the number of people involved, and of those involved, how committed they would be in their actions.

Milestones along the way would be contacting a supplier and securing the stickers, developing an electric use behavior survey to be used before the presentation, conducting the survey, and presenting at a staff meeting.

METHODS AND TIMELINE

The project will begin in January. So in November I will make contact with our local Career Development Center (CDC) to determine the availability and cost of the stickers. Also during November I will develop the energy use survey. During November, I will also gather the kWh data from prior years for the months of January, February, March, April and May. During December, I will administer the survey during the second week of the month, data collected will be compiled during the third week of December. At the first staff meeting in January, I will present the energy saving initiative and distribute the stickers. Monthly, I will collect the kWh data for each of the months this year for comparison. At our final meeting of the year I will report out to the staff the results of my initiative.

EVALUATION CRITERIA AND PROCESS

The first measure of success for the initiative is that in trying I succeed! In other words by just doing this, even with no change large change in kWh, the project is a success because of the awareness it brings to people. Other more tangible measures will be from the data collected each month and the comparison of the kWh from last year to this.

BUDGET

The final budget amount will be determined by the actual bid from the CDC. However I have investigated some approximate costs. Stickers are sold in bulk, so to get the correct number I will actually have to over buy. 500 stickers will cost approximately \$50.00, plus a \$40.00 set up fee for the desired message and shipping and handling. So the total cost of the stickers is \$90.00. The only other cost for the project would be to provide money to cover the cost of a substitute so that I can prepare the survey, administer, collect and compile the survey results and prepare the staff presentation. I estimate this time component to be a half-day. The district does not allow release time in any smaller increments than half days, so this is the best fit as well. The cost for a substitute for a half-day would be \$50.00. The total budget than is \$140.00.