**From the KEEPS Program Manager: Build a Foundation**

**By Fred Byrd**  
KEEPS Program Manager

As the KEEPS team continues its efforts to formally introduce the program to school districts throughout Kentucky, the question we hear most often from district representatives is, “Where do we begin?” Many energy management initiatives begin with what we call, “random acts of excellence,” such as switching out lights, HVAC upgrades and replacing windows. However, a more sustainable way to implement an energy management program that yields cost savings year after year is through the KEEPS Energy Management Training Process.

All districts, regardless of size, funding, geographical location, etc., must begin with **Step One - Commitment to Continuous Improvement**. This step focuses on building a foundation of commitment to ensure ongoing success.

Step One establishes support from school district leadership (school board, superintendent, principal) and requires collaboration, communication and participation among key areas of the district including facilities, IT, faculty, staff and students.

I encourage all KEEPS participants to log onto our [Web site](#) and click the “EMP 7 Steps” tab at the top of the page to become familiar with the seven-step process.

Your patience and diligence throughout the process will give your energy management program longevity and stability, even as your district faces new budgetary concerns, personnel changes and size increases and decreases. Committing to the process is the crucial first step toward achieving continuous improvement that results in successful energy management outcomes.

The KEEPS team looks forward to helping your school district realize this success.

*Send your questions and comments to [KEEPS@kppc.org](mailto:KEEPS@kppc.org).*

**KEEPS Tips of the Month**

**Develop an Energy Policy:** An energy policy that is formally approved by the school board and communicated throughout the district illustrates the district’s commitment to the energy program’s continuous success. [See examples of effective energy policies.](#)
Form an Energy Team: A cross-functional energy team plays a critical role in ensuring the success of the energy program. The team plans and implements energy initiatives, communicates the initiatives throughout the district and tracks the performance of each initiative. Learn more about how to form an energy team.

**KEEPS News and Resources**

**Are You an Energy Expert?**

School board members, superintendents, information technology personnel, faculty and students are generally not energy experts. Yet, they establish the district’s energy policy, promote the policy throughout the district and implement energy management initiatives.

Fortunately, KEEPS participants do not need an engineering degree to succeed in the program. KEEPS provides members with the technical expertise, training, guidance and other resources to facilitate the district’s progress through the program.

For example, KEEPS regional coordinators help district energy teams draft an energy policy and identify short-term and long-term energy management goals. They are also available to help school districts complete the Energy Management Program (EMP) Survey. (Note: Kentucky House Bill 2 requires school districts to annually report their energy consumption and costs using the EMP Survey.)

These are only a few of the many resources that KEEPS provides.

To schedule a meeting with your KEEPS regional coordinator, contact the KEEPS regional manager at (502) 475-1829, or send an e-mail to cindy.wohl@louisville.edu.

**KEEPS Welcomes Three New Staff Members**

To meet the demands of the rapidly growing KEEPS initiative, KPPC – Kentucky Pollution Prevention Center – recently added three new regional coordinators to the KEEPS team.

Mary Hano, Halida Hatic and Kimberly Joseph provide assistance to school districts to further their progress in KEEPS. They develop information and tools to support the KEEPS Energy Management Training Process and other KEEPS initiatives, provide training and outreach to KEEPS member districts and facilitate regional network meetings and events.

**Mary Hano**

Mary has worked as an analyst and coordinator at public universities and in the non-profit sector for the past six years. Her experience includes environmental/public health policy analysis in Washington, D.C., agricultural health research in rural Kentucky high schools and behavioral research in Kentucky and Tennessee. Mary is a graduate of the University of Kentucky, where she received her Bachelor of Science and Master of Public Health degrees.

**Halida Hatic**

Halida has helped state and local governments, industry, institutions and non-profit organizations implement strategies and innovative policies to reduce emissions from transportation and construction. She also has experience in developing and maintaining local and regional partnership programs and managing federal grants. For the past six years, Halida has worked on environmental issues at the New England Office of the U.S. Environmental Protection Agency. She is a graduate of the University of New Hampshire, where she received her Bachelor of Arts degree, and Tufts University, where she received her Master of Arts degree.

**Kimberly Joseph**

Kimberly has more than seven years of experience in grant program coordination and facilitation and more than 10 years
of experience in customer service for professional, medical and social services. She is a graduate of the University of Louisville, where she received her Bachelor of Science and Master of Business Administration degrees.

**KEEPS Web Site Offers New Information**

Have you been to the [KEEPS Web site](#) lately? The site contains valuable information and tools to help identify and implement sustainable energy management practices. Recently posted information includes what your school district can do to get started in KEEPS, even before your first meeting with KEEPS representatives. Familiarize yourself with this Web site, and refer to it often as new information is posted on a regular basis.

**Know the Basics; Climb the Steps**

KPPC developed the KEEPS Energy Management Training Process training modules to help school district energy managers and energy teams understand the basic fundamentals of energy management and realize ongoing success through the seven-step program.

Visit the [KEEPS Web site](#) to access the *Basics of Energy Management* module and the *Seven-Step Energy Management Process* module.

These self-directed, online training modules are based on the [U.S. EPA ENERGY STAR® Guidelines for Energy Management](#) program and incorporate additional information designed specifically for KEEPS participants.

**KEEPS Shares Ideas With German Diplomat**

On February 26, Wolfgang Reichel, deputy mayor of Mainz, Germany, visited Louisville to learn about different energy-saving projects as part of the Sister Cities of Louisville, Inc.’s international outreach initiative. During his visit, Reichel met with KPPC representatives to discuss KEEPS.

Pictured are (standing from left) KEEPS Regional Coordinator Kimberly Joseph, KEEPS Regional Manager Cindy Wohl, Reichel, KPPC Executive Director Cam Metcalf, KEEPS Program Manager Fred Byrd, Mayor’s Liaison to Sister Cities Carol Butler and (sitting from left) Partnership for a Green City Director Brent Fryrear and KEEPS Public Information Officer Chris Wooton.

**KEEPS District Spotlights**

**Russellville Independent School District**

Russellville Independent School District Superintendent Leon Smith and Financial Officer Mark Coursey recently met with KEEPS representatives to learn more about how KEEPS can enhance the district’s energy initiatives.
To date, Russellville Independent has implemented numerous energy management projects (replacing inefficient lighting with more effective lighting, replacing windows, etc.). These projects lead to some reductions in energy consumption and operating expenses. However, the district’s energy strategy was missing two key components to sustainable success.

Russellville Independent needed to establish a formal energy policy approved by the school board and communicated throughout the district. It also needed an energy team to spearhead energy program initiatives and carefully consider which energy improvements would yield the best short- and long-term payoffs. Without these components, the district’s energy initiatives would only yield short-term benefits.

Smith, Coursey, and the rest of the district are 100 percent committed to the KEEPS Energy Management Training Process. Following the guidelines of Step One – Commitment to Continuous Improvement – they are drafting a formal energy policy, which will be reviewed by the school board, and they are assembling a cross-functional energy team to set future energy performance goals. Watch future editions of KEEPS Moving Forward to see how Russellville Independent School District realizes ongoing cost savings.

Mercer County School District

The Mercer County School District energy team recently held its first meeting. The 11-member team represents different operational areas from the district and has drafted an energy policy for approval by the Mercer County School Board. Efforts are underway to gather and analyze utility usage data, which will help the team determine short-term and long-term energy management initiatives.

Read more about Mercer County’s work with KEEPS as well as environmental initiatives from other counties throughout the region in the March 6, 2010, edition of The Advocate Messenger.

Training Opportunities

Kentucky High Performance Schools Workshop – March 23-24, Lexington
KEEPS will be among the many exhibitors at this event, which will be held at the Embassy Suites in Lexington. School superintendents, board members, facilities managers, architects and engineers are encouraged to attend and learn more about how energy-savings strategies in building design can reduce operating costs and greenhouse gas emissions. Site visits to high performance schools will be part of each day’s program. Information and registration forms are posted on the Department for Energy Development and Independence’s Web site.

Kentucky Association of School Business Officials Spring 2010 Conference – May 5-7, Louisville
KEEPS will present a workshop that focuses on what steps school districts must take following enrollment in the program with emphasis on Step One of the KEEPS Energy Management Training Process – Commitment to Continuous Improvement. Log onto the KASBO Web site to register and for more information.

Kentucky NEED 2010 Kentucky Energy Conference for Educators – June 14-18, Eastern Kentucky Region
The conference will provide teachers with up-to-date information on all aspects of energy including the science of energy, sources of energy, transportation, consumption, electricity, efficiency and environmental and economic impacts. Participants will travel via tour bus to energy sites in Eastern Kentucky to meet with energy professionals and receive materials necessary to implement innovative, hands-on energy units for the classroom, multi-disciplinary teams and after-school programs. Information and registration is available on the NEED Web site.

In Our Next Issue …
**Know Your Region:** As KEEPS continues to grow, so does the program’s team of regional coordinators and sustainability engineers. Find out how KPPC delivers KEEPS services to your region.

**District Spotlights:** KEEPS members aren’t wasting any time with moving through the KEEPS Energy Management Training Process. Who has already started work on *Step Two – Assess Performance and Opportunities*?

**Information Overload:** It’s easy to get overwhelmed with so many energy management resources available. Let KEEPS show you where to focus your attention.

*… and much more. Stay tuned!*

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