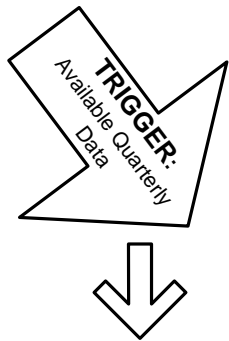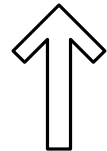# IGOE

TRIGGER:
Available Quarterly Data

GUIDES

Economy, Energy Budget, Board of Education Energy Policy, School Performance (Energy), Feedback from Schools (Principal Meetings)
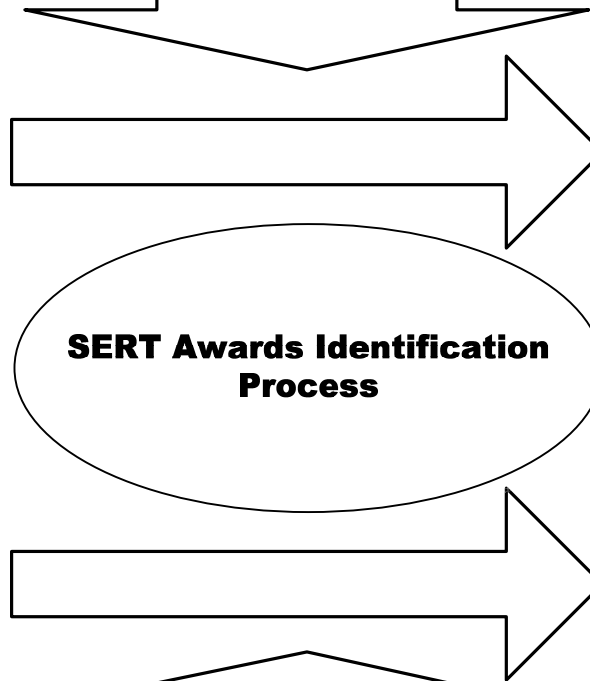
END:

Award List Published

INPUT

Budget (SERT)
Facilitator Data Points
Energy Data
Pre-designated Great
Energy Management
Schools (GEMs)

SERT Awards Identification Process

OUTPUT

List of award winning schools for processing
Promotion of energy conservation efforts

Key for preemptive review drivers:

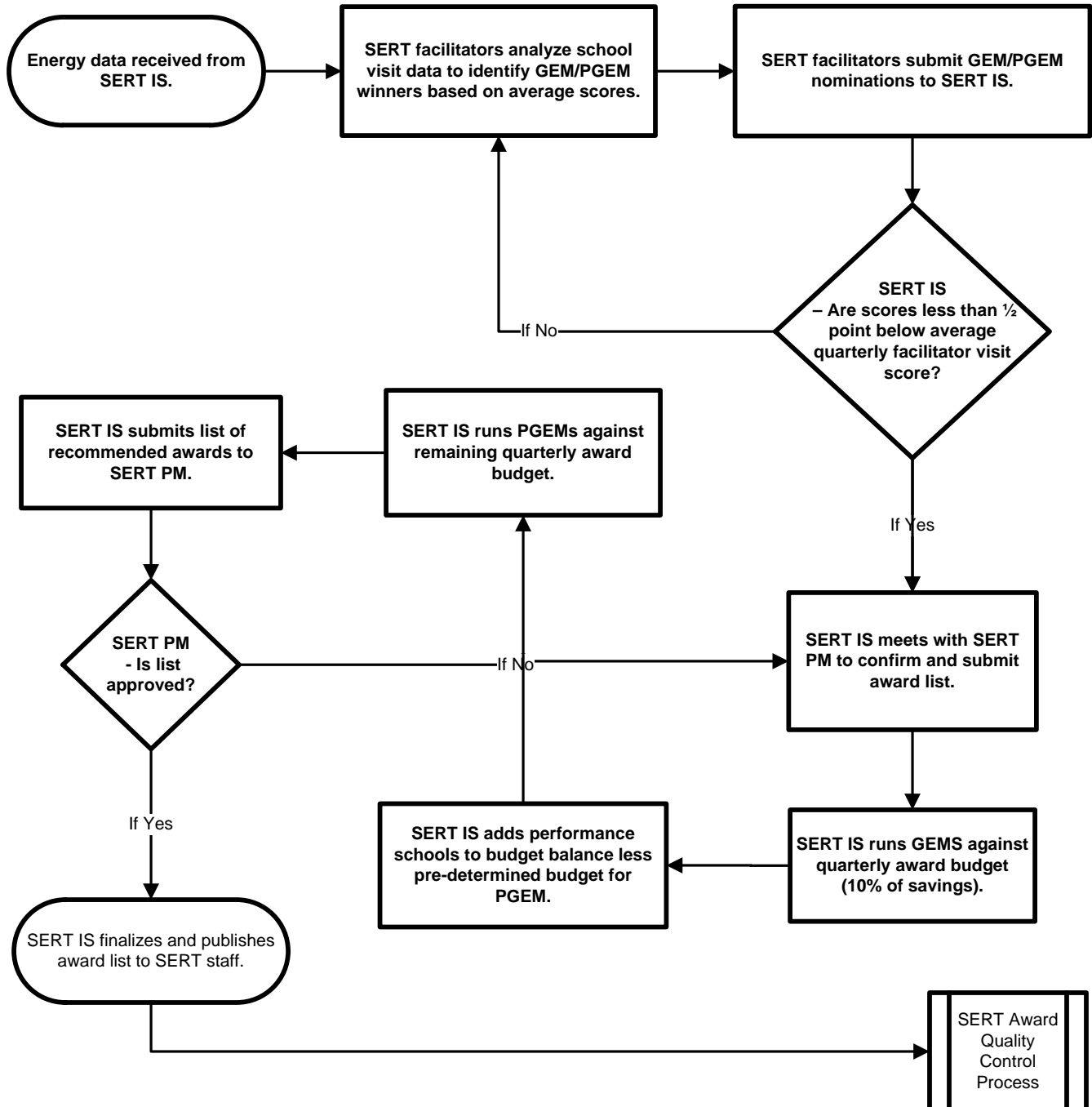| Customer Feedback	Staff Feedback
Performance Measure Review	

ENABLERS

OCOO, DOM (maintenance depots and Energy Management), SERT Program Staff, Administrators, building service staff and in-school SERT supporters

SERT Awards Identification Process

Energy data received from SERT IS.

→

SERT facilitators analyze school visit data to identify GEM/PGEM winners based on average scores.

→

SERT facilitators submit GEM/PGEM nominations to SERT IS.

SERT IS – Are scores less than ½ point below average quarterly facilitator visit score?

If No

If Yes

SERT IS runs PGEMs against remaining quarterly award budget.

SERT IS submits list of recommended awards to SERT PM.

SERT PM - Is list approved?

If No

SERT IS meets with SERT PM to confirm and submit award list.

If Yes

SERT IS adds performance schools to budget balance less pre-determined budget for PGEM.

SERT IS runs GEMS against quarterly award budget (10% of savings).

SERT IS finalizes and publishes award list to SERT staff.

SERT Award Quality Control Process

Documents Used:

M:\SERT\Accounting
http://www.montgomeryschoolsmd.org/departments/facilities/greenschoolsfocus/pdf/GEM.pdf
M:\SERT\General_Admin\Facilitators

Process for SERT Awards Identification Process

PURPOSE:

- This process was developed to determine which schools should receive SERT Energy Awards.

PROCESS SUMMARY:

- Process begins when quarterly energy data has been investigated and approved by SERT PM.
- SERT IS compares current data to baseline data and rate schools by % increase/decrease usage.
- SERT facilitators to utilize observation data to analyze school visit data to identify GEM/PGEM winners based on average points.
- SERT facilitators submit GEM/PGEM recommendations to SERT IS.
- SERT IS reviews/confirms recommended schools score less than 0.5 point below average score.
- SERT IS meets with SERT PM to confirm and submit award list.
- SERT IS runs GEMs against quarterly award budget (10% of savings).
- SERT IS adds performance schools to budget balance less pre-determined budget for PGEM.
- SERT IS runs PGEMs against remaining quarterly award budget.
- SERT IS submits list of recommended awards to SERT PM for final approval.
- SERT IS finalizes and publishes award list to SERT staff.
- SERT IS publishes award winners to the public after DFM director's approval of the Associate Superintendents memos announcing award winning schools.

DESCRIPTION:

Awards are identified under three separate scenarios:
1. Great Energy Management (GEM)
   a. Schools are identified by SERT Program during summer evaluation
   b. Schools must score below average on quarterly data visits
2. Energy Performance (data driven)
   a. Schools are rated by percentage of savings as compared to their pre-established baseline data
   b. Schools missing reliable data for any quarter can be considered as a PGEM
3. PGEM awards
   a. Special consideration is given to schools that are actively participating in energy conservation programs and do not qualify for GEM or performance awards for various facility issues.
   b. Eligible schools are nominated by facilitator criteria:
      i. School is not listed as a GEM
      ii. School is actively participating in energy conservation strategies
      iii. Energy data is not available or is under investigation
      iv. School scores below average on SERT facilitator performance data

MCPS School Energy and Recycling Team (SERT)
Total Annual Energy Savings vs Total Annual Energy Awards