



FAYETTE COUNTY PUBLIC SCHOOLS

**Executive Summary  
Fayette County Public Schools Board Meeting  
Agenda Item**

**MEETING: Planning**

**DATE: 6/13/2016**

**TOPIC: Memorandum of Agreement between KSBA and FCPS for LGE-KU School Energy Managers Project for Fiscal Year 2017 and 2018**

**PREPARED BY: Shelley Chatfield, General Counsel for FCPS**

**Recommended Action on: 6/20/2016  
Action Item for Vote (REGULAR MEETING)**

**Superintendent Prior Approval: No**

**Recommendation/Motion: Approval of Memorandum of Agreement between KSBA and FCPS for LGE-KU School Energy Managers Project**

**Background/Rationale: Board Policy 01.11 states that contracts with the district with expenditure above \$20,000 must be approved by a vote of the Board.**

**Policy: 01.11**

**Fiscal Impact: \$45,882.00**

**Attachments(s):** Click here to enter text.

**AN EQUAL OPPORTUNITY SCHOOL DISTRICT**

Board of Education: Melissa Bacon, Chair • Amanda Ferguson, Vice Chair • Douglas Barnett • Daryl Love

Superintendent Emmanuel Caulk

701 East Main Street, Lexington, Kentucky 40502 • Phone: 859.381.4100 • [www.fcps.net](http://www.fcps.net)

**Mailing Address:** 1126 Russell Cave Rd., Lexington, Kentucky 40505

**MEMORANDUM OF AGREEMENT**

**BETWEEN THE**

**KENTUCKY SCHOOL BOARDS ASSOCIATION (KSBA)**

**AND**

**FAYETTE COUNTY SCHOOLS**

**LGE-KU SCHOOL ENERGY MANAGERS PROJECT**

**THIS MEMORANDUM OF AGREEMENT (the "AGREEMENT")** is made and entered into this June 2, 2016 by and between the Kentucky School Boards Association, 260 Democrat Drive, Frankfort, Kentucky 40601 (hereinafter "KSBA") and Fayette County Schools, 1126 Russell Cave road, Lexington, KY, 40505, (hereinafter "District").

**W I T N E S S E T H:**

**WHEREAS**, KRS 160.325 requires school districts to respond to rising energy costs by focusing on the management of its various uses of energy; and

**WHEREAS**, KRS 160.325 requires on or before December 1, 2011, a report to the Kentucky Department of Energy Development and Independence and the Kentucky Legislative Research Commission on the status of the development of energy management plans by boards of education and the anticipated savings to be obtained from those plans; and

**Whereas**, board policy 05.23 requires the Superintendent to direct the development of an energy management plan (EMP) and oversee the implementation and maintenance of the plan and report by October 1 of each year the EMP results for each fiscal year, including annual District energy usage, costs and anticipated savings; and

**WHEREAS**, KSBA has been designated by the Department of Energy Development and Independence to receive the individual reports and provide statewide data addressed in KRS 160.325; and

**WHEREAS**, KSBA is a nonprofit corporation, governed by a statewide board of directors, comprised of school board members from public school systems in the Commonwealth of Kentucky; and

**WHEREAS**, KSBA in 2010 implemented the School Energy Managers Project ("SEMP") to support district efforts to achieve energy savings as contemplated by KRS 160.325; and

**WHEREAS**, District recognizes the opportunity to conserve both financially and environmentally by implementing an energy management plan; and

**WHEREAS,** The Louisville Gas and Electric ("LGE") and Kentucky Utilities ("KU") Companies have been authorized by the Kentucky Public Service Commission in PSC Case No. 2015-00398 to continue their Energy Management Program for Schools through provision of funds of \$1,450,000 during FY2017 and FY2018 to provide matching funds for energy managers employed to serve public districts with schools located in their service territory; and

**WHEREAS,** KSBA and LGE-KU have entered into an Energy Management Program Agreement (the "Program Agreement") whereby KSBA agreed to coordinate and administer through SEMP a grant program to provide the matching funds and support for energy management programs at the district level; and

**WHEREAS,** KSBA, pursuant to the Program Agreement, can reimburse districts based on the relationship of LGE-KU served K-12 schools to total district K-12 schools up to 50 percent of the salary, not to exceed \$27,500 annually, for a full-time Energy Manager position during FY2016.; and

**WHEREAS,** the expenditure of funds shall be monitored and subject to LGE-KU review within the terms of the Program Agreement; and

**WHEREAS,** District is a body politic and corporate, pursuant to KRS 160.160, having the authority to contract; and

**NOW, THEREFORE,** in consideration of the mutual covenants and conditions contained herein, and for other good and valuable consideration, the receipt, mutuality and sufficiency of which is hereby acknowledged by the parties to this AGREEMENT, KSBA and District hereby COVENANT AND AGREE to the following terms and conditions of the School Energy Managers Project and to participate in the program as follows:

## 1. OBLIGATIONS OF District

1.1 District shall undertake the following obligations for LGE-KU served K-12 schools and further agrees that such terms shall be binding as applicable on the participating districts sharing resources as provided in the premises:

1.1.1 Employ an Energy Manager to comply with the energy management grant awarded to District by KSBA beginning July 1, 2016 and continuing through June 30, 2018;

1.1.2 Develop a job description for the energy manager position that includes the following responsibilities:

- Assist district energy committee with implementation and maintenance of district EMP.
- Analyze utility bill correctness and develop baselines to facilitate computation of ongoing energy savings.
- Facilitate and/or conduct building energy assessments and identify actions to enhance efficient use of energy.
- Review existing building operation procedures and implement revised procedures to facilitate more efficient energy use practices.
- Implement and support Energy Teams at the individual school level.
- Maintain accurate records and databases for efficient program monitoring and evaluation.
- Communicate efficient energy usage practices and achievements to faculty, staff, students and the community.
- Evaluate opportunities for ENERGY STAR Certification and develop and implement practices to achieve such certification.
- Participate in Professional Development opportunities to better understand relationship between energy management, school districts and its relationship to educational, financial and environmental goals and objectives.
- Collaborate with teachers in developing energy efficiency as a core curriculum element.

1.1.3 ANNUALLY the district shall submit to KSBA:

- An Energy Management Plan ("EMP") and identify anticipated savings as consistent with KRS 160.325;
- An Energy Management Report ("EMR") also consistent with KRS 160.325;
- An Energy Management Work Plan which details the activities to achieve an annual 2.5 percent Energy and Demand Reduction:

1.1.3.1 A WORK PLAN developed by:

- Auditing the district's facilities and identifying energy efficiency improvements which will improve the districts energy utilization;
- Developing a comprehensive list and cost of the identified Energy Conservation Measures (ECMs);
- Prioritizing and creating a timeline for implementation of the ECMs;
- Presenting for approval by the District Energy Team the ECMs into SCHEDULED short-term and long-term activities to be recommended to the Superintendent and Board of Education for budget inclusion and action.

1.1.4 QUARTERLY (within 45 days of the end of the quarter), the district and Energy

Manager shall report:

- Total monthly electric and gas demand and energy usage separated by LGE-KU and non LGE-KU service and by demand billed and non-demand billed on forms provided KSBA.
- A list of the annual WORK PLAN activities implemented during the quarter.
- Provide invoice(s) and supporting documentation quarterly as required to KSBA for costs to be reimbursed subject to terms of this Agreement;

1.1.5 MONTHLY, the district shall provide KSBA monthly timesheets for the Energy Manager that shows time spent for each district served by the Energy Manager;

1.1.6 As APPLICABLE, the district and Energy Manager shall also:

- Provide for its Energy Manager to participate in energy management training, as coordinated by KSBA;
- Certify one or more new ENERGY STAR Rated Schools

- Support student energy team projects
- 1.1.7 Comply with the applicable requirements of the attached Program Agreement, which is attached and is hereby incorporated into this AGREEMENT;
  - 1.1.8 Retain all records relating to the Project for at least three (3) years after the end of the term of this AGREEMENT;

## 2. OBLIGATIONS OF KSBA

### 2.1 KSBA shall undertake the following obligations:

- 2.1.1 Pay District the amounts as listed under "LGE-KU Funding" as set forth on Attachment A or until termination of the MOA, whichever occurs earlier, prorated on a monthly basis as allowed by the terms of the Program Agreement
- 2.1.2 Payment will be made no less than quarterly within 30 days of receipt of payroll records from District;
- 2.1.3 Assist with the training, coaching and the establishment, monitoring and evaluation of performance goals of the Energy Manager;
- 2.1.4 Coordinate planning and scheduling of technical and professional development for the Energy Manager;
- 2.1.5 Assist the Districts in complying with the requirements of KRS 160.325 and Board Policy 05.23;
- 2.1.6 Assist the Energy Manager in communicating with the school administration and the local community regarding the program.

## 3. MUTUALITY OF OBLIGATIONS

- 3.1 The obligations imposed upon the parties to this AGREEMENT are for the benefit of the parties and we each hereby agree that timely fulfillment of each and every obligation in accordance with this AGREEMENT is material and necessary. In the event of a material breach by either party to this AGREEMENT, the other party shall give written notice of the

breach to the breaching party and the opportunity to cure such breach within (10) business days. Upon the failure of the breaching party to cure within said timeframe, the non-breaching party may terminate this AGREEMENT upon notice without further obligation to the other party.

- 3.2 Except as otherwise provided in this AGREEMENT, the parties to this AGREEMENT shall be solely responsible for any costs incurred in fulfilling their obligations under the AGREEMENT, and no party shall have any claim against the other party for reimbursement of such costs.
- 3.3 District agrees and understands that this AGREEMENT allows for a potential grant funding source which, subject to conditions of the grant and as set out herein, may apply towards certain costs of energy positions and District further agrees and understands that District shall be solely responsible for any and all legal, statutory, contractual, and financial obligations (over and above proper application of grant funding, including, but not limited to employee benefits) which apply by and between District and individuals hired by District in energy related positions. Nothing herein shall be deemed to create an employment or third party beneficiary or contractual relationship between individuals hired by the district in energy related positions and KSBA, the Commonwealth of Kentucky, or any agency thereof.

#### 4. TERM OF AGREEMENT

- 4.1 It is agreed and understood that this AGREEMENT shall run from July 1, 2016 through June 30, 2018, or until termination of the Program Agreement as otherwise provided herein.

#### 5. CANCELLATION

- 5.1 This AGREEMENT can be terminated without cause by mutual consent of the parties following thirty (30) days prior written notice to the other party, by the district upon giving



of sixty (60) days written notice to KSBA prior to July 1, 2017 or by KSBA at any time upon depletion of the grant funding and for cause as provided for in paragraph 3.1.

6. NOTICE

- 6.1 Notices required under this agreement shall be mailed by registered or certified mail, or hand-delivered, to the District Schools' Superintendent at the address at the beginning of this AGREEMENT and to the KSBA Executive Director at the address at the beginning of this AGREEMENT.

IN WITNESS WHEREOF, KSBA and District have executed this AGREEMENT as of the date first written above.

AGREED TO BY:

Kentucky School Boards Association

  
Mike Armstrong, Executive Director

Date: 6-2-16

District School Board of Education

\_\_\_\_\_  
Board Chairperson

Date: \_\_\_\_\_

Attested by: \_\_\_\_\_  
Board Secretary

Date: \_\_\_\_\_

ATTACHMENT A  
LGE-KU GRANT FUNDING ALLOCATION

6/1/2016

Energy Manager salary capped at \$55,000 to receive 50% match

KU-LGE Funds allocated based on K-12 schools in their service area

State will fully fund health insurance and retirement benefit similar to other non-federal employees.

Districts are responsible for local provided benefits, office expense and travel

Assumptions

21 Schools Constitute a FTE Energy Manager Position  
\$55,000 Salary  
50% LGE-KU Match # of LGE-KU Schools Only

					FY2017 & FY2018		
	Total Schools	LGE-KU K-12 Schools	% FTE	% LGE-KU Schools	Salary Allocation for Energy Management	LGE-KU Grant Share	District Responsibility After Grant
Energy Manager	51	50	100%	98%	\$55,000	\$26,961	\$28,039
Energy Controller	51	50	100%	98%	\$35,000	\$17,157	\$17,843
TOTAL	51	50	100%	98%	\$90,000	\$44,118	\$45,882



260 Democrat Drive  
Frankfort, KY 40601  
1-800-372-2962 • FAX (502) 695-5451  
KSBA Website: [www.ksba.org](http://www.ksba.org)

June 1, 2016

Mr. Emmanuel Caulk, Superintendent  
Fayette County Schools  
1126 Russell Cave Road  
Lexington, KY 40505

Dear Superintendent Caulk:

I am pleased to announce that the Louisville Gas and Electric Company (LG&E) and Kentucky Utilities Company (KU) on March 30, 2016 received approval from the Public Service Commission (PSC) to extend their funding of the School Energy Managers Program (SEMP) for schools. KSBA and the companies are in process of executing an agreement for KSBA to distribute the funds to districts to provide matching funds for energy managers in their respective service territories during FY2017 and FY2018.

KSBA represented school district interests by urging KU and LG&E to commit to this funding for SEMP during their 2014 rate case. The funds will provide a fifty percent match of an energy manager's salary (capped at \$55,000 for grant calculation purposes only) in FY2017 and FY2018. As with prior years the amount of the award will be determined by the ratio of your district's K-12 schools served by the companies to your total K-12 schools. Energy manager's health insurance and retirement benefits will be funded by the state similar to other nonfederal employees.

KSBA will continue to administer this program and will coordinate training and reporting along with assistance in development of work plans for energy managers to achieve energy management goals. As applicable we encourage either continuation of existing partnerships, consideration to reestablishment of prior SEMP partnerships or establishment of new partnerships as the partnership model has proven to be an efficient and cost effective approach. As the case with SEMP, a lead district will assume the role of employer and share the cost and service of the energy manager with its partnering districts.

Attached for Board approval are two copies of a Memorandum of Agreement with KSBA to receive the funding. Please execute and return one copy for our records.

Please address any questions to Ron Willhite at 502-727-6661, 502-783-0058 or at [ron.wilhite@ksba.org](mailto:ron.wilhite@ksba.org) or Jon Nipple at 502-209-0334, 502-783-2711 or [jon.nipple@ksba.org](mailto:jon.nipple@ksba.org).

Sincerely,

Mike Armstrong  
Executive Director

cc: Ron Willhite  
Jon Nipple  
Logan Poteet

Attachments: Funding Spreadsheet