

**Business Office Update**  
**April 10, 2013, 2013 COW Meeting**

**Cash Flow**

- A second TAW in the amount of \$500,000 was needed in March for cash flow. This brings the TAW's outstanding to \$1,000,000. I anticipate that we will need another \$500,000 in either late April or early May.

**Property Tax Cycle Dates**

- April 10—State multiplier comes from the Department of Revenue (It is highly likely it will be a positive multiplier again)
- April 12—Extension worksheets are sent to the districts for PTELL cuts (At this point, I will know the District's Equalized Assessed Value)
- April 17—Deadline for district to return signed worksheets
- April 19—Final certifications are sent to the districts for their approval
- April 22—Deadline for returning cert approval forms
- April 23—Rates are certified to the Treasurer's office and their billing process begins

**Health, Dental, Vision – Open Enrollment**

- Open Enrollment will be conducted from April 22 – May 3, 2013
- There are two major changes in the health insurance plan for next year
  - **Women's Health Expansion** - These new guidelines will go into effect for our plan on June 1, 2013 and cover the following health services:
    - Well-woman visits
    - Gestational diabetes screening
    - Human papillomavirus (HPV) DNA testing for women age 30 and older
    - Sexually transmitted infection (STI) counseling Human immunodeficiency virus (HIV) screening and counseling
    - FDA-approved contraception methods and contraceptive counseling
    - Breastfeeding support, supplies and counseling
    - Domestic violence screening and counseling
  - **Hours required for full-time employee status for health insurance benefits**
    - Next year, the Affordable Care Act specifies 30 hours (currently 35) is to be used as the number of hours required to be considered a full-time employee for health insurance purposes

**Food Service**

- The food service bid process that we went through last summer allows the district to renew the current contract with Arbor Management as long as the increase doesn't exceed the CPI increase for "Food Away from Home" (2.5%).
- I will be recommending that the board approve the extension of the Arbor Management Contract for the 2013-14 school year. The contract reflects a 2.5% increase over the current contract.

### **Summer Projects**

- We are still working on the summer project list. A first draft is attached for your review

### **Summer Help**

- Typically, we hire 6 – 8 individuals for summer help. For the 2013 summer season, I would recommend that we hire 4 - 6 individuals.
- I would like to have two of our current part-time employees move to temporary full-time status for the summer (5 additional hours per day total).
- I would also like to allow our current school-year employees to apply. We have already had three of our current employees inquire about the possibility of summer work.

### **FY 2014 Budget Preparation Update**

- I am in the process of meeting with the various program administrators to develop the 2013-14 budget. We are looking at staffing, purchased services, supplies, equipment, etc... Once this process is finished, I am hopeful that the salary and benefit information.
- General State Aid - The governor is recommending that the General State Aid be prorated at 82% for the 2013-14 school year instead of the current 89% - equivalent to reducing the foundation level from \$6119 to \$5452 per pupil. I estimate that if this is implemented, the district would lose an additional \$190,000 for the 2013-14 school year.
- Regular Transportation – The Governor’s budget also includes transportation reimbursement to be pro-rated at 20% for both regular and vocational programs. This year, transportation was pro-rated at 76%. Based on the claim that was filed for the 2012-13 school year funding, the district would have received \$4,003.20 in regular transportation reimbursement instead of \$452,131.98 that will eventually be received (a loss of \$448,128.78). A copy of the calculations is attached.

### **Smart Energy Design Assistance Center (SEDAC) Energy Assessment & Feasibility Report**

- Last Spring, the district began working with SEDAC to conduct an energy assessment. This a program that is funded primarily through the Illinois’ utility companies
- An executive summary of the SEDAC report is attached.
- The Head of Building & Grounds, Terry Miller, and I will review all of the recommendations and recommend to the board if we agree to complete all of the recommendations at once or to phase them in over time. There may also be some recommendations that we don’t recommend for implementation.
- We will also explore the option of either using an “Energy Performance Contract” or using existing Capital Projects Funds to implement the recommendations that are selected for implementation.

## **Building & Grounds Update**

- Custodial Training
  - The custodial staff participated in a training session on February 6, 2013 that focused on restroom cleaning. With this training, the staff has completed the SCORE training curriculum that focused on Green Cleaning Practices as required by the Illinois Green Cleaning Act.
  - The custodial staff was also awarded an “SIPC Green Cleaning Silver Status” award. The SIPC is the Schools of Illinois Public Cooperative. Over 500 school districts use the SIPC green cleaning program.
- Water Problems @ Millburn Elementary School
  - On Saturday, March 23, a major water problem was discovered. The large water tank had over-pressurized, damaged the secondary water pressure tank, broke a pressure gauge, and broke a T in the copper water pipe. As a result, water was spraying across the boiler room.
  - The tank was re-pressurized on Saturday, but the water was not turned back on until Monday when the appropriate size copper pipe could be purchased and installed to replace the T that split.
  - The Newport Fire Department took our fire alarm offline until water pressure was restored on Monday, April 1. We had at least one custodian in the building 24/7 over the weekend on fire watch since the fire alarm was off-line.
  - The “Before & After School Program” was moved to Millburn Middle School on Monday, April 1 because of the water issue.
  - Water service was restored by early afternoon on Monday, April 1.
  - A new compressor has been ordered for the large water storage tank. We are getting prices for replacement of the water pressure tank for the secondary filtration unit. By the date of our meeting (April 10), I am hopeful that the final repairs will be completed.
- Johnson Control Contract
  - The district HVAC equipment is managed by Johnson Controls Software. I was able to negotiate a one year contract with Johnson Control for 40 hours of on-site service from Johnson Controls. The contract results in a 19% discount in the hourly charge and eliminates the zone charge (\$94.50) and fuel surcharge (\$30) of per visit.

## **Professional Activities:**

- I attended the Illinois Association of School Business Officials “Planning & Construction Professional Development Committee” meeting on March 13, 2013
- Bernadette Hanna and I attended a workshop on the new professional educator licensure system and PEAC/PERA (the new certified staff evaluation system) on April 5, 2013 in Elk Grove Village, IL. The current educator certificates are being replaced by educator licenses as a result of Public Act 97-0607. A summary of the major changes in the licensure system is attached.

		FY 2013 for School Year 2011-2012 Prorated @76%	FY 2013 for School Year 2011-2012 Prorated @20%
<b>REGULAR/VOCATIONAL PUPIL TRANSPORTATION REIMBURSEMENT SUMMARY</b>			
26	Weighted eligible pupils ([Line 7a + 7c] x 2)	2,502.00	2,502.00
27	Total Weighted pupils (line 26 + Line 7b)	2,502.00	2,502.00
28	Cost per pupil (Line 23, Col. A divided by Line 27)	327.15	327.15
29	Total cost to transport noneligible pupils (Line 28 X [Line 7b])	0	0
30	Allowable regular pupil transportation cost (Line 23, Col. A - Line 29)	818,551	818,551
31	Prorated allowable regular transportation cost (Line 30 X 75.47957576%)(*)	617,838.82	163,710.20
32	General state aid equalized assessed valuation (2010)	276,178,071.00	276,178,071.00
33	<b>Qualifying Amount (Line 32 x .0006)</b>	165,706.84	165,706.84
	The qualifying tax rates for regular pupil transportation are as follows:		
	.0005 for high school district (grades 9-12)		
	.0006 for elementary school district (grades K-8)		
	.0007 for unit district (grades K-12)		
34	Special equalization claim amount (Line 31 - Line 33), zero if negative	452,131.98	0.00
35	4/5 Prorated allowable regular transportation cost (80% of Line 31)	494,271.05	130,968.16
36	Transportation fund tax rate (2009)	0.00146000	0.00146000
37	Insufficient levy penalty, if applicable	0.00	0.00
	If Line 36 is less than .0012 and Line 34 is <b>greater than</b> Line 35, an insufficient levy penalty is determined as follows: <b>Lesser of</b> (.0012 minus Line 36 x Line 32) <b>OR</b> Line 34 minus Line 35.		
	<b>There is no penalty when Line 34 is less than Line 35, Go to Line 38.</b>		
38	Regular pupil transportation flat grant (@ \$16.00 X [Line 7a + Line 7c])	20,016.00	20,016.00
39	Prorated regular pupil transportation flat grant (Line 38 X 75.47957576%)(*)	15,107.99	4,003.20
40	<b>Regular pupil Transp. Reimb. (Greater of (Line 34 - Line 37) or Line 39)</b>	<b>452,131.98</b>	<b>4,003.20</b>
41	Vocational education pupil transportation reimbursement (80% of Line 23, Col. B)	0.00	0.00
42	<b>Prorated vocational pupil transportation reimb. (@ 75.47957576%)(8)</b>	<b>0.00</b>	<b>0.00</b>
43	<b>Gross Regular/vocational pupil transportation. Reimb. (Line 40 + Line 42)</b>	452,131.98	4,003.20
44	Regular/vocational pupil transportation adjustments, if applicable		
	a. Equalized assessed valuation correction - prior year	0.00	0.00
	b. Audit adjustment - prior year	0.00	0.00
	Total regular/vocational adjustments	0.00	0.00
45	<b>Net allowable regular/vocational pupil transp. Reimb. (Line 43 + Line 44)</b>	<b>452,131.98</b>	<b>4,003.20</b>
<b>SPECIAL EDUCATION PUPIL TRANSPORTATION REIMBURSEMENT SUMMARY</b>			
46	Special education pupil transportation reimbursement (80.00% of Line 23, Col. C)	289,462.40	289,462.40
47	Prorated special education pupil transportation reimb. (Line 46 x 99.70512654%)(*)	288,608.85	288,608.85
48	Special Education pupil transportation adjustment, if applicable	0.00	0.00
49	<b>Net allowable special education pupil transp. Reimb. (Line 47 + Line 48)</b>	288,608.85	288,608.85



# SEDAC

[www.sedac.org](http://www.sedac.org)

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1-800-214-7954

|

[info@sedac.org](mailto:info@sedac.org)

**SMART  
ENERGY  
DESIGN**  
Residence Center

## Level 3 Energy Assessment & Feasibility Report



### Millburn Elementary School

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**Published:** 3/15/2013

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**SEDAC Report Author:** Emmy Riley

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**Facility Location:** 18550 Millburn Rd., Wadsworth, IL, 60083

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**Site Visit:** 9/21/2012

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University of Illinois  
Smart Energy Design Assistance Center  
1 Saint Mary's Road, Champaign, IL 61820



**Illinois**  
**Department of Commerce**  
& Economic Opportunity  
Pat Quinn, Governor



*This report was prepared as the result of work by a member of the staff of the Smart Energy Design Assistance Center (SEDAC). It does not necessarily represent the views of the University of Illinois, its employees, or the State of Illinois. SEDAC, the State of Illinois, its employees, contractors and subcontractors make no warrant, express or implied, and assume no legal liability for the information in this report; nor does any party represent that the uses of this information will not infringe upon privately owned rights. This report has not been approved or disapproved by the Illinois Department of Commerce and Economic Opportunity nor has the Department passed upon the accuracy or adequacy of the information in this report. Reference to brand names is for identification purposes only and does not constitute an endorsement. All numerical data are order of magnitude estimates and the number of digits shown is an artifact of the calculation procedure; they are not meant to imply greater accuracy or precision.*

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**Facility Contact 1:**

Stephen Johns

Business Manager

Millburn C.C. School District 24

(847) 356-8331

Email

---

**Facility Contact 2:**

Jason Lind

Superintendent

Millburn C.C. School District 24

(847) 245-1600 ext. 1647

[jlind@millburn24.net](mailto:jlind@millburn24.net)

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**SEDAC**

**Building Energy Specialist:**

SEDAC

(217) 244-3380

[emmy@sedac.org](mailto:emmy@sedac.org)

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## Executive Summary

This report provides information and strategies to reduce annual utility consumption and costs through load reduction and energy efficiency at Millburn Elementary School, located in Wadsworth, Illinois.

The school occupies a 178,683 square foot (sf), two-story building originally constructed in 1961. Additions were made to the building in 1968, 1988, 1997, and 2000. This project has an initial energy use intensity of 53 kBtu/sf/yr, which is considered above average performance for a building of this type. The calculated building data is provided in Table 1.

Table 1: Existing Building Billed Data

Estimated Annual Consumption	Electricity (kWh)	Electric Demand (kW)	Natural Gas (Therms)	Annual Utility Cost (\$)	Energy Use Intensity (kBtu/sf/yr)
Existing Building Billed Consumption	1,229,416	330	53,621	\$149,975	53

The report identifies a total of \$30,974 in potential annual energy cost savings for the facility from a package of seven **energy cost reduction measures** (ECRMs). These savings represent a potential 16% reduction in total energy consumption (kBtu/sf/yr) and a 20% reduction in annual energy costs.

The recommended energy-saving strategies include:

- **ECRM 1: Low Wattage T8 Retrofit** – Replace all 34W T12 and 32W T8 lamps with 28W lamps.
- **ECRM 2: Lighting Occupancy Sensors** – Install lighting occupancy sensors in classrooms, restrooms, offices, and intermittently-used spaces.
- **ECRM 3: Gym Lighting Upgrade** – Replace 250W metal halide fixtures in both gyms with 3-lamp 54W T5HO fixtures.
- **ECRM 4: VSD on Hot Water/Chilled Water (HW/CHW) Pumps** – Install variable speed drives (VSDs) on two 10 HP pumps in the new boiler room and a 7.5 HP pump in the upstairs boiler room.
- **ECRM 5: Vacation Shutdown** – Disconnect all plug loads and selectively space condition during vacation periods and summer months.
- **ECRM 6: BAS Schedules** – Optimize building automation system (BAS) scheduling and setpoints.
- **ECRM 7: Mini-fridge Removal** – Remove mini-fridges in classrooms and offices.
- **Package 1: ECRMs 1 – 7**

Each ECRM was modeled individually to enable the reader to see the potential effect of each ECRM on annual utility bills. The ECRMs were then modeled together as a package to account for the interaction between measures. Note that concurrent implementation of multiple ECRMs often results in different total savings than the sum of the individual ECRMs.

The energy and cost savings associated with these individual measures, as well as the recommended package of ECRMs, are reported in the following table.

**Table 2: Modeled Energy and Cost Savings**

Modeled Annual Savings from ECRMs and Packages	Annual Facility Savings					
	Electricity (KWh)	Electric Demand (KW)	Natural Gas (Therms)	Energy Cost Savings (\$)	Cost Savings (%)	Energy Savings (%)
ECRM 1: Low Wattage T8 Retrofit	49,818	25	(340)	\$4,543	3.0%	1.4%
ECRM 2: Lighting Occupancy Sensors	41,515	0	(283)	\$3,786	2.5%	1.2%
ECRM 3: Gym Lighting Upgrade	9,912	5	(68)	\$904	0.6%	0.3%
ECRM 4: VSD on HW/CHW Pumps	24,618	0	0	\$2,347	1.6%	0.9%
ECRM 5: Vacation Shutdown	62,024	31	2,333	\$7,339	4.9%	4.7%
ECRM 6: BAS Schedules	92,760	0	3,931	\$11,246	7.5%	7.4%
ECRM 7: Mini-fridge Removal	19,333	2	(76)	\$1,797	1.2%	0.6%
Package1: ECRMs 1 - 7	289,626	60	5,497	\$30,974	20.7%	16.1%

**Notes to Table 2:**

- (1) Results are in today's dollars on a pre-tax basis. This analysis does not include a likely fluctuation in energy prices over the analysis period.
- (2) When ECRMs are implemented as a package, results vary from application of individual ECRMs.



The economic analysis of the ECRMs and the ECRM package is reported in the following table:

**Table 3: Economic Analysis**

	Energy Cost Savings (\$)	Capital Cost (\$)	IRR (%)	NPV (\$)	Simple Payback (SPB) (years)
ECRM 1: Low Wattage T8 Retrofit with incentives	\$4,543	\$15,200	27%	\$18,931	3.3
ECRM 2: Lighting Occupancy Sensors with incentives	\$3,786	\$9,500	47%	\$24,360	2.1
ECRM 3: Gym Lighting Upgrade with incentives	\$904	\$16,000	20%	\$12,601	4.2
ECRM 4: VSD on HW/CHW Pumps with incentives	\$2,347	\$4,000	95%	\$24,030	1.1
ECRM 5: Vacation Shutdown with incentives	\$7,339	\$10,500	-3%	<b>(\$3,353)</b>	11.6
ECRM 6: BAS Schedules with incentives	\$11,246	\$6,783	6%	\$187	7.5
ECRM 7: Mini-fridge Removal with incentives	\$1,797	\$8,600	26%	\$15,015	3.7
Package1: ECRMs 1 - 7 with incentives	\$30,974	\$6,990	33%	\$16,548	3.0
		\$1,000	734%	\$29,308	0.1
		\$1,000	734%	\$29,308	0.1
		\$5,000	224%	\$41,607	0.4
		\$5,000	224%	\$41,607	0.4
		\$2,400	75%	\$10,928	1.3
		\$600	299%	\$12,643	0.3
		\$58,700	52%	\$171,877	1.9
		\$33,873	91%	\$195,521	1.1

**Notes to Table 3:**

- (1) Discount rate is assumed to be 5%; ECRMs with IRR less than 5% produce a negative NPV.
- (2) The lifetime of ECRMs 1-3 and 7 is assumed to be 10 years. The lifetime of ECRMs 5 and 6 is assumed to be 5 years. The lifetime of ECRM 4 is assumed to be 15 years. The Package is calculated using a lifetime of 10 years.
- (3) Incentives noted are available from DCEO. See addition information in Section 5.

Additional (non-quantified) measures considered and recommended in this report include:

- **Un-quantified 1: Roof Insulation** – Add insulation with an R-value that exceeds R-25 continuous insulation (c.i.) when the roof over rooms 215, 216, and the White Lab is replaced.
- **Un-quantified 2: Exterior Lighting Upgrade** – Replace 100W and 175W metal halide fixtures with LED or induction fixtures.
- **Un-quantified 3: Double-Pane Doors** – Replace the two existing single-pane doors in the older part of the building with double-pane doors.
- **Un-quantified 4: Computer Power Management** – Set computers to enter sleep or hibernate mode after 20 minutes of inactivity.

Funding opportunities to reduce implementation costs are discussed in Section 5, Cost Allowances and Incentives.

This analysis does not replace engineering design, which will be necessary for project implementation and bid preparation.

To demonstrate its effectiveness to the State of Illinois, SEDAC is asked to compile quarterly reports that document implementation of energy efficiency measures. We ask that you keep us apprised of all work towards implementation of our recommendations; this information will allow us to accurately reflect subsequent savings. We will also contact you periodically to discuss the recommendations, answer questions, and review status.

Thank you for participating in the Smart Energy Design Assistance Program.



# SEDAC

[www.sedac.org](http://www.sedac.org)

| 1-800-214-7954

| [info@sedac.org](mailto:info@sedac.org)

## Level 3 Energy Assessment & Feasibility Report



### Millburn Middle School

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**Published:**

3/15/2013

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**SEDAC Report Author:**

Emmy Riley

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**Facility Location:**

640 Freedom Way, Lindenhurst, IL, 60046

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**Site Visit:**

10/3/2012

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University of Illinois  
Smart Energy Design Assistance Center  
1 Saint Mary's Road, Champaign, IL 61820



**Illinois**  
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**Facility Contact 1:**

Stephen Johns

Business Manager

Millburn C.C. School District 24

(847) 356-8331

Email

---

**Facility Contact 2:**

Jason Lind

Superintendent

Millburn C.C. School District 24

(847) 245-1600 ext. 1647

jlind@millburn24.net

Emmy Riley

**SEDAC****Building Energy Specialist:**

SEDAC

(217) 244-3380

emmy@sedac.org

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## Executive Summary

This report provides information and strategies to reduce annual utility consumption and costs through load reduction and energy efficiency at Millburn Middle School, located in Lindenhurst, Illinois.

The school occupies approximately 124,000 square feet (sf) of a two-story building constructed in 2005. This project has an initial energy use intensity of 64 kBtu/sf/yr, which is considered average performance for a building of this type. The billed building data is provided in Table 1.

Table 1: Existing Building Billed Data

Estimated Annual Consumption	Electricity (kWh)	Electric Demand (kW)	Natural Gas (Therms)	Annual Utility Cost (\$)	Energy Use Intensity (kBtu/sf/yr)
Existing Building Billed Consumption	1,144,453	544	40,347	\$130,263	64

The report identifies a total of \$27,320 in potential annual energy cost savings for the facility from a package of seven energy cost reduction measures (ECRMs). These savings represent a potential 17% reduction in total energy consumption (kBtu/sf/yr) and a 21% reduction in annual energy costs.

The recommended energy-saving strategies include:

- **ECRM 1: Low Wattage T8 Retrofit** – Replace all 32W T8 lamps with 28W lamps.
- **ECRM 2: Lighting Occupancy Sensors** – Install lighting occupancy sensors in classrooms, restrooms, offices, and intermittently-used spaces.
- **ECRM 3: Gym Lighting Upgrade**<sup>1</sup> – Replace 250W metal halide fixtures in both gyms with 3-lamp 54W T5HO fixtures.
- **ECRM 4: VSD Repair** – Repair the nonfunctioning variable speed drive (VSD) controlling a 30 HP pump.
- **ECRM 5: Vacation Shutdown** – Disconnect all plug loads and selectively space condition during vacation periods and summer months.
- **ECRM 6: BAS Schedules** – Optimize building automation system (BAS) scheduling and setpoints.
- **ECRM 7: Mini-Fridge Removal** – Remove mini-fridges in classrooms and offices.
- **Package 1: ECRMs 1 – 7**

Each ECRM was modeled individually to enable the reader to see the potential effect of each ECRM on annual utility bills. The ECRMs were then modeled together as a package to account for the interaction between measures. Note that concurrent implementation of multiple ECRMs often results in different total savings than the sum of the individual ECRMs.

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<sup>1</sup> Conditional

The energy and cost savings associated with these individual measures, as well as the recommended package of ECRMs, are reported in the following table.

**Table 2: Modeled Energy and Cost Savings**

Modeled Annual Savings from ECRMs and Packages	Annual Facility Savings					
	Electricity (kWh)	Electric Demand (kW)	Natural Gas (Therms)	Energy Cost Savings (\$)	Cost Savings (%)	Energy Savings (%)
ECRM 1: Low Wattage T8 Retrofit	46,080	23	(314)	\$4,028	3.1%	1.6%
ECRM 2: Lighting Occupancy Sensors	38,400	0	(262)	\$3,356	2.6%	1.3%
ECRM 3: Gym Lighting Upgrade	12,740	6	(87)	\$1,114	0.9%	0.4%
ECRM 4: VSD Repair	24,860	0	0	\$2,279	1.7%	1.1%
ECRM 5: Vacation Shutdown	57,370	29	1,780	\$6,378	4.9%	4.7%
ECRM 6: BAS Schedules	85,800	0	3,000	\$9,750	7.5%	7.5%
ECRM 7: Mini-Fridge Removal	14,500	2	(57)	\$1,293	1.0%	0.6%
Package1: ECRMs 1 - 7	270,173	57	4,059	\$27,320	21.0%	16.7%

**Notes to Table 2:**

- (1) Results are in today's dollars on a pre-tax basis. This analysis does not include a likely fluctuation in energy prices over the analysis period.
- (2) When ECRMs are implemented as a package, results vary from application of individual ECRMs.

The economic analysis of the ECRMs and the ECRM package is reported in the following table.

**Table 3: Economic Analysis**

	Energy Cost Savings (\$)	Capital Cost (\$)	IRR (%)	NPV (\$)	Simple Payback (SPB) (Years)
ECRM 1: Low Wattage T8 Retrofit with Incentives	\$4,028	\$10,800	36%	\$19,333	2.7
ECRM 2: Lighting Occupancy Sensors with Incentives	\$3,356	\$11,000	28%	\$14,206	3.3
ECRM 3: Gym Lighting Upgrade with Incentives	\$1,114	\$13,500	-3%	(\$4,668)	12.1
ECRM 4: HW/CHW Pump VSD Repair with Incentives	\$2,279	\$8,200	27%	\$14,723	3.6
ECRM 5: Vacation Shutdown with Incentives	\$6,378	\$1,000	638%	\$25,345	0.2
ECRM 6: BAS Schedules with Incentives	\$9,750	\$5,000	194%	\$35,441	0.5
ECRM 7: Mini-Fridge Removal with Incentives	\$1,293	\$1,800	72%	\$7,798	1.4
Package1: ECRMs 1 - 7 with Incentives	\$27,320	\$49,500	54%	\$153,769	1.8
		\$28,311	96%	\$173,949	1.0

**Notes to Table 3:**

- (1) Discount rate is assumed to be 5%; ECRMs with IRR less than 5% produce a negative NPV.
- (2) The lifetime of ECRMs 1-3 and 7 is assumed to be 10 years. The lifetime of ECRMs 5 and 6 is assumed to be 5 years. The lifetime of ECRM 4 is assumed to be 15 years. The Package is calculated using a lifetime of 10 years.
- (3) Incentives noted are available from DCEO. See addition information in Section 5.

Additional (non-quantified) measures considered and recommended in this report include:

- **Un-quantified 1: DHW tank insulation** – Insulate the uninsulated 95-gallon domestic hot water storage tank.
- **Un-quantified 2: Exterior Lighting Upgrade** – Replace 100W and 175W metal halide fixtures with LED or induction fixtures.
- **Unquantified 3: Vending Controls** – Install controls on cold beverage machines.
- **Unquantified 4: Computer Power Management** – Set computers to enter sleep or hibernate mode after 20 minutes of inactivity.

Funding opportunities to reduce implementation costs are discussed in Section 5, Cost Allowances and Incentives.

This analysis does not replace engineering design, which will be necessary for project implementation and bid preparation.

To demonstrate its effectiveness to the State of Illinois, SEDAC is asked to compile quarterly reports that document implementation of energy efficiency measures. We ask that you keep us apprised of all work towards implementation of our recommendations; this information will allow us to accurately reflect subsequent savings. We will also contact you periodically to discuss the recommendations, answer questions, and review status.

Thank you for participating in the Smart Energy Design Assistance Program.



ILLINOIS CERTIFICATION – LICENSURE COMPARISON

PRIOR TO July 1, 2013	BEGINNING July 1, 2013
<p><b>DEGREE &amp; TEACHER EDUCATION PROGRAM</b>                      Hold a bachelor's degree                      Qualify for another state's teacher license/certificate</p>	<p><b>DEGREE &amp; TEACHER EDUCATION PROGRAM</b>                      Hold a bachelor's degree or higher.                      Complete another state's teacher education program, including student teaching, including 15 hours of education coursework</p>
<p><b>TESTING</b>                      1. Test of Academic Proficiency (TAP #400) TEST WAIVER AVAILABLE UNTIL 6/30/2013: If you hold a valid comparable license/certificate from another state, the TAP will be waived.                      2. Appropriate content area exam                      3. Appropriate Assessment of Professional Teaching # 101 (Early Childhood), #102 (Elementary) #103 (Secondary) or #104 (K-12).</p>	<p><b>TESTING</b>                      Illinois will no longer be waiving ANY exam                      Take and pass the following exams:                      1. Test of Academic Proficiency (TAP #400)                      2. Appropriate content area exam                      3. Appropriate Assessment of Professional Teaching # 101 (Early Childhood), #102 (Elementary) #103 (Secondary) #104 (K-12).</p>
<p><b>COURSEWORK</b>                      You will need the following course, which may have already been part of your teacher education program.                      Survey of Exceptional Child</p>	<p><b>COURSEWORK</b>                      You will need a course in each of the following, which may have already been part of your teacher education program:                      1. 3 semester hour course in Reading-methods                      2. 3 semester hour course in Content area reading                      3. 3 semester hour methods for instruction of exceptional child – cross categorical (all disabilities)                      4. 3 semester hour course in instructional strategies English Language Learners</p>
<p><b>LIMITED RECIPROcity</b>                      Illinois Provisional Certificate                      (Certificate is valid for 2 years plus the rest of the school year in which the license is received):                      If you hold a valid comparable teaching license/certificate from another state, you can apply for an Illinois Provisional Certificate along with your application for an Illinois teaching certificate.                      Deficiency letter will be issued, with expiration date one year after evaluation.  <b>MUST COMPLETE ALL REQUIREMENTS BY "DEFICIENCY LETTER EXPIRATION DATE". NEW APPLICATION ON OR AFTER 6/30/13 MEET NEW REQUIREMENTS See next column.</b></p>	<p><b>LIMITED RECIPROcity</b>                      Educator License with Stipulations-Provisional Educator                      (License is valid for 2 years plus the rest of the school year in which the license is received):                      1. You have completed another state's teacher education program (You don't need a valid comparable certificate.)                      2. You have taken and passed the Test of Academic Proficiency #400* and the appropriate content area exam.                      Deficiency letter will be issued, with expiration date one year after evaluation. <b>IF DEFICIENCIES ARE NOT MET BY THE EXPIRATION DATE, A NEW APPLICATION MUST BE SUBMITTED AND ANY NEW REQUIREMENTS WOULD NEED TO BE MET.</b>                      *ACT plus Writing score of 22 or SAT with score of 1030 may be substituted</p>

4/3/2013

DuPage Regional Office of Education

[www.dupage.k12.il.us](http://www.dupage.k12.il.us)

North Cook Intermediate Service Center

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