

# IGOE

MCPS Comprehensive Calendar  
Current Events  
Board Policies (ECA & ECF-RC)  
Montgomery County Executive Regulation 15-04 AM

## GUIDE

## INPUT

Energy and Recycling Data  
Facilitator Checklist  
Feedback and School Requests  
Principal Survey  
SERT Initiatives

**School Energy  
and Recycling Team (SERT)  
Program Implementation**

## OUTPUT

Energy Savings  
Increased Recycling Rates  
Reduced Solid Waste  
(SUCCESS)

## ENABLERS

SERT Staff  
Department of Facilities Staff  
Including: DOC, DOM, SPO  
School SERT Teams  
Knowledge, Tools and Resources  
Administrators  
OCOO

# SERT Program Implementation Process

## **PURPOSE:**

To outline the various projects, duties, and responsibilities of the SERT Program.

## **PROCESS SUMMARY:**

Timeline outlines important dates for the following:

- SERT Training Plan
- Work Group Meetings
- Communications (SERT Flash, Associate Superintendent Memos, Bulletin Articles, etc.)
- Energy Shut Downs
- SERT Facilitator Visits
- SERT Action Plan Processes
- Data and Voucher Scheduling
- Contest and Program Announcements and Deadlines
- Monthly Recycling Reports
- Annual and Semi-annual Reporting to Montgomery County Government
- Summer and Winter New Construction Schools Infrastructure Assessment/Setup
- Schools Recycling Assessment

Sub Processes have been developed for:

- Student Activity Packet
- SERT Principal Meeting Process
- SERT Correspondence
- SERT Flash Publishing
- Survey Response Follow-Up
- Active School Database Process
- Associate Superintendent memos and publishing of SERT data on website
- SERT Promotional Material Purchase
- SERT Network
- Facilitator Pay Band
- Peak Load Management
- SERT Facilitator Visits
- SPO Training Improvement
- SERT Recycling Plus
- SERT GEM Designation
- Contest Process
- SERT Awards Quality Control