

## **ENERGY MANAGEMENT AND RESOURCE CONSERVATION**

### Background

One of the responsibilities of the Board is to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

### Objective

It is the objective of this policy to provide guidance and procedures for the management of energy and resources in the District so as to conserve tax dollars spent on this resource. Additionally, it is the Board's intent to make known that this policy is the joint responsibility of Board members, administrators, teachers, students, and support personnel; and its success is based on cooperation at all levels.

### Definitions

Energy Manager – The District-wide energy managers are qualified District employees who support the operations of the District by monitoring, managing and reporting on the energy consumption of the District, and exploring and implementing programs and measures that increase energy efficiency and sustainability. Specific responsibilities include but are not limited to:

1. Maintain accurate records of consumption and cost of energy in each District building and provide information to the Facilities Director, Business Manager and the School Board.
2. Verify monthly energy usage invoices and pinpoint problem areas as well as areas of cost savings and energy use improvement.
3. Work with EnergyCap software program to provide cost analysis and consumption data to the District.
4. Identify and encourage the use of renewable and sustainable energy resources in construction projects and building modifications to incorporate as many green building initiatives and energy conservation measures as affordable.
5. Review current energy consumption rates and provide cost analysis data information.
6. Explore, examine and apply for any and all grant and energy rebate programs available to the District.
7. Review, develop and implement both short and long-term strategies in utility usage and energy conservation resulting in cost savings to the District.
8. Perform calculations of energy usage and cost analysis as it relates to setting building area rental rates.
9. Assist Administration when purchasing energy and assist in contract negotiations.

10. Provide technical and practical advice regarding energy efficiency.
11. Carry out site inspections to identify areas that can be improved to conserve energy where and when possible.
12. Benchmark energy consumption against best practice guidelines.
13. Keep up to date with the legislation and regulatory changes regarding energy consumption.

Energy Management – includes the process of tracking and optimizing energy consumption to conserve usage of energy resources such as natural gas or electrical power. These practices include collecting and analyzing continuous data, identifying optimizations in equipment schedules, setpoints and flow rates to improve energy efficiencies.

Energy Audit – is an inspection survey and analysis of the energy flows for energy conservation in the District’s buildings. This is done in an effort to reduce energy expenses and carbon footprint where feasible. An audit records the various characteristics of the building envelope and mechanical systems such as heating, ventilation and air conditioning systems to qualify the building's overall thermal and energy performance.

### Policy

It is the policy of the Board that:

1. Each building principal will work with the energy managers and the building staff to confirm that energy management practices and energy audits are being conducted and conservation program guidelines are being updated in the building.
2. The Administration will maintain accurate records of energy consumption and cost of energy in each District building and will provide information to the School Board on the goals and progress of the energy management practices.
3. The District will continue to work independently and, in conjunction with the principal in each building, to implement practical cost-effective suggestions for energy and resource conservation as brought forth by duly appointed groups.
4. Specific areas of emphasis will include:
  - a. Every student and employee, in the District, will be expected to contribute to energy efficiency and resource conservation. Every person will be expected to be an “energy saver” and not just a consumer.

- b. All unnecessary lighting in unoccupied areas will be turned off.
- c. The head custodian at each school in conjunction with the District energy managers will be responsible to ensure that all necessary energy savings steps are taken during both the occupied and unoccupied periods of time, including seasonal shutdown periods in accordance with the American Association of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) guidelines for public buildings.
- d. The Board directs the Superintendent and designee to continue to develop and then implement, short and long-range strategies in the areas of energy awareness and conservation.

Administrative Responsibility

It is the responsibility of the Administration to develop any guidelines deemed advisable to implement this policy.

Communication

This policy shall be communicated to:

- 1. All Students and Staff
- 2. The Mt. Lebanon Community

Adopted July 19, 2004  
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