

**Administrative Procedures for Policy #4550 (Supporting Services)
Regarding Resource Management and Energy Conservation**

I. Definitions

- A. Resource Management and Energy Conservation Plan – A plan that addresses the administration, education, and evaluation components necessary for meaningful resource management and energy conservation efforts on school property

II. Guidelines

- A. The Director of Facilities Management and the Energy and Environmental Specialist responsible for energy management will annually review the Resource Management and Energy Conservation Plan and, when necessary, revise it to reflect changes in management and conservation sciences and methods, recent innovations, and/or to address specific system wide needs.
- B. The annual review shall include an evaluation of progress toward established resource management and energy conservation goals, applicable energy consumption and utility data, and recommendations for revised goals, targets, and conservation strategies as necessary.
- C. The Director of Facilities Management and their designee will report annually to the Board of Education on Calvert County Public Schools' resource management and energy conservation efforts.
- D. The Resource Management and Energy Conservation Plan shall be posted on the Calvert County Public Schools' website. Citizens may request a copy of the plan by contacting the School Facilities Department.
- E. Energy consumption information and other data required by Maryland law shall be collected, maintained, and published in accordance with applicable state reporting requirements.

III. Implementation

- A. The Director of Facilities Management and the Energy and Environmental Specialist will ensure that the Resource Management and Energy Conservation Plan is reviewed, updated and implemented annually
- B. In addition to the annual report, the Director of Facilities Management will provide updates, upon request, to the Board of Education on the progress of management and conservation efforts.
- C. The Director of Facilities Management will share information with directors, school administrators, supervisors, and employees annually to outline responsibilities and promote resource management and energy conservation practices.

Supporting Services 4550.1

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Reviewed without any changes:

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- D. It is the duty and responsibility of all Calvert County Public Schools' employees to adhere to the Resource Management and Energy Conservation Plan and to conserve resources and energy whenever possible.
- E. Resource management and energy conservation practices shall be implemented in a manner that does not compromise student safety, employee safety, security systems, instructional operations, or emergency preparedness.
- F. The Resource Management and Energy Conservation Plan applies to all CCPS facilities, property, CCPS leased or owned vehicles, and vehicles contracted for official school business.
- G. The Director of Facilities Management and the Energy and Environmental Specialist shall maintain appropriate records and performance measures necessary to monitor conservation efforts and support annual reporting requirements.