

MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT**SUBJECT: ENERGY CONSERVATION IN THE SCHOOLS**

The Board of Education recognizes the importance of energy conservation and is committed to the analysis, development, and initiation of conservation measures throughout the District for the purpose of reducing energy consumption, particularly in these times of declining levels of natural energy resources and increasing cost of these resources. The Board maintains an aggressive and responsible program to reduce consumption of energy by its facilities and to provide education to both staff and students on the conservation of energy.

The District is committed to an energy conservation program that addresses not only capital-related energy projects but ongoing, day-to-day energy related issues as well. Cooperation will be required of each employee and each student to achieve a meaningful energy conservation program that results in a more efficient use of energy resources. Involvement of staff and students is essential to a successful program of energy conservation.

Energy Manager

The Director of Facilities and Operations is designated as the Energy Manager of the District and he/she shall report directly to the Board of Education and Superintendent, or their designee, on matters pertaining to energy conservation.

Role and Responsibilities

The Energy Manager must understand the basic concepts of energy-using systems and energy accounting. An Energy Manager's main tasks must include compiling energy consumption and cost data, and, together with maintenance and other departmental personnel, develop energy efficiency practices and procedures. The Energy Manager should make energy cost savings recommendations on capital improvements/projects. The Manager must also establish a monitoring system to analyze energy consumption and costs, and measure performance and the cost-effectiveness of adopted energy conservation measures.

Energy Conservation Task Force

An energy conservation task force will be established by the Superintendent and consist of at least two Board members, the Superintendent, the School Business Official, the Director of Facilities and Operations, and such other individual(s) as may be deemed necessary. The duties of this task force will include, but are not limited to, the following:

- 1) Analyzing the District's energy consumption patterns;
- 2) Selecting and recommending to the Board an energy audit or technical assistance study to determine where the District can save;

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- 3) Consider financing energy improvements with an energy performance contract. A technical assistance study can evaluate a proposed performance contract before the District enters into an agreement;
- 4) Consider cost savings from cooperative purchasing arrangements with other municipalities and school districts.

There is no general statutory authority for school districts to enter into cooperative purchasing arrangements with private corporations.

Progress reports on the implementation of energy conservation measures will be made to the Board at least annually.

Energy Conservation Practices and Procedures

The District will prepare specific written energy conservation practices and procedures for use by employees and students. These will be based upon a properly developed operating manual that defines standardized building management practices and guidelines. These provisions will address energy usage in areas such as heating/cooling temperatures, illumination levels and lighting control, control of copiers and computers, and operation of vending machines. They will also include organized checklists for procedures to be used for upcoming extended shutdowns (weekends, holidays, and summer recesses) and schedules for routine operations and maintenance to help reduce energy consumption.

District officials will perform regular "walk-through surveys" so they can document how their system operates and where energy efficiency measures can be adopted or improved.

Energy Consumption/Cost Monitoring System

District officials have established an energy consumption/cost monitoring system that will:

- 1) Determine if there are additional or alternate opportunities for energy conservation;
- 2) Compare energy consumption and related costs to performance standards or benchmarks to see if goals are being achieved; and
- 3) Help ensure that energy conservation measures that have been implemented continue to reduce energy consumption.

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An adequate monitoring system can help to identify where school officials can reduce energy consumption and costs, and ensure that the District's energy conservation plan is being followed. District officials should also keep current on conservation innovations and approaches, and identify "best practices" and products that will help them adjust to the ever-changing energy market. School officials should network with other school districts to obtain energy conservation ideas, and utilize outside resources, such as local utilities, to provide assistance in reducing energy consumption and costs.

Recommended Practices and Procedures (Examples Only, Not an Exhaustive List)Regular School and Work Days

- 1) Decrease "peak demand" electric charges by staggering the start-up time of heaters, lighting and large motors;
- 2) Switch off lights when classrooms are unoccupied or install occupancy controls (motion sensors which turn lights on and off);
- 3) Power off computers and monitors when they are not being used;
- 4) Turn on power saver features in office equipment such as copiers and printers;
- 5) Perform manufacturer recommended routine maintenance of all equipment, including HVAC systems, to ensure optimal operation;
- 6) Tighten up windows and door frames; install weather stripping.

After Hours and Weekends

- 1) An approved "Application for Use of School Facilities" is required for community groups and organizations wishing to use school facilities after hours.
- 2) Lights are to be turned on only as needed for cleaning or building usage.

Summer Months

- 1) Summer activities should be centralized in one area of the building as much as practicable, and unused areas should not be air conditioned.
- 2) Areas being cleaned or repaired should not be air conditioned.

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Long-Range Considerations

The energy conservation program is an important factor to be considered in planning effective use of school facilities, new construction, remodeling, and modernization projects.