



# Governing Board Policy

## Energy, Water and Resource Conservation

Board Policy 3511

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### Business and Noninstructional Operations

#### Energy, Water And Resource Conservation

The Governing Board recognizes the importance of minimizing the district's use of natural resources, providing a high quality environment that promotes health and productivity, and effectively managing the district's fiscal resources. To that end, the district will develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Energy Conservation and Resource Management policy is one of the many ways that we can work collectively to reduce energy expenditures. Our traditional budget pressures can be diminished with the commitment to embrace conservation practices by all staff. Utility conservation is a viable, necessary way to help reduce budget cuts in other areas and affords each and every one of us the opportunity to practice being a good steward of the district's resources.

#### Purpose and Scope

The Energy Conservation and Resource Management Program will be built on six foundations:

1. An employee and student awareness and training component to enlist the support of all district employees and students in reducing unnecessary and wasteful consumption of electricity, natural gas and water and other non renewable resources.
2. Establishment of employee practices, responsibilities and operational procedures designed to reduce electricity, natural gas and water usage and minimizing waste of consumable materials which all staff will be responsible to participate.
3. A mechanical efficiency component to ensure that new schools are designed with the most economical energy efficient equipment and older schools are remodeled and renovated to take advantage of improvements in energy efficiency.
4. A utility rate component that ensures that the district is receiving the best rate schedules available in the purchase of electricity, natural gas, and water. The district will also be taking advantage of grants, rebates and incentives where available to reduce overall energy bills.
5. Develop method of monitoring and enforcement of energy and resource conservation measures under adopted policies and procedures are implemented and adhered to.
6. District use of "green" products which will reduce waste, improve the educational environment and promote a healthier workplace and environment for learning.

**Purpose and Scope – 1**

An employee and student awareness and training component to enlist the support of all district employees and students in reducing unnecessary consumption of electricity, natural gas and water and minimizing the waste of consumable materials.

- Develop a clear and effective communication system with employees and students
- Provide an energy and resource conservation program and educational materials supporting program to employees and in-service them in how each of us can contribute
- Utilize district staff to develop appropriate curriculum for student awareness and training
- Provide classroom energy management and resource conservation teaching materials for student education and empowerment in making them aware of the benefits of conservation at home and at school
- Maximize use of educational resources and training offered through Southern California Edison, Gas Company and Water Districts

**Purpose and Scope – 2**

Establishment of employee procedures and responsibilities and operational procedures designed to reduce electricity, natural gas and water usage and minimizing waste of consumable materials promoting good stewardship of district resources.

- Recycle materials (paper, ink cartridges, etc.)
- Develop a brochure and/or handout of district approved guidelines and make available to every employee who specifically lists activities, responsibilities and procedures to reduce energy and resources.
- Develop a detailed list of equipment that are prohibited from classrooms and district-wide work stations
- Implement and maintain a preventative maintenance schedule for equipment
- Implement a reward program to recognize outstanding accomplishments and encourage other incentives

**Purpose and Scope – 3**

A mechanical efficiency component to ensure that new schools are designed with the most economical energy equipment and older schools are remodeled and renovated to take advantage of improvements in energy efficiency.

- Review and analyze lighting, heating, ventilation, air conditioning systems, water heaters, electrical equipment and appliances, water use and irrigation and solid waste and recycling systems.
- Review and take advantage of grants, rebate programs and incentives to install and replace energy conservation systems.
- Design all schools under Collaborative for High Performance Schools "CHPS" resource conservation efficiency guidelines
- Incorporate all viable resource conservation equipment and systems including efficient lighting, photo voltaic, reclaimed water, day lighting.

**Purpose and Scope – 4**

A utility rate component that ensures that the district is receiving the best rate schedules available in the purchase of electricity, natural gas, and water. The district will also be taking advantage of grants, rebates and incentives where available to reduce overall energy bills.

- Annual review of energy bills and rate schedules
- Enroll all sites (excluding Nutrition Services) in the Summer Discount Program through Southern California Edison
- Analyze and adjust school schedules and operations in order to avoid peak rate periods.

**Purpose and Scope – 5**

Develop a method of monitoring and enforcement of energy and resource conservation measures under adopted policies and procedures are implemented and adhered to and that all employees are committed to this effort.

- Assign an employee and/or student to check each site/area at the end of the day
- Regular inspection of the facilities by maintenance/operations personnel
- Involve students in the education of resource conservation and involve them in activities to save resources and energy

**Purpose and Scope – 6**

District usage of "green" products which will reduce waste, improve the global environment and promote a healthier workplace and environment for learning

- Identify "green" products for use by custodial and operations departments
- Investigate and research products and materials which are environmentally friendly
- Develop purchasing system to implement use of "green" products
- Include Collaborative for High Performance Schools (CHPS) certification as a prerequisite to new school design and existing school modernization
- Increase use of "green" products and custodial materials to at least 75 percent.

In order to adhere and comply with the established policy a resource manual will be developed addressing the ways and means of satisfying each of the designated areas under the direction and guidance of the Assistant Superintendent of Business Services. This manual will be made available to all employees of the district via the district website in addition to a hard copy provided to each school site and department.

Included in this manual will be calendar and checklist reminders of daily, monthly and seasonal activities that need to be reviewed and addressed in order to remain in compliance and assure district policy is being implemented and adhered to.

It is the responsibility of all district staff to conserve natural and energy resources just as it is to conserve the districts financial resources.