

## **ENERGY MANAGEMENT AND RESOURCE SUSTAINABILITY**

### **I. PURPOSE**

To outline District commitment to energy management and resource sustainability

### **II. SCOPE**

This policy applies to all schools, students, staff, and stakeholders of the in Shelby County Schools.

### **III. POLICY STATEMENT**

The Shelby County Board of Education recognizes the importance of energy management and resource sustainability for the efficient operation of the school District. Sound energy management practices demonstrate fiscal responsibility and reduce negative environmental impacts. The Board supports an energy management program that addresses energy conservation, resource sustainability, procurement and equitable distribution of resources for energy management purposes, energy preservation and maintenance, and strategies to eliminate waste, improve efficiency, and realize overall energy cost savings.

The Board believes that energy management is a joint effort that must be shared by all of the stakeholders of the District. Therefore, administrative staff, school-level staff, students, parents, and the community are expected to engage in and hold each other accountable for good energy management practices within the schools and board facilities. To this end, the Board supports District reinvestment of energy savings into the energy management program, local/site incentives for good energy management practices, and sanctions for program non-compliance.

Annually, a report shall be prepared and presented to the Board outlining the status of the energy management program of the District. The report shall include, but not be limited to, evidence of intra-departmental and school-level collaboration, stakeholder input, energy usage/cost/savings data, information regarding any incentives or sanctions applied, and recommendations for improvements or modifications to the energy management program.

The Board acknowledges that communication and education regarding energy management is essential to a successful energy management program. Therefore, a District energy management team shall be organized to communicate the elements of the energy management program to stakeholders and educate them on good energy management practices. The District energy management team shall also gather and analyze information/data regarding the District's energy needs, review and provide input into the District's energy management procedures, and provide input into the annual energy report.

To effectuate this policy, the Board directs the Superintendent to develop administrative procedures regarding energy management.

#### **IV. RESPONSIBILITY**

A. The Superintendent is responsible for ensuring that this policy is followed.

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Legal References:

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Cross References:

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### I. District Level Energy Management Program

*District Energy Management and Resource Sustainability Plan* - The department responsible for energy management and conservation is charged with developing a District Energy Management and Resource Sustainability Plan (the Plan). The development process for the plan shall include inter-departmental collaboration with, at a minimum, the appropriate areas responsible for security, student services, academic services, facilities management, facilities planning, fiscal services, and exceptional children, including special education and English as second language. The Plan shall be updated annually and include goals for reducing energy usage and cost. The Plan shall address procurement and equitable distribution of resources for energy management purposes. It shall seek to ensure that the initial/purchase cost and the combined cost/total cost of ownership (TCO) are considered and weighted in the selection and procurement of energy consuming equipment.

*District Energy Management Team* - A District-level Energy Management Team shall be organized and maintained. The energy management team, consisting of managers, analysts, programmers and technicians is responsible for implementing and overseeing the Plan. Additionally, this team is responsible for conducting training; tracking energy use; performing inspections; preparing reports; installing and maintaining energy management equipment; and educating stakeholders, including students and building occupants about energy and the importance of energy efficiency using seasonal newsletters, posters, and in-person trainings.

*Annual Report* - To ensure appropriate tracking and monitoring of the energy management program, the department responsible for energy management and conservation shall prepare an annual written report outlining the status of the energy management program of the District. The report shall detail the District's energy use, the change in use from the previous year and report on energy efficiency projects undertaken in the year. The report shall also include, but not be limited to, evidence of intra-departmental and school-level collaboration,

stakeholder input, energy usage/cost/savings data, information regarding any incentives or sanctions applied, and recommendations for improvements or modifications to the energy management program.

*District Support and Accountability for Energy Efficiency* - To support the energy management program the District shall implement the following procedures:

- Require the department responsible for facilities management and the department responsible for facility planning and property management to collaborate to set the fee for community use of any SCS facility which shall include appropriate utility charges; and require that the portion for utilities go into the energy budget for the District
- Review the distributor's billing account to ensure appropriate billing and make adjustment to the account based on use
- Provide each site with monthly utility use/cost summaries detailing the result of their energy conservation efforts
- Standardize, establish, and maintain temperature settings using the District's Building Automation system
- Determine standard operating hours for each site during which HVAC will be provided. This conditioning will be available outside of the standard operating hours through a request made 24 hours in advance using a work order or, in extenuating circumstances, by calling in the request. Requests for Saturday and/or Sunday events must be made by 12:00 noon the preceding Friday
- Establish irrigation procedures to ensure that watering for lawns and/or athletic fields is at ideal times and only as needed
- Collaborate with custodial workers/contractors to schedule all summer work in order to minimize HVAC run time and intensity
- Condition classrooms in the same manner as when school is in session according to the schools' daily schedule beginning two weeks prior to the student start of a school year and for one week following the end of the school year
- Control exterior lighting for energy efficiency
- Have facilities maintenance staff to perform regular scheduled service to HVAC and the equipment for controlling the system in order to ensure optimum efficiency
- Assess each site for overall energy efficiency and review or facilitate the development of each site's plans to address areas of inefficient energy usage

## II. School Level/Site-Based

*School Level-Site Based Energy Management Plan* - Each school shall have a unique energy management plan containing daily and seasonal operating procedures to be followed by the building manager and occupants. The department responsible for energy management and conservation shall establish the plan in collaboration with the site and shall review the plan as needed.

*School Level-Site Based Energy Management Team* - Each site shall have an energy management team appointed by the Principal or site head comprised of students and staff who leads the District's efficiency effort at their site. The school-level/site-based energy management team shall encourage compliance with the site's specific energy management plan and participate in the District's education program for energy efficiency (e.g., Power Save Schools Program).

### *School Level/Site-Based Support and Accountability for Energy Efficiency*

The department responsible for energy management and conservation and the department responsible for finance shall collaborate to develop a comprehensive program regarding District reinvestment of energy savings into the energy management program. The reinvestment program shall address local/site incentives for good energy management practices and appropriate sanctions for program non-compliance. The reinvestment program shall also 1) outline a process for tracking the energy costs of each individual school/site; 2) establish a baseline of energy costs for each school/site; 3) monitor school/site level energy expenditures; and 4) determine, based on an annual review, the appropriate percentage of energy savings to be reinvested and allocated among (a) the District general fund, (b) the District's energy management conservation program, including capital/facilities improvement upgrades; and (c) schools/sites as incentives for participation, general performance, and target-based performance in energy efficiency programs.

Incentives may be offered only when it is feasible and fiscally practical for the District and if there are unused portions of utilities funds. Unused funds are funds that remain at the end of the fiscal year from the established baseline of energy usage for the District or a school/site. Awards of incentives to individual

schools/sites shall be determined by the department responsible for energy management and conservation.

To ensure compliance with the District energy management program and the school's energy management plan, all schools shall be inspected routinely for compliance, adherence to proper procedure and the proper operation of equipment.

To support and ensure successful implementation of the energy management program of the District, schools shall adhere to the following guidelines:

#### Equipment/Appliances

- All appliances purchased by the District shall be Energy Star labeled and all vending machines will be required to be Energy Star certified and employ the use of vending misers.
- No personal appliances shall be allowed, unless the Principal or supervisor requests in writing and is granted an exemption by the department responsible for energy management and conservation.
- All office equipment shall be shut down at the end of each day. This shall include projectors, computer equipment, copiers, printers, etc.

#### School Year and Summer Guidelines

- No windows or doors shall be left open when HVAC systems are operating.
- In areas without automated control, thermostats will be set to occupied or unoccupied based on the daily operating schedule established by the District department responsible for energy management and conservation.
- Daily, weekend, summer, and extended break shutdown procedures shall be established and followed to minimize utility demand.
- Custodial Managers shall be required to notify the department responsible for energy management and conservation of scheduled cleaning activities over the summer months so that conditioning can be scheduled.

#### Lighting Considerations

- All outside lighting shall be turned off during daytime hours. If they are unable to be turned off, a work request shall be submitted to correct this condition.
- All interior lights shall be turned off as areas become unoccupied at the end of the school/work day.
- Custodial staff shall turn lights on only where they are working and shall turn the light off upon the completion of their work.
- Lighting in common areas shall be controlled, and used only when necessary, minimized or turned off at night.

### Athletics Considerations

- Sports field lighting shall be off during daylight hours and when not in use.
- Use appropriate minimum light levels or available daylight in gyms during Physical Education (P.E.) and practices. Turn off lights when not in use and at the end of the school day.
- At the end of each sport's season, thoroughly inspect and service all lighting prior to shutting down the field concession area.

### Nutrition Considerations

- Nutrition Services personnel shall consolidate food storage during summer break and shut down unneeded refrigeration equipment. Additionally, Nutrition Services shall utilize energy management best practices for all other extended breaks.

### Use of School/District Facilities

#### A. Formal District Programs (before/after school, summer, weekend)

- All use of school/District facilities for formal District programs must have prior approval from the appropriate District office (e.g., student services, parent and community engagement, facilities planning) and the approving office must submit timely requests for needed energy services.

#### B. General Community Use and Non-District Academic Use of School/District Facilities

- All general community use of school/District facilities must comply with the District policy on Real Estate (#7002).
- Appropriate approvals are required for general community use of school/District facilities that occurs during after school hours, weekends and times outside of the school year.
- Appropriate approvals are required for use of school/District facilities for academic programs that are not formal District programs.
- Timely requests for energy services must be submitted for community and non-District academic use of District facilities.