

**Series 2000-Finance and Facility Management**

**Section 2300 – Facility Administration**

**Policy 2305 – Energy Conservation**

The board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. We recognize the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the board, administration, faculty, staff, students, support personnel, and Energy Education. Success is based on cooperation at all levels.

**2305.1** Accurate records of energy consumption and cost will be maintained at each facility to provide verifiable performance information to the Board and Administrations of the various institutions in the Harrison County school system on the goals and progress of the energy conservation program.

**2305.2** The designated school/facility administrator will be accountable for energy management in his/her facility with energy audits being conducted and feedback provided by the Energy Education Specialist teams.

**2305.3** To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

**2305.3.1** Energy Education will administer its energy conservation and management program primarily through the Energy Education Specialist teams and administrators.

**2305.3.2** The board expects all personnel at each facility to make a positive contribution to maximize energy conservation and produce real energy savings.

**2305.3.3** Within 90 days, administrative “Energy Guidelines” will be adopted that define the “rules of engagement” in implementing our energy program.

**2305.4** To promote a safe, healthy learning environment and to complement the energy management program, each facility shall review and adhere to the preventive maintenance and monitoring plan administered by the county maintenance department for its facilities and systems, including HVAC, building envelope, and moisture management.

**2305.5.** The board is responsible for overseeing the operations and fiscal accountability of each institution under its governance. The board directs the superintendent and his/her agents to develop and implement short and long range strategies to maximize energy conservation.

Approved by Harrison County Board of Education

Effective: November 17, 2009

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