

POLICY

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NON-INSTRUCTIONAL &
BUSINESS OPERATIONS

SUBJECT: ENERGY MANAGEMENT CONSERVATION

Declining levels of natural energy resources and the increasing costs of these resources mandate that the Massena Central School District develop and implement plans to conserve all forms of energy used in its facilities.

The Board of Education maintains an aggressive and responsible program to reduce consumption of energy by its facilities and to provide education on conservation of energy.

Therefore, the Board directs the Superintendent of Schools to establish an energy conservation task force consisting of the Board of Education Facility Committee, the Superintendent, the Assistant Superintendent, and the Director of Operations. The Director of Operations shall chair the committee. The duties of this task force will include:

- a. Completing an analysis of the district's current energy consumption patterns.
- b. Selecting and recommending to the Board an engineering firm to conduct technical audits where appropriate.
- c. Making recommendations for retrofit projects that will directly reduce energy consumption through temperature, lighting, heating controls, additional insulation devices and other alterations as appropriate.

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

Each year additional funds must be diverted from other budgetary demands to meet the rising cost of utility services. All district personnel are urged to participate actively in a program of energy conservation by assisting in a serious effort to eliminate the wasteful use of energy in the operation of the district's physical plants. Cooperation and some sacrifice will be required of each employee and each student to achieve a meaningful energy conservation program that results in a savings and a more efficient use of energy resources.

Regular School and Work Days

- a. All appliances and lighting should be turned off when not needed. Particular attention should be directed to areas that may have sufficient natural lighting from windows and skylights.
- b. All windows and outside doors should be kept closed when heating or cooling systems are in operation.
- c. Thermostats should be set at 65 to 70 degrees for heating cycles and 75 to 78 degrees for cooling cycles. Settings may be changed only by authorized building occupants.

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- d. Appliances and equipment of a personal nature or inconsistent with curriculum will not be used in the district. Other such items deemed to cause potential safety problems will not be permitted in the district. Such items include hot plates, hair dryers, personal pop corn machines, classroom refrigerators, classroom microwave ovens, hair curling irons, etc.

After Hours and Weekends

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

Summer Months

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

Adopted: 2/13/06