

**Administrative Procedures for Policy #4550 (Supporting Services)
Regarding Resource Management and Energy Conservation**

I. Definitions

- A. Resource Management and Energy Conservation Plan – A plan that addresses the administration, education, and evaluation components necessary for meaningful resource management and energy conservation efforts on school property

II. Guidelines

- A. The Director of School Facilities and the Energy and Environmental Specialist responsible for energy management will annually review the Resource Management and Energy Conservation Plan and, when necessary, revise it to reflect changes in management and conservation sciences and methods, recent innovations, and/or to address specific system wide needs.
- B. The Director of School Facilities or their designee will report annually to the Board of Education on Calvert County Public Schools' resource management and energy conservation efforts.
- C. The Resource Management and Energy Conservation Plan shall be posted on the Calvert County Public Schools' website. Citizens may request a copy of the plan by contacting the School Facilities Department.

III. Implementation

- A. The Director of School Facilities and the Energy and Environmental Specialist will ensure that the Resource Management and Energy Conservation Plan is implemented.
- B. In addition to the annual report, the Director of School Facilities will provide updates, upon request, to the Board of Education on the progress of management and conservation efforts.
- C. It is the duty and responsibility of all Calvert County Public Schools' employees to adhere to the Resource Management and Energy Conservation Plan and to conserve resources and energy whenever possible.
- D. The Resource Management and Energy Conservation Plan applies to all CCPS facilities, property, CCPS leased or owned vehicles, and vehicles contracted for official school business.