



Energy Team Meeting Agenda Items

Agenda items to address at district-level Energy Team meetings

- Develop Energy Team—strategic planning—brainstorming session
- Formalize Energy Policy/principle/mission statement
- Train Energy Team members on *Basics of Energy Management* or *Energy Management Process*
- Review current energy consumption, costs and utilities with financial officer
- Invite an Energy Manager from another district to present their program
- Invite a National Energy Education Development (NEED) representative to present on energy education curriculum
- Provide results of lighting assessments, plug-load inventories, etc.
- Discuss performance goals established by Energy Team
- Present district's Energy Action Plan once created
- Discuss commitment and accountability from each operational area
- Provide energy consumption and cost data as energy efficiency measures are implemented
- Discuss energy awareness and communications within district—consider designating an academic year (or month) for energy awareness, highlighting energy in newsletters or making community aware of energy efficiency initiatives *NOTE: October is recognized as National Energy Awareness Month*
- Develop internal recognition program for behavioral changes that decrease energy consumption

Agenda items to address at school-level Energy Team meetings

- Develop Energy Team—strategic planning—brainstorming session
- Implement/coordinate energy education curriculum
- Discuss commitment and accountability from each area of school
- Plan school-wide energy awareness assembly
- Discuss other energy awareness communication ideas
- Communicate progress to district Energy Team

