

OPERATIONAL SERVICES

Material Resources Management

Materials required for operation of the buildings and the educational program shall be made available in as efficient and economical a manner as possible.

Standardization of equipment and supplies shall be encouraged, partly to gain the price advantage of quantity discounts, but more importantly to permit stockpiling for immediate availability and simplification of maintenance, providing however, that circumstances may require obtaining unique, special purpose items.

A property control record shall be maintained for each building, listing pertinent data about all items of equipment and furnishings and to establish the basis for any insurance claims that might arise. In addition, a procedure shall be established for permanently marking certain capital outlay items.

Inventories should be taken by June of each fiscal year. Inventories of all supplies, equipment and furniture will be reported to the Superintendent. Unusual depletion of inventory items and/or irregularities shall be accompanied by a written explanation by the Building Principal.

Energy Conservation

It is imperative that the District conserve all forms of energy in a manner consistent with the health and safety of all students and personnel. The Superintendent is directed to establish a two-fold program for District energy conservation:

1. The technical audit which addresses specific facility energy problems and solutions.
2. An awareness program, which encourages support for the District's energy management program.

Energy Shortage

In the event that the State Superintendent of Education declares a statewide school emergency, the District may operate its schools on the basis of a four-day week, extending each school day by one clock hour.

The procedures to be established by the local District Superintendent will comply with the following guidelines:

1. All or any part of the District's attendance centers may operate on the revised schedule.
2. Scheduling for all attendance centers will take into consideration student transportation schedules and routes and the sources of energy for individual attendance centers.
3. There shall be no reduction in State Aid claims.
4. There shall be no reduction of employees' salary or benefits.

Resource Conservation

The Morton Unit School District 709 will make a concerted effort to conserve its resources. Therefore, staff and students will make resource conservation a part of the School District's physical operation and educational program.

Resource conservation in the School District will be implemented by:

- effective utilization of materials prior to disposal;
- limited use of disposable materials;
- limited use of nonbiodegradable products.

The School District will cooperate to the fullest extent possible in the recycling efforts of the Village of Morton. The Superintendent will direct a district-wide system for recovery of waste and separating recyclable materials.

The School Board shall direct the Superintendent and/or the Business Manager to purchase recycled paper and paper products whenever economically and practically feasible, for use in the District's schools. The recycled paper and paper products shall be purchased on the basis of a percentage of the District's total dollar value of paper and paper products purchased and on a calendar schedule set forth in The School Code of Illinois.

LEG. REF.: 105 ILCS 5/18-12

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