

# ✓ Doing More With Less

**Sort by Potential Savings, Highest to Lowest**

**(To find the page number, note the item number and look it up on the Contents in the book)**

Topic	Savings Rating
129. Balance certificated staffing at mid year	\$\$\$\$
130. Vary certificated staffing levels to match workload	\$\$\$\$
173. Build an escape clause into any multi-year wage agreement	\$\$\$\$
256. Consider forming a maintenance assessment district	\$\$\$\$
296. Construction managers can save money	\$\$\$\$
327. Create a land bank trust	\$\$\$\$
328. Consider joint use projects to generate additional income	\$\$\$\$
16. Use a consultant to assist with major software and hardware acquisitions	\$\$\$
17. Buy vendor-developed software packages	\$\$\$
18. Make computer hardware purchases secondary to software purchases	\$\$\$
31. Use actual costs as historical benchmarks	\$\$\$
37. Establish the requirement that all categorical programs must be self-supporting	\$\$\$
40. Cost awareness leads to cost control	\$\$\$
65. Use site credit cards to track site-based purchasing decisions	\$\$\$
107. Centralize kitchen facilities	\$\$\$
121. Use a third-party vendor to handle employee salary verifications	\$\$\$
124. Avoid using release time for ancillary duties	\$\$\$
126. Monitor staffing levels	\$\$\$
127. Consider alternative contracts for scheduling problems	\$\$\$
132. Establish district policies to ensure a common minimum class enrollment policy	\$\$\$
134. Reserve some positions for beginning-level teachers	\$\$\$
135. Do not provide tenure to teachers when not required	\$\$\$
144. Control of absenteeism will save dollars	\$\$\$
152. Control classified staffing for vacations, illness, and workers compensation leaves	\$\$\$
160. Training is the key to an efficient classified workforce	\$\$\$
169. Know your collective bargaining cost savings goals before bargaining begins	\$\$\$
177. Carefully consider the cost of any proposal to provide additional preparation time to elementary teachers	\$\$\$
187. Review benefits plans regularly	\$\$\$
188. Adopt proven benefit cost control mechanisms	\$\$\$
192. Become proactive in the management of health insurance programs	\$\$\$
196. Watch employee contract language as a factor in managing benefit costs	\$\$\$
204. Evaluate moving to a total compensation approach by establishing a Section 125 cafeteria plan for benefits and "STRSing" up	\$\$\$
205. Use a Section 125 cafeteria benefit plan to facilitate employee copayments	\$\$\$

Topic	Savings Rating
218. Fully prosecute workers' compensation fraud	\$\$\$
219. Begin financing retiree health benefits now	\$\$\$
222. Control your liability for retiree medical benefits	\$\$\$
244. Identify and plug your ADA leaks	\$\$\$
245. The school calendar can have an important affect on revenue	\$\$\$
247. Build ADA by building school site cooperation	\$\$\$
249. Alternative programs build student attendance	\$\$\$
257. Lease surplus land or buildings long term to fund capital outlay and deferred maintenance	\$\$\$
267. Special education cost control	\$\$\$
281. Fine tune instructional offerings to control cost	\$\$\$
282. Redefine program delivery to reduce cost without reducing service	\$\$\$
283. Use video instruction for some standard courses	\$\$\$
290. Share programs and services among nearby districts	\$\$\$
291. Consolidate services with other districts wherever possible	\$\$\$
319. Consider hiring a district financial advisor to oversee debt financing transactions	\$\$\$
324. Issue bonds to the limit of previous authorizations	\$\$\$
326. Issue bonds against redevelopment income	\$\$\$
374. Consider highlighting alternatives for cost control	\$\$\$
383. Temperature control saves money	\$\$\$
385. Management systems time control	\$\$\$
386. Control energy use in portable classrooms	\$\$\$
400. Classroom elimination of equipment reduces costs	\$\$\$
442. Use computer routing and scheduling software in pupil transportation	\$\$\$
443. Give serious consideration to staggering school start times	\$\$\$
448. Consider charging pupil transportation fees	\$\$\$
1. Periodically re-examine office staffing	\$\$
2. Reduce administrative work years where feasible	\$\$
3. Teachers on extra assignment pay can reduce administrative costs	\$\$
4. Unpaid leaves during low workload periods reduce administrative costs	\$\$
6. Share administrators among schools	\$\$
7. Charge administrative time to categorical projects whenever feasible	\$\$
9. Keep operations manuals current	\$\$
11. Establish an Audit Committee	\$\$
12. Internal audit	\$\$
14. Revise business practices before investing in technology	\$\$
15. Data processing management and cost controls	\$\$
19. Lease computer capacity instead of buying it	\$\$
21. Automating routine tasks via personal computer is practical for even the smallest districts	\$\$
24. Analyze site costs over time	\$\$
25. Enhance site-based management	\$\$
26. Develop a student I.D. card that contains a bar code for a variety of purposes	\$\$
28. Investigate partnership possibilities	\$\$
29. Contracted services with other districts	\$\$
30. Institutional memberships save dollars	\$\$

	<b>Topic</b>	<b>Savings Rating</b>
33.	Budget allocation ratios are valuable tools	\$\$
34.	Establish budget guidelines for all district positions, all programs, and all sites—require intense analysis for any positions above the budget guidelines	\$\$
36.	Some budget accounts should be rebuilt from zero each year	\$\$
38.	Evaluate and plan building improvements on a consolidated basis	\$\$
39.	Carefully monitor all contract services	\$\$
41.	Recover all allowable indirect costs, including PERS offsets	\$\$
43.	Do not automatically continue programs from year to year	\$\$
44.	Use historical data to control overtime	\$\$
45.	Joint ventures can produce savings/income	\$\$
46.	Restrict conference travel	\$\$
47.	Control of travel arrangements essential	\$\$
49.	Legal services can be negotiated	\$\$
53.	Trade off new items for old	\$\$
54.	Avoid hidden costs associated with donated equipment	\$\$
59.	Consider an online, user-friendly printing system	\$\$
60.	Extension of online printing system possible.	\$\$
61.	Consider establishing a districtwide print shop with leased equipment.	\$\$
66.	Use Cal Card for purchasing	\$\$
67.	Use available model bid specifications for complex purchases	\$\$
68.	Make use of “piggy-back” purchasing	\$\$
69.	E-Commerce and Direct Delivery	\$\$
72.	Volume discounts	\$\$
76.	Electronic Repair Consultants (ERC)	\$\$
77.	Consider outside vendor for copying services	\$\$
79.	Website—Implement a purchasing department frequently asked questions (FAQ) website	\$\$
81.	Experiment with drop shipping arrangements	\$\$
89.	Fixed asset security	\$\$
91.	Surplus and disposal	\$\$
97.	Enlist parent support in providing supplies	\$\$
98.	Use state waivers to spark innovation and cost savings.	\$\$
99.	Integrate local library agency and school library services.	\$\$
100.	Assign management responsibility for the cafeteria fund with the chief business official	\$\$
101.	Modify district practices: eliminate food service encroachment	\$\$
103.	Contract with vendors to process surplus food commodities into ready-to-cook items	\$\$
105.	Be a contract provider of food service to other agencies	\$\$
108.	Plan ahead for adequate central kitchen facilities	\$\$
109.	Measure food service productivity as a first step toward improving it.	\$\$
110.	Use judgement, not sentiment, in managing food service	\$\$
111.	Use government surplus commodities effectively	\$\$
113.	Automate point-of-sale food transactions	\$\$
116.	Food service—chemicals	\$\$
117.	Other food service ideas: a checklist	\$\$
118.	Monitor the salary schedules	\$\$

Topic	Savings Rating
119. Stipends are cheaper than release time	\$\$
120. Ration coaching stipends to control cost and match coaching pay to actual workload	\$\$
122. Position control is a management necessity	\$\$
123. Attention to the salary schedule structure and requirements will save money	\$\$
125. Hire retirees on a part- or full-time assignment	\$\$
131. Job sharing can save money	\$\$
133. Use certificated staff only where their special skills are required	\$\$
136. Unpaid leaves are a cheap way to make short-term staff reductions	\$\$
137. Sabbatical leaves are cheaper than retaining surplus employees	\$\$
139. Many counseling office duties do not require certificated counselors	\$\$
140. Centralize psychological services at a single supervised location	\$\$
141. Do not give probationary employees the "benefit of the doubt"	\$\$
142. Control use of sick leave	\$\$
143. Monitor employee absenteeism from a central data point	\$\$
145. Local cash incentives can reduce sick leave	\$\$
146. Share substitute recruiting among districts	\$\$
148. Use surplus teachers to reduce substitute costs	\$\$
149. Flu programs can reduce substitute costs	\$\$
150. Use an automated substitute calling system and integrate it with your payroll system	\$\$
151. Review vacation, overtime, and compensatory time off accruals	\$\$
156. Establish procedures to monitor the number of days classified substitutes and short-term employees work in a year	\$\$
157. Combine job classifications to deploy classified workers more efficiently	\$\$
158. Establish procedures to be sure that classified employees do not work additional hours for more than 20 consecutive days	\$\$
159. Position control is a management necessity	\$\$
161. Staff business support functions with eleven-month classified employees on staggered work years	\$\$
162. Control reclassification costs through peer review	\$\$
163. Tie categorically funded positions to their funding source on a year-to-year basis	\$\$
164. Timesheets	\$\$
165. Do not automatically hire substitutes for classified absences	\$\$
167. Maintain a pool of trained classified substitutes in various skill areas	\$\$
170. In the next round of negotiations there are some changes that will benefit the district	\$\$
172. Negotiate language limiting an arbitrator's authority to order back pay	\$\$
174. Consider adding a mandatory mediation step to the grievance procedure	\$\$
175. Negotiate certificated layoff and suspensions pursuant to Government Code 3542.2(b) & (c)	\$\$
176. Resist proposals to bargain reductions in certificated duties and time	\$\$
178. Re-examine health plan components with cost control in mind	\$\$
179. Allow for the effect of salary and health benefit increases in categorical budgets	\$\$
180. Require pre-employment physical examinations	\$\$
182. Review and update job descriptions regularly.	\$\$

	<b>Topic</b>	<b>Savings Rating</b>
183.	Fully investigate all sexual harassment claims in accordance with the district's sexual harassment policy.	\$\$
184.	Find mutually agreeable ways to separate difficult employees	\$\$
189.	Audit your medical claims processing costs	\$\$
190.	Avoid composite premium health plans	\$\$
191.	Spot-check the decisions on health benefit coverage	\$\$
193.	Up-to-date information in the benefits office is a must	\$\$
195.	Negotiate health benefit premiums	\$\$
197.	Negotiate the components of your health plan from a cost benefit point of view	\$\$
198.	Recheck the carrier's billing to the district's records on enrollments	\$\$
200.	Try out new health plan ideas on administrators	\$\$
201.	Offer an optional, low-cost major medical plan	\$\$
202.	Schedule physical therapy appointments after working hours.	\$\$
203.	Health Benefits—require HMO for the first year	\$\$
209.	Hire and train a risk manager	\$\$
210.	Actively manage your workers' compensation program	\$\$
211.	Use cost-effective loss control practices	\$\$
212.	Review all workers' compensation claims	\$\$
213.	Monitor claims	\$\$
214.	Workers' compensation—back to work	\$\$
215.	Implement an early return-to-work policy	\$\$
216.	Train employees in on-the-job safety	\$\$
217.	Take advantage of the law to limit summer workers' compensation payments	\$\$
220.	Refrain from using today's dollars for yesterday's services	\$\$
223.	Integrate Medicare options with any benefits offered to retirees	\$\$
224.	Promote Medicare eligibility for pre-1986 certificated employees	\$\$
226.	Reduce excessive workers' compensation reserves	\$\$
227.	Choose your insurance broker/agents wisely	\$\$
228.	Use as few brokers as possible	\$\$
229.	Communicate with your broker early and often	\$\$
230.	Change your policy anniversary date	\$\$
231.	Negotiate fees and commissions	\$\$
232.	Evaluate deductible or self-insured retention levels	\$\$
233.	Get the maximum benefit from your self-insurance programs	\$\$
234.	Seek return of excess JPA funds	\$\$
235.	Consider not buying auto collision coverage	\$\$
236.	Drop uninsured/underinsured motorist coverage	\$\$
237.	Use public adjusters on larger property claims	\$\$
238.	Buy blanket builder's risk coverage	\$\$
239.	Large building projects	\$\$
240.	Promoting health and safety programs can save dollars	\$\$
241.	Monitor revenues as closely as expenditures	\$\$
242.	Monitor categoricals for loss of revenue due to lack of expense	\$\$
243.	Maximize TRANS capacity	\$\$
246.	Make sure all your independent study ADA is fundable	\$\$
248.	Build ADA by analyzing and meeting student needs	\$\$

	<b>Topic</b>	<b>Savings Rating</b>
250.	Include monthly reports showing all schools' positive attendance percentage	\$\$
251.	Be sure you are claiming your full revenue limit entitlement	\$\$
252.	Check state apportionment documents	\$\$
253.	Actively invest cash balances	\$\$
258.	Charge use of facility fees that reflect true cost	\$\$
259.	Follow up regularly to collect outstanding accounts receivable	\$\$
260.	Treat athletic gate receipts as a district resource	\$\$
261.	Use vending machines as a funding source for athletics	\$\$
262.	Periodically sell or discard all surplus equipment and materials	\$\$
264.	Special education IEP process	\$\$
265.	Be specific in writing IEPs	\$\$
266.	Create Alternatives to Nonpublic Schools/Agencies (NPS/As)	\$\$
268.	Monitor NPS/A Charges	\$\$
269.	Health care provider options	\$\$
270.	Adopt a policy on Special Education Instructional Assistants (IAs)	\$\$
271.	Carefully consider the cost of proposals to reduce duties performed by special education teachers	\$\$
272.	Use paraprofessionals	\$\$
273.	Streamline three-year evaluations	\$\$
274.	Keep students in regular education	\$\$
275.	The adult education fund is required by law to be self-supporting	\$\$
276.	Schedule adult classes to reduce energy costs	\$\$
277.	Use less expensive health aides instead of certificated nurses	\$\$
278.	Health vans allow more efficient deployment of nurses	\$\$
279.	Match coaching pay to actual workload	\$\$
280.	Athletic training alternatives available	\$\$
284.	Use a collegiate, "large lecture" delivery model for selected high school courses	\$\$
285.	Do not duplicate programs that the ROC/P can provide	\$\$
286.	Coordinate vocational classes with other agencies	\$\$
287.	Work study program	\$\$
288.	Consider unification or other forms of consolidation	\$\$
289.	Share business support services among districts as well as with other public agencies	\$\$
293.	Make use of parent and community advisory committees	\$\$
294.	Prequalify eligible bidders for school construction projects	\$\$
298.	Negotiate architect fees	\$\$
300.	Require community matching funds for site improvements	\$\$
301.	Hire facilities staff who have knowledge of construction management	\$\$
302.	Re-examine all assumptions concerning space utilization	\$\$
303.	Develop partnerships for joint use facilities	\$\$
304.	Class-size reduction—sharing	\$\$
306.	Rent specialized shop facilities rather than providing your own	\$\$
309.	Furniture delivery to sites (new furniture)	\$\$
310.	Deferred maintenance projects can employ regular district staff	\$\$
311.	Fire/intrusion detection systems minimize the risk of a big loss	\$\$
313.	Consolidate financing wherever possible	\$\$

Topic	Savings Rating
314. Stay informed on financing alternatives	\$\$
315. Do not focus on just the interest rate in arranging debt financing	\$\$
316. Match fees paid to the work to be performed when deciding on a financing alternative	\$\$
317. Be creative in marketing school district debt instruments	\$\$
318. Make use of tax exempt leases	\$\$
325. Competitively bid bond placements	\$\$
329. Use rotational cleaning schedules	\$\$
330. Cleaning crews are more efficient	\$\$
331. Partial gang cleaning allows some site custodians to remain	\$\$
333. Cleaning standards are the key to rational staffing	\$\$
337. The more clean up students do, the less your cost to do it for them.	\$\$
338. Use District Custodial Advisory Committee for specialized expertise.	\$\$
341. Make use of city government resources through service agreements	\$\$
345. Field maintenance: biweekly cutting in the winter months	\$\$
346. Irrigation systems	\$\$
347. Alternative irrigation systems available	\$\$
348. Reduce labor with automatic watering systems	\$\$
349. Improve loss control by improving inventory records.	\$\$
353. Provide district security staff on the graveyard shift only.	\$\$
356. Guard against theft at sites recently declared surplus.	\$\$
359. Eliminate the use of student lockers.	\$\$
360. Key control is an important part of loss control.	\$\$
364. Implement an anti-fraud policy.	\$\$
366. Develop a crime stoppers program.	\$\$
369. Consider using an energy rate consultant	\$\$
371. Take advantage of reduced electrical rates for “off peak” use	\$\$
372. Evaluate illumination needs	\$\$
376. Use neon lighting system	\$\$
381. Make sure principals understand automated control systems at their sites	\$\$
382. Install districtwide master controls for service systems	\$\$
387. Gas energy conservation	\$\$
388. Take advantage of new natural gas pricing alternatives	\$\$
392. Review gas, electric, phone, waste bills (utility costs)	\$\$
393. Tracking energy usage	\$\$
394. Monitor all utility meter readings	\$\$
396. Electrical energy conservation	\$\$
397. Energy-saving sources available	\$\$
399. Storage areas can escalate energy costs	\$\$
401. Modify building utilization to save utilities and other costs	\$\$
403. Explore cogeneration technology	\$\$
405. Adjust school and office schedules seasonally to save utility costs	\$\$
407. Change custodial times	\$\$
410. Make operating costs a key consideration when replacing cooling units	\$\$
411. Outside air infiltration	\$\$
412. Building structure glazing and insulation	\$\$
413. Inspect HVAC systems for leaks	\$\$
418. E-Rate—Centernet and Long Distance	\$\$

Topic	Savings Rating
420. Consider in-house telephone repair service	\$\$
430. Consider using reclaimed water	\$\$
431. Install automatic controls on watering systems	\$\$
434. Domestic water heating	\$\$
437. Use a parent advisory committee to help in streamlining bus routes	\$\$
438. Consolidate transportation routes	\$\$
439. Expanding walk zones is the fastest, easiest way to cut transportation costs	\$\$
440. Limit bus routes to populated areas	\$\$
444. Coordinate calendars and bell schedules across district lines for multi-agency transportation co-ops or JPAs	\$\$
445. Provide special education transportation only when needed	\$\$
447. Combine field trips with neighboring districts	\$\$
449. Bus Transportation	\$\$
450. Buy public transit passes for students	\$\$
451. Provide transportation services to other agencies on a contract basis	\$\$
452. Consider contracting transportation services	\$\$
456. Require sites and departments to absorb costs beyond basic maintenance	\$\$
457. Maintenance and operations—motivate personnel	\$\$
459. Maintenance mobile repair teams save repeated visits to the same site	\$\$
460. Develop crews for the various aspects of district maintenance	\$\$
461. Automated work order systems help control costs	\$\$
464. Your own short-term labor may be cheaper than contracting out	\$\$
466. Use deferred maintenance dollars in conjunction with restricted maintenance dollars	\$\$
467. Update five-year plan annually to allow for maximum deferred maintenance funding	\$\$
468. Contribute maximum amount annually to receive all state funding possible	\$\$
5. Leaves of absence for administrators can also save money	\$
8. Control after-hour use of district vehicles	\$
10. “Shred day”	\$
13. Centralize the CBEDS reporting process	\$
20. Transmit to the county only data that is needed for county use	\$
22. Provide standard district forms and letters on disk	\$
23. Analyze computer service contracts versus district maintenance	\$
27. Constantly be a “systems” manager—develop a sacred cow hunt	\$
32. Make budget decisions based on marginal costs, not total costs	\$
42. Evaluate managers on money (budget) management	\$
48. Institute a per-diem travel reimbursement policy	\$
50. Hold group inservice activities within the district.	\$
51. Monitor and control copy machine costs	\$
52. Do not bear costs that can legitimately be charged to student body accounts	\$
55. Make your own building keys in-house	\$
56. Monitor and manage postage costs	\$
57. Train key employees to understand postage regulations	\$
58. Assign mailing tasks to district staff	\$
62. Put strict controls on open purchase orders	\$

	<b>Topic</b>	<b>Savings Rating</b>
63.	Enforce purchase order procedures	\$
64.	Use "limited" purchase order forms to expedite small transactions	\$
70.	Consider all potential providers when purchasing or contracting out	\$
71.	Buy used equipment from other districts	\$
73.	Negotiate discounts from catalog vendors	\$
74.	Coordinate vehicle fuel purchases with city or county government	\$
75.	Consider using online ordering source	\$
78.	Keep an eye out for good used vehicles from non-school sources	\$
80.	Implement online access for school sites	\$
82.	Implement consolidated purchasing close to home	\$
83.	Spread purchasing workload throughout the year	\$
84.	Take advantage of discounts for prompt payment	\$
85.	Consider all cost factors when making purchasing decisions	\$
86.	Coordinate classroom and cafeteria purchases of food items	\$
87.	Consider halon rather than CO2 fire extinguishers	\$
88.	Buying videos can be cheaper than renting	\$
90.	Fixed asset inventory	\$
92.	Make used paper as good as new	\$
93.	Seek net savings by using coated book stock	\$
94.	Encourage sites to reduce book replacement.	\$
95.	Coordinate library purchases with other agencies	\$
96.	Preprocessed library books are a good value	\$
102.	Invest cafeteria fund cash	\$
104.	Provide in-district catering services through the cafeteria program	\$
106.	Process cafeteria receipts efficiently	\$
112.	Consider purchasing milk f.o.b. the dairy loading dock	\$
114.	Improve the logistics of your food lines	\$
115.	Conform your menu to student tastes	\$
128.	Issue timely contracts to temporary certificated employees	\$
138.	Use video tapes as a recruiting aid	\$
147.	Use off-track year-round teachers as a potential source of substitutes	\$
153.	Management control of overtime is essential	\$
154.	In terms of cash expended, CTO is cheaper than overtime	\$
155.	Monitor the employee turnover ratio	\$
166.	Automate the recruiting of classified substitutes	\$
168.	Deduct 50% pay from the salaries of employees on extended sick leave	\$
171.	Do not put Education Code text in the contract without a disclaimer	\$
181.	Standardize classified interview formats, test questions, etc.	\$
185.	Educate employees concerning benefits costs	\$
186.	Reduce the number of employees receiving double benefits coverage	\$
194.	Use a retainer arrangement to compensate your broker	\$
199.	Consider moving to the state PERS health plans	\$
206.	Pay STRS and PERS on time, but not early	\$
207.	Avoid unnecessary STRS payments	\$
208.	Tax shelter employee STRS and PERS contributions	\$
221.	Collect retiree copayments in advance of coverage dates	\$
225.	Obtain current information on retiree or retiree dependent deaths	\$
254.	Generate funds with affinity credit cards	\$

Topic	Savings Rating
255. Lease facilities short term to generate extra cash	\$
263. Sell waste cafeteria food for agricultural use	\$
292. Solicit employee suggestions on cost savings	\$
295. Bid labor and materials separately	\$
297. Construction warranty review essential	\$
299. Consider becoming your own general contractor	\$
305. Consider alternatives to traditional storage buildings	\$
307. Tagging fixed assets at warehouse	\$
308. Establish an equipment replacement formula	\$
312. In any equipment acquisition, preserve your ability to obtain independent financing	\$
321. Fit the handling of bond proceeds to existing accounting procedures	\$
322. Control costs paid from bond proceeds	\$
323. Negotiate bond counsel fees, etc.	\$
332. Consider leasing floor care equipment	\$
334. Be mindful of efficient floor care practices	\$
335. Assign minor maintenance duties to head custodians	\$
336. Move carpets so they will wear evenly.	\$
339. Provide gardening service centrally	\$
340. Schools can benefit from community service sentencing programs	\$
342. Some grounds work can be done by other staff	\$
343. Encourage friendly competition among gardening teams	\$
344. Maintenance of fields by facility users	\$
350. Conspicuously mark popular electronic items to make unattractive for home use.	\$
351. Safeguard materials and equipment from theft.	\$
352. Establish site vandalism reduction incentives.	\$
354. Assign equipment items to a named, responsible person.	\$
355. Record vandalism costs as a first step toward recovering them.	\$
357. Make student locker use optional.	\$
358. Stop using built-in combination lockers.	\$
361. Charge rekeying costs to sites.	\$
362. Improve security when you rekey.	\$
363. Install pull-down security doors.	\$
365. Control liability for reimbursement of employee personal property.	\$
367. Have sites manage their own energy budgets	\$
368. Create an energy management position	\$
370. Request single billings for site utilities	\$
373. Eliminate overlighting	\$
375. Install task-oriented lighting systems	\$
377. Begin using small fluorescent bulbs wherever feasible	\$
378. Install energy-efficient gym lighting	\$
379. Outside lights	\$
380. Not all lights have to be on at night	\$
384. Convert to light switch sensor units	\$
389. Replace furnace pilots with electric starters	\$
390. Hold down energy use with site incentive programs	\$
391. Estimating annual utility costs has become more difficult	\$

Topic	Savings Rating
395. Practice energy conservation wherever energy is consumed	\$
398. Operate swimming pool filters and cleaning sweeps efficiently	\$
402. Close classroom drapes to insulate windows	\$
404. Office closing conserves energy	\$
406. Custodial operations—energy efforts	\$
408. Install ceiling fans wherever feasible	\$
409. Replace air conditioner filters	\$
414. Inspect all refrigerators and cold vending machines	\$
415. Make sites responsible for funding “extra” telephone equipment	\$
416. Consider installing an intradistrict microwave phone system	\$
417. Monitor and control long-distance calling	\$
419. Cell phone use policy essential	\$
421. Periodically justify the existence of every phone instrument	\$
422. Match trash pickup services to actual need	\$
423. Contract independently for refuse disposal services	\$
424. Provide your own refuse disposal services	\$
425. Recycle paper trash	\$
426. Do not pay for phantom dumpsters	\$
427. Review and renegotiate water district charges	\$
428. Use a neighborhood watch program to prevent water waste	\$
429. Prevent unauthorized use of school water supplies	\$
432. Install underground drip watering systems	\$
433. Consider drilling wells at school and office sites to assure a low-cost water supply	\$
435. Explore the use of solar hot water heaters	\$
436. Review and renegotiate sewer charges	\$
441. Seek alternatives to low ridership bus routes	\$
446. Paying special education parents in lieu of transportation can be cost effective	\$
453. Review transportation provided	\$
454. Audit of transportation bills	\$
455. Transportation liquidated damages	\$
458. Maintenance sign-ins at sites improve accountability	\$
462. Plan parts requirements in advance	\$
463. Schedule disruptive maintenance jobs during off hours	\$
465. Use apprenticeships to improve productivity	\$
35. Track and analyze annual per-ADA costs	N/A
320. Issue serial bonds	N/A