

# Operation, Maintenance, and Improvement of the Physical Plant & Technical Infrastructure Plan

**Purpose:** The Southeastern Regional School District will operate, maintain, and improve all school facilities at the highest level possible in order to support the mission and goals of the school district, as well as, protecting the school's technical infrastructure.

## 1. Standard 6-4

- a. The Supervisor of Maintenance and Grounds is responsible for the overall operation and maintenance of the facility and grounds including safety and security.
- b. The Supervisor of Custodians is responsible for the overall day to day cleaning of the building. In addition, the Supervisor of Custodians schedules deep cleaning and yearly cleaning projects.
- c. The maintenance and grounds staff include: a plumber, electrician, HVAC technician, construction supervisor, grounds keepers, a shipping and receiving clerk, evening building security, custodians and cleaners.
- d. The Technology Director has the overall responsibility for the IT Department, and staff. The department employs two Network Specialists who have overall responsibility for the maintenance and management of the network and a Technology Specialist who provides general computer and telephone support as required.

## 2. Standard 6-5

- a. The IT Director is responsible for the acquisition and maintenance of all technology hardware, software, and data safety and storage.

## 3. Standards 6-6 & 6-7

- a. The school district complies with all federal, state, and local laws and regulations regarding the safe operation of a public-school facility.

## 4. Facility and Maintenance:

- a. MSDS information sheets are updated as new products arrive or as products change.
- b. The Supervisor of Maintenance and Grounds coordinates with the Professional Development Team to provide "*Right to Know*" training for all staff.
- c. Facility and maintenance staff receive safety training on all new equipment, tools, and chemicals.

- d. Facility and maintenance staff wear appropriate safety equipment and attire while working
- e. The Superintendent, in cooperation with the District School Committee, develops the appropriate committees (*as needed*) to plan, process, and approve school improvements.
- f. The school district uses internal and external resources to plan, review, revise, and implement school improvements
- g. The administration, faculty, staff, students, program advisory committees, and community members have input on school improvements.

#### **5. Security of Technology Systems and Data:**

- a. The SERSD computer network is secured by a redundant WatchGuard Firewall, which protects against intrusion threats as well as web blocking policies.
- b. All SERSD servers are physically secured as well as being accessible only through administrative login credentials.
- c. SERSD utilizes Trend Micro anti-virus software to protect against zero-day threats, as well as, traditional viruses.
- d. SERSD ensures proper security safeguards are in place regarding networking and server infrastructure by hiring security consultants to test our systems and inform us of best practices to limit security risks.
- e. Student information data is maintained within the Populi web-based system. This data is secured through this vendor in accordance with industry best practices. This includes appropriate administrative, physical, and technical safeguards to secure data from unauthorized access, disclosure, and use.
- f. SERSD ensures network reliability and emergency backups by implementing nightly offsite backups of all servers through Barracuda Networks, in the case of a system failure or data corruption.
- g. SERSD has two separate fiber lines, which provide internet for the entire building. These lines will be able to accommodate the additional traffic if the other line fails.
- h. SERSD employs a web-based ticketing system to ensure maintenance requests are reported and addressed as quickly as possible, to ensure that system downtime is at a minimum.

#### **6. The Health and Safety of Employees, Students and Guests:**

- a. Health and Safety Procedures are contained in the STI Health and Safety of Employees, Students, and Guests Plan.
- b. The plan is reviewed annually by the SERSD Safety Committee.

- c. The plan outlines the protocol for the management of the health and safety of students, staff, and guests in case of illness, accidents, fire safety, emergency and evacuation, and security and safety on campus.
- d. SERSD controls access to the facilities using keyed entries and a third-party mass notification system is used to notify student and employees of a campus-wide emergency and closures.
- e. SERSD employs a school-wide internal and external camera system for security purposes
- f. Instructors oversee training and enforcement of safety in their programs and students are required to follow institutional and program safety policies and procedures.
- g. An annual crime report is available on the STI website.

#### **8. Standard 6-8**

- a. School improvement plans are communicated by the Superintendent and/or members of the administrative team to students, staff, and members of the district communities
- b. This plan is available to students, staff, and community members on the STI website: <https://stitech.edu/index.php/policies-plans-procedures/>

#### **9. Standard 6-9**

- a. On an annual basis, the District Business Manager reviews insurance needs and requirements in order to properly insure all entities of the school district.
- b. The STI Operation Maintenance and Improvement of the Physical Plant & Technical Infrastructure plan is reviewed and revised annually by the STI Director and staff.