

ACCESS Council
Area Cooperative Computerized Educational Service System
Regular Assembly Meeting
9:30 a.m. Friday, November 8, 2019
ACCESS, 493 Bev Road, Unit 1, Boardman, OH 44512

M-I-N-U-T-E-S

A regular meeting of the Assembly of the ACCESS Council of Governments was held at 9:30 a.m. on Friday, November 8, 2019.

Mr. Mook called the meeting to order at 9:31 a.m. The following members were present:

Austintown Local Schools, David Cappuzzello, Blaise Karlovic, Tom Ventresco
Beaver Local School - Stacy Williams
Boardman Local Schools - Tim Saxton
Campbell City Schools - Nora Montanez
Canfield Local Schools - Alex Geordan, Pattie Prince, Ashley Reinke
Columbiana County CTC - Willard Adkins
Columbiana County ESC - Joe Warchol
Columbiana Exempted Village - Don Mook, Kathy Davies
Crestview Local Schools – Matthew Manley, Charlene Mercure, Daryl Miller
East Liverpool City Schools - Kathy Jo Beverly
Jackson Milton Schools – John Zinger
Leetonia Local Schools – Jennifer Coldsnow
Lowellville Local Schools - Geno Thomas
Mahoning County CTC – Brian Rella
Mahoning County ESC – Traci Hostetler, Ryan Jones, Andrew Velchek
Poland Local Schools - David Janofa, Janet Muntean, Jonathan Pera
Salem City Schools - Michael Douglas
Sebring Local Schools – Toni Viscounte, Dawn Meeks
South Range Local Schools - Jim Phillips
Springfield Local Schools - Tom Yazvac, David Whorten
Struthers City Schools - Pete Pirone
United Local Schools - Melissa Baker
West Branch Schools – Timothy Saxton, David Drawl
Wellsville Local Schools - Richard Bereschik
Western Reserve Schools – Cathy Romack
Youngstown City Schools, A.J. Ginnetti, John LaPlante
Youngstown Community School – Rachael Smith

Also attending:

Lisa Smith, Executive Director, ACCESS
Brian Stidham, Treasurer, ACCESS
Diane Fabian, Director of Student Services and State Reporting, ACCESS
Patrick Rager, Director of Technology, ACCESS
Gretchen Martin, Student Services, ACCESS
Ruby Stiles, Student Services, ACCESS
Tom Davies, Network/Library Services, ACCESS

Mr. Thomas moved and Mr. Yazvac seconded a motion to approve the agenda. Motion carried. Dr. Mook declared the motion approved. (Motion 19-06)

Mr. Thomas moved and Mr. Yazvac seconded a motion to approve the minutes of the April 2019 Regular Assembly Meeting. Motion carried. Dr. Mook declared the motion approved. (Motion 19-07)

Mr. Stidham reviewed the October 2019 Financial Report. Mr. Stidham shared a review of all funds and unique expenditures for FY2019. He also provided an overview of projections for FY2020 as follows:

Projections for FY2020 All Funds

Beginning Balance	\$1,008,282.27
Revenues	\$3,155,111.20
Expenses	\$3,110,500.09
Projected Ending Balance	\$1,052,893.38
Less Fiber Fund Balance	\$201,150.83 (Recommendation)
Unreserved Balance	\$851,742.55

Ms. Smith provided an overview of known increases to ACCESS costs. Mr. Adkins moved and Mr. Bereschik seconded a motion to approve the financial report. Motion carried. Dr. Mook declared the motion approved. (Motion 19-08)

Finance Review Committee Update

Mr. Stidham reviewed the recommendations of the Finance Review Committee which include:

- Maintain a carry-over balance of approximately 1 million dollars to meet the needs while waiting for E-rate approvals to come through each year excluding the set aside for fiber maintenance/replacement needs
- Transfer of \$100,000 each year to cover fiber maintenance/replacement due to aging fiber
- Look to more frequent increases of 1%-2% every year or two rather than waiting longer for higher fee adjustments
- Recommend annual meetings prior to the fall assembly meeting to review the current and projected financial status and evaluate the need for smaller increases more frequently
- Annual **Internet** fees that are based upon district population - increasing from \$35 to \$39 per ADM
- Increase **cap** calculation from \$23 to \$27
- Increase ESC fixed **Internet** fee from \$4,000 to \$5,000 per year

Mr. Geordan asked for clarification of the Five Year Forecast presented. Mr. Stidham addressed the questions in discussion.

Approve Menu of Services for Members Increase for FY21

Mr. Yazvac moved and Mr. Phillips seconded a motion to approve the *Menu of Services for Members* for FY21 to accommodate the following cost increases. (Motion 19-09)

- Internet \$39.00
- Cap \$27.00
- ESC Flat Rate \$5000 annually

Member vote by roll-call:

Austintown Local Schools – yes
 Beaver Local Schools– yes
 Boardman Local Schools– yes
 Campbell City Schools – yes
 Canfield Local Schools– no
 Columbiana CTC – yes
 Columbiana ESC – yes
 Columbiana Exempted Village Schools – yes
 Crestview Local Schools – yes
 East Liverpool City Schools – yes
 Jackson-Milton Local Schools – yes
 Leetonia Exempted Village Schools – yes
 Lowellville Local Schools – yes
 Mahoning County CTC – yes
 Mahoning County ESC – yes
 Poland Local Schools – yes
 Salem City Schools – yes
 Sebring Local Schools – yes
 South Range Local Schools – yes
 Springfield Local Schools – yes
 Struthers City Schools – yes
 United Local Schools – yes
 Wellsville Local Schools – yes
 West Branch Local Schools – yes
 Western Reserve Local Schools – yes
 Youngstown City Schools – yes
 Youngstown Community School – yes

Vote count.....26 yes; 1 no

Motion carried. Dr. Mook declared the motion passed.

Student and EMIS Update

Ms. Fabian updated the membership on Student and EMIS.

- Staff Participation on State Committees
 - *Gretchen Martin* – Student Information Advisory Committee (SIAC)
 - *Ruby Stiles* – AdHoc Report Committee
 - *Becky Sabino* – Vendorlink Committee
 - *Diane Fabian* - EMIS Professional Qualifications and Development Workgroup
- EMIS Advisory Council
 - EMIS Professional Qualifications and Development Workgroup -Looking into the possibility of regarding EMIS

certifications

- District EMIS Team
 - EMIS reporting starts at Registration
 - Student/EMIS Training Opportunities continue

Ms. Fabian provided information on ODDEX outlining the information available within and who contributes and benefits from this information.

- Available within ODDEX
 - **SOES** – Community School Funding
 - **SCR** – Student Cross Reference Application
 - **Records** - Student
 - *History*
 - *Special Education*
 - *Assessments*
 - *Grad Cohort*
 - **CCP** – College Credit Plus
 - **Tuition**
 - **Calendar**

Screenshots of various ODDEX data entry screens were shared and discussed

Fiscal Services Update

Mr. Stidham provided an update on the Redesign migration project. Focus continues to be on migrating districts to the Redesign Software with quarterly trainings.

Up to 10 ACCESS districts operating in the live environment

South Range	Crestview
Sebring	Leetonia
Canfield	Columbiana County ESC
Mahoning County HS	United
East Liverpool	Lowellville

ACCESS Districts preparing for migration with tentative go-live dates

- Springfield – December 2019
- East Palestine – December 2019
- Wellsville – December 2019

Districts with Go Live Dates between January 2019 and June 2019

- Austintown
- Beaver
- Campbell
- Columbiana Exempted Village
- Mahoning county Career & Technical Center
- Salem
- Struthers (potentially, actual live date TBD)

By the end of FY2020, 19-20 districts should be live on the redesign software. The target completion date for all ACCESS districts to migrate is by October 1, 2021.

Security Best Practices, Etc.

Ms. Smith shared that the ACCESS board of directors, along with some of their staff and ACCESS staff, met to discuss important practices in all areas of technology and departments. The result was to develop a checklist as guidance for schools. The *ACCESS Cybersecurity Checklist* document was then developed and will be shared with schools. Ms. Smith also shared that a *Computer Incident Response Plan and Computer Disaster Recovery Plan* document template will be shared with schools for their internal use.

Fiber and Network Update

Mr. Rager updated the Assembly on recently completed fiber projects including school stadiums and a bus garage. ACCESS recently provided a fiber connection to the new offices in Lisbon for the Columbiana County Port Authority, our commercial partner.

Mr. Rager shared that several internal network projects are underway.

Internal Projects – Redundancy / Testing - Complete

- Internet edge redesign
- Oarnet connectivity
- Network Core
- VOIP
- Storage and Virtual Server

Fiscal Redesign – Performance - Complete

- Upgraded hardware

VOIP Infrastructure - Complete

- West Branch & Canfield on boarded

Web Filtering– Securly - Complete

- All districts cutover

Mr. Rager also shared some security initiatives underway.

- Isolating fiscal networks – dedicated payroll station
- KnowBe4 district training – phishing campaigns, etc. to educate on security
- Witfoo – security suite that aggregates and analysis for anomalies and breaches

ACCESS Site Review – ODE

Ms. Smith reminded the assembly that on November 18, 2019 ACCESS will undergo its ITC site review. School personnel is encouraged to participate in focus groups to evaluate our services. The Management Council of the OECN will be facilitating this review.

The next ACCESS Assembly meeting will be held in **April 3, 2020**, 9:00 a.m. at ACCESS, Boardman, Ohio.

Mr. Thomas moved to adjourn the meeting. Mr. Ginnetti seconded. Motion carried. Dr. Mook declared the meeting adjourned at 10:27 a.m.

(Motion 19-10)

The foregoing is a correct record of the proceedings of the ACCESS

Assembly Meeting held on November 8, 2019.

Chairman

Date

Secretary

Date