

W2/1099's Library

Network Filter VoIP

EMIS Fiber

Student

Support

Data Storage Fiscal WiFi

ACCESS COUNCIL

NOVEMBER ASSEMBLY MEETING - 2019

ASSEMBLY MEETING – November 8, 2019

- Welcome
- Call to Order
- Roll Call
- Approve Agenda
- Approve Minutes of April 2019 Assembly Meeting
- Approve October 2019 Financial Reports
 - Financial Update
 - Finance Review Committee Recommendations
- Approve Membership Fee Structure beginning FY21
- Student/EMIS Services
- Fiscal Services
- Security Update Best Practices Option for Districts
- Network Services
- Adjourn

Financials for Approval

Date: 11/05/2019 Time: 9:41 am			Financial Rep	S COUNCIL port by Fund/SCC IL OCTOBER 2019			Page: 1 (FINSUM)
Fund # Fund Descr Begin Balance	iption MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Bank Pund Balance Code
025 0000 COMPUTER N 720,010.87	ETWORK - DATA . 369,832.19	ACQUISTION 963,159.48	498,884.60	1,268,170.72	414,999.63	1,243,148.89	828,149.26- A
025 903F FIBER NETW 101,150.83	ORK MAINTENANC 0.00	E/REPAIRS 0.00	0.00	0.00	101,150.83	0.00	101,150.83 A
025 9050 ACCESS ONE 128,051.90	NET SUBSIDY 0.00	0.00	12,163.90	94,617.03	33,434.87	18,900.00	14,534.87 A
025 905D ACCESS DIO 55,891.62	CESE STATE SUB 2,649.99	SIDY 8,102.03	426.77	3,783.75	60,209.90	8,991.23	51,218.67 A
025 905E ACCESS EMI 0.00	S SUBSIDY 3,802.18	10,604.12	3,000.00	6,801.94	3,802.18	0.00	3,802.18 A
025 905H COMPUTER N 3,177.05	ETWORK - HUNTI 0.00	NGTON TRUST 0.00	0.00	0.00	3,177.05	0.00	3,177.05 A
GRAND TOTALS: 1,008,282.27	376,284.36	981,865.63	514,475.27	1,373,373.44	616,774.46	1,271,040.12	654,265.66-

FINANCIAL UPDATE – Brian Stidham, Treasurer

A Look Back at FY2019 - All Funds

Beginning Balance \$1,322,621.24

Revenues \$3,156,428.86

Expenses \$3,470,767.83

Projected Ending Balance \$1,008,282.27

Unique to FY2019

- * Purchase of Bev Rd. location
- * Continual work to limit expense increases and reduce costs

Looking at FY2020

- -Continue re-evaluating products and services renegotiating with vendors to maintain or reduce costs whenever possible
- -Continue to seek out additional revenue sources which exceed initial set up costs in a fairly short time frame

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

Known increases to ACCESS costs

Expenses below are typically absorbed by ACCESS and are not individually billed to districts (Part of bundled Other Services or general expenses)

- Progress Book Suite \$0.25 per student
- •Fiscal Software \$.50 per student (Classic or Redesign), approx. \$25,000
- Library Services, model changed per library
- •Pole Attachments fluctuate based upon the public utilities commission, recently more than doubled from previous calculations due to change in law

Finance Committee Recommendations

- 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

Proposed Forecast

Forecast FY2020-FY2023							
	FY17	FY18	FY19	FY20	FY21	FY22	FY23
Beginning Balance	<u>0</u>	1,191,412.03	1,322,621.24	1,008,282.27	1,052,893.38	1,242,018.60	1,469,446.69
Total Revenues	4,132,218.89	3,400,722.98	3, 156, 428.86	3,155,111.20	3,335,031.20	3,328,321.20	3,335,031.20
Total Expenses	2,940,806.86	3,269,513.77	3,470,767.83	3,110,500.09	3,145,905.98	3,100,893.11	3,121,592.14
Ending Cash Balance	1,191,412.03	1,322,621.24	1,008,282.27	1,052,893.38	1,242,018.60	1,469,446.69	1,682,885.75
Excess Revenue over/under Expenses	1,191,412.03	131,209.21	(314,338.97)	44,611.11	189, 125.22	227,428.09	213,439.06
Less Fiber Fund Reserve	1,150.83	101,150.83	101,150.83	201,150.83	301, 150.83	401,150.83	501,150.83
Unreserved Balance	1,190,261.20	1,221,470.41	907,131.44	851,742.55	940,867.77	1,068,295.86	1,181,734.92

Proposed FY21 Menu of Services for Members

ACCESS Menu of Services for Members

Fees are per/ADM (Average Daily membership) per year unless otherwise noted

Services	FY1999	FY2001	FY2003	FY2006	FY2008	FY2009	FY2010	FY2011	FY2013	FY2016-	FY2021+
Internet/ E-mail	-	\$30.50	\$30.50	\$30.50	\$30.50	31.50	31.50	31.50	35.00	-	
Internet	-	-	-	-	-	-	-	-	-	\$35.00	\$39.00
Other Services	-	\$8.50	\$8.50	\$8.50	\$8.50	\$8.75	\$8.75	\$8.75	\$9.75	\$9.75	\$9.75
All Services	\$19.50	\$39.00	\$39.00	\$39.00	\$39.00	\$40.25	\$40.25	\$40.25	\$44.75	\$44.75	\$48.75
District Cap	-	\$19.50	\$19.50	\$19.50	\$19.50	\$20.00	\$20.00	\$20.00	\$23.00	\$23.00	\$27.00
Per Building Fee	-	-	\$4,000	-	-	-	-	-	-	-	-
Voice over IP	-	-	-	-	\$95/Phone	\$95/Phone	\$70/Phone	\$70/Phone	\$70/Phone	Per Agreement	Per Agreement
Voicemail	-	-	-	-	\$5/ADM	\$5/ADM	\$5/ADM	\$5/ADM	\$5/ADM	Per Agreement	Per Agreement
Dial-up	-	-	-	\$10/Month/ Acct	\$10/Month/ Acct	\$10/Month/ Acct	\$10/Month/ user	-	-	-	n/a
Remote Access	-	-	-	-	7-	-	-	\$30/ADM	\$30/ADM	\$30/ADM	\$30/ADM
Hardware Maintenance	-	-	-	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement	Per Agreement
Fiber Connection	-	-	-	All Costs	All Costs	All Costs	All Costs	All Costs	All Costs	All Costs	All Costs
Wireless	-	-	-	-	-	-	-	-	Per Agreement	Per Agreement	Per Agreement
Virtual Servers and Storage	-	-	-	-	-	-	-	-	Per Agreement	Per Agreement	Per Agreement

Student/EMIS Update

- ProgressBook Suite / now part of frontline education
- State Committees
 - Gretchen Martin StudentInformation 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
- District EMIS Team
 - EMIS reporting starts at Registration
 - Student/EMIS Training Opportunities



Student/EMIS - ODDEX

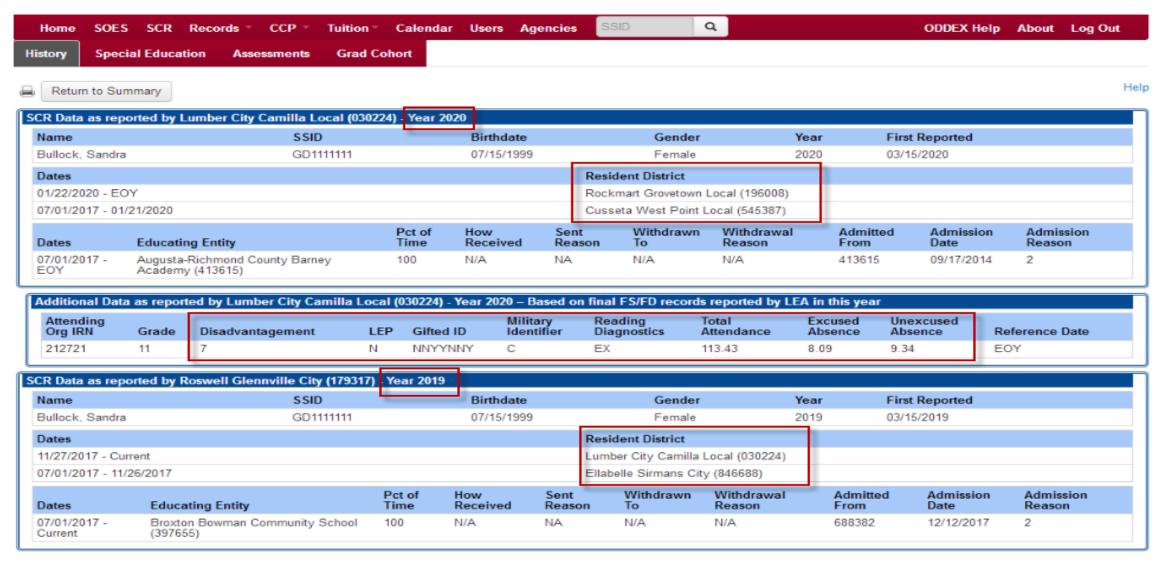
Application provided by ODE that allows the verification and exchange of data once a student/data is submitted to ODE.

Accessed through the OHID portal.

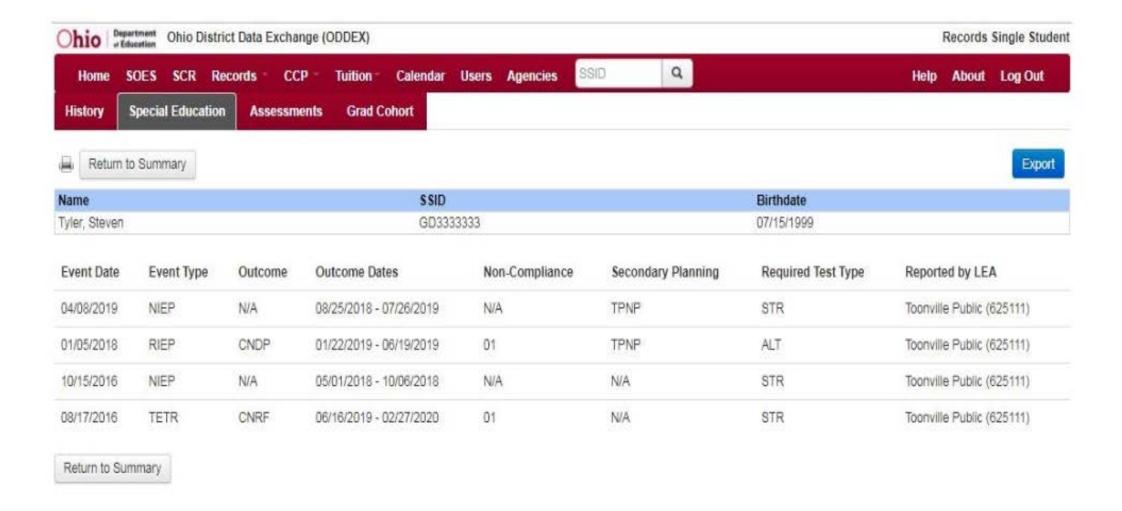
- Not only for EMIS Coordinators!
 - Superintendents, Treasurers, Principals, Counselors, Special Education Staff, Test Coordinators, etc.
 - Roles granted via OEDS
- What's available within ODDEX?
 - SOES Community School Funding
 - SCR Student Cross Reference Application
 - Records Student
 - History
 - Special Education
 - Assessments
 - Grad Cohort
 - CCP College Credit Plus
 - Tuition
 - Calendar



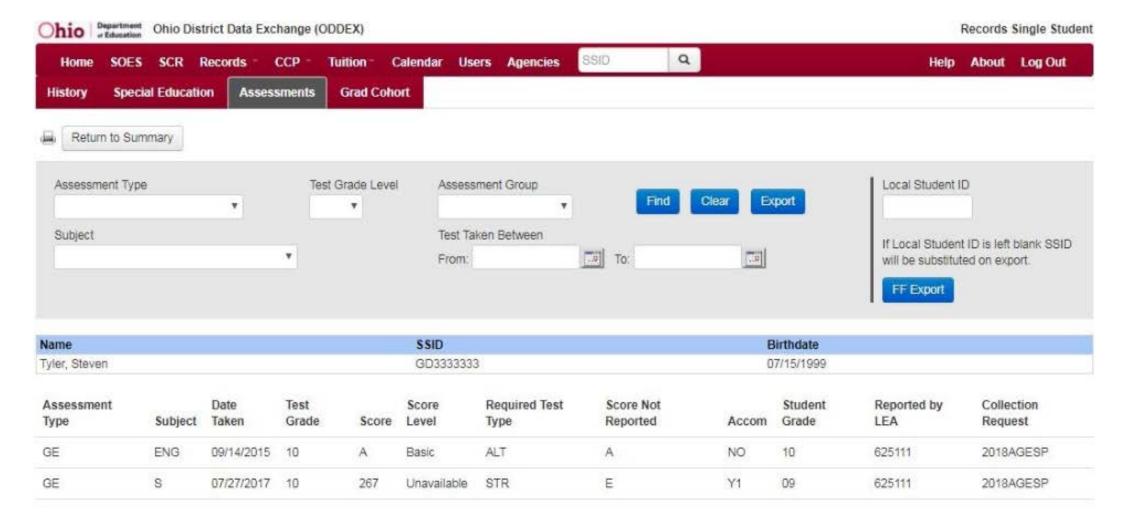
Student/EMIS – ODDEX – Records – *History*



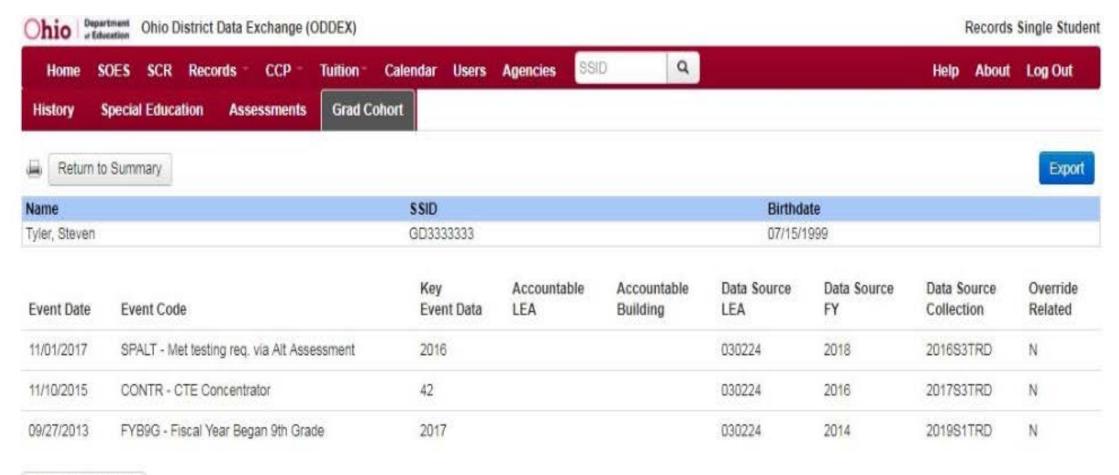
Student/EMIS – ODDEX – Records – Special Education



Student/EMIS – ODDEX – Records – Assessment



Student/EMIS – ODDEX – Records – *Grad Cohort*



Return to Summary

Fiscal Services

Focus continues to be on migrating districts to the Redesign Software

•Trainings continues on a quarterly basis for the redesign software

-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

Fiscal Services (cont.)

- ACCESS Districts preparing for migration with tentative go-live dates
 - Springfield December 2019
 - East Palestine December 2019
 - Wellsville December 2019
- Next wave 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

ACCESSCybersecurityBest Practices

ACCESS CYBERSECURITY CHECKLIST



ORGANIZATION PROTECTION

- Cyber Insurance Coverage Work with a reputable company to ensure your district/school is covered.
- Train your staff on Security Awareness KnowBe4 is a tool offered through ACCESS.
- Alert local tech staff or ACCESS if something doesn't appear right. See something, say something!

DEVICE PROTECTION – BEST PRACTICES

- Anti-virus, anti-malware and pop-up blockers should be used and current. Set automatic updates.
- Regularly back-up the data on your system(s).
- Use Strong Passwords ACCESS recommends 12 character complex or pass-phrase passwords consisting of a combination of upper and lowercase letters and numbers. Example: MySch00lis#1
- Be leery of unfamiliar email, attachments or links. Error on the side of caution. DO NOT OPEN!
- Make certain that all applications and operating systems remain up-to-date.
- Encrypt devices that contain sensitive data. Contact ACCESS for product recommendations

FISCAL OFFICE - BEST PRACTICES

- Limit wire transfer amounts permitted (daily, monthly, and annually). Work with your bank to do so.
- Use a secure computer dedicated to payroll and bank transfers only. Call ACCESS for assistance.
- Changes to personnel direct deposits should be requested in person, not via email.
- Set up pre-approved methods with your banks before debits are released, i.e., Check/Debit Block.
- Remove Payroll staff identifiable information from websites. Create generic contact emails
- Always establish a VPN (Virtual Private Network) connection into the ACCESS network when working remotely before doing any district fiscal work, including banking..
- Utilize services like Positive Pay and ACH Positive Pay to help guard against check fraud.

ACCOUNT MANAGEMENT - BEST PRACTICES

- Remove application and email accounts once an individual has retired, graduated or moved on.
- Have students graduating clean up their electronic drives and documents, including email, prior to their last day of school. All accounts will be disabled at the end of June of their graduation year by ACCESS.
- Review participation in distribution lists annually to include new individuals and remove those who have left your school/district.

GENERAL DAILY - BEST PRACTICES

- Most companies, banks, agencies, etc. do not request personal information via email.
- Consider calling people instead of sending emails. Verify who you are communicating with.
- Before leaving your computer, shut down or log-off to protect the data, the session and the device.

Security Best Practices

District Name

Computer Incident Response Plan
and
Computer Disaster Recovery Plan
Confidential

Creation Date Revision Date

Note: This is a 'living' document and ongoing edits are required and desirable.

ACCESS FIBER UPDATES

- The Fiber Plant provides services to...
 - Schools, libraries, hospitals, police departments, municipalities and local businesses.
- Fiber Update Current Projects
 - Horizon Overlash Project Ongoing
 - ODOT Construction Projects Culvert repairs, etc. Ongoing
 - Pole Transfers Storms, constructions, etc. Ongoing
 - Boardman Bus Garage Completed
 - Struthers Stadium Completed
 - Boardman Stadium Quoting
 - Columbiana County EOC In Progress



Network Services (project updates)

- Fiber Update OUPS Locates In parallel
 - Locates Access to take the initial calls regarding fiber plant locates
- 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 onboarded
- Web Filtering
 – Securly Complete
 - All districts cutover

NETWORK SERVICES – Security Initiatives

Isolated fiscal network

- Segment fiscal resources from the district LAN
- Provide access to only required systems
- All processing must be done on a dedicated station

KnowBe4 district training

- Scheduled training for staff to keep current on the latest threats
- Email campaigns to test end users

Witfoo – Security Information and Event Management (SIEM)

 software solution that aggregates and analyzes activity from many different resources across your entire IT infrastructure.

ACCESS ITC Site Review

- Monday, November 18th and Tuesday, November 19^{th (for Board of Directors)}
 - Focus Groups from all departments will be met with
 - Formal presentation will be presented to the ACCESS Board of Directors on Tuesday

Day 1			
Time	Purpose	Location	Notes
9a	Team gathers		"Headquarters" space for the team
9:30a	Meet with ITC Director		Usually in team HQ
10a	Large group customer focus group		Need to accommodate 30+ people
11a	Superintendents		Conference room (can be HQ)
11:45a	Gov Board Chairperson		Small private office or same as above
11a	Small group - Treasurers/Fiscal Customers		These four groups can meet in corners of the large
11a	Small group - Tech Coordinators		room or in separate rooms depending on space
11a	Small group - EMIS/SIS Customers		availability
11a	Small group - INFOhio Customers		availability
12	Team lunch and work sessioin		Team HQ
1:30p	Meet with ITC Director/Leadership		Typically in Director's Office
1:30p	Meet with ITC Fiscal Officer		Small private office or conference room
1:30p	Meet w/ ITC Technical Staff		Conference room
2:45p	Meet w/ ITC Staff (Student and EMIS)		Conference room
2:45p	Meet w/ITC Staff (Fiscal)		Conference room
2:45p	Meet w/ITC Staff (INFOhio, office assistant, other)		Conference room
Day 2			
10a	Meet with Board		Need space to accommodate board and review team

Thank you for attending!

Next Assembly Meeting April, 2020

ACCESS Council

493 Bev Road, Unit 1 Boardman, Ohio 44512 330-702-7860

http://www.access-k12.org