



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

ACCESS COUNCIL
Financial Report by Fund/SCC
ACCESS COUNCIL OCTOBER 2019

Page: 1
(PINSUM)

Fund #	Fund Description	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance	Bank Code
Begin Balance	MTD Receipts							
025 0000	COMPUTER NETWORK - DATA ACQUISITION	963,159.48	498,884.60	1,268,170.72	414,999.63	1,243,148.89	828,149.26-	A
	720,010.87	369,832.19						
025 903F	FIBER NETWORK MAINTENANCE/REPAIRS	0.00	0.00	0.00	101,150.83	0.00	101,150.83	A
	101,150.83	0.00						
025 9050	ACCESS ONENET SUBSIDY	0.00	12,163.90	94,617.03	33,434.87	18,900.00	14,534.87	A
	128,051.90	0.00						
025 905D	ACCESS DIOCESE STATE SUBSIDY	8,102.03	426.77	3,783.75	60,209.90	8,991.23	51,218.67	A
	55,891.62	2,649.99						
025 905E	ACCESS EMIS SUBSIDY	10,604.12	3,000.00	6,801.94	3,802.18	0.00	3,802.18	A
	0.00	3,802.18						
025 905H	COMPUTER NETWORK - HUNTINGTON TRUST	0.00	0.00	0.00	3,177.05	0.00	3,177.05	A
	3,177.05	0.00						
GRAND TOTALS:		981,865.63	514,475.27	1,373,373.44	616,774.46	1,271,040.12	654,265.66-	
	1,008,282.27	376,284.36						

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
<u>Beginning Balance</u>	<u>0</u>	<u>1,191,412.03</u>	<u>1,322,621.24</u>	<u>1,008,282.27</u>	<u>1,052,893.38</u>	<u>1,242,018.60</u>	<u>1,469,446.69</u>
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
<u>Unreserved Balance</u>	<u>1,190,261.20</u>	<u>1,221,470.41</u>	<u>907,131.44</u>	<u>851,742.55</u>	<u>940,867.77</u>	<u>1,068,295.86</u>	<u>1,181,734.92</u>

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	<u>FY1999</u>	<u>FY2001</u>	<u>FY2003</u>	<u>FY2006</u>	<u>FY2008</u>	<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2013</u>	<u>FY2016-2019</u>	<u>FY2021+</u>
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	-	-	-	-	-	-	-	\$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* – 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
- 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  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

[Return to Summary](#)

[Help](#)

SCR Data as reported by Lumber City Camilla Local (030224) **Year 2020**

Name	SSID	Birthdate	Gender	Year	First Reported				
Bullock, Sandra	GD1111111	07/15/1999	Female	2020	03/15/2020				
Dates					Resident District				
01/22/2020 - EOY					Rockmart Grovetown Local (196008)				
07/01/2017 - 01/21/2020					Cusseta West Point Local (545387)				
Dates	Educating Entity	Pct of Time	How Received	Sent Reason	Withdrawn To	Withdrawal Reason	Admitted From	Admission Date	Admission Reason
07/01/2017 - EOY	Augusta-Richmond County Barney Academy (413615)	100	N/A	NA	N/A	N/A	413615	09/17/2014	2

Additional Data as reported by Lumber City Camilla Local (030224) - Year 2020 – Based on final FS/FD records reported by LEA in this year

Attending Org IRN	Grade	Disadvantagemt	LEP	Gifted ID	Military Identifier	Reading Diagnostics	Total Attendance	Excused Absence	Unexcused Absence	Reference Date
212721	11	7	N	NNYYNNY	C	EX	113.43	8.09	9.34	EOY

SCR Data as reported by Roswell Glennville City (179317) **Year 2019**

Name	SSID	Birthdate	Gender	Year	First Reported				
Bullock, Sandra	GD1111111	07/15/1999	Female	2019	03/15/2019				
Dates					Resident District				
11/27/2017 - Current					Lumber City Camilla Local (030224)				
07/01/2017 - 11/26/2017					Ellabelle Sirmans City (846688)				
Dates	Educating Entity	Pct of Time	How Received	Sent Reason	Withdrawn To	Withdrawal Reason	Admitted From	Admission Date	Admission Reason
07/01/2017 - Current	Broxton Bowman Community School (397655)	100	N/A	NA	N/A	N/A	688382	12/12/2017	2

Student/EMIS – ODDEX – Records – *Special Education*

Ohio Department of Education Ohio District Data Exchange (ODDEX) Records Single Student

Home SOES SCR Records CCP Tuition Calendar Users Agencies SSID Help About Log Out

History **Special Education** Assessments Grad Cohort

Name	SSID	Birthdate
Tyler, Steven	GD3333333	07/15/1999

Event Date	Event Type	Outcome	Outcome Dates	Non-Compliance	Secondary Planning	Required Test Type	Reported by LEA
04/08/2019	NIEP	N/A	08/25/2018 - 07/26/2019	N/A	TPNP	STR	Toonville Public (625111)
01/05/2018	RIEP	CNDP	01/22/2019 - 06/19/2019	01	TPNP	ALT	Toonville Public (625111)
10/15/2016	NIEP	N/A	05/01/2018 - 10/06/2018	N/A	N/A	STR	Toonville Public (625111)
08/17/2016	TETR	CNRF	06/16/2019 - 02/27/2020	01	N/A	STR	Toonville Public (625111)

Student/EMIS – ODDEX – Records – Assessment

Assessment Type	Test Grade Level	Assessment Group	<input type="button" value="Find"/>	<input type="button" value="Clear"/>	<input type="button" value="Export"/>	Local Student ID
<input type="text"/>	<input type="text"/>	<input type="text"/>				<input type="text"/>
Subject	Test Taken Between					
<input type="text"/>	From: <input type="text"/>	To: <input type="text"/>				

If Local Student ID is left blank SSID will be substituted on export.

Name	SSID	Birthdate
Tyler, Steven	GD3333333	07/15/1999

Assessment Type	Subject	Date Taken	Test Grade	Score	Score Level	Required Test Type	Score Not Reported	Accom	Student Grade	Reported by LEA	Collection Request
GE	ENG	09/14/2015	10	A	Basic	ALT	A	NO	10	625111	2018AGESP
GE	S	07/27/2017	10	267	Unavailable	STR	E	Y1	09	625111	2018AGESP

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

Home SOES SCR Records CCP Tuition Calendar Users Agencies SSID Help About Log Out

History Special Education Assessments **Grad Cohort**

Name	SSID	Birthdate
Tyler, Steven	GD3333333	07/15/1999

Event Date	Event Code	Key Event Data	Accountable LEA	Accountable Building	Data Source LEA	Data Source FY	Data Source Collection	Override Related
11/01/2017	SPALT - Met testing req. via Alt Assessment	2016			030224	2018	2016S3TRD	N
11/10/2015	CONTR - CTE Concentrator	42			030224	2016	2017S3TRD	N
09/27/2013	FYB9G - Fiscal Year Began 9th Grade	2017			030224	2014	2019S1TRD	N

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

■ ACCESS Cybersecurity Best 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 19th (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 room or in separate rooms depending on space availability
11a	Small group - Tech Coordinators		
11a	Small group - EMIS/SIS Customers		
11a	Small group - INFOhio Customers		
12	Team lunch and work session		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

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Boardman, Ohio 44512
330-702-7860

<http://www.access-k12.org>