

W2/1099's Library

Network Filter

VoIP

EMIS Fiber

Student

Support

Data Storage Fiscal

WiFi

# ACCESS COUNCIL

APRIL ASSEMBLY MEETING - 2021

# **ASSEMBLY MEETING – November 12, 2021**

- **Welcome**
- **Call to Order**
- **Roll Call**
- **Approve Agenda**
- **Approve Minutes of April 2021 Assembly Meeting**
- **Approve October 2021 Financial Reports**
- **Finance Review Committee Update**
- **Broadband Area Initiatives**
- **Fiscal Services**
- **Network Services - Security**
- **Student/EMIS Services**
- **Adjourn**

## ACCESS COUNCIL

### Cash Summary Report

Full Account Code	Description	Initial Cash	MTD Received	FYTD Received	MTD Expended	FYTD Expended	Fund Balance	Encumbrance	Unencumbered Balance
025-0000	COMPUTER NETWORK - DATA ACQUISITION	\$ 516,456.20	\$ 206,105.91	\$ 1,258,071.94	\$ 303,479.28	\$ 1,216,105.86	\$ 558,422.28	\$ 1,765,062.14	\$ (1,206,639.86)
025-903F	FIBER NETWORK MAINTENANCE/REPAIRS	301,150.83	0.00	0.00	0.00	0.00	301,150.83	0.00	301,150.83
025-9050	ACCESS ONENET SUBSIDY	172,737.42	0.00	0.00	20,983.94	106,729.81	66,007.61	16,800.00	49,207.61
025-905D	ACCESS DIOCESE STATE SUBSIDY	42,794.32	2,572.69	9,623.62	643.98	2,575.92	49,842.02	5,164.08	44,677.94
025-905E	ACCESS EMIS SUBSIDY	0.00	0.00	5,842.84	0.00	5,842.84	0.00	0.00	0.00
025-905H	COMPUTER NETWORK - HUNTINGTON TRUST	3,177.05	0.00	0.00	0.00	0.00	3,177.05	0.00	3,177.05
<b>Grand Total</b>		<b>\$ 1,036,315.82</b>	<b>\$ 208,678.60</b>	<b>\$ 1,273,538.40</b>	<b>\$ 325,107.20</b>	<b>\$ 1,331,254.43</b>	<b>\$ 978,599.79</b>	<b>\$ 1,787,026.22</b>	<b>\$ (808,426.43)</b>

# FINANCIAL UPDATE – Brian Stidham, Treasurer

## FY2022 Projections All Funds

■ Beginning Balance	\$1,036,315.82
■ Revenues	\$3,483,792.27
■ Expenses	\$3,386,174.31
■ Projected Ending Balance	\$1,133,933.78
■ Less Fiber Fund	\$401,150.83
■ Unreserved Ending Balance	\$732,782.95

# FINANCIAL UPDATE Cont.

## Key Items

- Security needs requiring additional expenditures in that area
- Cyber Insurance costs
- Increases from Software/Maintenance providers
- One time storage project receipts/expenses in FY22
- Legal fees higher in FY22 for work on the Port Authority Fiber Agreements

**Vote for approval of Financials**

# FINANCE REVIEW DISCUSSION ITEMS

## Cost increases absorbed in recent years

- Student Information Increases
- IEP Anywhere Increases
- State Software Fee
- Bandwidth Increases
- Internet Filter Increases
- Cyber Insurance/Security Cost Increases
- Network Infrastructure Expenses
- Legal Fees Increases for Port Authority Agreements

**ACCESS COUNCIL**  
**Forecast as of 10/11/2021**  
**FY2022 - FY2025**

	Actuals			Estimated			
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
<b><u>Beginning Balance</u></b>	<b><u>1,322,621.24</u></b>	<b><u>1,008,282.27</u></b>	<b><u>876,889.07</u></b>	<b><u>1,036,315.82</u></b>	<b><u>1,133,933.78</u></b>	<b><u>923,513.88</u></b>	<b><u>836,409.66</u></b>
<b><u>Revenues</u></b>							
Interest	22,759.00	11,603.83	1,799.62	2,000.00	2,000.00	2,000.00	2,000.00
Rents	12,000.00	12,000.00	12,000.00	12,000.00	-	-	-
Internet Services to Non-members	166,263.62	184,922.70	223,118.81	209,923.00	209,923.00	209,923.00	209,923.00
Wireless Services to Non-members	46.04	-	628.09	628.09	628.09	628.09	628.09
Chargeback to Commercial Partner	162,437.80	145,943.12	139,192.57	139,192.57	139,192.57	139,192.57	139,192.57
Internet/Other Services to Districts	825,324.88	830,130.05	880,911.27	881,955.00	881,955.00	881,955.00	881,955.00
Servers/Storage from Districts	8,991.12	9,467.87	38,681.98	240,928.00	11,042.00	11,042.00	11,042.00
Voice Receipts from Districts	171,145.58	233,145.24	232,329.72	305,000.00	343,955.40	343,955.40	343,955.40
Wireless Receipts from Districts	59,521.16	43,332.73	39,201.78	36,330.00	36,330.00	36,330.00	36,333.00
Misc Receipts	165.40	82.16	6,715.08	-	-	-	-
Subsidy-Restricted Grants in Aid	155,059.49	160,808.43	160,698.91	160,808.00	160,699.00	160,699.00	160,699.00
Erate Voice receipts	1,548.26	-	-	-	-	-	-
Erate Wireless Receipts	318,567.18	130,606.67	93,874.01	80,000.00	80,000.00	80,000.00	80,000.00
Erate Internet Receipts	1,024,385.49	1,047,657.63	1,127,674.41	1,100,000.00	1,100,000.00	1,100,000.00	1,100,000.00
Refund of Pr Yr Expenditure	2,462.00	4,410.58	41,649.99	100.00	100.00	100.00	100.00
Fiber Fund Transfer In		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
One Net Subsidy from Districts	182,700.00	172,800.00	171,000.00	169,200.00	169,200.00	169,200.00	169,200.00
Diocese Services Receipts	8,916.89	13,834.19	17,628.02	16,793.08	16,793.08	16,793.08	16,793.08
Erate Diocese	12,027.36	12,105.76	7,104.68	7,104.68	7,104.68	7,104.68	7,104.68
EMIS Subsidy	22,107.59	21,926.54	22,024.15	21,829.85	21,829.85	21,829.85	21,829.85
<b><u>Total Revenues</u></b>	<b><u>3,156,428.86</u></b>	<b><u>3,134,777.50</u></b>	<b><u>3,316,233.09</u></b>	<b><u>3,483,792.27</u></b>	<b><u>3,280,752.67</u></b>	<b><u>3,280,752.67</u></b>	<b><u>3,280,755.67</u></b>

	Actuals			Estimated			
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
<u>Beginning Balance</u>	<u>1,322,621.24</u>	<u>1,008,282.27</u>	<u>876,889.07</u>	<u>1,036,315.82</u>	<u>1,133,933.78</u>	<u>923,513.88</u>	<u>836,409.66</u>
-							
Salaries	874,548.04	852,166.75	872,682.16	916,005.25	910,825.53	915,125.58	919,487.16
Benefits	358,791.76	381,330.08	380,375.28	396,532.15	452,263.20	465,474.08	480,305.42
Purchased Services	935,936.17	1,093,168.07	1,120,106.90	1,360,606.73	1,315,555.57	1,131,933.11	1,132,433.11
Supplies	816,348.17	651,579.54	512,945.94	528,959.66	527,798.74	567,612.14	611,279.95
Fees/Dues	34,060.50	32,945.85	56,449.16	46,675.00	46,960.00	47,260.00	47,660.00
Capital Outlay	451,083.19	154,980.41	114,246.90	37,395.52	137,769.52	140,451.98	245,951.98
Transfers to Fiber Fund		100,000.00	100,000.00	100,000.00	100,000.00	100,000.00	100,000.00
<b><u>Total Expenses</u></b>	<b>3,470,767.83</b>	<b>3,266,170.70</b>	<b>3,156,806.34</b>	<b>3,386,174.31</b>	<b>3,491,172.56</b>	<b>3,367,856.89</b>	<b>3,537,117.62</b>
<b>Ending Cash Balance</b>	<b>1,008,282.27</b>	<b>876,889.07</b>	<b>1,036,315.82</b>	<b>1,133,933.78</b>	<b>923,513.88</b>	<b>836,409.66</b>	<b>580,047.71</b>
<b>Excess Revenue over/under Expenses</b>	<b>(314,338.97)</b>	<b>(131,393.20)</b>	<b>159,426.75</b>	<b>97,617.96</b>	<b>(210,419.89)</b>	<b>(87,104.22)</b>	<b>(256,361.95)</b>
<b>Less Fiber Fund Reserve</b>	<b>101,150.83</b>	<b>201,150.83</b>	<b>301,150.83</b>	<b>401,150.83</b>	<b>501,150.83</b>	<b>601,150.83</b>	<b>701,150.83</b>
<b>Unreserved Balance</b>	<b>907,131.44</b>	<b>675,738.24</b>	<b>735,164.99</b>	<b>732,782.95</b>	<b>422,363.05</b>	<b>235,258.83</b>	<b>(121,103.12)</b>

**(121,103.12)**



# FINANCE REVIEW CONSENSUS ITEMS

## Targets

- **Continue \$100,000 annual transfer to fiber fund for self-insurance/potential aging fiber costs working toward building \$1,000,000 reserve**
- **Maintain a \$750,000-\$1,000,000 carry over balance each year excluding the fiber fund**
- **Address future staffing needs adding one staff member beginning in FY23 and a second staff member beginning in FY24**
- **Continue phasing out the CAP discount included in the funding model**

# **FINANCE REVIEW END RESULTS/PROPOSED**

## **Proposed Revisions to the Member Fee Structure**

- **Increase Other Services (Application) Bundle fee by \$11.00/ADM to \$20.75/ADM**
  - **(Student, Fiscal, Library and Email)**
- **Increase the per student CAP by \$11.50 to \$40.50**

## **Proposed Revisions to the Non-Member Fee Structure**

- **Add minimum fees required for products now charging minimums**

# FINANCIAL FORECAST WITH PROPOSED CHANGES

## ACCESS COUNCIL

Forecast as of 10/11/2021

FY2022 - FY2025

	Actuals			Estimated			
	FY19	FY20	FY21	FY22	FY23	FY24	FY25
<u>Beginning Balance</u>	<u>1,322,621.24</u>	<u>1,008,282.27</u>	<u>876,889.07</u>	<u>1,036,315.82</u>	<u>1,133,933.78</u>	<u>1,301,897.06</u>	<u>1,510,899.23</u>
<u>Total Revenues</u>	<u>3,156,428.86</u>	<u>3,134,777.50</u>	<u>3,316,233.09</u>	<u>3,483,792.27</u>	<u>3,744,683.19</u>	<u>3,744,683.19</u>	<u>3,744,686.19</u>
<u>Total Expenses</u>	<u>3,470,767.83</u>	<u>3,266,170.70</u>	<u>3,156,806.34</u>	<u>3,386,174.31</u>	<u>3,576,719.90</u>	<u>3,535,681.02</u>	<u>3,711,370.56</u>
<u>Ending Cash Balance</u>	<u>1,008,282.27</u>	<u>876,889.07</u>	<u>1,036,315.82</u>	<u>1,133,933.78</u>	<u>1,301,897.06</u>	<u>1,510,899.23</u>	<u>1,544,214.86</u>
<u>Excess Revenue over/under Expenses</u>	<u>(314,338.97)</u>	<u>(131,393.20)</u>	<u>159,426.75</u>	<u>97,617.96</u>	<u>167,963.29</u>	<u>209,002.17</u>	<u>33,315.63</u>
<u>Less Fiber Fund Reserve</u>	<u>101,150.83</u>	<u>201,150.83</u>	<u>301,150.83</u>	<u>401,150.83</u>	<u>501,150.83</u>	<u>601,150.83</u>	<u>701,150.83</u>
<u>Unreserved Balance</u>	<u>907,131.44</u>	<u>675,738.24</u>	<u>735,164.99</u>	<u>732,782.95</u>	<u>800,746.23</u>	<u>909,748.40</u>	<u>843,064.03</u>

**843,064.03**



**VOTE for Fee Increase**

## Historical Member Fees for Application Services

- FY2002 through FY2008                      \$8.50 per ADM
- FY2009 through FY2012                      \$8.75 per ADM
- FY2013 through FY2022                      \$9.75 per ADM
  - Frontline Student Information Suite
  - IEP Anywhere \* Special Education Basic Package
  - Fiscal Redesign/Classic (retiring)
  - Google for Education Suite (Gmail, etc.) & Email Archiving Services
  - INFOhio Library Resources

# Proposed Fees for FY23

SERVICE	Members	Non-Members	Description
Internet via ACCESS Fiber Network (AFN)	\$39.00 per ADM/Yr.	\$40.60 per ADM/Yr.	Transport and Bandwidth with Internet Security Solution - filter and monitoring (CIPA Compliant) E-Rate Eligible
Internet - not using the ACCESS Fiber Network	N/A	Per Agreement	Transport and Bandwidth -E-Rate Eligible Based on connectivity and bandwidth needs.
<b>Member Bundle Cost</b>	\$20.75 per ADM	N/A	<ul style="list-style-type: none"> <li>• Student Information,</li> <li>• Progress Book Gradebook</li> <li>• IEP Anywhere,</li> <li>• Accounting/Payroll,</li> <li>• Library Services and</li> <li>• Email</li> </ul>

<b>Student/EMIS Services</b>			
Student Information	In Bundle	\$9.60 per ADM/Yr. (minimum \$2,800)	Student Information System for grade reporting, transcripts, scheduling, attendance, disciplinary action, special education forms and all areas of EMIS reporting. Includes initial training and support for all components, on-line documentation, releases, etc.
ProgressBook-Gradebook, Virtual Classroom	In Bundle	\$2.65 per ADM/Yr.	
IEPAnywhere Special Education - Base	In Bundle	\$1.55 per ADM/Yr. (minimum \$1500)	
<b>Add-On Options</b>			
Data Map	\$3.00 per ADM/Yr. (minimum charge \$1500)	3.50 per student (minimum \$1,500)	Frontline – Part of Student Information System.
IEPAnywhere Plus Special Education	\$0.30 per ADM/Yr.	\$0.30 per ADM/Yr.	IEP with Electronic Signature
IEPAnywhere Pro Special Education	\$0.70 per ADM/Yr.	\$0.70 per ADM/Yr.	IEP with Electronic Signature and Translation Services

<b>Financial Services</b>			
Accounting and Payroll (USAS-R/USPS-R)	In Bundle	\$8.00 per student (minimum \$2,500)	Uniform School Accounting System – Redesign (USAS-R) and Uniform School Payroll System - Redesign (USPS-R), These are state-written fiscal packages that meet state standards.
<b>Add-On Options</b>			
Employee Kiosk	\$1000.00 per year	\$1000.00 per year	
RAM	\$1000.00 per year	\$1000.00 per year	Requisition Approval Manager
<b>Library Services</b>			
INFOhio Library Services	In Bundle	\$5.00 per ADM/Yr.	Statewide automated library system for the K-12 levels. This includes a statewide Union Catalog listing all materials found in any INFOhio library. <a href="http://infohio.org">http://infohio.org</a>
<b>Add-On Option</b>			
SORA/Overdrive E-Book Consortium	\$1.00 per ADM/Yr.	\$1.10 per ADM/Yr.	E-Book shared collection through SORA/Overdrive
<p><b>NON Members -</b>  <b>** MINIMUM FEE:</b> There is a \$7,500 minimum for fees if *ANY* application service is purchased, with the exception of Internet access and e-mail.</p> <p>For example, if a customer would like to purchase Financial Services, but only has 150 ADM, the calculated price would be \$2520 (\$8 * 315), but a minimum fee of \$7,500 per IRN would apply. However, if the customer is only purchasing Internet and/or e-mail services, the minimum service charge does not apply.</p>			

<b>E-Mail Services</b>			
Managed Email with Email Archiving	In Bundle	\$18.75 per ADM/Yr.	E-mail address and mailbox for all students, teachers, and staff. SPAM filtering and anti-virus protections Email Archiving included.
<b>Voice Services</b>			
Voice over IP	Per Agreement	Per Agreement	Cost calculated on volume and will be quoted accordingly. Provides for VoIP services from central ACCESS location
Voicemail/All Call/ Bully Tip Line	Per Agreement	Per Agreement	Service includes All Call capabilities as well as other enhanced features.
PRI/SIP Services	Per Agreement	Per Agreement	Based on Call Volume
<b>Technical</b>			
Network Maintenance	Per Agreement	Per Agreement	Network Infrastructure Support
Remote Backup Services	Per Agreement	Per Agreement	Based on backup needs and capacity
Hosted Active Directory Services	Per Agreement	Per Agreement	Depending on volume, licensing and migration needs
Hosted Wireless	Per Agreement	Per Agreement	Wireless network services will be priced depending on district size and density requirements
Virtual Servers and Storage	Per Agreement	Per Agreement	Virtual servers and storage will be priced depending on the number, size, and resources required.

CONSTRUCTION/CONNECTION - TO ACCESS FIBER NETWORK			
New Fiber Connection	Per Agreement	Connection Fee of \$15,000 PLUS all Construction costs. Connection Fee determined based on project.	New connections by non-member entities will be subject to a \$15,000 one-time connection fee that can be split into a maximum of 3 annual payments upon request. The connecting entity will pay all costs relating to the physical connection of the fiber to the entity, including all construction, make-ready, and splicing/termination of fiber strands. Connecting entity will also be responsible for an increased per-ADM charge for Internet services for fiber connectivity.

**Vote for approval of FY23 Member and Non-Member service fees.**

# Broadband & ACCESS Fiber Network

- Fiber
  - Commercial Partner Agreements in negotiations
  - Pole Attachment Audit – First Energy
  - Current Maintenance Load – 113 Tickets Active (Jobs)
- Broadband Area Initiatives
  - Potential Projects - Shovel Ready possibilities – funding opportunities and potential revenue
  - United Local Schools – Hanoverton & Kensington areas
    - \$350,000.00 grant

# FISCAL SERVICES UPDATE

**The redesign project is nearing completion!**

- All districts have migrated over to the redesign software for USAS-r and USPS-r as of May 2021.
- MONTHLYCD/PAYROLLCD archives are in the redesign under file archives.
- EIS migrations are in progress and are anticipated to be completed by Dec. 1
- This means the Alpha will soon be put to rest for good. (Most likely by Jan - Feb 2022)
- Plan ahead! If anything is needed from classic, get it saved prior to then.

# **FISCAL SERVICES UPDATE – continued**

## **The upcoming future**

- **Training for specific areas of the software – Inventory, the budget process, new contracts, reports, etc.**
- **Training for new staff – offer periodic beginner and advanced sessions**
- **Training for updates along the way**
- **Offer quarterly discussion meetings to share ideas between districts**
- **Assist districts in providing efficiency through better utilization of the software**

# Network Services – Update

- DR Storage project
  - Expected completion 1/1/22
- End of Year Maintenance
  - Server Infrastructure
  - Datacenter Network Core

# Network Services – Security

## DUO – Multi-Factor authentication

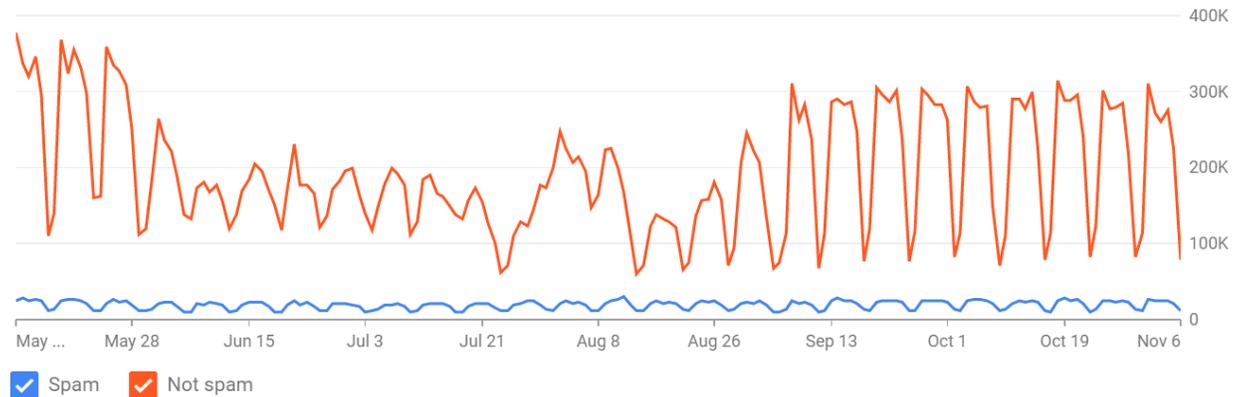
- Phase 1 – Remote access VPN
- Phase 2 – Redesign
- Phase 3 – Student information & SSO



## SPAM –

- 300k – 400k daily
- 30,000 SPAM daily
- 2021 - 61,540,104 YTD
- 2020 - 88,147,407
- 2019 - 40,875,318
- Best practices - SPAM Docs
  - <https://www.access-k12.org/Services/Network>

Inbound email: spam



# Network Services – Tech Guard

**ACCESS via the MCOECN is offering this product at a price of \$4.00 per user billed on an annual basis, with a contract term of 3 years.**

## **Includes**

- **Security education assessments**
- **Content library – VOD courses**
  - **FERPA / CIPA / Malware / MFA / Remote work / Public Wifi / Incident Response**
- **Campaigns**
  - **Phishing with remediation training**
- **Employee onboarding**
- **Posters / Signage**



# Student/EMIS

- **Frontline/ProgressBook**
  - **StudentInformation**
    - Grad Points Module
  - **ParentAccess**
    - Mobile App
  - **GradeBook**
    - **21.2 Release (December)**
      - Principal seating chart access
  - **DataMap**
    - 21.1 Release
      - Added RIMP/Intervention Roster icon in GB links to DataMap
- **P-EBT**
  - **Monthly Uploads**
- **EMIS**
  - **New product**
    - EMIS CrossCheck



- **EMIS Reporting**
  - **FY22S and SOES – Beginning of Year**
    - New for FY22 Funding
      - Gifted Identified
  - **FY22L1 – Initial Staff and Course Collection**
    - Many LRC Indicators
- **Training and Work Sessions**
  - **ACCESS, ODE, EMIS Alliance**
  - **Student Trainings**
    - Recordings available
- **Civil Rights Reporting – 2020-2021 SY**
  - **21.1 (November) and 21.2 (December) Releases**
    - Opens December 13th, 2021 and closes 75 days later on February 28<sup>th</sup>, 2022

Thank you for attending!

Next Assembly Meeting  
April, 2022

## ACCESS Council

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Boardman, Ohio 44512  
330-702-7860

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