

ACCESS Council

Area Cooperative Computerized Educational Service System

Regular Assembly Meeting

9:00 a.m. Friday, November 12, 2021

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 12, 2021.

Dr. Mook called the meeting to order at 9:04 a.m. The following members were present by roll call:

Beaver Local Schools – Nate Aldrich
Boardman Local Schools – Tim Saxton
Campbell City Schools – Matthew Bowen
Canfield Schools – Joe Knoll
Columbiana County CTC – Chuck Adkins
Columbiana County ESC – Anna Marie Vaughn
Columbiana Exempted Village - Don Mook, Kathy Davies
Crestview Local Schools – Daryl Miller
East Palestine Schools – Chris Neifer
Jackson Milton Schools – John Zinger
Leetonia Local Schools – Dennis Dunham, Jennifer Coldsnow
Lowellville Local Schools - Geno Thomas (arrived 9:09 am), Bryan Schiraldi
Mahoning County ESC –Ryan Jones
Poland Local Schools - Jonathan Pera
Salem City Schools – Sean Kirkland, Michael Douglas
South Range Local Schools – Bethany Carlson
Springfield Local Schools - Tom Yazvac, David Whorten
Struthers City Schools - Pete Pirone
United Local Schools –Melissa Baker
West Branch Schools – Adam Fisher
Western Reserve Schools – Cathy Romack
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
Ruby Stiles, Student Services, ACCESS
Simon Abou-jaoude, Poland Local Schools

Motion 21-07 – Approve Agenda

Mr. Yazvac moved and Mr. Jones seconded a motion to approve the agenda. Approved by unanimous roll call vote. Motion carried. Dr. Mook declared the motion approved.

Motion 21-08 – Approve Minutes

Mr. Pirone moved and Mr. Knoll seconded a motion to approve the minutes of the April 2021 Regular Assembly Meeting. Approved by unanimous roll call vote. Motion carried. Dr. Mook declared the motion approved.

Motion 21-09 – Financial Report

Mr. Yazvac moved and Mr. Douglas seconded a motion to approve the financial report.

Mr. Stidham reviewed the October 2021 Financial Report. Mr. Stidham reviewed all funds and unique expenditures for FY2022. He also provided an overview of projections for FY2022.

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

Key items of interest shared by Mr. Stidham

- Security needs requiring additional expenditures
- Cyber Insurance increased costs
- Software/Maintenance provider increase costs
- Storage project receipts/expenses in FY22
- Increase in legal fees – CCPA Fiber agreement renewal

Approved by unanimous roll call vote. Motion carried. Dr. Mook declared the motion approved.

Finance Review Discussion/Proposals

Mr. Stidham provided the following update. Costs 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

Review committee recommendations – proposed revisions to the Member fee structure.

- Increase Other Services (Applications: Student, Special Education, Fiscal, Library and Email and Archiving) Bundle fee by \$11.00/ADM to \$20.75/ADM
- Increase the per-student CAP by \$11.50 to \$40.50.

Mr. Stidham provided information as to how much the proposed increase would raise. Each member was also provided a projected cost prior to the meeting.

Ms. Smith provided information on current and historical Application Services fees.

- FY2002 through FY2008 \$8.50 per ADM
- FY2009 through FY2012 \$8.75 per ADM
- FY2013 through FY2022 \$9.75 per ADM

Motion 21-10 – FY23 Member Application Increase

- Mr. Thomas moved and Mr. Yazvac seconded a motion to approve the Application Services increase as recommended by the Finance Review Committee, i.e., Increase Other Services (Applications: Student, Special Education, Fiscal, Library and Email and Archiving) Bundle fee by \$11.00/ADM to \$20.75/ADM and Increase the per-student CAP by \$11.50 to \$40.50.

Roll-Call Vote:

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

Motion carried. Dr. Mook declared the motion approved.

Motion 21-11 – FY23 Member and Non-Member Fee Schedule

Mr. Adkins moved and Mr. Jones seconded a motion to approve the Member and Non-Member Fee Schedule as presented. Ms. Smith shared the proposed fee schedule with minimums set in certain areas to cover application/service costs. Roll-Call Vote:

- | | |
|-----------------------------------|-----------------------------------|
| Beaver Local Schools – yes | Lowellville Local Schools - yes |
| Boardman Local Schools – yes | Mahoning County ESC –yes |
| Campbell City Schools – yes | Poland Local Schools - yes |
| Canfield Schools – yes | Salem City Schools – yes |
| Columbiana County CTC – yes | South Range Local Schools – yes |
| Columbiana County ESC – yes | Springfield Local Schools - yes |
| Columbiana Exempted Village - yes | Struthers City Schools - yes |
| Crestview Local Schools – yes | United Local Schools –yes |
| East Palestine Schools – yes | West Branch Schools – yes |
| Jackson Milton Schools – yes | Western Reserve Schools – yes |
| Leetonia Local Schools – yes | Youngstown Community School – yes |

Motion carried. Dr. Mook declared the motion approved.

Motion 21-12 – ACCESS Council Bylaws – Section 3A(1)(d) and (2) addition.

Mr. Yazvac moved and Ms. Vaughan seconded a motion to approve the following language be added to the ACCESS Council Bylaws. Dr. Mook and Mr. Yazvac shared the on-going difficulty of having enough board members present at meetings to conduct ACCESS business.

- Motion to recommend the change of the ACCESS Council Bylaws Section 3 A (1) (d) and (2) to include the following
 - (d) one School District Treasurer or Superintendent from each county to serve as an alternate in which the educational service center is a Member.
 - (2) [paragraph addition] For each county to have one alternate representative voting in the absence of a sitting board member who may be unavailable to participate at a board meeting. If two sitting board members are absent, both alternate members can vote on their behalf.

Roll-Call Vote:

- | | |
|-----------------------------------|-----------------------------------|
| Beaver Local Schools – yes | Lowellville Local Schools - yes |
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| Crestview Local Schools – yes | United Local Schools –yes |
| East Palestine Schools – yes | West Branch Schools – yes |
| Jackson Milton Schools – yes | Western Reserve Schools – yes |
| Leetonia Local Schools – yes | Youngstown Community School – yes |

Motion carried. Dr. Mook declared the motion approved.

Membership Caucus by county to determine ACCESS Board Alternates

The following representatives were selected by their peers to represent as alternates to the ACCESS Board of Directors.

- Bethany Carlson, Superintendent, South Range Schools
- Jennifer Coldsnow, Treasurer, Leetonia Local Schools

ACCESS Fiber Update

Broadband – Regional Opportunities

Ms. Smith shared that there may be many regional opportunities for ACCESS’ involvement in broadband initiative to support member schools. She asked that if community endeavors are underway and brought to the attention of a member, please share so that jointly this venture can be investigated.

Fiber Management/Maintenance update

Ms. Smith shared the following.

- Contracts are under negotiation for renewal with the Columbiana County Port Authority (CCPA) and Involta, as their managing partner.
- We are completing the First Energy Pole Attachment audit allowing ACCESS to verify attachment totals for billing purposes.
- The current maintenance load consists of 113 open tickets/active jobs.

Fiscal Services Update

Mr. Stidham provided the following update.

- 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.

Future services will include...

- 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

Ms. Smith updated the Assembly that the

- Storage Center project was delayed due to product unavailability. It is expected to be in production by January 1, 2022.
- End of calendar year infrastructure maintenance will occur. District technology representatives will be apprised of the schedule.
- Multi-Factor Authentication (MFA) information was shared. Phase 1 will be implementing MFA for remote access via VPN; Phase 2 – the fiscal Redesign Application; and Phase 3 – Student Information Applications.
- SPAM continues to be an issue. Statistics were provided and it was recommended that everyone check their SPAM folders daily. Google filters SPAM and on average our volumes have included the following.
 - 300k – 400k daily emails received
 - 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>
- TechGuard – a security education/awareness product is available through ACCESS.

Student and EMIS Services

Ms. Fabian shared an update on the following...

Frontline/ProgressBook

- StudentInformation – Grad Points Module
- ParentAccess - now has a 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 (November) and 21.2 (December) Releases - Opens December 13th, 2021 and closes

 75 days later on February 28th, 2022

Motion 21-13 - Adjournment

Mr. Thomas moved and Mr. Pirone seconded to adjourn the meeting. Motion carried. Dr.

Mook declared the meeting adjourned at 10:27 a.m.

The foregoing is a correct record of the proceedings of the ACCESS Assembly Meeting held on November 12, 2021.

Chairman

Date

Secretary

Date