

# ANSONIA PUBLIC SCHOOLS BOARD OF EDUCATION

## MINUTES

**PLACE:** DTL Conference Room, Central Office **DATE:** 03 October 2018 **TIME:** 1:30 P.M.  
**MEETING CALLED TO ORDER BY:** Fran DiGiorgi, chair

- I. OPENING
- A. Pledge of Allegiance
- B. Roll Call – Ms. Fran DiGiorgi called a quorum

MEMBERS OF THE BOARD	PRESENT	ABSENT	LATE
MRS. TRACEY DELIBERO		X	
MS. FRAN DIGIORGI	X		
MR. WILLIAM NIMONS	X		
<b>TOTAL</b>	<b>2</b>	<b>1</b>	

**Other attendees:** Superintendent Carol Merlone, Dr. DiBacco, Ms. Lisa Jones, Finance Director.

II. Public comments

There were no comments from the public.

III. Discussion and possible action concerning records retention services with presentations from Meyer Records Management and Office Scope.

Ms. Sherry Boyd from William B. Meyer Records Management presented. She said she has been in the records business for approximately twelve years. She has been with this company for five years. Ms. Boyd said the company has been in business for many years and they are one of the top five in the state. Stratford is the corporate headquarters for physical records storage. Ms. Boyd said their company stores and keeps paper documents. Ms. Boyd added, the cost of converting from paper to digital is very costly. She said they have a few Boards of Ed who conduct business with her company.

Ms. DiGiorgi asked if going from paper to digital is something that is possible with her company. Ms. Boyd said they got out of the business and now have another company that does the imaging. Ms. DiGiorgi said what the Board of Ed is looking for is someone to take the current paper files and convert to digital. Ms. DiGiorgi said this sounded like the files can be put into boxes and stored safely with this company. Dr. DiBacco added, there are two different things that are being discussed. He said one is moving over to digital in the future. Dr. DiBacco said a huge amount of Special Education Records are needed to be scanned and then destroyed. He added the physical storage here in Ansonia is not an option any longer due to lack of space. Ms. DiGiorgi said the cost is another obstacle. Dr. DiBacco asked what other districts are doing this and what cost efficient methods are available to Ansonia. Ms. Boyd said the documents can be stored safely and will not be damaged. She said they charge \$2.00 per storage box with additional storage fees. Dr. DiBacco asked how the records are made available if they were needed. Ms. Boyd said as the customer releases the boxes, there will be inventory and all boxes will be labeled digitally with a bar code. She said the whole process from start to finish can be done by her company. Ms. DiGiorgi said going forward for one year we should continue to store the way they are and during this time, come up with a process to store them differently. Ms. Boyd added the rest of the cost will be depending on how much assistance is needed in filling the box and how much detail and information will go into filling the box. She said she will be happy to come and walk through the space where the files are currently located and give her opinion. She said when having to access the files, it is a next day delivery that costs approximately \$23.00 for the delivery. Ms. Boyd also said there is a digital request that costs \$12.50 to send a document electronically. Ms. DiGiorgi thanked Ms. Boyd and let her know she will be contacted.

Mr. John Ardito and Mr. CJ Ross from Office Scope presented. They began by mentioning they will be having a public presentation on October 11, 2018 and invited all to attend. Dr. DiBacco asked for a price range and options available for storing the files. He said we do not have financial means, so we do need flexible options. Mr. Ardito said he will love to weigh all options and work with the district regarding their needs. He said the company has been in the document management business for approximately twenty years and have

been building since. He added they have learned the need for schools districts and this is what he specializes in. Mr. Ardito said all electronic records are held secure in the digital cloud through Microsoft Azure. He also added to get ahead of the curve and not add to paper that is currently kept, the idea is to become as paperless as possible. Dr. DiBacco asked if the company houses paper files. Mr. Ardito said the goal is to scan and shred the paper document when it is able to be destroyed. He said the digital host is stored in five secure spots in Microsoft Azure so it cannot be lost. He added the process to obtain the electronic document is very easy. He said all documents are easily accessed by allowed personnel. Mr. Ardito said one of the biggest speed bumps is the beginning of the whole paperless process. He said it can be handled internally and employees can scan in files. He also said it can be outsourced and all the scanning can be done by the scan service. He said the standard access fee is usually \$3000 to access documents yearly. 150 GB is usually what is offered annually and this is about 125 million documents. They added when documents are destroyed, it will add more storage space. He said this can be done with current paper files being shipped and scanned into the electronic files. Dr. DiBacco said the goal would be for them to come in and give a quote for multiple tiers of options. Mr. Ardito agreed and said that would be ideal and he will also add suggestions that may be useful and the Board may find more helpful for the process. Mr. Nimons asked how many school districts are with this company. Mr. Ardito said there are approximately forty to fifty districts. Ms. DiGiorgi said realistically this will not happen this year but we will need to start to prepare to move forward should we have a grant or the funds to begin. Mr. Ardito said every district is different and once the operation is put in place, the process moves very smooth and works well. Ms. Lisa Jones said it will be a great idea to go to one of the districts that are currently using this company to observe how they work. Ms. DiGiorgi said she suggests we take the paper files we have now and send to Meyers to store and use this company for digital storage. Mr. Ardito showed his demonstration of file cabinets being transferred into electronic files. He showed the group how the system works when trying to access documents. Ms. DiGiorgi thanked the presenters and said the Board will be in touch.

**IV. Public Comments**

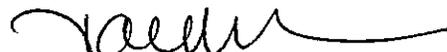
There were no comments from the public.

**IV. ADJOURNMENT**

**MOTION: To adjourn the meeting at 2:44p.m.**

	MOTION	YES	NO	ABSTAIN
MRS. TRACEY DELIBERO				
MS. FRAN DIGIORGI	2	X		
MR WILLIAM NIMONS	1	X		
<b>TOTAL</b>		<b>2</b>	<b>0</b>	

Respectfully submitted,



Cassie Venson  
Recording Secretary  
Date 10/06/2018