

**ACCESS**  
Area Cooperative Computerized Educational Service System  
Regular Assembly Meeting  
12:00 p.m. Friday, November 9, 2018  
A La Cart Catering, Canfield, Ohio

**M-I-N-U-T-E-S**

A regular meeting of the Assembly of the ACCESS Council of Governments was held at 12:00 p.m., November 9, 2018.

Ms. Viscounte called the meeting to order at 12:03 p.m. The following members were present:

Austintown Local Schools, Janet Polish, Stephanie Toporcer  
Boardman Local Schools, Nick Ciarniello, Chris Rhodes  
Columbiana County ESC, Anna Marie Vaughn, Marie Williams  
Columbiana County CTC, Chuck Adkins  
Columbiana Exempted Village, Don Mook  
Crestview Local Schools, Charlene Mercure  
Mahoning County ESC, Traci Hostetler, Doug Hiscox, Andrew Velchek  
Poland Local Schools, Janet Muntean, Jonathan Pera, Nadeem Husain  
Salem City Schools, Michael Douglas  
Sebring Local Schools, Toni Viscounte  
South Range Local Schools, Dennis Dunham, Jim Phillips  
Springfield Local Schools, Tom Yazvac, David Whorten  
United Local Schools, Lance Hostetler, Melissa Baker  
Western Reserve Schools, Chuck Sanor  
Youngstown City Schools, A.J. Ginnetti, John LaPlante

Also attending:

Lisa Smith, Executive Director, ACCESS  
Brian Stidham, Treasurer, ACCESS  
Diane Fabian, Director of Student Services and State Reporting, ACCESS  
Patrick Rager, Director of Technology, ACCESS  
Gretchen Martin, Student Services, ACCESS  
Ruby Stiles, Student Services, ACCESS  
Kevin Homistek, Network Services, ACCESS  
Kevin O'Donnell, Fiscal Services, ACCESS  
Bonnie Manchester, Fiscal Services, ACCESS  
Tom Davies, Network/Library Services, ACCESS

Mr. Yazvac moved and Mr. Mook seconded a motion to approve the agenda. (Motion 18-16)  
Motion carried. Ms. Viscounte declared the Agenda approved.

Mr. Yazvac moved and Mr. Mook seconded a motion that the minutes of the (Motion 18-17)  
May 2018 Regular Assembly Meeting be approved. Motion carried. Ms.  
Viscounte declared the minutes approved.

Mr. Stidham reviewed the October 2018 Financial Report. Mr. Stidham (Motion 18-14) shared that unique to FY2019, ACCESS has expenses in the amount of \$300,109.00 for wireless licenses, equipment purchase and the Route 172 fiber relocation project. The projected ending balance for FY2019 is \$1,117,204.77. To date, there is no expected increase in membership fees. Ms. Mercure moved and Mr. Ginnetti seconded a motion to approve the financial reports. Motion carried. Ms. Viscounte declared the motion approved.

Mr. Stidham reviewed the expected revenue and expenses through year end. A conservative financial forecast indicates deficit spending. Although unforeseen expenses as discussed earlier contribute to increased expenditures, ACCESS is looking ahead to increase revenue to benefit the membership. Ms. Smith shared some concerns that affect revenues with the membership. Among them are:

- Decreased ADM count – a factor utilized in assessing fees
- Applications at state level being billed at a higher ADM (headcount) value.
- Utility pole attachment fees have increased 200% over the past two years due to FCC regulation changes.
- Projected state fiscal software costs – classic and/or redesign estimated between \$0.50 and \$1.00 per ADM.

Mr. Stidham clarified a question posed by the State of Ohio Auditors regarding the use of ADM in ACCESS contracts. ACCESS does not base contracts on ADM values. ADM is only one factor taken into consideration when establishing membership fees.

Ms. Smith shared that there is a possibility of providing fiber services to several non-public entities and that additional library environments were going to be approached. The sale of services via fiber may generate additional revenue to benefit the membership.

Mr. Stidham updated the membership on the SSDT fiscal redesign software program. Training classes have been offered to all districts rotating on a quarterly basis. Preparation and planning is underway to migrate two districts during January 2019. Migrations will continue in waves of 4-6 districts per wave. District migrations will be ongoing quarterly. All districts should plan to be migrated by the end of 2021.

Ms. Smith shared that Software Answers product Data Map has now been adopted by some of our districts. She also shared that beginning next school year, Virtual Classroom LMS will be included with the Gradebook product. Any Gradebook/VC cost increases have not yet been shared.

Ms. Smith updated the membership on fiber and network projects underway. The re-routing of fiber along Route 172 has commenced and should be completed soon. This is a major re-routing of fiber in this region do to Ohio

Edison abandoning poles on a specific route. ACCESS will share construction costs with our commercial partners. ACCESS is also looking at a secondary connection for redundancy to OARNet, our upstream ISP. Pat Rager is working to complete this connection.

INFOhio representatives, Erica Clay and Gayle Geitgey provided information on INFOhio Educator Tools and other resources available to schools through our participation with this program.

Attorneys Megan Bair and Ryan LaFlamme, Ennis Britton Co., L.P.A provided a presentation on Records, Social Media, Ethics and More.

The next ACCESS Assembly meeting will be held in April, 2019, at a location yet to be determined in Columbiana County.

Mr. Yazvac moved to adjourn the meeting. Mr. Phillips seconded. Motion Carried. Ms. Viscounte declared the meeting adjourned at 2:08 pm.

The foregoing is a correct record of the proceedings of the ACCESS Assembly Regular Meeting held on November 9, 2018.

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Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

(Motion 18-15)