

**ACCESS**  
Area Cooperative Computerized Educational Service System  
Regular Assembly Meeting  
11:30 a.m. Monday, May 14, 2018  
Das Dutch Village Inn, Columbiana, Ohio

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

A regular meeting of the Assembly of the ACCESS Council of Governments was held at 11:30 a.m., May 14, 2018.

Mr. Colaluca called the meeting to order at 11:50 a.m. The following members were present:

Austintown Local Schools, Vince Colaluca, Tom Ventresco  
Boardman Local Schools, Tim Saxton, Nick Ciarniello  
Columbiana County ESC, Anna Marie Vaughn  
Columbiana County CTC, Chuck Adkins  
Columbiana Exempted Village, Don Mook, Kathy Davies  
Crestview Local Schools, Matthew Manley, Charlene Mercure  
East Liverpool City Schools, Kathy Jo Laughlin  
Mahoning County ESC/ MCCTC, Ron Iarussi, Chris Stewart  
Poland Local Schools, Janet Muntean  
Sebring Local Schools, Toni Viscounte  
South Range Local Schools, Dennis Dunham, Jim Phillips, Dean Pagnotta  
Springfield Local Schools, Tom Yazvac  
Struthers City Schools, Pete Pirone  
United Local Schools, Melissa Baker  
Youngstown City Schools, John LaPlante

Also attending:

Lisa Smith, Executive Director, ACCESS  
Brian Stidham, Treasurer, ACCESS  
Gretchen Martin, Student Services, ACCESS  
Diane Fabian, Director of Student Services and State Reporting, ACCESS  
Ruby Stiles, Student Services, ACCESS  
Kevin Homistek, Network Services, ACCESS  
Dale Santangelo, Network Services, ACCESS  
Bonnie Manchester, Fiscal Services, ACCESS

Mr. Yazvac moved and Ms. Vaughn seconded a motion to approve the agenda. Motion carried. Mr. Colaluca declared the Agenda approved. (Motion 18-12)

Mr. Mook moved and Mr. Yazvac seconded a motion that the minutes of the May 2017 Regular Assembly Meeting be approved. Motion carried. Mr. Colaluca declared the minutes approved. (Motion 18-13)

Mr. Stidham reviewed the April 2018 Financial Report. Ms. Viscounte moved and Mr. Manley seconded a motion to approve the financial reports. (Motion 18-14)

Motion carried. Mr. Colaluca declared the motion approved.

Mr. Stidham reviewed the expected revenue and expenses through year end. The final payment on one computer hardware lease was discussed as well as the second of five payments being made on the other. The fiber project along route 172 expenses of \$173,304.00 were also mentioned as being included in the FY2018 figures. On the revenue side, the inclusion of \$208,096.00 in one time receipts for the sale of DASL was also discussed. The projected ending balance for FY2018 is \$1,144,335.29.

Mr. Colaluca and Ms. Smith updated the Assembly on the Management Council Student Information (DASL) interest sold to Software Answer for \$8 million dollars. The following outlines the disbursement of funds.

- Reserved \$475,000 (for 3 years) for the hire of a Chief Information Security Office (CSCO) to be employed to work with all 18 ITCs to assure that the ITCs are prepared, as much as possible, to address Cyber Security and Cyber Liability threats.
- Reserved \$280,000 (for two years) earmarked for the Data Interchange Project development utilizing Jitterbit software to allow third-party vendors to engage in communication with Student Information and Fiscal products.
- Distribute the remaining balance to ITCs directly based on the number of years the Student Information System was utilized by the ITC.
  - Range distributed to ITCs: \$46,000 – \$1,695,000.00.
  - ACCESS portion received from 2001-2018 -\$208.896.00 (ACCESS utilized ESIS instead for several years.)

Mr. Colaluca shared with the Assembly that as a sitting member on the Management Council Board of Trustees, he was not in favor of the money being distributed back to the ITCs. Instead, he was in favor of the money being used to better all ITCs through joint ventures managed by the Management Council on behalf of the ITCs. Therefore, he voted “no” to disperse the remaining funds back to the ITCs.

Ms. Smith shared with the Assembly a comparison of ITC service costs for “Other Bundled Services” (Student Information, Fiscal, INFOhio & Email) showing that ACCESS continues to offer services at the lowest cost across ITCs. ACCESS will continue to monitor our service costs with its Board and bring to the Assembly the need for an increase if necessary. The lower costs are attributed to the ACCESS Fiber investment. However, as ADM decreases (a key factor), ACCESS will need to maintain its revenue stream.

Ms. Smith provided a current status of the ACCESS Fiber Network and the continued commercial partnership in place involving maintenance and over-lash of new fiber. Ms. Smith will be investigating how ACCESS can continue to leverage this investment to produce more revenue for the organization.

Ms. Smith provided an update on the following Network Service offerings:

- VoIP Services – 16 districts receiving services; cost reduction of management services from \$70.00 to \$55.00 per device.
- ACCESS Service Alerts – Text message alerts – to announce unexpected outages, etc. that affect our service to our members.
- Web Filtering – Network Advisory Committee – Recommended adding Securly – web-based cloud filter with risk assessment monitoring available.

Mr. Stidham provide additional fiscal services information to the membership regarding the Calendar Year End meeting, Software Training, and the fiscal redesign project. Discussion was also held pertaining to the work of the fiscal advisory committee with the fiscal redesign software and tentative timelines for migrating districts to it. The most recent target date of all district having been migrated is the end of 2021.

Ms. Fabian provided updates regarding the ProgressBook Suite. Software Answers is adding One Roster which will give districts the ability to integrate with other software programs such as the LMS Canvas. GradeBook will have the ability to archive class lists. Ms. Fabian also shared that a student's report card can be posted to ParentAccess. DataMap/Virtual Classroom is available for district use. Ms. Fabian shared that the ProgressBook Mobile App has the ability to start a student discipline record.

Ms. Fabian gave an update on the EMIS Yearend Reporting requirements and deadlines. Many of the reporting collections close earlier than planned with a close date July 18, 2018. ACCESS has been conducting trainings for HB410. District attendance at these trainings has been good. Ms. Fabian updated the districts regarding Roster Verification. District principals' must have all processes completed by May 24, 2018.

Ms. Fabian shared that ACCESS continues to conduct trainings in all areas and encouraged all to send staff.

The ACCESS Membership briefly separated to caucus to fill the vacant board positions. Mr. Thomas Yazvac will replace Mr. Colaluca as the Mahoning County Superintendent, Mr. Mook and Ms. Mercure will remain as Columbiana County Superintendent and Columbiana County Treasurer respectively.

Special Agent Robert J. Carson, FBI –Boardman, Ohio office – presented to the membership on *Cyber Crime, Social Engineering and Forensic Partnerships within the Community*.

The next ACCESS Assembly meeting will be held in November, 2018, at the Mahoning County ESC in Mahoning County.

Mr. Yazvac moved to adjourn the meeting. Mr. Mook seconded. Motion (Motion 18-15) Carried. Mr. Colaluca declared the meeting adjourned at 1:52 pm.

The foregoing is a correct record of the proceedings of the ACCESS Assembly Regular Meeting held on May 14, 2018.

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Chairman

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Date

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Secretary

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Date