

ITEMS TO NOTE:

- ✓ Funds must be encumbered between July 1, 2014 and June 30, 2015. **FUNDS NOT SPENT REVERT TO THE STATE OF IOWA GENERAL FUND.** If a RTC is unable to encumber all funds requested in the budget, Region must inform DE by February 2, 2015. In order to return funds to DE, Region must submit an explanation regarding reason for the return, a signed confirmation by entities' chief financial officer or equivalent, and documentation of voting consensus by Region's membership.
- ✓ Each RTC funded through the General Fund RTC appropriation must submit an Annual Report by July 31, 2015. *Timeframes are not negotiable.*
- ✓ **Release of the funding for the RTC is dependent upon the receipt and approval of the required documentation by the Iowa Department of Education.**
 - Funding will be allocated by the DE to each RTC once during the fiscal year. The DE must approve the "Regional Support Services Budget" before the requested RTC budget amounts are released to the RTC fiscal agent.

Complete reports should be limited to no more than two (2) pages, and should be a unified voice for each individual RTC. The report should answer the below questions.

1. Describe the last twelve months of **Technical Assistance** activities performed for Network Classrooms (indicate current initiatives, challenges, and/or any other information).

Bob Kurdelmeyer (Northeast Iowa Community College):

I have responded to or been involved in 39 trouble tickets logged through the ICN's service desk system. I have responded to an additional 42 requests/questions that have come to me directly through either phone conversation or email. Outside of the main responsibility of providing front-line technical support for the 41 ICN classrooms in region one my main focus has been in two areas. The first being providing support and information for the ongoing conversion of the legacy MPEG classrooms to H.323. ICN has released an "end of life" date for the legacy system of June 30th 2018. This means any room not converted by that date will no longer function within the system. The current statistics for room conversion in the area are as follows.

- Sites fully converted: 16
- Sites in the conversion process: 2 (Maynard, Lansing)
- Sites evaluating the conversion: 5
- Sites that are either not ready at this time or we have not received requests: 17
- Sites to be decommissioned: 1 (Dyersville Beckman)

I will continue to provide assistance as needed until this process is completed. The other area I have focused on is the ongoing challenge of sourcing components and replacement items for broken equipment throughout the area. Even though many of these rooms are being updated, they still must interface with equipment that is, in many cases, 20 years old. ICN has been quite helpful in providing spare parts from decommissioned rooms when we cannot locate suitable replacements

2. Describe the last twelve months of **Planning and Troubleshooting** activities performed for Local Area Network (LAN/WAN) (indicate current initiatives, challenges, and/or any other information).

Karen Randall's (Keystone I AEA):

Recycling of 25,406 lbs. of e-waste with 26 schools/districts/daycares participating. AEA1 aggregation infrastructure being upgraded to a 10Gb port serviced by a Brocade switch with a second Brocade switch purchased for fail over. Two new direct wire UPS units were installed to prevent downtime. The iBoss proxy server/web filter and reporter were upgraded this year as well as, the software version on our Avamar data backup grids. Other aggregate services used by LEAs include (3) Fortinet Firewalls with UTM services (filtering) and reporting, Barracuda email filter, virtual server hosting, document archiving, statewide Moodle support, Camtasia Relay hosting, and Razorsafe email archiver. To keep skills current and be in a position to provide support to schools, these trainings were attended: GAFE Domain Admin training, ITEC IT Conference, Brainstorm IT Conference, Firewall Shootout at Heartland AEA, and Brocade Switch Admin Training. Knowledge from these trainings is shared with LEA technology staff at Technology Coordinator meetings held at the AEA as well as through services provided one-on-one to LEA technology support staff. AEA tech coordinator meetings also offer attendees opportunities to sit in on vendor webinars and talks either live or via Zoom video conferencing to keep informed of the latest offerings and solutions. An HP wireless technical training was held at the AEA with 14 schools/districts attending. This was also the mass rollout year for IowaTIER/FAST assessments. AEA1 staff attended training to support this effort and provide network readiness advice and connectivity troubleshooting to supplement the statewide support structure. AEA1 support staff also served on the Governor's STEM Broadband Committee focusing on the bandwidth needs of every school building. Work is also being done at AEA1 to create and implement a statewide LDAP authentication system with potential users including the statewide AEA PD Online systems, the new IowaLearns Equella repository, and other AEA servers statewide. AEA 1 support staff is also supporting the implementation of the IowaLearns Equella repository by managing building level user logins and offering other implementation assistance. Technical advice and consultation was given to LEA staff in the following areas: switch, firewall, router install and configuration (vlans, etc.); recommendation of network gear; wireless system troubleshooting and upgrades; Internet service evaluation, upgrades, and traffic graphing; email server troubleshooting and configuration (SMTP relay, SPF records, secure email, blacklist removal, etc.); GAFE domain support; network IP address assignment; firewall address/port mapping; content filtering adjustments and exceptions; DNS changes; server setup and troubleshooting; caching server install; VPN configuration; network troubleshooting (slowness, outages, loops, access to resources, etc.); investigating malware, spyware, botnet and copyright infringement notices.

3. Describe the last twelve months of **Scheduling of Video Sites** activities (indicate current initiatives, challenges, and/or any other information).

Mari Eitel (Northeast Iowa Community College):

Region I continues to work with ICN technicians in trouble-shooting conversion issues from MPEG to H.323 systems. Region I currently has 41 operational ICN sites, 17 of which have converted to H.323.

Region I Statistics (compiled with Billable Hours report):

July 1, 2014 – June 30, 2015

10,148 Sessions

12,323.66 Hours

Region I continues its strong relationship with the K12 schools, offering several contracted classes in addition to two health consortium groups, both spring and fall semesters.

4. Describe the entire RTC's current initiatives, challenges, and/or any other information.

Kyle Collins has recently accepted the position of Director of Online and Blended Learning at NICC and will be replacing Christopher Ostwinkle as the Region I Coordinator/Chairperson. Our Council is currently two members short, needing representatives to fill the Iowa Association of School Boards, and most recently, the Iowa Assoc. of Community College Trustees seats. The latter is due to the retirement of NICC Chief Financial Officer John Noel, who also served as the fiscal agent for the RTC in Region I.

5. Explain any changes or improvements (if any) your region would like to make?

We have no changes or improvement recommendations at this time.

Provide Any Additional Comments:

Thank you. I apologize for slightly exceeding your requested 2-page limit.

FY2015 REGIONAL SUPPORT SERVICES FINAL FINANCIAL ACCOUNTING

Fiscal Agent: John Noel, Vice President for Finance & Administration
Community College: Northeast Iowa Community College

	Total Expenses <i>Include one monetary amount per area</i>	% of Requested Budget
A. Technical Assistance for Network Classrooms <i>(DO NOT include FTE information.)</i> Does the RTC plan to provide first-line technical support for troubleshooting video classroom? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$18,170.67	25%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	\$36,341.36	50%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	\$18,170.68	25%
GRAND TOTAL	\$72,682.71	100%

Did the budget receive approval by a quorum of RTC members (6 of 9)?

All responses are based on having the RTC fully appointed. Six members of the RTC must approve the plan.

Yes

No *(If no is checked, a brief explanation in the comments box must be provided.)*

COMMENTS: *(Space can also be used for percentage explanations outside of budgets.)*

The Region I Council has voted to allocate 50% of it's funding to Section B – Planning and Troubleshooting for Local Area Networks. This 50% is larger than the recommended 15-40% and we feel justified due to the amount and nature of the work done in this area. Work done for Section B is performed by Karen Randall at Keystone Area Education Agency (AEA). Over the past few years we have increased the percentage to this section as more and more schools are becoming 1:1 schools. This increase has necessitated additional work by Ms. Randall in the areas of internet services, firewall and other hardware services, etc.

Please print this certification page, sign, and return with original signature to:

*Angi Hillers, Iowa Department of Education
 Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319*

Certification of Final Financial Accounting

I am the chief financial officer for the **community college** that is charged with acting as fiscal agent for the Regional Telecommunications Council (RTC) in Region I. I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. **ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.**
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the **Regional Support Services Budget** before the first half of the requested RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form** which is to be submitted and accompanied by the **Annual Report** by July 31, 2015.
 - A. If support services are provided by other regional entities such as AEAs, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: John Noel

Name: John Noel, Chief Financial Officer (or equivalent)

Institution: Northeast Iowa Community College

Date: May 21, 2015

LAN/WAN Support is allocated to AEA LAN/WAN Support is NOT allocated to AEA

Please print this certification page, sign, and return with original signature to:

*Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319*

Certification of Final Financial Accounting

I am the chief financial officer for the **Area Education Agency (AEA)** that is charged with acting as fiscal agent. AEA 1 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 1. Since AEA 1 receives a financial allocation of the RTC Educational Support appropriation through (Northeast Iowa Community College), I hereby certify that I am aware of the guidelines issued by the Iowa Department of Education (DE) relating to the RTC Educational Support appropriation:

1. DE stresses the importance of transparency, accountability, and documentation within this RTC allocation process. Iowa Department of Education (DE) may complete **spot audits** of entire RTC regions and documents certified by fiscal agents to ensure that the appropriation funding is being spent as identified on the submitted plan. All RTC regions/personnel should retain and document all region-specific expenditures and additional information if an audit of the RTC appropriated funds is completed by the State of Iowa's Auditor's Office. ALL DOCUMENTED INFORMATION SUBMITTED TO THE DE SHOULD BE EASILY ATTAINABLE BY THE RTC IN THE EVENT THE DE IS AUDITED AND REQUESTS FURTHER DOCUMENTATION TO SUPPORT THE INFORMATION THAT WAS PREVIOUSLY SUBMITTED IN THE DOCUMENTED COMPONENTS.
2. All documentation components must be received and complied with by the identified timeframes or financial penalties may be incurred by the specific RTC.
3. The DE must receive the **Regional Support Services Budget** before the first half of the requested RTC budget amounts are released to the RTC fiscal agent.
4. Each community college's AND Area Education Agency's (AEA) chief financial officer or equivalent, who is charged with acting as fiscal agent for the entity, will certify and approve that he/she has reviewed the expenditures incurred on the **Certification of Final Financial Accounting Form** which is to be submitted and accompanied by the **Annual Report** within by July 31, 2015.
 - A. If support services are provided by other regional entities such as AEA's, the entity's fiscal agents must also certify by signing and submitting a **Certification of Accountability and Transparency Form** and a **Certification of Final Financial Accounting Form**, which indicates the entity reviewed and approved the expenditures incurred by their entity.

Signature: Audie Baumgartner

Name: Audie Baumgartner, Chief Financial Officer (or equivalent)

Institution: Keystone AEA 1

Date: 5/21/15