

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).

In Region 10, Kirkwood Telecom Services assisted in maintaining and repairing K-12, Kirkwood and public library sites. They assisted ICN engineers with upgrades and conversions. Challenges have been the reduced RTC budget. Kirkwood Telecom Services does not receive any allocation for service vehicle depreciation/replacement, tools, mileage, office/computer use, etc.

2.

3. 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).

In Region 10, Grant Wood AEA assisted K-12 schools with the use of technology through in-service activities and ongoing consultation in integrating technology with curriculum and troubleshooting LAN, Internet, filtering, server and router concerns. More school districts in our region are expanding their one-to-one programs which creates needs in the areas of Internet services, firewall and other hardware services, etc.

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

In Region 10, the regional scheduler provided support to educational institutional personnel concerning video classroom scheduling procedures. She processed reservation requests and alerted personnel of scheduling deadlines, confirmations and conflicts. She communicated with fellow schedulers across the state and trained local site contacts with working with the daily schedule. Currently, the regional scheduler is developing a process and procedures document to be used by Kirkwood. Challenges have been the aging equipment in the classroom and schools not finding value in the video classroom. There are also concerns about the VOSS software becoming glitchy and not compatible with various browsers or mobile devices.

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

Initiatives—In Region 10, work continued on finding ways to incorporate technology into classroom activities though collaboration with ICN-related services. More schools are turning toward the Internet services the ICN provides, as there are additional one-to-one or related initiatives. Schools are also finding that IP video

services, such as Adobe Connect and Zoom are better meeting their needs than use of the legacy classrooms.

Challenges – As the classrooms age, it becomes a burden to the local school districts to repair/replace equipment for a classroom that doesn't have value in their comprehensive curriculum plan. There have been several school districts in Region 10 that have requested their video classrooms be removed but retain their leased connection to obtain internet service.

RTC 10 currently has a vacancy in the membership that has proven very difficult to fill.

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

Region 10 continually seeks to find ways to implement additional class opportunities for students in our region that incorporate distance education technology. Kirkwood Community College has recently added Zoom as another tool for sharing classes between Kirkwood and other school districts, and will share the information we learn from implementing this product with other Region 10 members.

Provide Any Additional Comments:

Form must be submitted to Iowa Department of Education prior to July 31, 2015.

FY2015 REGIONAL SUPPORT SERVICES FINAL FINANCIAL ACCOUNTING

Fiscal Agent: _____
Community College: Kirkwood 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? x <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ 9,054.75	10%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	\$42,557.34	47%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	\$38,935.43	43%
GRAND TOTAL	\$90,547.52	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.

- x 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.)*

See next page.

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*

Form must be submitted to Iowa Department of Education prior to July 31, 2015

RTC 10 Regional Support Service Plan

A. Technical Assistance for Network Classrooms

10% (under the 15-40% suggested allocation.)

Technician is able to pair trips to visit multiple locations in one outing. He often will stop by a K-12 ICN site while in route to or from a Kirkwood service location.

Technician is able to use second hand and refurbished equipment from retired rooms from our region and across the state.

B. Planning and Troubleshooting for Local Area Networks

47% (over the 15 – 40% suggested allocation.)

Grant Wood AEA has large scale public education users including Cedar Rapids, Marion and Iowa City metro schools along with Kirkwood Community College in addition to a number of smaller schools.

There have been an increasing number of schools in Region 10 being added to the One to One program creating a larger need for local network assistance.

C. Scheduling of Video Sites

43% (over the 15-40% suggested allocation.)

Region 10 is the one of the largest users of ICN video sites. Increased time resources are devoted to the scheduling of ICN classes and meetings in high schools, libraries and colleges. Time resources are also needed for training and updates for users and local site contacts.

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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 10. 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: James M Choate

Name: James M Choate, Chief Financial Officer (or equivalent)

Institution: Kirkwood Community College

Date: 7/14/15

LAN/WAN Support is allocated to AEA

LAN/WAN Support is NOT allocated to AEA

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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 10 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 10. Since AEA 10 receives a financial allocation of the RTC Educational Support appropriation through Kirkwood 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.**
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Signature: Barbara Harms

Name: Barbara Harms, Business Manager, Chief Financial Officer (or equivalent)

Institution: Grant Wood AEA

Date: 7/1/15

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