

FY 2015 RTC ANNUAL REPORT

REGION: 13
DUE: July 31, 2015

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).

Completed twelve classroom service calls.

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).

Assisted school districts with planning for future technology and bandwidth needs by monitoring school's bandwidth utilization, and based on that predicting future needs. Advised schools on proper way of configuring and managing security within their local area networks by helping with firewall configuration, network services management and configuration such DNS, DHCP, Web, Email. Monitored suspicious Internet traffic and prevented Internet attacks such DDOS, Sync Flood. Help schools with selections of robust Wi-fi systems. Introduced new technologies and video conferencing solutions to enhance students' learning environment, ability to share resources and expand learning beyond classroom walls.

Help troubleshoot schools' Internet and Network connectivity, by analyzing Wi-Fi, firewall and LAN configurations

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

Very little scheduling done over the past year. We've seen a couple more sites in Region 13 close or request to close. We do continue to see reservations come in from outside of our region to use sites in Region 13.

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

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Inability of schools to provide funding to keep their rooms up to date and working. More emphasis on web based learning, and significant cost to upgrade rooms are limiting the use of the rooms.

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

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: Iowa Western Community College

RTC 13

	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 Yes <input type="checkbox"/> No	\$ 14,899.59 Salary Technician \$419 Travel	27%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	\$20,328 Salary GHAEA IT Supervisor	33%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	\$25,957.85 IC Scheduler	40%
GRAND TOTAL	\$61,601.44	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.)*

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*

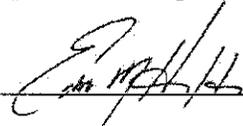
Form must be submitted to Iowa Department of Education prior to July 31, 2015

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 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: _____



Name: Eddie Holtz, Chief Financial Officer (or equivalent)

Institution: Iowa Western Community College

Date: July 20, 2015

LAN/WAN Support is allocated to AEA

LAN/WAN Support is NOT allocated to AEA

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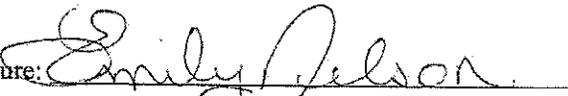
*Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319*

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 13 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 13. Since AEA 13 receives a financial allocation of the RTC Educational Support appropriation through Iowa Western 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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 - 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: _____



Name: Emily Nelson, Chief Financial Officer (or equivalent)

Institution: Green Hills AEA

Date: 7/17/15

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