

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).

1 Crestron battery issue, 1 node controller computer not booting, 8 camera issues, 3 camera power supplies going bad, installed 2 used cameras, 2 repair table wirings, 4 audio tests, 3 video tests, 2 fax machine issues.

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).

Darek Madejski handles any planning issues. I helped with DNS issues, VPN issues, MX records issues, DHCP and firewall issues for this school year.

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

Region 14 remained busy with ICN scheduling. Here are numbers from July1, 2014 to June 30, 2015.
 9-12 Students: 249 sessions, 3586.58 hours,
 K-12 Educators/Administrators: 10 sessions, 11.5 hours
 Other adults: 101 sessions, 168.33 hours
 Postsecondary students: 2690 sessions, 4035.68 hours
 State Employees 1 session, 1 hour.
 Obviously, the community college continues to rely heavily on ICN to deliver classes to centers in Red Oak and Osceola.

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

The two ICN rooms in Creston (nodes 93 and 461) are being converted to videoconferencing rooms this summer with intentions of having them operational this fall.

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

We would like to see Red Oak and Osceola ICN rooms convert to videoconferencing within the next two years.

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: Doug Greene

Community College: Southwestern 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	\$ 7,604.50	13%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	\$7,604.50	13%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	\$43,287.18	74%
GRAND TOTAL	\$58,496.18	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: 74% of the budget is allocated to scheduling since daily engagement is required. The two centers at Red Oak and Osceola rely heavily on the ICN. The scheduler's office is available for training, troubleshooting, and scheduling as well as communicating the schedule to the college and community.

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 14. 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: Randy Cook

Name: Randy Cook, Chief Financial Officer (or equivalent)

Institution: Southwestern Community College

Date: 7/30/15

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 Green Hills provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region 14. Since AEA Green Hills receives a financial allocation of the RTC Educational Support appropriation through (Southwestern 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 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: Emily Nelson

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

Institution: Green Hills AEA

Date: 7/31/15

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