

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).

TECH SUPPORT 2014-2015	
Number of Calls	51
Number of Sites	41
Miles Traveled	3670
Spare Parts	18
The ICN tech has been working in partnership with local school district to update the current ICN classroom at that location.	

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).

iBoss (CIPA compliant content filtering) Hardware upgrade, Intermapper and Barracuda Antispam/Firewall maintenance.

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

During the scheduling year, 36269.91 hours were scheduled with 18,223 sessions. The breakdown of the hours: PK-8 Students: zero; 9-12 Students: 6114.6 hours for 3038 sessions; K-12 Educators: 8.5 hours for 6 sessions; Postsecondary Students: 32440.11 hours for 14809 sessions; Postsecondary Educators/Administrators: 480.35 hour for 264 sessions; other adults: 206.25 hours for 88 sessions, Federal Government: Zero; State Government: 20.1 for 18 sessions. The scheduler sends weekly emails to high schools with ICN schedule. She maintains a list of contacts which can be challenging with the changing personnel at each school.

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

We attend the ETC meeting to stay apprised of the updates and current issues. We notify area high schools as needed about ICN events.

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

We have none at this time.

Provide Any Additional Comments:

FY 2015 Regional Telecommunications Councils (RTC) BUDGET
 July 1, 2014 – June 30, 2015

REGION: XV

FY2015 ICN REGIONAL SUPPORT SERVICES BUDGET

Fiscal Agent: Kala Mulder, Controller
Community College: Indian Hills Community College,
525 Grandview, Ottumwa, IA 52501

	Total Expenses <i>Include one monetary amount per area</i>	% of Requested Budget
A. Technical Assistance for Network Classrooms <i>Salary, printing, supplies and travel</i> Does the RTC plan to provide first-line technical support for troubleshooting video classroom? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	\$16,500.00	26%
B. Planning and Troubleshooting for Local Area Networks <i>Antivirus protection</i>	\$6000.00	9%
C. Scheduling of Video Sites <i>Salary, printing, supplies</i>	\$41,755.88	65%
GRAND TOTAL	\$64,255.88	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 XXXXXX

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

COMMENTS: Scheduling of video sites is the job of the scheduler. The RTC XV budget supports the schedulers' salary because it is designated as a primary function in Iowa Code Chapter 8. Without the scheduler, no courses would be scheduled during the year. For the scheduler to be effective in their job, they communicate with the entire Region XV sites and all schedulers throughout the state on a continual basis. The backup scheduler is available as needed to cover the duties of the job.

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 XV. 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: BILL MECK, Chief Financial Officer (or equivalent)

Institution: INDIAN HILLS Community College Date: 7.27.15

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

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 15 provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region XV. Since AEA 15 receives a financial allocation of the RTC Educational Support appropriation through (Indian Hills 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.
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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:



Name: Dennis Gourley, Chief Financial Officer (or equivalent)

Institution: Great Prairie AEA

Date: June 10, 2015

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*