

FY 2015 RTC ANNUAL REPORT

REGION: 16
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).

Southeastern CC provides first line troubleshooting assistance to Region XVI sites. Southeastern provides an IT person with an electronics background to assist with help desk tickets. Over the past year we have added equipment from old ICN sites to our repair center. Our top challenge continues to be supporting equipment that is over a decade old and fining working parts to keep the rooms active.

Our major challenge this year was with the ICN room at Southeastern Community College in Keokuk. We have had issues with lightning at that site for years but rewired to the room to prevent future problems. We have had a challenge with the student and teacher cameras this year. We tried replacing them thinking the power source was out on the camera but later found out there are electrical issues within the system but outside of the cameras' power supplies.

Another challenge is that most of our origination sites do not want to invest in additional equipment for ICN rooms because they are using Internet based video conferencing equipment. They do not want to replace or pay to repair old equipment that they are not using. Yet we have the pressure from external origination sites to keep these up and running.

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).

Tech Coordinator Meetings: 9/16/14, 11/25/14, 1/20/15, 3/12/15, 4/21/15
ITEC Participation (Oct. 13-14, 2014) & Group Share (district sharing of resources and strategies)
LAN/WAN Trouble Shooting & Support 17 hours
iBoss (CIPA Required content filtering) training (9/10/14)
OmniPeek Network Analysis licenses for network planning and troubleshooting.

The AEA continues to support infrastructure/bandwidth expansion/improvement to support 1-1 initiatives, online testing and 21st Century learning as well as to seek value added features that more efficiently utilize the ICN regional aggregation.

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

Southeastern Community College provides a part time scheduler to manage, communicate and revise ICN requests to Region XVI. As the rooms get older, our schedule is proactive in communicating room issues that may impact upcoming sessions and working with the origination sites to get rooms that are working within the region. I am not aware of any challenges or concerns within the region about the management of scheduling.

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

As mentioned in previous years, our major challenge is keeping the ICN rooms operational. The AEA does a great job supporting the K-12's with LAN/WAN support but needs additional funding for their efforts.

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

Greater support for Network (LAN/WAN Planning and Troubleshooting) to support the increased need for school district's bandwidth and connectivity.

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: Southeastern 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	\$17,355.12	30%
B. Planning and Troubleshooting for Local Area Networks <i>(DO NOT include FTE information.)</i>	\$20,597.63	35%
C. Scheduling of Video Sites <i>(DO NOT include FTE information.)</i>	\$20,597.63	35%
GRAND TOTAL	\$58,850.38	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 XVI. 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: Kevin Carr

Name: Kevin Carr, Chief Financial Officer (or equivalent)

Institution: Southeastern Community College

Date: July 30, 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:

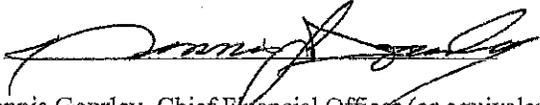
*Angi Hillers, Iowa Department of Education
Grimes State Office Building, 400 E. 14th Street, Des Moines, IA 50319*

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 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 XVI. Since AEA 15 receives a financial allocation of the RTC Educational Support appropriation through (Southeastern 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:

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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: 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*