

**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).

We had 27 site visits at total of 11 different sites. We are encouraging the remaining mpeg sites to convert to H323 and take advantage of some of the benefits. We look forward to the day we can have all sites in a continuous presence mode which we believe will encourage more robust interactivity.

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).

81 site visits were made to school districts for assistance with planning, troubleshooting and installation services. Recent projects have included assistance in purchasing and installing an Aerohive wireless network and two Meraki wireless networks. We have also assisted with the purchase and installation of several Fortigate firewalls. The need for VMWare support has been increasing and we have provided support to 3 different districts over the past year.

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

ICN has migrated several of Region VII schools to H323, while others are on MPEG. Hawkeye College has sent a letter to the high schools in Region VII offering to help provide guidance when they upgrade to H323, indicating what the ICN is offering (Codec along with dedicated circuit for reliability and unlimited hours of usage on a monthly basis through Lightspeed. Several high schools have decided to remove the ICN, and thus other options are needed (i.e. Zoom) to provide credit courses to them.

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

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Several high schools are deciding not to upgrade their ICN room, and many sites are pulling their ICN rooms. Recent ones who no longer have ICN sites include the AEA 267, Waterloo Public Library, and several high schools: Hudson, East Buchanan, Janesville. Some sites have converted to H323: Sumner, Tripoli, Reinbeck.

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

At AEA-267 we are constantly looking for ways to increase the effectiveness and efficiency of our services. Increased use of remote access technologies to assist schools with troubleshooting and management of their networks has been a priority. We have seen an increased need for schools to monitor their network activity and traffic, we would like to provide additional resources in this area.

Provide Any Additional Comments:

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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 VII. 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: Dan Gillen, V.P. at Hawkeye Community College, Chief Financial Officer (or equivalent)

Institution: Hawkeye Community College Date: July 29, 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. 14<sup>th</sup> 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 \_\_\_ provides Local Area Network (LAN)/Wide Area Network (WAN) support for the Regional Telecommunications Council in Region VII. Since AEA \_\_\_ receives a financial allocation of the RTC Educational Support appropriation through (NAME 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: David Nicholson

Name: David Nicholson, Chief Financial Officer (or equivalent)

Institution: AEA267

Date: 7/29/15

*Please print this certification page, sign, and return with original signature to:*

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