

**AGENDA**

**Board of Trustees**  
Laird Stone, Chair  
Jan Mittleider  
Jack Nelsen  
Anna Scholes  
Scott McClure

**CSI Mission Statement:**  
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

**Board Mission Statement:**  
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

|   |  |
|---|--|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Stone</b><br>3:00 p.m./Virtual |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Stone</b>                      |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairman Stone</b><br>4:00 p.m./Virtual |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                      |
| <b>V. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>  | <b>President Fisher</b>                    |
| <b>VI. MINUTES &amp; BUSINESS REPORTS</b>   |  |
| <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>                         |
| February 22, 2021   |  |
| March 5, 2021 (Special Session)   |  |
| <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                         |
| <b>VII. OPEN FORUM</b>  | <b>Chairman Stone</b>                      |
| <b>VIII. UNFINISHED BUSINESS</b>  |  |
| <b>IX. NEW BUSINESS</b>   |  |
| <b>Action Items</b>   |  |
| 1. Head Start/Early Head Start Report   | <b>Ruby Allen</b>                          |
| 2. Request To Use 2020 Funds  | <b>Ruby Allen</b>                          |
| <b>Information Items</b>  |  |
| 1. Spring Enrollment Update   | <b>Chris Bragg</b>                         |
| 2. Health Insurance Update  | <b>Jeff Harmon</b>                         |
| 3. Academic Affairs Update  | <b>Todd Schwarz</b>                        |
| 4. Foster Care Pipeline   | <b>Michelle Schutt</b>                     |
| <b>X. PRESIDENT’S REPORT</b>  | <b>President Fisher</b>                    |
| <b>XI. CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Angel Montes De Oca</b>                 |
| <b>XII. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Stone</b>                      |
| <b>XIII. ADJOURNMENT</b>  | <b>Chairman Stone</b>                      |

## AGENDA

**Board of Trustees**

Laird Stone, Chair  
Jack Nelsen, Vice Chair  
Anna Scholes, Clerk  
Jan Mitteider  
Scott McClure

**CSI Mission Statement:**

To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

**Board Mission Statement:**

The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

**I. CALL TO ORDER****Chairman Stone**

3:00 p.m./Virtual - ZOOM

**A. Pursuant to Idaho Code 74-206, the Board will convene to:**

- ◆ Consider personnel matters  
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property  
[Idaho Code § 74-206(1)(c)]

**II. ADJOURNMENT****Chairman Stone**

**CALL TO ORDER:** 3:00p.m.

**EXECUTIVE SESSION:** 3:01p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

Laird Stone, Chairman  
Jack Nelsen, Vice-Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President  
Jeff Harmon, Vice President of Finance and Administration

Pursuant to Idaho Code § 77-206 the Board agreed to convene in Executive Session to Consider:

- ◆ Consider personnel matters  
[Idaho Code §74-206(1)(a) & (b)]
- ◆ Deliberate regarding an acquisition of interest in real property  
[Idaho Code § 74-206(1)(c)]

Jan Mittleider moved to go into Executive Session.

The vote to do so by roll call:

- |                  |        |
|------------------|--------|
| • Laird Stone    | Absent |
| • Jack Nelsen    | Aye    |
| • Anna Scholes   | Aye    |
| • Jan Mittleider | Aye    |
| • Scott McClure  | Aye    |

The Board returned to public session at 4:00 p.m.

**BOARD MEETING ATTENDEES:**

Trustees:

Laird Stone, Chairman  
Jack Nelsen, Vice-Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President  
Dr. Todd Schwarz, Provost  
Jeff Harmon, Vice President of Finance and Administration  
Dr. Michelle Schutt, Vice President of Student Services  
Eric Nielson, Human Resources Director

Employees, visitors and media:

| <u>Attendees (Viewing Only)</u> | <u>Participants</u> |
|---------------------------------|---------------------|
| Ginger Nukaya                   | Webinar Host        |
| Kimberlee LaPray                | Chris Bragg         |
| Jacob Howell                    | Karen Baumert       |
| Ruby Allen                      | Kevin Mark          |
| Amy Christopherson              | Cesar Perez         |
| Crystal Ayers                   | Ed Ditlefsen        |
| Jennifer Hall                   | Kristy Carpenter    |
| Larissa Alexander               | Polly Hulsey        |
| Serena Clark                    | Shelly Wright       |
| Spencer Cutler                  | Suzanne McCampbell  |
| Bruce Nukaya                    | Jentri King         |

**APPROVAL OF AGENDA:** The agenda was approved on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

**STUDENT/FACULTY/STAFF ACHIEVEMENTS:** President Fisher recognized Karen Baumert and Jacob Howell for their continued hard work to keep the athletic programs running smoothly during the uncertain times. He also recognized CSI students, Kendra Cutler and Sarah Anderson for winning first place on a research presentation for the Idaho Dental Hygiene Association.

**BOARD MINUTES:** The Board approved the regular meeting minutes on MOTION by Vice-Chairman Nelsen. Affirmative vote was unanimous. The Board approved the amended Special Session meeting minutes that reflects Jan Mittleider being a trustee rather than the chairwoman on MOTION by Jan Mittleider. Affirmative vote was unanimous.

February 22, 2021 (Regular Meeting)

March 5, 2021 (Special Session)

**TREASURER'S REPORT:** Jeff Harmon, Vice President of Finance and Administration provided the Treasurer's report and it was accepted on MOTION by Trustee Scholes. Affirmative vote was unanimous.

**OPEN FORUM:** None

**UNFINISHED BUSINESS:** None

**NEW BUSINESS:**

**Action Items**

1. Ruby Allen Director of Head Start/Early Head Start, presented the monthly and operation financial reports to the Board. The Board approved the Head Start/Early Head Start monthly and operational financial reports on MOTION by Trustee Scott McClure. Affirmative vote was unanimous.
2. Ruby Allen requested to use 2020 expired funds to complete the Twin Falls Facility Construction Project started in 2020. CSI has open 2020 Purchase Orders to complete the project in the amount of \$185,336.84. Motion by Trustee Scott McClure to allow Head Start to use 2020 expired funds to complete the Twin Falls Facility Construction Project started in 2020. using the Purchase Orders to complete the project in the amount of \$185,336.84 on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

**Information Items**

1. Chris Bragg, Dean of Institutional Effectiveness/ALO presented an update on CSI Enrollment. He presented a report indicating a drop in undergraduate enrollment nationwide, by approximately 4.5% but CSI is down only 2.3%.
2. Jeff Harmon presented a health insurance update. A three-year contract was signed with Select Health to keep premiums with EAP, Dental, Vision, and Health premiums the same as last year. He noted CSI is still working on the vision/hearing plan.
3. Todd Schwarz, Provost presented an Academic Affairs update. Highlighted in his report:
  - Expansion of the Summer Bridge to Success program.
  - Textbook costs for students. (Governor Little's \$1 million appropriation to focus on textbook cost reduction.)
  - Cybersecurity Security program
  - The new Vet Tech and Canyon building construction projects are near completion and will be ready for classes in the Fall 2021.
  - Continued focus offering CSI courses online, hybrid, and in-person.
  - Online Idaho
4. Dr. Michelle Schutt, Vice President of Student Services gave an update on the Foster Care Pipeline to campus. A committee has been created that will focus on helping children who age out of foster care get into college.

**PRESIDENT'S REPORT:** President Fisher gave his monthly report.

**STUDENT BODY PRESIDENT REPORT:** A monthly report was not given as Student Body President Angel Montes De Oca's was absent.

**REMARKS FOR THE GOOD OF THE ORDER:**

**ADJOURNMENT DECLARED:** 4:58 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: April 19, 2021



Laird Stone, Chairman

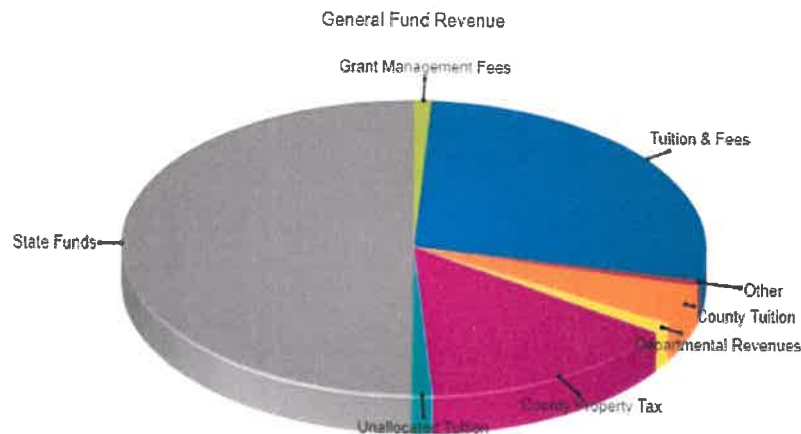
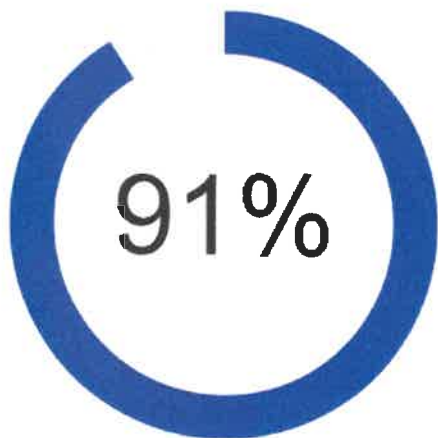


## General Fund Board Report

As of February 28, 2021

|                                | Prior Year            | Current Year          | Budget                | Remaining            | Remaining %   |
|--------------------------------|-----------------------|-----------------------|-----------------------|----------------------|---------------|
| <b>Revenue</b>                 |                       |                       |                       |                      |               |
| Tuition & Fees                 | (\$11,741,246)        | (\$11,237,703)        | (\$11,280,000)        | (\$42,297)           | 0.37%         |
| County Tuition                 | (\$1,845,250)         | (\$1,775,225)         | (\$1,883,000)         | (\$107,775)          | 5.72%         |
| State Funds                    | (\$21,390,267)        | (\$20,418,100)        | (\$20,859,200)        | (\$441,100)          | 2.11%         |
| County Property Tax            | (\$4,940,793)         | (\$5,927,668)         | (\$9,383,300)         | (\$3,455,632)        | 36.83%        |
| Grant Management Fees          | (\$342,267)           | (\$381,281)           | (\$520,000)           | (\$138,719)          | 26.68%        |
| Other                          | (\$491,956)           | (\$224,543)           | (\$350,000)           | (\$125,457)          | 35.84%        |
| Unallocated Tuition            | (\$506,514)           | (\$475,845)           | \$0                   | \$475,845            | -             |
| Departmental Revenues          | (\$708,677)           | (\$492,749)           | (\$630,000)           | (\$137,251)          | 21.79%        |
| <b>Total Revenue</b>           | <b>(\$41,966,970)</b> | <b>(\$40,933,115)</b> | <b>(\$44,905,500)</b> | <b>(\$3,972,385)</b> | <b>8.85%</b>  |
| <b>Expenses</b>                |                       |                       |                       |                      |               |
| Personnel Expense              |                       |                       |                       |                      |               |
| Salaries                       | \$14,923,080          | \$14,232,365          | \$22,568,800          | \$8,336,435          | 36.94%        |
| Variable Fringe                | \$3,115,098           | \$3,033,371           | \$4,899,100           | \$1,865,729          | 38.08%        |
| Health Insurance               | \$3,071,677           | \$2,929,302           | \$4,716,200           | \$1,786,898          | 37.89%        |
| <b>Total Personnel Expense</b> | <b>\$21,109,855</b>   | <b>\$20,195,038</b>   | <b>\$32,184,100</b>   | <b>\$11,989,062</b>  | <b>37.25%</b> |
| Operating Expense              |                       |                       |                       |                      |               |
| Services & Supplies            | \$3,769,608           | \$3,597,425           | \$6,559,200           | \$2,961,775          | 45.15%        |
| Other                          | \$3,837               | \$9,812               | \$0                   | (\$9,812)            | -             |
| Capital                        | \$517,913             | \$539,538             | \$358,000             | (\$181,538)          | (50.71)%      |
| Institutional Support          | \$4,665,078           | \$4,775,212           | \$5,774,200           | \$998,988            | 17.30%        |
| Transfers                      | \$30,500              | \$30,000              | \$30,000              | \$0                  | 0.00%         |
| <b>Total Operating Expense</b> | <b>\$8,986,936</b>    | <b>\$8,951,986</b>    | <b>\$12,721,400</b>   | <b>\$3,769,414</b>   | <b>29.63%</b> |
| <b>Total Expense</b>           | <b>\$30,096,791</b>   | <b>\$29,147,024</b>   | <b>\$44,905,500</b>   | <b>\$15,758,476</b>  | <b>35.09%</b> |
| <b>Rev/Expense Total</b>       | <b>(\$11,870,179)</b> | <b>(\$11,786,091)</b> | <b>\$0</b>            | <b>\$11,786,091</b>  | <b>-</b>      |

% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

**\$44,905,500**

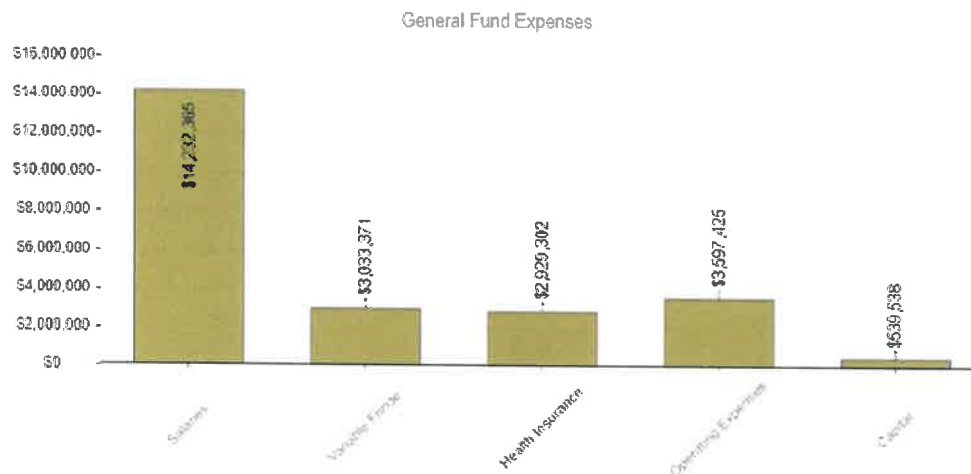
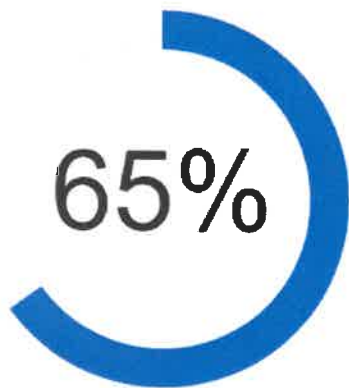
TOTAL ANNUAL REVENUE

**\$40,933,115**

TOTAL REMAINING

**\$3,972,385**

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

**\$44,905,500**

TOTAL YTD EXPENSES

**\$29,147,024**

TOTAL AVAILABLE

**\$15,758,476**





**College of Southern Idaho  
Head Start/Early Head Start**



**Program Summary for February 2021**

Reported at March Board Meeting

| <b>Enrollment</b>  |            | <b>Modified Enrollment Number</b> |
|--|------------|-----------------------------------|
| Head Start ACF Federal Funded  | 457        | 323                               |
| Head Start TANF  | 12         | 6                                 |
| Early Head Start ACF Federal Funded  | 92         | 92                                |
| <b>Total</b>   | <b>561</b> | <b>421 75%</b>                    |
| <b>Program Options</b>   |            |                                   |
| Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo. |            |                                   |
| <b>Head Start Attendance (Based on Modified Enrollment)</b>                                |            |                                   |
| February Head Start Overall Attendance   |            | 82%                               |
| February EHS Toddler Combo Attendance  |            | 83%                               |
| February 100-130% Poverty Level  |            | 18%                               |
| February IEP/IFSP Enrollment   |            | 7%                                |
| February Over Income Enrollment  |            | 3%                                |
| <b>Meals and Snacks</b>  |            |                                   |
| Total meals served for February  |            | 2244                              |
| Total snacks served for February   |            | 320                               |

**Program Notes**

An Open House for our new Falls West Head Start/Early Head Start building is scheduled for April 5<sup>th</sup> from 10-2. We are requesting appointments be made to ensure social distancing.

**Seeking Board Approval** to request from Region X the use of 2020 funds to complete Twin Falls Facility Construction Project. To date CSI 2020 Purchase Orders have a remaining balance of \$185,336.84 for the Twin Falls Facility Construction Project. Region X is open to the Program requesting to use 2020 funds to finish this project that was started in 2020.

**Mid-Year COR Report 2020-2021**

This is the second reporting of three for Head Start and four for Early Head Start. Information is gained through anecdotal information produced through classroom and home interactions. The anecdotes are scored from a level 0 to a level 7, with 0 being a lower skill level and increasing to more advanced skill levels.

**Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

**Strengths** – English Language Learning, Physical Development & Health

**Area of Need** – Language, Literacy, & Communication, Mathematics

**CLASS/PQA** – The Preschool Quality Assessment, or PQA, is scored between 1 and 5 with a 1 indicating a need for improvement and a 5 indicating standards met. Average scores from the baseline assessment of our program are as follows- Learning Environment received a 4.13, Daily Routine 4.08, Adult-Child Interaction 3.65, Curriculum Planning and Assessment 4.60. End of year scores are still being compiled.

CLASS assessments are being completed and yearly scores are still being compiled.

### **Goals and Objectives**

- 1) Training provided on January 25<sup>th</sup> in the area of Language, Literacy, and Communication. Teachers have written goals focused on building literacy concepts.
- 2) Coaches are currently supporting Interactive Read-Alouds and other language related activities in the classroom. Coaches are using the Key Developmental Indicators to help teachers focus on scaffolding strategies to support children's learning and development.

### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

**Strengths** – Perceptual, Motor & Physical Development, Approaches to Learning

**Area of Need** – Language, Literacy, & Communication

### **Early Head Start's Five Essential Domains of Child Development and Early Learning**

#### **Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

**Strengths** – English Language Learning, Physical Development & Health, Social and Emotional Development

**Area of Need** – Mathematics

The 5 domains for Early Head Start are: Approaches to Learning, Social/Emotional Development, Language and Communication, Cognition, and Perceptual, Motor, & Physical Development. Within each of the domains are sub domains.

**Strengths** – Perceptual, Motor & Physical Development, Social and Emotional Development

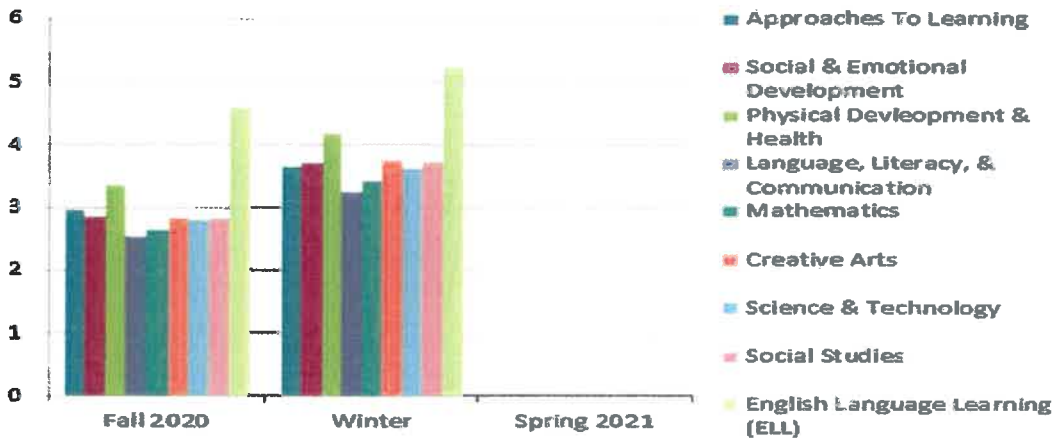
**Area of Need** – Cognition

**Continuous Improvement Plan for Rest of Program Year 2020-2021**

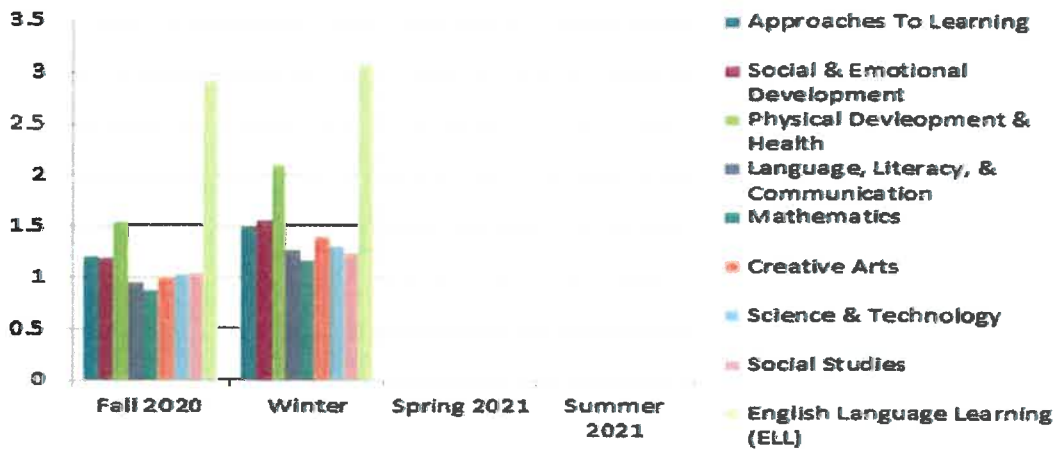
- Head Start** – 1) Coaches will support teacher goals around Language/Literacy.  
 2) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children’s learning.

- Early Head Start** – 1) Provide training for teachers to expand concepts and encourage thinking and relate it to Child Goals. Training planned for March 15, 2021.  
 2) Provide coach support to write goals focused on cognitive development.

**Program Midyear Summary  
for Head Start Children**



**Program Midyear Summary  
for Early Head Start Children**



| CATEGORY                  | TOTAL APPROVED         | TOTAL THIS MONTH     | CASH OUTLAY TO DATE  | BALANCE OF BUDGET      | REMAINING BUDGET % |
|---------------------------|------------------------|----------------------|----------------------|------------------------|--------------------|
| SALARIES                  | \$ 3,236,933.00        | \$ 247,789.22        | \$ 384,510.19        | \$ 2,852,422.81        | 88.1%              |
| BENEFITS                  | \$ 2,033,397.00        | \$ 137,443.38        | \$ 205,953.45        | \$ 1,827,443.55        | 89.9%              |
| EQUIPMENT                 | \$ 75,000.00           | \$ -                 | \$ -                 | \$ 75,000.00           |                    |
| CONTRACTUAL               | \$ 60,000.00           | \$ 1,827.42          | \$ 1,926.81          | \$ 58,073.19           | 96.8%              |
| SUPPLIES                  | \$ 226,359.00          | \$ 26,753.73         | \$ 36,516.84         | \$ 189,842.16          | 83.9%              |
| FACILITIES/CONST.         | \$ -                   | \$ -                 | \$ -                 | \$ -                   | 0.0%               |
| OTHER                     | \$ 783,037.00          | \$ 65,306.84         | \$ 80,643.59         | \$ 702,393.41          | 89.7%              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 6,414,726.00</b> | <b>\$ 479,120.59</b> | <b>\$ 709,550.88</b> | <b>\$ 5,705,175.12</b> | <b>88.9%</b>       |
| ADMIN COSTS (9.0%)        | \$ 474,330.00          | \$ 54,550.22         | \$ 73,020.96         | \$ 401,309.04          | 84.6%              |
| <b>GRAND TOTAL</b>        | <b>\$ 6,889,056.00</b> | <b>\$ 533,670.81</b> | <b>\$ 782,571.84</b> | <b>\$ 6,106,484.16</b> | <b>88.6%</b>       |
| IN KIND NEEDED            | \$ 1,738,907.00        |                      |                      |                        |                    |
| IN KIND GENERATED         | \$ 143,477.34          |                      |                      |                        |                    |
| IN KIND (SHORT)/LONG      | \$ (1,595,429.66)      |                      |                      |                        |                    |

PROCUREMENT CARD  
EXPENSE

\$ 12,446.22 2% of Total Expense. Detailed report available upon request.

| CACFP             | Repair/Maint | Food     | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|----------|----------|-----------------|-------------|
| Total All Centers | 344.86       | 7,708.84 | 3,658.56 | 11,712.26       | 19,982.19   |

HEAD START T/TA

| CATEGORY           | TOTAL APPROVED      | TOTAL THIS MONTH   | CASH OUTLAY TO DATE | BALANCE             | REMAINING BUDGET % |
|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|
| OUT OF AREA TRAVEL | \$ 46,824.00        | \$ -               | \$ -                | \$ 46,824.00        | 0.0%               |
| SUPPLIES           | \$ 3,303.00         | \$ 411.36          | \$ 1,370.41         | \$ 1,932.59         | 41.5%              |
| OTHER              | \$ 16,447.00        | \$ 2,403.63        | \$ 2,960.51         | \$ 13,486.49        | 18.0%              |
| <b>GRAND TOTAL</b> | <b>\$ 66,574.00</b> | <b>\$ 2,814.99</b> | <b>\$ 4,330.92</b>  | <b>\$ 62,243.08</b> | <b>6.5%</b>        |

| CATEGORY                  | TOTAL APPROVED         | TOTAL THIS MONTH     | CASH OUTLAY TO DATE  | BALANCE OF BUDGET      | REMAINING BUDGET % |
|---------------------------|------------------------|----------------------|----------------------|------------------------|--------------------|
| SALARIES                  | \$ 796,481.00          | \$ 53,228.62         | \$ 106,048.06        | \$ 690,432.94          | 86.7%              |
| BENEFITS                  | \$ 463,707.00          | \$ 27,782.57         | \$ 55,276.49         | \$ 408,430.51          | 88.1%              |
| EQUIPMENT                 | \$ 75,000.00           | \$ -                 | \$ -                 | \$ 75,000.00           |                    |
| CONTRACTUAL               | \$ 65,110.00           | \$ 15.00             | \$ 33.00             | \$ 65,077.00           | 99.9%              |
| SUPPLIES                  | \$ 37,200.00           | \$ 10,499.53         | \$ 16,390.79         | \$ 20,809.21           | 55.9%              |
| FACILITIES/CONST.         | \$ -                   | \$ -                 | \$ -                 | \$ -                   | #DIV/0!            |
| OTHER                     | \$ 161,431.00          | \$ 5,192.94          | \$ 7,954.17          | \$ 153,476.83          | 95.1%              |
| <b>TOTAL DIRECT COSTS</b> | <b>\$ 1,598,929.00</b> | <b>\$ 96,718.66</b>  | <b>\$ 185,702.51</b> | <b>\$ 1,413,226.49</b> | <b>88.4%</b>       |
| ADMIN COSTS (9.0%)        | \$ 113,417.00          | \$ 14,519.22         | \$ 21,747.43         | \$ 91,669.57           | 80.8%              |
| <b>GRAND TOTAL</b>        | <b>\$ 1,712,346.00</b> | <b>\$ 111,237.88</b> | <b>\$ 207,449.94</b> | <b>\$ 1,504,896.06</b> | <b>87.9%</b>       |
| IN KIND NEEDED            | \$ 435,319.00          |                      |                      |                        |                    |
| IN KIND GENERATED         | \$ -                   |                      |                      |                        |                    |
| IN KIND (SHORT)/LONG      | \$ (435,319.00)        |                      |                      |                        |                    |

| CACFP             | Repair/Maint | Food      | Non-Food  | Total for Month | YTD Expense |
|-------------------|--------------|-----------|-----------|-----------------|-------------|
| Total All Centers | \$ -         | \$ 477.65 | \$ 299.28 | \$ 776.93       | \$ 1,297.81 |

**EARLY HEAD START T/TA**

| CATEGORY           | TOTAL APPROVED      | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE             | REMAINING BUDGET % |
|--------------------|---------------------|------------------|---------------------|---------------------|--------------------|
| OUT OF AREA TRAVEL | \$ 16,176.00        | \$ -             | \$ -                | \$ 16,176.00        | 100.0%             |
| SUPPLIES           | \$ 1,428.00         | \$ -             | \$ 166.50           | \$ 1,261.50         | 88.3%              |
| OTHER              | \$ 11,323.00        | \$ 914.56        | \$ 952.06           | \$ 10,370.94        | 91.6%              |
| <b>GRAND TOTAL</b> | <b>\$ 28,927.00</b> | <b>\$ 914.56</b> | <b>\$ 1,118.56</b>  | <b>\$ 27,808.44</b> | <b>99.3%</b>       |



**COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START**  
998 Washington St. N.  
Twin Falls, Idaho 83303-1238  
(208) 736-0741



---

March 15, 2021

Grants Management Officer  
Administration for Children and Families  
Office of Grants Management  
701 Fifth Avenue, Suite 1600, MS-72  
Seattle, WA 98104

**RE: Grant No. 10CH010422**

To whom it may concern:

The College of Southern Idaho Head Start/Early Head Start Board of Trustees approved at the regularly scheduled Board Meeting on March 15, 2021, the request to use 2020 expired funds to complete the Twin Falls Facility Construction Project started in 2020. CSI has open 2020 Purchase Orders to complete the project in the amount of \$185,336.84. Thank you for your consideration and continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jeffrey M. Harmon', is written over a light blue horizontal line.

Jeffrey M. Harmon CPA  
Vice President of Finance & Administration  
College of Southern Idaho  
Head Start/Early Head Start