



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**November 15, 2010**

## **EXECUTIVE SESSION**

**5:00 p.m.**

**Taylor Building – President’s Board Room**

## **BOARD OF TRUSTEES MEETING**

**5:30 p.m.**

**Taylor Building – SUB 248**

## **AGENDA**

### **❖ OLD BUSINESS ❖**

**MINUTES – EXECUTIVE SESSION OF OCTOBER 18<sup>TH</sup>: (A) *Mike Mason***

**MINUTES – REGULAR MEETING OF OCTOBER 18<sup>TH</sup>: (A) *Mike Mason***

**CERTIFIED ELECTION RESULTS: (A) *Mike Mason***

**TRUSTEE OATH: (A) *Mike Mason***

### **❖ NEW BUSINESS ❖**

**BOARD REORGANIZATION: (A) *Board Member***

- *Chairman*
- *Vice-Chairman*
- *Clerk*
- *Trustee*
- *Trustee*
- *Trustee Designated as College of Southern Idaho Foundation Representative*
- *Secretary Treasurer*

**APPROVAL OF MEETING AGENDA: (A) *Board Chairman***

**OPEN FORUM: (I) *Board Chairman***

**COMPUTER NUMERIC CONTROL EQUIPMENT BID: (A) *Mike Mason***

**REQUEST TO TRANSFER STUDENT CLUB FUNDS TO CSI FOUNDATION: (A) *Mike Mason***

**HEAD START REPORT: (I) *Mike Mason***

**BOARD WORK SESSION SCHEDULE: (A) *Board Chairman***

- *Bylaws*
- *Board Retreat*
- *Policy Review*
- *New Board Member Orientation with Campus Departments*

**PRESIDENT'S REPORT: (I) *President Beck***

- *Old Business*
- *New Business*

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
NOVEMBER BOARD OF TRUSTEES MEETING  
NOVEMBER 15, 2010

CALL TO ORDER: 5:48 p.m. Presiding: Dr. Allan Frost

Attending: Trustees: Dr. Allan Frost, Donna Brizee and  
Dr. Thad Scholes

College Administration: Gerald L. Beck, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Jeff Fox, Executive Vice President and Chief  
Academic Officer  
Dr. Edit Szanto, Vice President of Instruction and  
Planning and Development  
Dr. Mark Sugden, Instructional Dean  
Dr. Cindy Bond, Instructional Dean  
Dr. Todd Schwarz, Instructional Dean  
Dr. John Miller, Instructional Dean  
Dr. Ken Campbell, Dean of Technology  
Graydon Stanley, Dean of Students  
Scott Scholes, Dean of Student Services  
Jeff Harmon, Dean of Finance  
Gail Schull, Registrar  
Randy Dill, Physical Plant Director  
Monty Arrossa, Director of Human Resources  
Doug Maughan, Public Information Director  
Curtis Eaton, Advisor to the President  
Teri Fattig, Director of the Library and Herrett  
Center  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: Sheree Haggan, Morgan Anderberg, Bob Keegan, Janet  
Keegan, Karl Kleinkopf, Sally Kleinkopf, Connie Hardy and  
JoAnn Keith

Faculty Representative: Jody Hawkins, Kim Madsen, Jim Dawson  
and Ryan Jund

PACE Representative: Brandi Turnipseed, Rae Jean Larsen and  
Ann Keane

Times News: Ben Botkin

MINUTES OF THE REGULAR SESSION AND EXECUTIVE SESSIONS OF OCTOBER 18, 2010 were approved on MOTION by Dr. Thad Scholes. Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Acting Chairman Dr. Allan Frost does not vote unless there is a tie vote.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Donna Brizee. Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Acting Chairman Dr. Allan Frost does not vote unless there is a tie vote.

The results of the November 2, 2010 election were certified on MOTION by Dr. Thad Scholes. Donna Brizee and Dr. Thad Scholes voted in favor of the MOTION. Acting Chairman Dr. Allan Frost does not vote unless there is a tie vote.

As a result of the election Bob Keegan and Karl Kleinkopf were elected to four year terms on the Board.

Bob Keegan and Karl Kleinkopf were administered and signed the College of Southern Idaho Trustees' Oath of Office.

In accordance with Idaho Code 33-2106, the Board was reorganized as follows:

Bob Keegan nominated Dr. Thad Scholes for Chairman. The nomination passed unanimously.

Karl Kleinkopf nominated Dr. Allan Frost for Vice Chairman. The nomination passed unanimously.

Bob Keegan nominated Karl Kleinkopf for Clerk. The nomination passed unanimously.

Bob Keegan nominated Donna Brizee as the Trustee Representative to the College of Southern Idaho Foundation. The nomination passed unanimously.

Dr. Allan Frost nominated John M. Mason for Secretary Treasurer. The nomination passes unanimously.

The meeting agenda was approved as written on MOTION by Donna Brizee. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

There were no speakers for the open forum.

BIDS:

1. The Board approved the low bid of Northwest Technical Products of Boise, Idaho in the amount of \$29,490 for the specified two routing tables and the low bid of ShopBot of Durham, North Carolina in the amount of \$3,176 for the specific indexing head on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

Funding for this equipment is from the Rural Idaho Manufacturing Strategy #2 congressionally directed grant.

PRESIDENT'S REPORT:

1. The Board approved the transfer of \$380.00 of student club funds from the Idaho Alliance Leaders of Nursing club to the College of Southern Idaho Foundation on MOTION by Dr. Allan Frost. Dr. Allan Frost, Donna Brizee, Karl Kleinkopf and Bob Keegan voted in favor of the MOTION. Chairman Dr. Thad Scholes does not vote unless there is a tie vote.

The funds were raised by the club for the Sarah Brannen Scholarship fund.

2. Mike Mason reviewed the operational and fiscal reports for Head Start and Early Head Start with the Board. He also noted that we were working with Region IV Development and the City of Jerome concerning a block grant for a new Head Start center in Jerome.

3. The Board will be scheduling a work session in the near future to discuss college operations.

4. President Beck reported the following:

a. The President attended a reception honoring Dr. George Halsell for receiving the Governor's Award for Excellence in the Arts.

b. The President attended the grand opening of C3 and the college was recognized for its work in bringing the company to Twin Falls.

c. Mike Mason went before the Permanent Building Fund Council and requested \$1,200,000 for the renovation of the

c. (continued) C Wing of the Evergreen Building so it could be remodeled into a Higher Education Center. The request also included various preventative maintenance projects.

d. The President attended the State Board of Education meeting in Lewiston, Idaho.

e. The President advised the Board that we were progressing on construction projects involving the Desert Welding Addition, Fine Arts Addition, a new dormitory complex, the Cheney Road by pass and a Washington Street drainage pipeline project.

f. The College is working with the City of Twin Falls to create a "CSI Zone" for zoning.

g. The major fiscal year 2010 legislative requests are occupancy costs for the new Health Science and Human Services building in the amount of \$564,900 and the funding of 3.4 nursing positions costing \$175,800.

h. The President advised the Board that faculty and staff had not had any pay raises for two years and consideration of faculty and staff compensation will need to begin.

i. Consideration of the tuition and fee structure for fiscal year 2012 also needs to begin.

j. The College continues to handle various administrative functions for the College of Western Idaho including the disbursement of financial aid and accounting for tuition and fees.

k. Since the College of Western Idaho is not yet ready to open an outreach center in Mountain Home, we may start one and eventually turn it over to the College of Western Idaho.

l. The College is awaiting a decision from the JA and Kathryn Albertsons Foundation concerning a grant to assist alternative education and dual credit students.

k. The President is scheduled to meet with local legislators on November 29, 2010 concerning our legislative requests.

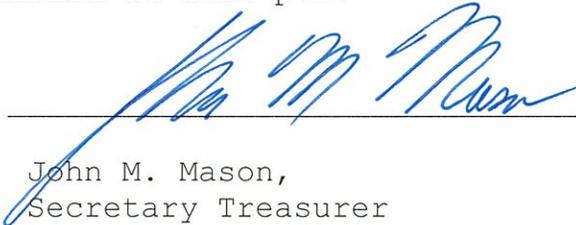
m. The President advised the Board that there may be pending community college legislation concerning the Optional Retirement Program and community college election districts.

n. The President advised the Board that ongoing Board input is requested for the Strategic Plan, Employee Policy and Procedures Manual and the Campus Master Facility Plan.

o. The President also advised the Board that Board input was sought concerning operations for Head Start, the Office on Ageing, the Refugee Center, Trans IV and the STAR (Skills Training Advantage for Riders) program.

p. The President advised the Board that the administration would be seeking input from the Board concerning the financial planning for fiscal year 2012.

ADJOURNMENT was declared at 6:25 p.m.



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John M. Mason,  
Secretary Treasurer

Approved: December 20, 2010



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Chairman



COLLEGE OF  
SOUTHERN  
IDAHO

COLLEGE OF SOUTHERN IDAHO  
TRUSTEE'S OATH OF OFFICE

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all of the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.

*Bob Keegan*

Trustee Signature

SUBSCRIBED AND SWORN to before me on this 15<sup>TH</sup> day of NOVEMBER, 2010

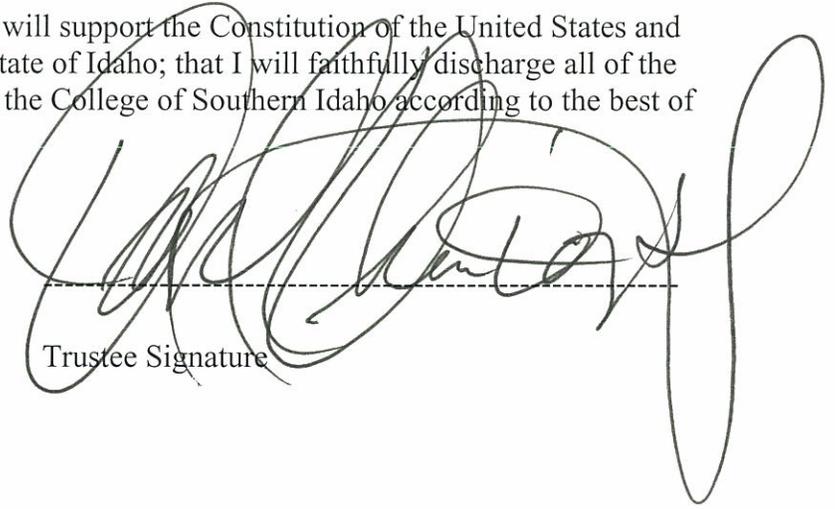
*[Signature]*

Secretary/Treasurer



COLLEGE OF SOUTHERN IDAHO  
TRUSTEE'S OATH OF OFFICE

I do solemnly swear that I will support the Constitution of the United States and the Constitution and laws of the State of Idaho; that I will faithfully discharge all of the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.



Trustee Signature

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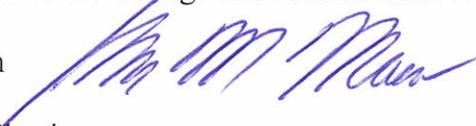


Secretary/Treasurer

November 12, 2010

To: President Beck and the College of Southern Idaho Board of Trustees

From: Mike Mason



Re: 2010 Trustee Election

Twin Falls County Clerk Kristina Glascock and Jerome County Clerk Michelle Emerson certified the following trustee election results for us:

Trustee Position 1

	LeRoy Craig	Bob Keegan	Catherine Holston	Joshua Jackson
Twin Falls County	4,823	6,900	3,258	874
Jerome County	2,342	971	616	229
Totals	7,165	7,871	3,874	1,103

Trustee Position 2

	Dr. Charles Lehrman	Karl Kleinkopf
Twin Falls County	6,835	9,460
Jerome County	1,954	2,145
Totals	8,789	11,605

Upon certification of the above election results by the College of Southern Idaho Board of Trustees, Bob Keegan and Karl Kleinkopf will be elected to four year terms commencing November 15, 2010.



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November 15, 2010

To: President Beck and the College of Southern Idaho Board of Trustees

From: Mike Mason

Re: Board Reorganization

In accordance with Idaho Code 33-2106, the Board must reorganize after every election. After the last Board election, the Board was organized as follows: LeRoy Craig - Chairman, Dr. Charles Lehrman - Vice Chairman, Dr. Allan Frost - Clerk, Dr. Thad Scholes - Trustee, Donna Brizee - Trustee and John M. Mason - Secretary/Treasurer.

Donna Brizee is currently serving as the Trustee representative on the College of Southern Idaho Foundation Board.

If you have questions or need further information, do not hesitate in contacting me at 732-6203.



November 10, 2010

To: President Beck and the College of Southern Idaho Board of Trustees

From: Mike Mason

Re: Computer Numeric Control Equipment Bid

In August of 2010, we properly advertised for a wide range of manufacturing technology equipment. With the exception of the Computer Numeric Control equipment, these bids were approved by the Board at the August 16, 2010 Board meeting.

We did not bring the Computer Numeric Control bids to the Board in August due to them not being approved by our federal grant program manager. This equipment became eligible for the Rural Idaho Manufacturing Strategy grant funding with a minor modification to the grant and has been approved for purchase by our federal grant manager.

We received the following bids for the specified equipment:

Two CNC Routing Tables

Northwest Technical Products	\$29,490
ShopBot Tools	\$36,750

Indexing Head

ShopBot	\$ 3,176
Northwest	\$ 4,050

Based upon a review of the equipment specifications and bids by Dr. Todd Schwarz and Ben Hamlett, our Manufacturing Technology instructor, I recommend we accept the low bid of Northwest Technical Products of Boise, Idaho for two CNC routing tables in the amount of \$29,490 and the low bid of ShopBot of Durham, North Carolina in the amount of \$3,176 for the indexing head.

Funding for this equipment is from the Rural Idaho Manufacturing Strategy # 2 congressionally directed grant.

The equipment will be housed on campus in our cabinet making program area.

**MEMORANDUM**

**TO:** College of Southern Idaho Board of Trustees  
**FROM:** IALN (Idaho Alliance Leaders of Nursing)  
**DATE:** November 2, 2010  
**SUBJECT:** Donation to CSI Foundation Scholarship

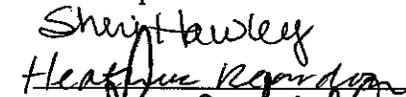
The members of the IALN organization at CSI recently conducted car wash where \$380.00 was raised and deposited in to our club account. We would like to pay this entire amount to the CSI Foundation to support the Sarah Brannen Scholarship Fund.

Would you please approve this request on behalf of all of the members of the 2010-2011 IALN club?

  
\_\_\_\_\_

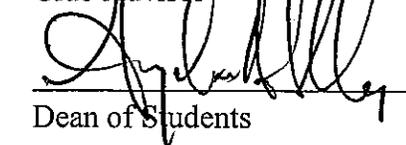
Club Representative

11/8/10  
Date

  
\_\_\_\_\_

Club Advisor

11/08/10  
Date

  
\_\_\_\_\_

Dean of Students

11/9/2010  
Date

# PROUD TO BE PART OF THE CSI FAMILY



## COLLEGE OF SOUTHERN IDAHO HEAD START/EARLY HEAD START



### Governing, Policy, and Advisory Boards

#### **Governing Board**

The Governing Board has the responsibility for stewardship and monitors the overall organization and operation of CSI Head Start/ Early Head Start. The Governing Board has legal and fiscal responsibility for administering and overseeing the program, including the safeguarding of Federal funds.

#### **Policy Council**

Policy Council is comprised of parent representatives and a community representative elected from each of the eleven Head Start centers and the three Early Head Start sites. Policy Council members provide valuable feedback on recruitment, personnel policies, hiring, budget, and all services provided to children and families. Policy Council is responsible for the direction and goals of the Head Start/ Early Head Start program.

#### **Parent Committee**

Each center has a Parent Committee with elected officers. These officers conduct monthly parent meetings. At these meetings, training is provided on various child development and self sufficiency topics. Parents also plan parent/ child activities held at the center.

#### **Advisory Boards**

**Health**— Health Advisory helps plan and evaluate the health services provided by the program. The committee is comprised of Head Start/ Early Head Start parents and staff from each center as well as local health professionals.

**Education** – Education Advisory provides guidance on the educational needs and policies within the program. This committee includes representatives from early childhood institutions, public schools, and Head Start/ Early Head Start parents.

**Family Services**— Family Services Advisory is actively involved in planning and reviewing services to families. Head Start/ Early Head Start parents and various professionals from the community serve on this committee.

#### **Personnel Development Work Group (PDWG)**

Staff representatives from each of the Head Start/ Early Head Start centers serve on PDWG. PDWG representatives will assist in developing policies and procedures on personnel issues including the review and revision of all job descriptions.

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For October 2010**

**Enrollment**

Head Start ACYF Federal Funded	566
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>673</b>

**Program Options**

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start -Home Based.

**Head Start Attendance**

October Attendance	89%
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**Meals and Snacks**

Total meals served for October	6900
Total snacks served for October	3161

**Education**

Direct service staff are working on completing 90 day screeners for Head Start children. These include height/weight, blood pressure, Hematocrit, physical, dental, and lead screening. These screeners must be completed within 90 calendar days of the child's enrollment. Parent/Teacher conferences are being conducted this month as well. Parents have the opportunity to visit the center and go over information about their child and the program with the classroom teacher and home visitor. A phone conference is available for parents unable to attend in person.

**Parent Involvement**

Each center will hold two or more FAIM (Fathers and Involved Males) activities during the program year. This gives children a chance to spend some quality time with a significant man in their life. This can include dads, grandpas, uncles, older brothers, neighbors, or a family friend. Many centers have had pizza and a reading night for their FAIM activity, promoting literacy development in young children. Centers have also held harvest dinners giving families a chance to socialize with one another and become more familiar with the program.

**Early Head Start**

All sites are currently fully enrolled and there are children on waitlists at each site. There are Early Head Start children transitioning into Head Start, waiting for a slot to come open. The Early Head Start program had a Federal Review in October. The review team met with parents, home visitors, and management staff. They observed an Early Head Start home visit and a parent/child socialization. Documentation and files were also reviewed. The official report should be available in January 2011.

**Documents for Board Review/ Approval:**

Financial Reports

CATEGORY	ACCT 22	ARRA COLA/QI	ARRA HS EXPANSION	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 2,359,989.00	\$ 185,345.00	\$ 33,426.00	\$ 217,431.47	\$ 2,073,665.95	\$ 505,094.05	83.0%	81.5%
<b>BENEFITS</b>	\$ 1,361,353.00	\$ 40,591.00	\$ 12,334.00	\$ 119,543.60	\$ 1,078,133.65	\$ 336,144.35	83.0%	76.9%
<b>OUT OF AREA TRAVEL</b>	\$ 500.00				\$ 198.06	\$ 301.94	83.0%	39.6%
<b>EQUIPMENT</b>	\$ 16,000.00	\$ 2,290.00	\$ 60,000.00	\$ -	\$ 90,084.07	\$ (11,794.07)	100.0%	115.1%
<b>SUPPLIES</b>						\$ -		
<b>OFFICE CONSUMABLES</b>	\$ 13,000.00			\$ 815.08	\$ 14,808.46	\$ (1,808.46)	85.0%	113.9%
<b>CENTER SUPPLIES</b>	\$ 35,590.00	\$ 37,731.00	\$ 9,200.00	\$ 9,262.89	\$ 94,250.14	\$ (11,729.14)	85.0%	128.5%
<b>CLASSROOM SUPPLIES</b>	\$ 10,000.00			\$ 380.29	\$ 12,993.31	\$ (2,993.31)	85.0%	129.9%
<b>TRAINING SUPPLIES</b>	\$ 10,200.00			\$ 993.10	\$ 14,900.98	\$ (4,700.98)	85.0%	146.1%
<b>FOOD</b>	\$ 11,200.00			\$ 1,033.80	\$ 8,132.27	\$ 3,067.73	85.0%	72.6%
<b>CONTRACTS</b>	\$ 26,173.00			\$ 2,532.76	\$ 25,077.66	\$ 1,095.34	95.0%	95.8%
<b>MEDICAL</b>	\$ 15,675.00			\$ 1,064.23	\$ 6,314.44	\$ 9,360.56	80.0%	40.3%
<b>DENTAL</b>	\$ 30,000.00			\$ 1,491.30	\$ 13,851.93	\$ 16,148.07	80.0%	46.2%
<b>CHILD TRAVEL</b>	\$ 86,816.00			\$ 15,427.96	\$ 104,122.31	\$ (17,306.31)	83.0%	119.9%
<b>EMPLOYEE TRAVEL</b>	\$ 31,306.00			\$ 4,235.54	\$ 31,441.50	\$ (135.50)	83.0%	100.4%
<b>CAREER DEVELOP</b>	\$ 9,000.00	\$ 2,000.00		\$ 99.75	\$ 14,517.71	\$ (3,517.71)	83.0%	132.0%
<b>PARENT TRAINING</b>	\$ 8,500.00			\$ 683.32	\$ 3,973.57	\$ 4,526.43	85.0%	46.7%
<b>SPACE</b>	\$ 73,800.00			\$ 6,907.41	\$ 99,986.61	\$ (26,186.61)	100.0%	135.5%
<b>UTILITIES</b>	\$ 53,900.00			\$ 4,907.39	\$ 42,053.73	\$ 11,846.27	75.0%	78.0%
<b>TELEPHONE</b>	\$ 39,837.00			\$ 5,141.14	\$ 37,881.34	\$ 1,955.66	75.0%	95.1%
<b>OTHER</b>	\$ 51,670.00	\$ 10,662.00		\$ 7,349.47	\$ 81,592.91	\$ (19,260.91)	85.0%	130.9%
<b>TOTAL DIRECT COSTS</b>	\$ 4,244,509.00	\$ 278,619.00	\$ 114,960.00	\$ 399,300.50	\$ 3,847,980.60	\$ 790,107.40	89.4%	83.0%
<b>ADMIN COSTS</b>	\$ 270,926.00	\$ 17,785.00	\$ 7,338.00	\$ 23,593.01	\$ 203,168.84	\$ 92,880.16	75.0%	70.4%
<b>GRAND TOTAL</b>	\$ 4,515,435.00	\$ 296,404.00	\$ 122,298.00	\$ 422,893.51	\$ 4,051,149.44	\$ 882,987.56	80.7%	84.2%
<b>IN KIND NEEDED</b>	\$ 1,201,300.00							
<b>IN KIND GENERATED **</b>	\$ 675,006.57							
<b>IN KIND (SHORT)/LONG</b>	\$ (526,293.43)							
<b>PROCUREMENT CARD EXPENSE</b>	\$ 17,885.95	4% of expense						

\* Request has been made to reallocate Benefits surplus to Operations categories: Supplies, Space, Travel, Other

\*\* ARRA COLA/QI and ARRA HS Expansion grant completed and closed out

\*\*\* Have \$32,000 In-Kind to book & waiting on confirmation to use Hansen Center block grant from Region X office.

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 27,930.00	\$ 1,608.92	\$ 21,697.97	\$ 6,232.03	83.0%	77.7%
6e. SUPPLIES						
Training Supplies	\$ 6,030.00	\$ 4,347.26	\$ 11,021.60	\$ (4,991.60)	83.0%	182.8%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 15,914.00	\$ 2,780.25	\$ 11,401.68	\$ 4,512.32	75.0%	71.6%
<b>TOTAL DIRECT COSTS</b>	\$ 49,874.00	\$ 8,736.43	\$ 44,121.25	\$ 5,752.75	80.3%	88.5%
ADMIN COSTS	\$ 3,182.00	\$ 653.99	\$ 2,111.40	\$ 1,070.60	75.0%	66.4%
<b>GRAND TOTAL</b>	\$ 53,056.00	\$ 9,390.42	\$ 46,232.65	\$ 6,823.35	79.0%	87.1%
<b>IN KIND NEEDED</b>	\$ 13,264.00					
<b>IN KIND GENERATED</b>	\$ 13,264.00					
<b>IN KIND (SHORT)/LONG</b>	\$ -					

September 2009 - September 29, 2010

COLLEGE OF SOUTHERN OHIO EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 155,507.00	\$ 34,112.96	\$ 222,672.24	\$ (67,165.24)	\$ (67,165.24)	100.0%	143.2%
<b>BENEFITS</b>	\$ 96,387.00	\$ 10,554.18	\$ 96,103.11	\$ 283.89	\$ 283.89	100.0%	99.7%
<b>OUT OF AREA TRAVEL</b>	\$ 21,500.00	\$ 489.19	\$ 22,351.10	\$ (851.10)	\$ (851.10)	100.0%	104.0%
<b>EQUIPMENT</b>	\$ 109,000.00	\$ 17,896.00	\$ 133,106.00	\$ (24,106.00)	\$ (24,106.00)	100.0%	122.1%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 3,000.00	\$ 79.35	\$ 3,045.14	\$ (45.14)	\$ (45.14)	100.0%	101.5%
<b>CENTER SUPPLIES</b>	\$ 42,870.00	\$ 1,900.10	\$ 44,770.10	\$ (1,900.10)	\$ (1,900.10)	100.0%	104.4%
<b>CLASSROOM SUPPLIES</b>	\$ 32,800.00	\$ 2,213.05	\$ 20,611.83	\$ 12,188.17	\$ 12,188.17	100.0%	62.8%
<b>TRAINING SUPPLIES</b>	\$ 9,900.00	\$ 152.23	\$ 9,504.82	\$ 395.18	\$ 395.18	100.0%	96.0%
<b>FOOD</b>	\$ 100.00	\$ 80.55	\$ 80.55	\$ 19.45	\$ 19.45	100.0%	80.6%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 70,851.00	\$ 4,113.13	\$ 45,380.50	\$ 25,470.50	\$ 25,470.50	100.0%	64.1%
<b>MEDICAL</b>	\$ 500.00	\$ 159.00	\$ 459.85	\$ 40.15	\$ 40.15	100.0%	92.0%
<b>DENTAL</b>							
<b>CHILD TRAVEL</b>							
<b>EMPLOYEE TRAVEL</b>	\$ 2,915.00	1,371.56	\$ 4,286.38	\$ (1,371.38)	\$ (1,371.38)	100.0%	147.0%
<b>CAREER DEVELOP</b>	\$ 38,527.00		\$ 16,288.67	\$ 22,238.33	\$ 22,238.33	100.0%	42.3%
<b>PARENT TRAINING</b>	\$ 1,200.00		\$ 145.77	\$ 1,054.23	\$ 1,054.23	100.0%	12.1%
<b>FACILITIES/CONST. (3)</b>	\$ 405,000.00	\$ 9,972.84	\$ 24,920.55	\$ 380,079.45	\$ 380,079.45	100.0%	6.2%
<b>UTILITIES</b>	\$ 250.00		\$ 249.63	\$ 0.37	\$ 0.37	100.0%	99.9%
<b>TELEPHONE</b>	\$ 2,083.00	\$ 257.54	\$ 2,590.35	\$ (507.35)	\$ (507.35)	100.0%	124.4%
<b>OTHER</b>	\$ 8,845.00	\$ 970.00	\$ 3,855.45	\$ 4,989.55	\$ 4,989.55	100.0%	43.6%
<b>TOTAL DIRECT COSTS</b>	\$ 1,001,235.00	\$ 84,321.68	\$ 650,422.04	\$ 350,812.96	\$ 350,812.96	94.7%	65.0%
<b>ADMIN COSTS</b>	\$ 47,296.00	\$ 5,286.82	\$ 34,068.56	\$ 13,227.44	\$ 13,227.44	92.0%	72.0%
<b>GRAND TOTAL</b>	\$ 1,048,531.00	\$ 89,608.50	\$ 684,490.60	\$ 364,040.40	\$ 364,040.40	105.1%	65.0%
<b>IN KIND NEEDED</b>	\$ -	(1)					
<b>IN KIND GENERATED</b>	\$ -						
<b>IN KIND (SHORT)/LONG</b>	\$ -						
(1) Early Head Start has been granted a waiver for In-Kind by the Region X OHS for the first year start-up period							
(2) Budget Year ended 9/29/2010, final reconciliation due 12/31/10							
(3) A request has been filed to carryover facilities/construction budget							

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 525,665.00	\$ 38,389.08	\$ 38,389.08	\$ 487,275.92	\$ 487,275.92	8.0%	7.3%
<b>BENEFITS</b>	\$ 250,739.00	\$ 18,213.07	\$ 18,213.07	\$ 232,525.93	\$ 232,525.93	8.0%	7.3%
<b>OUT OF AREA TRAVEL</b>	\$ 23,760.00	\$ 12,266.18	\$ 12,266.18	\$ 11,493.82	\$ 11,493.82	50.0%	51.6%
<b>EQUIPMENT</b>	\$ 19,000.00	\$ -	\$ -	\$ 19,000.00	\$ 19,000.00	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 3,500.00	\$ 345.82	\$ 345.82	\$ 3,154.18	\$ 3,154.18	8.0%	9.9%
<b>CENTER SUPPLIES</b>	\$ 13,332.00	\$ -	\$ -	\$ 13,332.00	\$ 13,332.00	8.0%	0.0%
<b>CLASSROOM SUPPLIES</b>	\$ 9,500.00	\$ 1,976.29	\$ 1,976.29	\$ 7,523.71	\$ 7,523.71	15.0%	20.8%
<b>TRAINING SUPPLIES</b>	\$ 10,000.00	\$ 132.73	\$ 132.73	\$ 9,867.27	\$ 9,867.27	0.0%	1.3%
<b>FOOD</b>	\$ 2,987.00	\$ 140.85	\$ 140.85	\$ 2,846.15	\$ 2,846.15		4.7%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 62,000.00	\$ -	\$ -	\$ 62,000.00	\$ 62,000.00	0.0%	0.0%
<b>MEDICAL</b>	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	\$ 27,000.00	0.0%	0.0%
<b>DENTAL</b>	\$ 20,000.00	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	0.0%	
<b>CHILD TRAVEL</b>	\$ -	\$ -	\$ -				
<b>EMPLOYEE TRAVEL</b>	\$ 2,500.00	448.54	448.54	\$ 2,051.46	\$ 2,051.46	8.0%	17.9%
<b>CAREER DEVELOP</b>	\$ 18,181.00	\$ 675.00	\$ 675.00	\$ 17,506.00	\$ 17,506.00	0.0%	3.7%
<b>PARENT TRAINING</b>	\$ 2,500.00	\$ 295.40	\$ 295.40	\$ 2,204.60	\$ 2,204.60	8.0%	11.8%
<b>FACILITIES/CONST.</b>	\$ 22,686.00	\$ 1,930.28	\$ 1,930.28	\$ 20,755.72	\$ 20,755.72	8.0%	8.5%
<b>UTILITIES</b>	\$ 2,700.00	\$ 101.08	\$ 101.08	\$ 2,598.92	\$ 2,598.92	3.0%	3.7%
<b>TELEPHONE</b>	\$ 10,719.00	\$ 451.65	\$ 451.65	\$ 10,267.35	\$ 10,267.35	3.0%	4.2%
<b>OTHER</b>	\$ 1,668.00	\$ -	\$ -	\$ 1,668.00	\$ 1,668.00	0.0%	0.0%
<b>TOTAL DIRECT COSTS</b>	\$ 1,028,437.00	\$ 75,365.97	\$ 75,365.97	\$ 953,071.03	\$ 953,071.03	6.7%	7.3%
<b>ADMIN COSTS</b>	\$ 62,330.00	\$ -		\$ 62,330.00	\$ 62,330.00	0.0%	0.0%
<b>GRAND TOTAL</b>	\$ 1,090,767.00	\$ 75,365.97	\$ 75,365.97	\$ 1,015,401.03	\$ 1,015,401.03	7.1%	7.3%
<b>IN KIND NEEDED</b>	\$ 272,692.00						
<b>IN KIND GENERATED</b>	\$ -						
<b>IN KIND (SHORT)/LONG</b>	\$ (272,692.00)						