AGENDA

I. CALL TO ORDER  
Chairman Keegan  
3:00PM/President’s Board Room

II. RECESS TO EXECUTIVE SESSION  
Motion to convene in Executive Session  
Chairman Keegan

III. RECONVENE REGULAR MEETING  
Chairman Keegan  
4:00PM/Taylor Bldg Room 276

IV. APPROVAL OF MEETING AGENDA  
Chairman Keegan

V. CERTIFIED ELECTION RESULTS  
Jeff Harmon

VI. TRUSTEE OATH  
Jeff Harmon

VII. BOARD REORGANIZATION  
Board Members  
1. Chairman  
2. Vice Chairman  
3. Clerk  
4. Trustee  
5. Trustee

VIII. MINUTES & BUSINESS REPORTS  
Jeff Harmon  
Approval of Minutes  
October 22, 2018

Approval of Treasurer’s Report  
Jeff Harmon

Approval of Head Start/Early Head Start Report  
Mancole Fedder

IX. OPEN FORUM  
Chairman

X. UNFINISHED BUSINESS

XI. NEW BUSINESS  
Action Items  
Mancole Fedder
AGENDA CONTINUED – Page 2

Information Items

1. Omicron Xi Chapter Update  
   Weslee Haszier
2. CSI Foundation Annual Report  
   Deb Wilson
3. Office on Aging Annual Report  
   Suzanne McCampbell

XII. REMARKS FOR THE GOOD OF THE ORDER

XIII. PRESIDENT’S REPORT

XIV. ADJOURNMENT

President Fox
Chairman
CALL TO ORDER:  3:03 p.m.

ATTENDING:
Trustees:
   Bob Keegan, Chairman
   Jan Mittleider, Vice Chairman
   Laird Stone, Clerk
   Jack Nelsen, Trustee
   Karl Kleinkopf, Trustee
   Anna Scholes, Trustee Elect
   Scott McClure, Trustee Elect

College Administration:
   Dr. Jeff Fox, President
   Dr. Todd Schwarz, Executive Vice President and Chief Academic Officer
   Jeff Harmon, Vice President of Finance and Administration
   Lisa Schoettger, Board Attorney
   Curtis Eaton, Special Assistant to the President

Employees, visitors and media:
   Attached List

EXECUTIVE SESSION:  3:04 p.m.

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)]

Bob Keegan moved to go into Executive Session.
The vote to do so by roll call:

- Karl Kleinkopf       Aye
- Laird Stone         Aye
- Bob Keegan          Aye
- Jan Mittleider      Aye
- Jack Nelsen         Aye

The Board reconvened to public session at 3:42 p.m.
CSI Trustees
November 19, 2018
Page 2

APPROVAL OF AGENDA: The agenda was approved on MOTION by Laird Stone. Affirmative vote was unanimous.

CERTIFIED ELECTION RESULTS: CSI Vice President of Finance and Administration, Jeff Harmon presented the Trustee election results certified by Twin Falls and Jerome County Clerks. Anna Scholes (zone one) and Scott McClure (zone five) were elected to four-year terms on the College of Southern Idaho Board of Trustees.

TRUSTEE OATH: CSI Vice President of Finance and Administration, Jeff Harmon administered the oath and swore in new CSI Board of Trustee members Anna Scholes and Scott McClure.

BOARD REORGANIZATION: The CSI Board of Trustees was reorganized as follows:

    Jack Nelsen nominated Jan Mittleider for Board Chairman. Affirmative vote was unanimous.

    Jan Mittleider nominated Laird Stone for Board Vice-Chairman. Affirmative vote was unanimous.

    Jan Mittleider nominated Jeff Harmon, Vice President of Finance and Administration to the position of Board Secretary Treasurer. Affirmative vote was unanimous.

BOARD MINUTES: The following Board of Trustee meeting minutes were accepted as written on MOTION by Laird Stone.

    October 22, 2018 – Regular Meeting

TREASURER’S REPORT: The Treasurer’s report was accepted on MOTION by Jack Nelsen. Affirmative vote was unanimous.

HEAD START/EARLY HEAD START REPORT: Mancole Fedder presented the Head Start/Early Head Start monthly report and 2018 Annual Report. Mr. Fedder requested approval to submit a Duration Grant for both Head Start and Early Head Start services and an Expansion Grant for Early Head Start Services. The Board approved both reports, and his request to submit the Duration Grant and Expansion Grant on MOTION by Jan Mittleider. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items: None
Information Items:

1. PTK Officers Weslee Haszier and Laci Davidson updated the Board on the progress and future goals of the CSI Phi Theta Kappa Chapter. Phi Theta Kappa’s purpose is to recognize academic achievements and provide opportunities for students to grow as leaders and scholars. They thanked President Fox for his leadership in guidance towards receiving the first Five Star Chapter rating since 2005 and congratulated him on receiving the Shirley B. Gordon Award from the PTK national office.

2. CSI Foundation Director, Deb Wilson presented the CSI Foundation annual report to the Board. She noted that the Foundation was able to award $2.1 million dollars in scholarships in 2017-2018.

3. Office on Aging Director, Suzanne McCampbell presented the Office on Aging annual report to the Board which included impact data on services provided in their eight South Central Idaho Counties service area.

REMARKS FOR THE GOOD OF THE ORDER

PRESIDENT’S REPORT

ADJOURNMENT DECLARED: 5:17 p.m.

[Signature]
Jeffrey M. Harmon, Secretary Treasurer

Approved: December 17, 2018

[Signature]
Jan Mittleider, Chairman
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES
Monday, November 19, 2018
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees
Dr. Barry Pate, Dean of Instruction
Jayson Lloyd, Dean of Instruction
John Hughes, Dean of Instruction – Student Success
Jason Ostrowski, Dean of Student Affairs
Kevin Mark, Chief Technology Officer
Kristy Carpenter, Controller
Chris Bragg, Associate Dean of Institutional Effectiveness
Dr. Heidi Campbell, Associate Dean of STEM
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Debra Wilson, Executive Director Foundation
Mancole Fedder, Director of Head Start
Suzanne McCampbell, Director of Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Kathy Deahl, Executive Administrative Assistant to the President
Ginger Nukaya, Administrative Assistant
Janna Verburg-Hamlett, Food Science/Quality Assurance Instructor
Kim Madsen-Dill, English Professor
LueLinda Egbert, Education Professor
Kerry Koontz, Social Work Instructor
David Rodriguez, Professor of Merit, Auto Technology
Tamara Harmon, CSI Foundation Assistant Director
Kristin Adamson, CSI Foundation Administrative Assistant
Devan Mitchell, CSI Security
Kelly Wilson, Public Information Specialist
Scott Rogers, General and Liberal Studies Associate Professor
Jonathan Lord, Early College Associate Dean
Reylene Abbott – Alumni Relations Coordinator
Andy Williams, IT Service Owner
Theo Schut, Physical Plant Assistant Director

Media and Visitors
Carolina Zamudio, ASCSI Student Body President
Leon Smith
Thad Scholes
Judy Scholes
Mia Scholes
Laci Davidson, CSI Student
Weslee Haszier, CSI Student
Chris Scholes
November 19, 2018

Calvin Mitchell  
Acting 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:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on November 19, 2018, the request to submit a Duration grant for both Head Start and Early Head Start services. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

[Signature]

Jeffrey M. Harmon CPA  
Vice President of Finance & Administration  
College of Southern Idaho  
Head Start /Early Head Start
November 19, 2018

Calvin Mitchell  
Acting 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:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees reviewed and approved at the regularly scheduled Board meeting on November 19, 2018, the request to submit an expansion grant for Early Head Start services. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

[Signature]

Jeffrey M. Harmon CPA  
Vice President of Finance & Administration  
College of Southern Idaho  
Head Start /Early Head Start
November 19, 2018

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

From: Jeffrey M. Harmon

Re: 2018 Trustee Election

Twin Falls County Clerk Kristina Glascock and Jerome County Clerk Michelle Emerson certified the following trustee election results for the College of Southern Idaho Community College District:

<table>
<thead>
<tr>
<th>Trustee Zone 1</th>
<th>Anna</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Scholes</td>
</tr>
<tr>
<td>Twin Falls County</td>
<td>19,358</td>
</tr>
<tr>
<td>Jerome County</td>
<td>4,570</td>
</tr>
<tr>
<td>Totals</td>
<td>23,928</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trustee Zone 5</th>
<th>Scott</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>McClure</td>
</tr>
<tr>
<td>Twin Falls County</td>
<td>18,953</td>
</tr>
<tr>
<td>Jerome County</td>
<td>4,621</td>
</tr>
<tr>
<td>Totals</td>
<td>23,574</td>
</tr>
</tbody>
</table>

Upon certification of the above election results by the College of Southern Idaho Board of Trustees, Anna Scholes and Scott McClure will be elected to four-year terms commencing November 19, 2018.
COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
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 the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.

Scott F. McClure  
Trustee Signature  

Date  

SUBSCRIBED AND SWORN to before me on this 19th day of November 2018

Secretary/Treasurer  

Date  

11/19/2018
COLLEGE OF SOUTHERN IDAHO

COMMUNITY COLLEGE DISTRICT

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 the duties for the Office of Trustee of the College of Southern Idaho according to the best of my ability, so help me God.

Anna Germana Scholes

Trustee Signature

Date

SUBSCRIBED AND SWORN to before me on this 19th day of November 2018

Jelley M. Weaver

Secretary/Treasurer

Date
# General Fund Board Report

**As of October 31, 2018**

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Prior Year</th>
<th>Current Year</th>
<th>Budget</th>
<th>Remaining</th>
<th>Remaining %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>($4,872,007)</td>
<td>($5,319,022)</td>
<td>($11,276,000)</td>
<td>($5,956,978)</td>
<td>52.63%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($756,250)</td>
<td>($907,150)</td>
<td>($1,720,000)</td>
<td>($812,850)</td>
<td>47.26%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($21,330,984)</td>
<td>($21,307,965)</td>
<td>($21,824,000)</td>
<td>($516,035)</td>
<td>2.36%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>($158,473)</td>
<td>($219,697)</td>
<td>($7,530,000)</td>
<td>($7,310,303)</td>
<td>97.08%</td>
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<tr>
<td>Grant Management Fees</td>
<td>($181,404)</td>
<td>($184,507)</td>
<td>($520,000)</td>
<td>($335,493)</td>
<td>64.52%</td>
</tr>
<tr>
<td>Other</td>
<td>($229,346)</td>
<td>($328,363)</td>
<td>($375,000)</td>
<td>($46,637)</td>
<td>12.44%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($892,051)</td>
<td>($401,200)</td>
<td>$0</td>
<td>$401,200</td>
<td>-</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($339,208)</td>
<td>($439,526)</td>
<td>($655,800)</td>
<td>($216,274)</td>
<td>32.98%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>($28,759,721)</td>
<td>($29,107,430)</td>
<td>($43,900,800)</td>
<td>($14,793,370)</td>
<td>33.70%</td>
</tr>
</tbody>
</table>

| Expenses                     |               |              |              |           |             |
| Personnel Expense            |               |              |              |           |             |
| Salaries                     | $7,203,759    | $7,286,820   | $22,940,000  | $15,653,180 | 68.24%      |
| Variable Fringe              | $1,464,767    | $1,500,460   | $4,923,600   | $3,423,120 | 69.52%      |
| Health Insurance             | $1,508,634    | $1,454,196   | $4,668,600   | $3,214,404 | 68.85%      |
| **Total Personnel Expense**  | $10,197,160   | $10,241,496  | $32,532,200  | $22,290,704 | 68.52%      |

| Operating Expense            |               |              |              |           |             |
| Services                     | $1,352,822    | $1,403,177   | $3,823,000   | $2,419,823 | 63.30%      |
| Supplies                     | $532,154      | $595,488     | $1,394,300   | $798,812  | 57.29%      |
| Other                        | ($2,481)      | $6,952       | $0           | ($6,952)  | -           |
| Capital                      | $80,187       | $114,812     | $627,900     | $513,088  | 81.71%      |
| Institutional Support        | $4,010,368    | $4,312,223   | $5,493,400   | $1,181,177 | 21.50%      |
| Transfers                    | $299          | $30,000      | $30,000      | $0        | 0.00%       |
| **Total Operating Expense**  | $5,973,348    | $6,462,652   | $11,368,800  | $4,905,948 | 43.15%      |

| Total Expense                | $16,170,508   | $16,704,148  | $43,900,800  | $27,196,652 | 61.95%      |

| Rev/Expense Total            | ($12,589,213) | ($12,403,281) | $0           | $12,403,281 | -           |
Enrollment

Head Start ACF Federal Funded 457
Head Start TANF 12
Early Head Start 92
Total 561

Program Options
Center Based [PD/PY; FD/PY], Early Head Start -Home Based, Early Head Start Toddler Combo.

Head Start Attendance
October Head Start Overall Attendance 84%
October Head Start Self Transport Attendance 83%
October EHS Toddler Combo Attendance 82%
October IEP/IFSP Totals 37
October Over Income Enrollment 3%

Meals and Snacks
Total meals served for October 8,775
Total snacks served for October 5,235

Program Notes

Baseline COR Advantage Outcomes Report 2018-2019
Child Observation Record Advantage is gathered 3 times during the program year for Head Start and 4 times for Early Head Start. Staff and parents take anecdotes on the children. 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 – Personal care and healthy behavior, Fine-motor skills, and Building Relationships with other Children

Area of Need – Phonological Awareness, Emotions, and Reading

CLASS/POA – The average scores across all 24 classrooms observed was 6.19 out of 7 in Emotional Support Domain, 6.02 out of 7 in Organizational Domain and a 2.59 out of 7 in Instructional Support Domain. Out of the 10 dimensions scored, Concept Development (2.27) and Quality of Feedback (2.58) in the Instructional Support Domain were the lowest scores.
PQA data is still being analyzed.

**Goals and Objectives**

1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept 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** – Can’t analyze at this point on new system.

**Area of Need** – Can’t analyze at this point on new system.

**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** – Gross Motor, Personal care and healthy behavior, and Fine-motor skills

**Area of Need** – Emotions, Phonological awareness, Reading and Natural and Physical World

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** – Can’t analyze at this point on new system.

**Area of Need** – Can’t analyze at this point on new system.

**Continuous Improvement Plan for Rest of Program Year 2018-2019**

**Head Start** – 1) Coaches will work on teacher goals around Language/Literacy and Concept Development.

2) High Scope Training Nov. 26
3) Coaches will help teachers use data from child outcomes for daily lesson planning and individualization to scaffold children’s learning.

**Early Head Start** -

1) November 26th training.
2) Mentor will help staff with improving outcomes with PICCOLO and with COR around Emergent Literacy and Emotions.

---

**Program Baseline Summary**

**for Head Start Children**

- Approaches To Learning
- Social & Emotional Development
- Physical Development & Health
- Language, Literacy, & Communication
- Mathematics
- Creative Arts
- Science & Technology
- Social Studies
- English Language Learning (ELL)

**Program Baseline Summary**

**for Early Head Start Children**

- Approaches To Learning
- Social & Emotional Development
- Physical Development & Health
- Language, Literacy, & Communication
- Mathematics
- Creative Arts
- Science & Technology
- Social Studies
- English Language Learning (ELL)

---

**Documents for Board Review and Approval:** Financial Reports; Head Start/Early Head Start Duration Grant; Early Head Start expansion grant; Twin Falls parking lot.
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTFLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARIES</td>
<td>$2,688,977.00</td>
<td>$220,088.43</td>
<td>$2,026,361.68</td>
<td>$662,615.32</td>
<td>24.6%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$1,807,007.00</td>
<td>$125,493.58</td>
<td>$1,142,395.91</td>
<td>$664,611.09</td>
<td>36.8%</td>
</tr>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$ -</td>
<td>$ -</td>
<td>$8,535.71</td>
<td>$8,535.71</td>
<td></td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$ -</td>
<td>$ -</td>
<td>$5,578.60</td>
<td>$5,578.60</td>
<td></td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$115,205.00</td>
<td>$28,282.71</td>
<td>$111,372.76</td>
<td>$3,832.24</td>
<td>3.3%</td>
</tr>
<tr>
<td>CONTRACTUAL FACILITIES/CONST.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td>$626,616.00</td>
<td>$34,752.43</td>
<td>$449,033.87</td>
<td>$177,582.13</td>
<td>28.3%</td>
</tr>
<tr>
<td>TOTAL DIRECT COSTS</td>
<td>$5,237,805.00</td>
<td>$408,617.15</td>
<td>$3,743,278.53</td>
<td>$1,494,526.47</td>
<td>28.5%</td>
</tr>
<tr>
<td>ADMIN COSTS (9.0%)</td>
<td>$409,838.00</td>
<td>$31,686.87</td>
<td>$288,230.88</td>
<td>$121,607.12</td>
<td>29.7%</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$5,647,643.00</td>
<td>$440,304.02</td>
<td>$4,031,509.41</td>
<td>$1,616,133.59</td>
<td>28.6%</td>
</tr>
</tbody>
</table>

| IN KIND NEEDED                 | $1,411,911.00  |                 |                     |                   |                    |
| IN KIND GENERATED              | $1,242,570.49  |                 |                     |                   |                    |
| IN KIND (SHORT)/LONG           | ($169,340.51)  |                 |                     |                   |                    |

| PROCUREMENT CARD EXPENSE       | $18,836.73     | 4% of Total Expense. Detailed report available upon request. |

<table>
<thead>
<tr>
<th>CACFP</th>
<th>Repair/Maint</th>
<th>Food</th>
<th>Non-Food</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total All Centers</td>
<td>124.12</td>
<td>20,223.47</td>
<td>2,507.04</td>
<td>22,854.63</td>
<td>180,471.35</td>
</tr>
</tbody>
</table>

**HEAD START T/TA**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTFLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$37,886.00</td>
<td>$2,199.54</td>
<td>$33,327.55</td>
<td>$4,558.45</td>
<td>0.12</td>
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<tr>
<td>SUPPLIES</td>
<td>$5,771.00</td>
<td>$ -</td>
<td>$4,367.60</td>
<td>$1,403.40</td>
<td>0.24</td>
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<tr>
<td>OTHER</td>
<td>$22,917.00</td>
<td>$886.72</td>
<td>$28,261.80</td>
<td>(5,344.80)</td>
<td>(0.23)</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$66,574.00</td>
<td>$3,086.26</td>
<td>$65,956.95</td>
<td>$617.05</td>
<td>0.9%</td>
</tr>
</tbody>
</table>

| IN KIND NEEDED                 | $16,644.00     |                 |                     |         |                    |
| IN KIND GENERATED              | $5,132.00      |                 |                     |         |                    |
| IN KIND (SHORT)/LONG           | ($11,512.00)   |                 |                     |         |                    |
**Monthly Financial Reports**

**College of Southern Idaho**

**Early Head Start**

January 1, 2018 - December 31, 2018

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE OF BUDGET</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$ 594,968.00</td>
<td>$ 53,148.10</td>
<td>$ 507,399.59</td>
<td>$ 87,568.41</td>
<td>14.7%</td>
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<tr>
<td><strong>Benefits</strong></td>
<td>$ 379,421.00</td>
<td>$ 27,839.59</td>
<td>$ 271,985.12</td>
<td>$ 107,435.88</td>
<td>28.3%</td>
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<tr>
<td><strong>Out of Area Travel</strong></td>
<td>$ 360.00</td>
<td>$ 360.00</td>
<td>$ (360.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Equipment</strong></td>
<td>$ -</td>
<td>$ 7,828.89</td>
<td>$ (7,828.89)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$ 17,562.00</td>
<td>$ 6,101.52</td>
<td>$ 28,020.57</td>
<td>$ (10,458.57)</td>
<td>-59.6%</td>
</tr>
<tr>
<td><strong>Contractual Facilities/Const.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>$ 140,962.00</td>
<td>$ 12,747.77</td>
<td>$ 91,024.23</td>
<td>$ 49,937.77</td>
<td>35.4%</td>
</tr>
<tr>
<td><strong>Total Direct Costs</strong></td>
<td>$ 1,132,913.00</td>
<td>$ 100,196.98</td>
<td>$ 906,618.40</td>
<td>$ 226,294.60</td>
<td>20.0%</td>
</tr>
<tr>
<td><strong>Admin Costs (9.0%)</strong></td>
<td>$ 87,695.00</td>
<td>$ 7,288.89</td>
<td>$ 70,606.55</td>
<td>$ 17,088.45</td>
<td>19.5%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$ 1,220,608.00</td>
<td>$ 107,485.87</td>
<td>$ 977,224.95</td>
<td>$ 243,383.05</td>
<td>19.9%</td>
</tr>
</tbody>
</table>

**In Kind Needed**

- $ 305,152.00

**In Kind Generated**

- $ 356,415.30

**In Kind (Short)/Long**

- $ 51,263.30

<table>
<thead>
<tr>
<th>USDA</th>
<th>Repair/Maint</th>
<th>Food</th>
<th>Non-Food</th>
<th>Total for Month</th>
<th>YTD Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for All Centers</td>
<td>$ 40.00</td>
<td>$ 1,017.86</td>
<td>$ 275.38</td>
<td>$ 1,333.24</td>
<td>$ 9,484.23</td>
</tr>
</tbody>
</table>

**Early Head Start T/TA**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>TOTAL APPROVED</th>
<th>TOTAL THIS MONTH</th>
<th>CASH OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Out of Area Travel</strong></td>
<td>$ 13,694.00</td>
<td>$ 5,768.95</td>
<td>$ 21,842.83</td>
<td>(8,148.83)</td>
<td>(0.60)</td>
</tr>
<tr>
<td><strong>Supplies</strong></td>
<td>$ 2,379.00</td>
<td>-</td>
<td>$ 2,127.62</td>
<td>$ 251.38</td>
<td>0.11</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>$ 12,854.00</td>
<td>-</td>
<td>$ 7,000.90</td>
<td>$ 5,853.10</td>
<td>0.46</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$ 28,927.00</td>
<td>$ 5,768.95</td>
<td>$ 30,971.35</td>
<td>(2,044.35)</td>
<td>-7.1%</td>
</tr>
</tbody>
</table>

**In Kind Needed**

- $ 7,232.00

**In Kind Generated**

- $ 8,982.00

**In Kind (Short)/Long**

- $ 1,750.00