AGENDA

I. CALL TO ORDER
Chairman Stone
3:00PM/President's Board Room

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

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

IV. APPROVAL OF MEETING AGENDA
Chairman Stone

V. STUDENT/FACULTY/STAFF ACHIEVEMENTS
President Fisher

VI. MINUTES & BUSINESS REPORTS
Jeff Harmon
Approval of Minutes
May 18, 2021 (Regular Meeting and Executive Session)
May 26, 2021 (Executive Session)

Approval of Treasurer's Report
Jeff Harmon

VII. OPEN FORUM
Chairman Stone

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS
Jeff Harmon
Action Items
2. Facility Application – Budget Revision, Carry Over and Waiver of Carryover
3. FY22 Continuing Budget Resolution
4. 2021-22 Presidential Contract

Chairman Stone
Information Items
1. Project Polaris Update
2. Job Corps (One Year Later Update)
3. Summer 2021 Enrollment Update
4. Community Service Update

Kevin Mark
Jennifer Hall
Chris Bragg
Michelle Schutt

X. PRESIDENT'S REPORT
President Fisher

XI. CSI STUDENT BODY PRESIDENT REPORT
Skyler Bollar

XII. REMARKS FOR THE GOOD OF THE ORDER
Chairman Stone

XIII. ADJOURNMENT
Chairman Stone
AGENDA

I. CALL TO ORDER
Chairman Stone
3:00 p.m. - Taylor Building Rm #112

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: 3:01 p.m.

EXECUTIVE SESSION: 3:02 p.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
Dr. Todd Schwarz, Provost
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 Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye

The Board returned to public session at 4:10 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

Employees, visitors and media:

Barry Pate  CSI Employee
John Hughes  CSI Employee
Jason Ostrowski  CSI Employee
Kevin Mark  CSI Employee
Chris Bragg  CSI Employee
Jonathan Lord  CSI Employee
Eric Nielson  CSI Employee
Jennifer Zimmers  CSI Employee
Kimberlee LaPray  CSI Employee
Suzanne McCampbell  CSI Employee

Larisa Alexander  CSI Employee
Polly Hulsey  CSI Employee
Rosie Alberdi  CSI Employee
Silvana Dice  CSI Employee
LueLinda Egbert  CSI Employee
Ginger Nukaya  CSI Employee
Ed Ditlefsen  CSI Employee
Jayson Lloyd  CSI Employee
Zach Ezzone  Times News
APPROVAL OF AGENDA: The agenda was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Rosey Alberdi, CSI Bridge to Success Coordinator, for her achievement with excellent enrollment numbers this summer.

BOARD MINUTES: The following Board of Trustee Regular meeting minutes were accepted as written on MOTION by Trustee Nelsen. The following Board of Trustee Executive meeting minutes were accepted as written on MOTION by Trustee Mittleider.

May 18, 2021 – Regular Meeting  
May 26, 2021 – Executive Session

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

HEAD START/EARLY HEAD START REPORT: The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee Mittleider. Affirmative vote was unanimous. The Board approved the facilities application, budget modification, carry-over request and the in-kind waiver of those funds on MOTION by Trustee Nelsen. Affirmative vote was unanimous.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. The Board approved a continuing budget resolution to allow CSI to operate on the previous year’s budget for July of 2021 on MOTION by Trustee Scholes. Affirmative vote was unanimous.

2. The Board approved the 2021-22 Presidential contract on MOTION by Chairman Stone. Affirmative vote was unanimous.
Information Items

1. Kevin Mark, Chief Information Officer updated the Board on the progress of Project Polaris. Highlighted in his report was the deployment of the Anthology mobile app scheduled for fall 2021. Also, soon a Customer Relationship Management platform will be deployed. Following that, the Human Resources and Financial components are on schedule for a December or January deployment. Training CSI employees will begin in the very near future.

2. Jennifer Hall, CCR/ABE Director and Silvana Dice, Job Corps Program Coordinator gave the Board an update on the Job Corps program. Jennifer noted Idaho Job Corps is funded by Idaho Department of Labor which focuses on providing financial support and CSI is designed to serve up to 50 students. Currently, CSI serves 38 students and is on track to meet the expected outcome metrics for the program.

3. Chris Bragg, Dean of Institutional Effectiveness and Communications presented the Summer 2021 enrollment data report. The report reflects a dramatic increase in headcount and credits taken by students when compared to 2019 and 2020. The 15 to Finish or Think 30 campaigns, Summer Bridge, marketing emails, phone calls and direct mail efforts were a few strategies CSI used to help increase enrollment.

4. Michelle Schutt, Vice President of Student Services presented a report on community engagement at CSI. The Herrett Center is open and receiving a lot of patrons. The Centennial Observatory is open for weekly showings with an upgraded telescope and operating system. Events are again taking place in the Rick Allen room after being closed due to the pandemic.

PRESIDENT’S REPORT: President Fisher gave his monthly report.

CSI STUDENT BODY PRESIDENT REPORT: Skyler Bollar gave his monthly report.

REMARKS FOR THE GOOD OF THE ORDER: Board members gave remarks for the good of the order.

ADJOURNMENT DECLARED: 5:15 p.m.

Jeffrey M. Harmon, Secretary Treasurer

Approved: July 19, 2021

Laird Stone, Chairman
### General Fund Board Report

As of May 31, 2021

<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>($11,928,628)</td>
<td>($12,010,411)</td>
<td>($11,280,000)</td>
<td>$730,411</td>
<td>(6.48)%</td>
</tr>
<tr>
<td>County Tuition</td>
<td>($1,888,475)</td>
<td>($1,811,525)</td>
<td>($1,883,000)</td>
<td>($71,475)</td>
<td>3.80%</td>
</tr>
<tr>
<td>State Funds</td>
<td>($21,483,234)</td>
<td>($20,809,200)</td>
<td>($20,859,200)</td>
<td>($50,000)</td>
<td>0.24%</td>
</tr>
<tr>
<td>County Property Tax</td>
<td>($5,311,956)</td>
<td>($6,363,283)</td>
<td>($9,383,300)</td>
<td>($3,020,017)</td>
<td>32.19%</td>
</tr>
<tr>
<td>Grant Management Fees</td>
<td>($482,806)</td>
<td>($532,379)</td>
<td>($520,000)</td>
<td>$12,379</td>
<td>(2.38)%</td>
</tr>
<tr>
<td>Other</td>
<td>($436,175)</td>
<td>($262,480)</td>
<td>($350,000)</td>
<td>($87,520)</td>
<td>25.01%</td>
</tr>
<tr>
<td>Unallocated Tuition</td>
<td>($1,428,434)</td>
<td>($1,431,989)</td>
<td>$0</td>
<td>$1,431,989</td>
<td>-</td>
</tr>
<tr>
<td>Departmental Revenues</td>
<td>($753,379)</td>
<td>($652,944)</td>
<td>($630,000)</td>
<td>$22,944</td>
<td>(3.64)%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>($43,713,088)</strong></td>
<td><strong>($43,874,211)</strong></td>
<td><strong>($44,905,500)</strong></td>
<td><strong>($1,031,289)</strong></td>
<td><strong>2.30%</strong></td>
</tr>
</tbody>
</table>

### Expenses

<table>
<thead>
<tr>
<th>Personnel Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>$20,510,014</td>
<td>$19,797,567</td>
<td>$22,568,800</td>
<td>$2,771,233</td>
<td>12.28%</td>
</tr>
<tr>
<td>Variable Fringe</td>
<td>$4,274,521</td>
<td>$4,212,448</td>
<td>$4,899,100</td>
<td>$686,652</td>
<td>14.02%</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$4,224,591</td>
<td>$4,040,183</td>
<td>$4,716,200</td>
<td>$676,017</td>
<td>14.33%</td>
</tr>
<tr>
<td><strong>Total Personnel Expense</strong></td>
<td><strong>$29,009,126</strong></td>
<td><strong>$28,050,198</strong></td>
<td><strong>$32,184,100</strong></td>
<td><strong>$4,133,902</strong></td>
<td><strong>12.84%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operating Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Services &amp; Supplies</td>
<td>$5,033,342</td>
<td>$4,906,462</td>
<td>$6,559,200</td>
<td>$1,652,738</td>
<td>25.20%</td>
</tr>
<tr>
<td>Other</td>
<td>$4,866</td>
<td>$13,784</td>
<td>$0</td>
<td>($13,784)</td>
<td>-</td>
</tr>
<tr>
<td>Capital</td>
<td>$603,483</td>
<td>$648,614</td>
<td>$358,000</td>
<td>($290,614)</td>
<td>(81.18)%</td>
</tr>
<tr>
<td>Institutional Support</td>
<td>$4,918,060</td>
<td>$5,075,238</td>
<td>$5,774,200</td>
<td>$698,962</td>
<td>12.10%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$30,500</td>
<td>$30,000</td>
<td>$30,000</td>
<td>$0</td>
<td>0.00%</td>
</tr>
<tr>
<td><strong>Total Operating Expense</strong></td>
<td><strong>$10,590,251</strong></td>
<td><strong>$10,674,098</strong></td>
<td><strong>$12,721,400</strong></td>
<td><strong>$2,047,302</strong></td>
<td><strong>16.09%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Expense</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$39,599,377</td>
<td>$38,724,296</td>
<td>$44,905,500</td>
<td>$6,181,204</td>
<td>13.76%</td>
</tr>
</tbody>
</table>

| Rev/Expense Total             | ($4,113,711)  | ($5,149,916)  | $0            | $5,149,916| -           |
GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET
$44,905,500

TOTAL ANNUAL REVENUE
$43,874,211

TOTAL REMAINING
$1,031,289

GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET
$44,905,500

TOTAL YTD EXPENSES
$38,724,296

TOTAL AVAILABLE
$6,181,204
College of Southern Idaho
Head Start/Early Head Start

Program Summary for May 2021
Reported at June Board Meeting

Enrollment

<table>
<thead>
<tr>
<th>Enrollment</th>
<th>Modified Enrollment Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start ACF Federal Funded</td>
<td>457</td>
</tr>
<tr>
<td>Head Start TANF</td>
<td>12</td>
</tr>
<tr>
<td>Early Head Start ACF Federal Funded</td>
<td>92</td>
</tr>
<tr>
<td>Total</td>
<td>561</td>
</tr>
</tbody>
</table>

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

Head Start Attendance (Based on Modified Enrollment)

<table>
<thead>
<tr>
<th>Attendances</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head Start Overall Attendance</td>
<td>82%</td>
</tr>
<tr>
<td>EHS Toddler Combo Attendance</td>
<td>81%</td>
</tr>
<tr>
<td>100-130% Poverty Level</td>
<td>12%</td>
</tr>
<tr>
<td>IEP/IFSP Enrollment</td>
<td>7%</td>
</tr>
<tr>
<td>Over Income Enrollment</td>
<td>2%</td>
</tr>
<tr>
<td>100-130% Poverty Level</td>
<td>13%</td>
</tr>
</tbody>
</table>

Meals and Snacks

<table>
<thead>
<tr>
<th>Meals and Snacks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total meals served</td>
<td>1714</td>
</tr>
<tr>
<td>Total snacks served</td>
<td>281</td>
</tr>
</tbody>
</table>

Documents for Board Review and Approval: Board / Financial Reports and Facility Construction (Budget Modification, Carry Over of FY 20 Funds, and In-kind Waiver of Carry-Over Funds)

FACILITY

This is the last year of the Head Start 5-year grant cycle, so funds are usually not able to be carried over into a new 5-year grant cycle. I have been in contact with Region X because we have an excess of funds of $1,209,054 due to duration services not fully implemented until January 2021 and COVID restrictions. With current construction limitations on product and services it has proven difficult to get bids to renovate the old Twin Falls Center which a low estimate of renovation would be $750,000 and we would still have the issue of bathrooms and playground not connected to the classrooms. The connection of bathrooms and playground reduces several transitions throughout the day and aids in supervision of children. With the low estimate of renovation being so high, I reached out to Wayne Thowless of LKV Architects about the cost of the building the addition that was part of the future development plan of the lot. His estimate to build the addition is $1.2 million which includes extension of playground and parking lot. After discussion with Jeff Harmon and Spencer Cutler about renovation versus construction. The smartest decision and the most beneficial to the program would be to move forward with the new addition and forgo the renovation to the old building. Region X was contacted about the possibility of a no cost extension of grant funds into the new 5-year grant cycle and I have been given permission to move forward with a facility application for new construction of the Twin Falls addition. The facility application, budget modification, carry-over request and the In-Kind waiver of those funds all need CSI Board approval and Policy Council approval. I have attached the preliminary drawings by LKV to assist in your decision. With the no cost extension of funds only available until June of 2022 this is the most viable way to spend the funds quickly. If we move forward with the plan it will only leave one facility within the program that does not have bathrooms and playground attached to classrooms. That facility would be in our program goals to update next.
EDUCATION
Classroom staff gather anecdotal information for the first nine weeks of the program year on the COR (Child Observation Record). This establishes a baseline of the children’s learning when they enter the program. This information is compiled 3 times during the program year for Head Start and 4 times for Early Head Start. 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.

Baseline COR Advantage Outcomes Report 2020-2021
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

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
<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>SALARIES</td>
<td>$3,236,933.00</td>
<td>$265,553.14</td>
<td>$894,652.04</td>
<td>$2,342,280.96</td>
<td>72.4%</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$2,033,397.00</td>
<td>$142,727.27</td>
<td>$485,123.62</td>
<td>$1,548,273.38</td>
<td>76.1%</td>
</tr>
<tr>
<td>EQUIPMENT</td>
<td>$75,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$75,000.00</td>
<td>71.1%</td>
</tr>
<tr>
<td>CONTRACTUAL</td>
<td>$60,000.00</td>
<td>$1,165.03</td>
<td>$4,059.58</td>
<td>$55,940.42</td>
<td>93.2%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$226,359.00</td>
<td>$16,410.43</td>
<td>$72,145.42</td>
<td>$154,213.58</td>
<td>68.1%</td>
</tr>
<tr>
<td>FACILITIES/CONST.</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>0.0%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$783,037.00</td>
<td>$56,168.71</td>
<td>$193,661.32</td>
<td>$589,375.68</td>
<td>75.3%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td><strong>$6,414,726.00</strong></td>
<td><strong>$482,024.58</strong></td>
<td><strong>$1,649,641.98</strong></td>
<td><strong>$4,765,084.02</strong></td>
<td><strong>74.3%</strong></td>
</tr>
<tr>
<td>ADMIN COSTS (9.0%)</td>
<td>$474,330.00</td>
<td>$36,745.23</td>
<td>$124,873.62</td>
<td>$349,456.38</td>
<td>73.7%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$6,889,056.00</strong></td>
<td><strong>$518,769.81</strong></td>
<td><strong>$1,774,515.60</strong></td>
<td><strong>$5,114,540.40</strong></td>
<td><strong>74.2%</strong></td>
</tr>
</tbody>
</table>

| IN KIND NEEDED          | $1,738,907.00  |
| IN KIND GENERATED       | $1,229,780.56  |
| IN KIND (SHORT)/LONG    | $(509,126.44)  |

PROCUREMENT CARD EXPENSE

<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>348.00</td>
<td>3,273.43</td>
<td>479.77</td>
<td>4,101.20</td>
<td>89,461.47</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 OUTLAY TO DATE</th>
<th>BALANCE</th>
<th>REMAINING BUDGET %</th>
</tr>
</thead>
<tbody>
<tr>
<td>OUT OF AREA TRAVEL</td>
<td>$46,824.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$46,824.00</td>
<td>100.0%</td>
</tr>
<tr>
<td>SUPPLIES</td>
<td>$3,303.00</td>
<td>$369.54</td>
<td>$1,802.00</td>
<td>$1,501.00</td>
<td>45.4%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$16,447.00</td>
<td>$2,505.00</td>
<td>$11,986.77</td>
<td>$4,460.23</td>
<td>27.1%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$66,574.00</strong></td>
<td><strong>$2,874.54</strong></td>
<td><strong>$13,788.77</strong></td>
<td><strong>$52,785.23</strong></td>
<td><strong>79.3%</strong></td>
</tr>
</tbody>
</table>
### EARLY HEAD START

**MONTHLY FINANCIAL REPORTS**

**COLLEGE OF SOUTHERN IDAHO**

**May 2021**

**January 1, 2021-December 31, 2021**

<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>$796,481.00</td>
<td>$58,573.89</td>
<td>$229,763.52</td>
<td>$566,717.48</td>
<td>71.2%</td>
</tr>
<tr>
<td><strong>BENEFITS</strong></td>
<td>$463,707.00</td>
<td>$30,704.20</td>
<td>$118,563.85</td>
<td>$345,143.15</td>
<td>74.4%</td>
</tr>
<tr>
<td><strong>EQUIPMENT</strong></td>
<td>$75,000.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$75,000.00</td>
<td>#DIV/O!</td>
</tr>
<tr>
<td><strong>CONTRACTUAL</strong></td>
<td>$65,110.00</td>
<td>$1,391.61</td>
<td>$4,393.02</td>
<td>$60,716.98</td>
<td>93.3%</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>$37,200.00</td>
<td>$1,544.96</td>
<td>$20,043.40</td>
<td>$17,156.60</td>
<td>46.1%</td>
</tr>
<tr>
<td><strong>FACILITIES/CONST.</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>#DIV/O!</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>$161,431.00</td>
<td>$8,126.80</td>
<td>$23,784.76</td>
<td>$137,646.24</td>
<td>85.3%</td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$1,598,929.00</td>
<td>$100,341.46</td>
<td>$396,548.55</td>
<td>$1,202,380.45</td>
<td>75.2%</td>
</tr>
<tr>
<td><strong>ADMIN COSTS (9.0%)</strong></td>
<td>$113,417.00</td>
<td>$8,035.03</td>
<td>$31,430.35</td>
<td>$81,986.65</td>
<td>72.3%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$1,712,346.00</td>
<td>$108,376.49</td>
<td>$427,978.90</td>
<td>$1,284,367.10</td>
<td>75.0%</td>
</tr>
</tbody>
</table>

**IN KIND NEEDED**  
$435,319.00

**IN KIND GENERATED**  
$260,638.64

**IN KIND (SHORT)/LONG**  
$(174,680.36)

<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>$ -</td>
<td>$360.73</td>
<td>$4.44</td>
<td>$365.17</td>
<td>$3,282.11</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>$16,176.00</td>
<td>$-</td>
<td>$-</td>
<td>$16,176.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>SUPPLIES</strong></td>
<td>$1,428.00</td>
<td>$65.21</td>
<td>$231.71</td>
<td>$1,196.29</td>
<td>83.8%</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>$11,323.00</td>
<td>$4,295.00</td>
<td>$6,698.29</td>
<td>$4,624.71</td>
<td>40.8%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$28,927.00</td>
<td>$4,360.21</td>
<td>$6,930.00</td>
<td>$21,997.00</td>
<td>76.0%</td>
</tr>
</tbody>
</table>
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 and Policy Council reviewed and approved the request to forgo the renovation of the Twin Falls Head Start Center due to the cost of renovation versus construction. The Boards approve the submission of the 1303.44 Facility Construction Application. To finance the facility construction the Boards, approve to modify the Head Start/Early Head Start 2020 budget to move Operation funds to Construction. Those funds are then requested to be carried over to FY 2021 with a waiver of non-federal match. A waiver is being requested because of restrictions due to COVID Protocol which disallows volunteers in centers at this time.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

June 21, 2021

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

June 18, 2021

Betty Maciel
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start
June 21, 2021

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

From: Jeffrey M. Harmon

Re: Continuing Budget Resolution

Each year we ask the Board for a continuing budget resolution to allow us to operate on the previous year’s budget for July of the next fiscal year. While much of the budget work has been completed prior to issuing salary contracts in May, there are still several outstanding issues that preclude us from setting an accurate budget. The primary issues are listed below:

1. Many expenditures related to FY21 will be paid the first week of July. We need this check run to provide the most accurate pre-closing amounts to make projections on future expenditures.
2. We need accurate balances for revenue accruals of expenditure-based grants to request reimbursements from granting agencies.
3. We use a partial pay period to process timesheets for compensation paid from the June 15 2021 pay period through June 30, 2021.
4. We will get the most current estimates from our counties for new construction dollar values early July. We need these numbers to certify our property tax assessment.
5. Ramifications of the State of Idaho reduced funding for Higher Education.
6. Consideration of need to fill open positions.

Based upon the above, I respectfully request the Board approve a continuing budget resolution to July 2021 to certify our fiscal year 2022 budget.