



**AGENDA**

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

**I. CALL TO ORDER**

**Chairwoman Mittleider**  
3:00p.m./President’s Board Room

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

- ◆ Consider personnel matters  
[Idaho Code §74-206(1)(a) & (b)]

◆ Deliberate regarding the proposed 2020-21 budget

**II. ADJOURNMENT**

**Chairwoman Mittleider**



Monday, March 16, 2020

315 Falls Ave., Twin Falls, ID 83301

**CALL TO ORDER:** 3:02p.m.

**EXECUTIVE SESSION:** 3:19p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

Jan Mittleider, Chairwoman

Laird Stone, Vice Chairman

Jack Nelsen, Clerk

Dr. Jeff Fox, President

Dr. Jeff Fox, President

Jeff Harmon, Vice President of Finance and Administration

**APPROVAL OF AGENDA:** The agenda was approved as amended on MOTION by Les Mittelman

[REDACTED]

Affirmative vote was unanimous.

**BOARD MINUTES:** The following Board of Trustee meeting minutes were accepted as written on

MOTION by Jack Nelsen

February 24, 2020 Regular Meeting

[REDACTED]

**TREASURER'S REPORT:** The Treasurer's report was accepted on MOTION by Anna Scholes.  
Affirmative vote was unanimous







## General Fund Board Report

As of February 29, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$10,841,349)	(\$11,741,246)	(\$11,750,000)	(\$8,754)	0.07%
County Tuition	(\$1,860,350)	(\$1,845,250)	(\$1,910,000)	(\$64,750)	3.39%
State Fund	(\$1,000,000)	(\$1,000,000)	(\$1,000,000)	(\$0)	0.00%



# College of Southern Idaho Head Start/Early Head Start



Reported at March Board Meeting

## Enrollment

Head Start ACF Federal Funded	457
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Early Head Start	92
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<b>Total</b>	<b>561</b>
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## Program Options

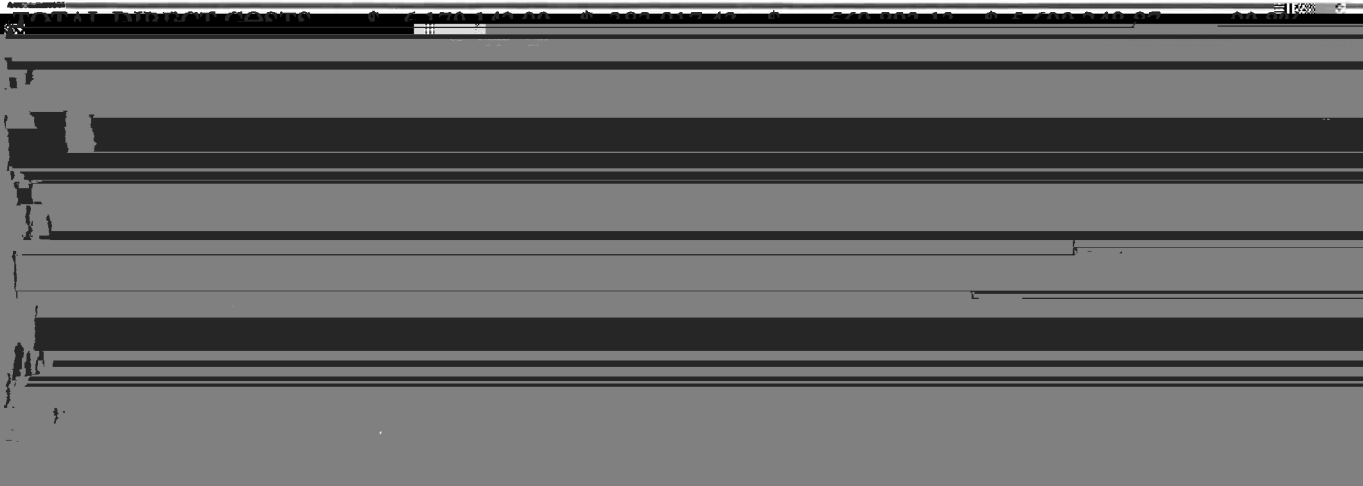
Center Based (RD/DV, ED/DV) Early Head Start Home Based Early Head Start Toddler Combo

## Head Start Attendance

February Head Start Overall Attendance	81%
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February Head Start Child Treatment Attendance	81%
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CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,186,946.00	\$ 218,924.62	\$ 317,652.07	\$ 2,869,293.93	90.0%
BENEFITS	\$ 1,975,897.00	\$ 120,086.13	\$ 169,094.71	\$ 1,806,802.29	91.4%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 43,000.00	\$ -	\$ -	\$ 43,000.00	100.0%
SUPPLIES	\$ 199,359.00	\$ 14,818.67	\$ 20,261.34	\$ 179,097.66	89.8%
FACILITIES/CONST.			\$ -		
OTHER	\$ 764,940.00	\$ 30,088.01	\$ 62,885.01	\$ 702,054.99	91.8%



HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,854.00	\$ 4,751.81	\$ 5,242.18	\$ 32,611.82	86.2%
SUPPLIES	\$ 3,303.00	\$ 32.88	\$ 32.88	\$ 3,270.12	99.0%
OTHER	\$ 25,417.00	\$ 214.13	\$ 1,371.25	\$ 24,045.75	94.6%
GRAND TOTAL	\$ 66,574.00	\$ 4,998.82	\$ 6,646.31	\$ 59,927.69	90.0%

IN KIND NEEDED \$ 16,644.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 865,879.00	\$ 49,382.33	\$ 95,510.42	\$ 770,368.58	89.0%
BENEFITS	\$ 471,404.00	\$ 24,334.33	\$ 47,762.49	\$ 423,641.51	89.9%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ -	\$ -	\$ 58,400.00	100.0%
SUPPLIES	\$ 27,200.00	\$ 3,321.48	\$ 3,931.35	\$ 23,268.65	85.5%
FACILITIES/CONST.			\$ -		
OTHER	\$ 102,520.00	\$ 4,273.80	\$ 6,238.59	\$ 96,281.41	93.9%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,525,403.00</b>	<b>\$ 81,311.94</b>	<b>\$ 153,442.85</b>	<b>\$ 1,371,960.15</b>	<b>89.9%</b>
<b>ADMIN COSTS (0.0%)</b>	<b>\$ 120,356.00</b>	<b>\$ 6,260.06</b>	<b>\$ 12,520.12</b>	<b>\$ 107,835.88</b>	<b>89.6%</b>

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ 1,400.00				
IN KIND (SHORT)/LONG	\$ (5,832.00)				



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

998 Washington St. N.

Twin Falls, Idaho 83303-1238

(208) 736-0741



COLLEGE OF  
SOUTHERN IDAHO

March 16, 2020

Grants Management Officer

[Redacted content]

Office of Grants Management  
701 Fifth Avenue, Suite 1600, MS-72

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



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



March 16, 2020

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 March 16, 2020.

[Redacted]

Sincerely,

Jeffrey M. Harmon CPA  
Vice President of Finance & Administration  
College of Southern Idaho

[Redacted]

March 16, 2020

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

From: Jeffrey M. Harmon *Jeffrey M*

Re: Reroof Physical Education Building

We advertised for the replacement of the Physical Education building roof. We received three

Based on the review of the proposals by Theo Schut and Greg B. of 11/21/19, the



Re: FY21 Employee Benefits

Each year we meet with Select Health and our insurance broker from HUB International to review the colleges health insurance policy. Based on prior year utilization Select Health has recommended a premium increase of 2.7% for FY21 with no reduction to coverage in our health benefit plan. Enhancements to the policy have been made by

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March 23, 2020

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

From: Jeffrey M. Harmon

Re: Change in Employee Compensation and Contracts

[Redacted content]