



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

**April 15, 2013**

**SPECIAL SESSION  
3:00p.m.  
Taylor Building – SUB 248**

## **AGENDA**

**2014 EMPLOYEE BENEFIT PACKAGE: (A) *Mike Mason***  
**2014 EMPLOYEE CONTRIBUTION TO BENEFIT PACKAGE: (A) *Mike Mason***  
**2014 BUDGET PROPOSAL: (A) *Mike Mason***  
**2013 ACTUAL vs. BUDGET: (I) *Mike Mason***

**BOARD OF TRUSTEES MEETING  
4:00p.m.  
Taylor Building – SUB 248**

## **AGENDA**

**APPROVAL OF MEETING AGENDA: (A) *Dr. Thad Scholes***  
**MINUTES – EXECUTIVE SESSION OF MARCH 18, 2013: (A) *Mike Mason***  
**MINUTES – REGULAR MEETING OF MARCH 18, 2013: (A) *Mike Mason***  
**TREASURER’S REPORT: (A) *Mike Mason***  
**OPEN FORUM**  
**HYDRAULIC SHEAR BID: (A) *Mike Mason***  
**SURGICAL LAPAROSCOPIC SIMULATOR BID: (A) *Mike Mason***  
**HEAD START REPORT: (A) *Mike Mason***  
**STRATEGIC PLAN UPDATE: (I) *Dr. Edit Szanto***  
**PRESIDENT’S REPORT: (I) *President Beck***  
**OLD BUSINESS**  
**NEW BUSINESS**

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
APRIL SPECIAL BOARD OF TRUSTEES MEETING  
APRIL 15, 2013

CALL TO ORDER: 3:06 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,  
Bob Keegan, Laird Stone and Jan Mittleider

College Administration: Gerald L. Beck, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Edit Szanto, Vice President of Student Services  
and Planning and Development  
Dr. Ken Campbell, Dean of Technology  
Jeff Harmon, Dean of Finance  
Monty Arrossa, Director of Human Resources  
Doug Maughan, Public Relations Director  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: None

Faculty Representatives: None

PACE Representatives: None

Times News: None

Board Agenda Items:

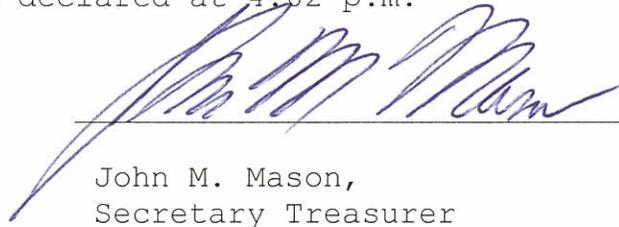
1. Mike Mason reviewed the process for selecting new providers for employee benefits and the proposal for moving employee benefit contributions to fifteen percent of premium cost over a two year transition period. The Board approved Select Health, Delta Dental and LifeMap as the new carriers for health, dental and vision and the moving of employee benefit contributions to fifteen percent of premium cost over a two year period on MOTION by Jan Mittleider. Affirmative vote was unanimous.

2. Mike Mason reviewed the current status of the fiscal year 2014 budget. The proposed budget reflects raises for employees in the amount of two and one half percent above fiscal year 2013 compensation, health insurance with the first year of the transition of employee contributions to fifteen percent, utility inflationary increases and software maintenance increases. Revenues were estimated based upon historical trends with the exception of Tuition and Fees which remains uncertain due to summer school and the impact of changing to per credit charges.

The budget presented is a maintenance of current operations budget with no new positions or other additions. The Board advised the administration to continue with the development of the budget for the formal budget presentation on August 19, 2013.

3. Mike Mason discussed the actual versus budgeted amounts for revenues and expenditures for fiscal year 2012. The \$1,946,500 addition to fund balance was made up of a combination of revenues coming in above budget at 2.02% and expenditures below budget at 3.49%. This is a larger than normal addition to the General Fund balance at year end. The Board advised the administration to continue with the past budget practices but to work to lessen these large yearend additions to fund balance.

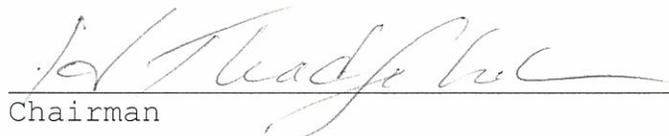
ADJOURNMENT was declared at 4:02 p.m.



---

John M. Mason,  
Secretary Treasurer

Approved: May 20, 2013



---

Chairman

THE COLLEGE OF SOUTHERN IDAHO  
COMMUNITY COLLEGE DISTRICT  
APRIL REGULAR BOARD OF TRUSTEES MEETING  
APRIL 15, 2013

CALL TO ORDER: 4:11 p.m. Presiding: Dr. Thad Scholes

Attending: Trustees: Dr. Thad Scholes, Karl Kleinkopf,  
Bob Keegan, Laird Stone and Jan Mittleider

College Administration: Gerald L. Beck, President  
John M. Mason, Vice President of Administration  
Robert Alexander, College Attorney  
Dr. Edit Szanto, Vice President of Student Services  
and Planning and Development  
Dr. Mark Sugden, Instructional Dean  
Terry Patterson, Instructional Dean  
Dr. John Miller, Instructional Dean  
Dr. Ken Campbell, Dean of Technology  
Scott Scholes, Dean of Student Services  
Jeff Harmon, Dean of Finance  
Monty Arrossa, Director of Human Resources  
Randy Dill, Physical Plant Director  
Doug Maughan, Public Relations Director  
Teri Fattig, Library Director and Museum Department  
Chair  
Debra Wilson, Executive Director of the College of  
Southern Idaho Foundation  
Kathy Deahl, Administrative Assistant to the  
President

CSI Employees: None

Visitors: Jeremy Bridges, Emily Petersen, Angela Ellis and  
Kendall Lindley

Faculty Representatives: Jim Woods and Evin Fox

PACE Representatives: None

Times News: None

The agenda was approved on MOTION by Bob Keegan.  
Affirmative vote was unanimous.

MINUTES OF THE REGULAR AND EXECUTIVE SESSIONS OF March 18, 2013 WERE APPROVED AS WRITTEN on MOTION by Jan Mittleider. Affirmative vote was unanimous.

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Laird Stone. Affirmative vote was unanimous.

Open Forum: There were no speakers for Open Forum.

Trustee Jan Mittleider recognized Debra Wilson and the College of Southern Idaho Foundation staff for their work on the annual Black and Gold Ball.

Board Agenda Items:

1. The Board approved the low bid of JW Machinery Sales Company of Salem, Oregon in the amount of \$24,765.00 for the specified hydraulic shear on MOTION by Karl Kleinkopf. Affirmative vote was unanimous.

Funding for this purchase is from the one time funds from the Idaho Division of Professional Technical Education.

2. The Board approved the low bid of SimSurgery, Inc. of Oslo, Norway in the amount of \$51,150.00 for the specified surgical laparoscopic simulator on MOTION by Jan Mittleider. Affirmative vote was unanimous.

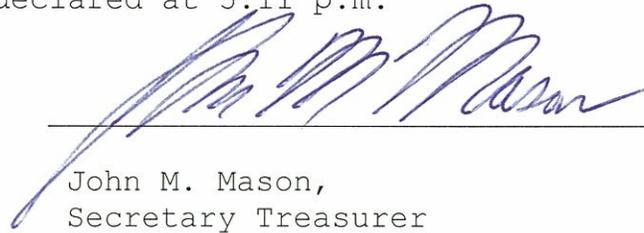
Funding for this purchase is from the one time funds from the Idaho Division of Professional Technical Education.

3. The Board approved the Head Start/Early Head Start monthly operational report and the Mid-Year Child Observation Record Outcomes Report on MOTION by Bob Keegan. Affirmative vote was unanimous.

4. Dr. Edit Szanto gave the Board an update on the College of Southern Idaho Strategic Plan and reviewed best practices concerning student access, success and completion.

5. The President reviewed his activities for the month with the Board. Incoming College of Southern Idaho Student Body President Kendall Lindley was also introduced to the Board.

ADJOURNMENT was declared at 5:11 p.m.



---

John M. Mason,  
Secretary Treasurer

Approved: May 20, 2013



---

Chairman

**General Fund YTD Board**

YEAR: 1213

**Statement of Revenue and Expenses**

Acct Month: 9

Friday, April 05, 2013

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$11,068,604.32)	(\$10,940,125.50)	(\$11,414,900.00)	(\$474,774.50)	4.16%
County Tuition	(\$680,800.00)	(\$1,132,705.00)	(\$1,500,000.00)	(\$367,295.00)	24.49%
State Funds	(\$14,432,626.02)	(\$15,467,557.34)	(\$17,319,400.00)	(\$1,851,842.66)	10.69%
County Property Tax	(\$3,488,899.42)	(\$3,610,513.93)	(\$5,867,600.00)	(\$2,257,086.07)	38.47%
Grant Management Fees	(\$276,717.17)	(\$319,996.84)	(\$480,000.00)	(\$160,003.16)	33.33%
Other	(\$461,372.59)	(\$563,608.37)	(\$325,000.00)	\$238,608.37	-73.42%
Unallocated Tuition	(\$448,805.76)	(\$741,677.41)	\$0.00	\$741,677.41	0.00%
Departmental Revenues	(\$637,068.20)	(\$627,137.52)	(\$720,200.00)	(\$93,062.48)	12.92%

**Total Revenue** (\$31,494,893.48) (\$33,403,321.91) (\$37,627,100.00) (\$4,223,778.09) 11.23%

**Expenditures**

**Personnel**

Salaries	\$14,748,377.14	\$15,067,364.68	\$21,144,100.00	\$6,076,735.32	28.74%
Variable Fringe	\$2,882,509.59	\$2,939,856.90	\$4,309,800.00	\$1,369,943.10	31.79%
Health Insurance	\$2,546,433.83	\$2,762,988.92	\$3,814,100.00	\$1,051,111.08	27.56%

**Total Personnel** \$20,177,320.56 \$20,770,210.50 \$29,268,000.00 \$8,497,789.50 29.03%

**Expense Categories**

Services	\$1,169,780.00	\$1,378,882.62	\$2,096,800.00	\$717,917.38	34.24%
Supplies	\$695,876.75	\$704,750.24	\$975,700.00	\$270,949.76	27.77%
Other	\$514,487.39	\$564,154.24	\$649,300.00	\$85,145.76	13.11%
Capital	\$339,532.53	\$394,402.13	\$815,900.00	\$421,497.87	51.66%
Institutional Support	\$3,283,506.40	\$3,233,824.93	\$3,791,400.00	\$557,575.07	14.71%
Transfers	\$12,041.04	\$36,621.28	\$30,000.00	(\$6,621.28)	-22.07%

**Total Expense Categories** \$6,015,224.11 \$6,312,635.44 \$8,359,100.00 \$2,046,464.56 24.48%

**Total Expenditures** \$26,192,544.67 \$27,082,845.94 \$37,627,100.00 \$10,544,254.06 28.02%

**Rev/Expense Total** (\$5,302,348.81) (\$6,320,475.97) \$0.00 \$6,320,475.97 0.00%

April 15<sup>th</sup>, 2013

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

From: Jeffrey M. Harmon



Re: Hydraulic Shear

We received three bids for Hydraulic Shear from the following vendors:

JW Machinery Sales Co., Inc. – Salem Oregon	\$24,765
AR Tools & Machinery, Inc. – Spokane Washington	\$25,885
American Machines – Glendale Washington	\$35,787

Based on the review of the bids by David Wyett and Brian Sprinkle, I recommend we accept the low bid for the specified equipment from JWK Machinery Sales Co., Inc of Salem, Oregon in the amount of \$24,765.

This Hydraulic Shear will allow our students to learn and use updated computer controlled equipment found in modern metal fabricating businesses. This hydraulic shear will increase the thickness and size of steel that can be worked on. We currently outsource the cutting of large material to outside vendors and our students do not receive the hands on experience required to learn proper use of the equipment.

Funding for this purchase is from Idaho Division of Professional Technical Education, One-Time Instructional Capital Outlay.

April 15<sup>th</sup>, 2013

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

From: Jeffrey M. Harmon



Re: Surgical Laparoscopic Simulator

We received three bids for a Surgical Laparoscopic Simulator from the following vendors:

SimSurgery Inc., – Oslo Norway	\$ 51,150
Simbionix (Express System) – Cleveland Ohio	\$ 64,000
Simbionix (Mentor II System) – Cleveland Ohio	\$107,500

Based on the review of the bids by Dr. Mark Sugden and Janet Milligan, I recommend we accept the low bid for the specified equipment from SimSurgery Inc., of Oslo, Norway in the amount of \$51,150.

This Surgical Laparoscopic Simulator will be used in our Surgical Services Programs and will provide the tools necessary to teach our students techniques that are required when they enter the workforce.

Funding for this purchase is from Idaho Division of Professional Technical Education, One-Time Instructional Capital Outlay.

**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For March 2013**

**Enrollment**

Head Start ACYF Federal Funded	565 *
Head Start TANF	27
Early Head Start	80
<b>Total</b>	<b>672 *</b>

**Program Options**

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

**Head Start Attendance**

Head Start March Overall Attendance	85%
Head Start Double Session Attendance	82%
Early Head Start Home Visit Participation	89%

**Meals and Snacks**

Total meals served for March	4,041
Total snacks served for March	3,189

**Education**

Transitions are a key part to Head Start. Head Start helps prepare children for kindergarten in a variety of ways. This includes activities with children and parents to familiarize them with the public school such as visiting a kindergarten classroom and conducting parent-teacher conferences. Families are given a Building Bluebirds booklet that talks about their child's development, expectations of the public school, and parents rights and opportunities. Head Start also helps families prepare by teaching parents to continue working with their children over the summer on child goals and kindergarten skills.

**Parent Involvement**

Part 1 of the parent survey has been completed and Part 2 is near completion and community surveys are underway as part of Head Start/Early Head Start's Community wide Assessment. Parents assess the needs, strengths and action plans for their communities. Parents and staff are wrapping up the self-assessment process at each of our centers. The results Part 1 will be presented to Policy Council this month, and updates to the Board will follow. Child Abuse and Neglect Prevention activities such as walks, planting pinwheel gardens, mayor proclamations, delivery of pinwheel vases to community partners, guest speakers and rallies are under way to raise awareness locally and nationally.

**Early Head Start**

Early Head Start has an active contract with South Central District Health Department to provide Nurse Home Visits to Early Head Start families. Nurse Home Visits focus on the medical needs of expectant mothers and Early Head Start children, address any concerns, provide referrals as identified, and encourage parents to follow EPSDT guidelines. Each Early Head Start participant has the opportunity to receive at least four nurse home visits per year. Early Head Start also has a contract with an independent registered nurse that provides Nurse Home Visits with families as well as lactation counseling services.

**Documents for Board Review/ Approval:**

Financial Reports  
Child Observation Record (COR) Report

## **Mid Year COR Outcomes Report 2012-2013**

Child Observation Record 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 5, with 0 being a lower skill level and increasing to more advanced skill levels.

### **Preschool Item Level Report**

There are 32 items on the Preschool Child Observation Record divided into 7 categories (Initiative, Social Relations, Creative Representation, Movement and Music, Language and Literacy, Mathematics and Science, and Dual Language Learners).

**Strengths** - The largest gains were in Resolving interpersonal conflict (G), Listening to and understanding speech (Q), Showing awareness of sounds in words (T), Using letter names and sounds (V), Sorting objects (Y), Identifying patterns (Z), Identifying sequence, change, and causality (DD), Identifying materials and properties (EE), and Identifying natural and living things (FF)

There was 2 item in Language and Literacy and 2 items in Mathematics and Science that all showed at least 1 full level of improvement.

**Area of Need** – The lowest items were in: Solving problems with materials (B), Relating to adults (E), Relating to other children (F), Moving with objects (M), Singing (P), Using vocabulary (R), Listening and Understanding (HH). The last items HH is specific to dual language learners. Items E and HH children came in at a high developmental level which accounts for the smaller gains.

**CLASS/PQA** – Classroom staff are doing well in emotional support (6 out of 7) and classroom organization (6 out of 7). The area of need is around instructional support (3 out of 7).

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

There are 11 domains in the Head Start Outcomes (Physical Development and Health, Social & Emotional Development, Approaches to Learning, Logic & Reasoning, Language Development, Literacy Knowledge & Skills, Mathematics Knowledge & Skills, Science Knowledge & Skills, Creative Arts Expression, Social Studies Knowledge & Skills, and English Language Development.

**Strengths** - The largest gains were in Science Knowledge & Skills and Social Studies Knowledge & Skills. Both of these categories had about a one level increase from the baseline Time 1 period.

**Area of Need** – The lowest areas were in Physical Development & Health and Social and Emotional Development.

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

The 5 domains for Early Head Start are: language and literacy, cognition and general knowledge, approaches to learning, physical well-being and motor development, and social and emotional development.

**Strengths** - The largest gain was in Physical Well-Being and Motor Development.

**Area of Need** – The lowest gain was in Approaches to Learning.

**Continuous Improvement Plan for Rest of Program Year 2012-2013**

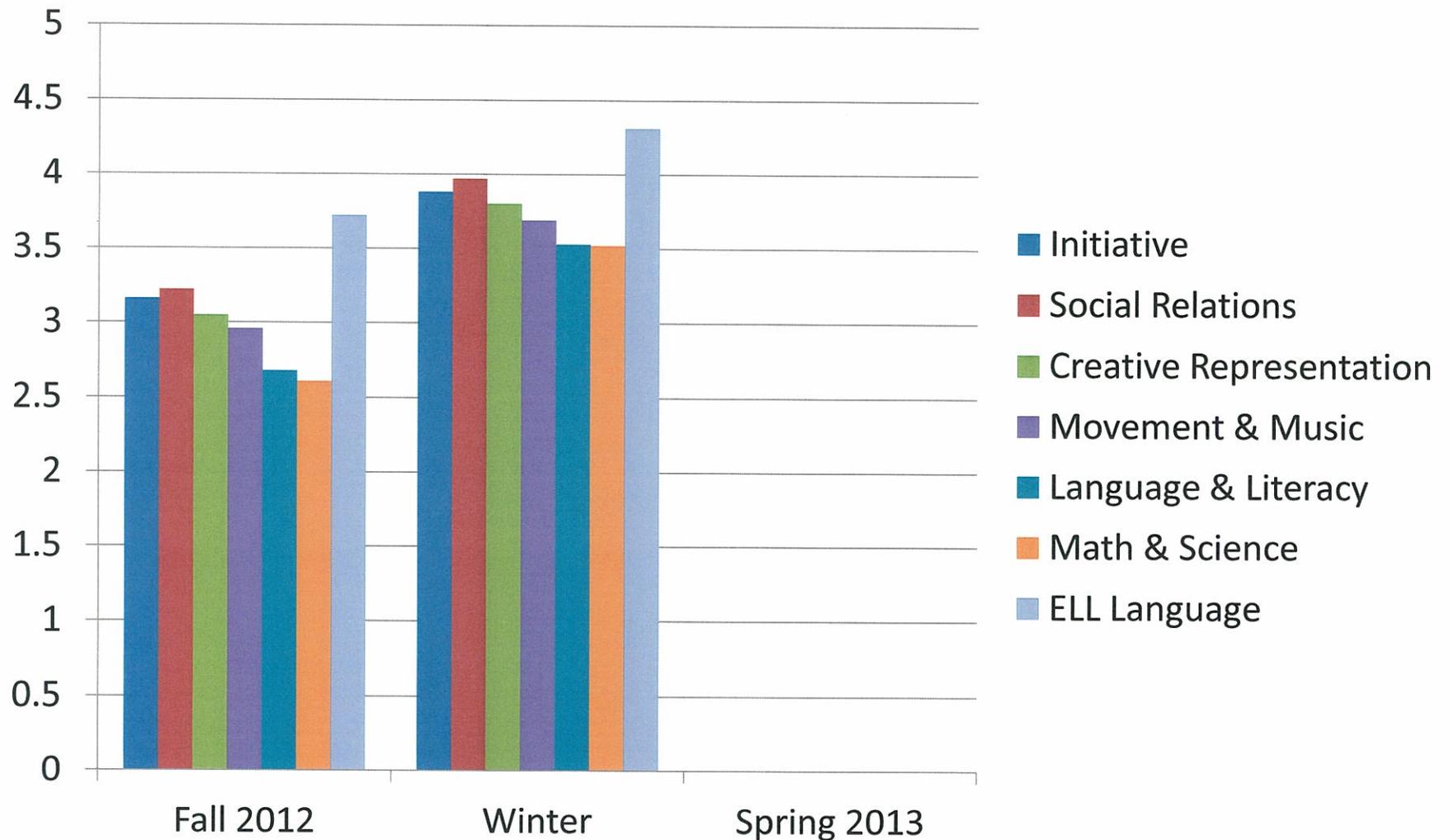
**Head Start** –

- 1) CLASS/PQA training around effective questioning, reorientation statements, problem solving, integration, feedback loops, expansion, and advanced language.
- 2) Training was provided in March for follow up on I'm Moving I'm Learning
- 3) Follow up with individual classrooms during observations.

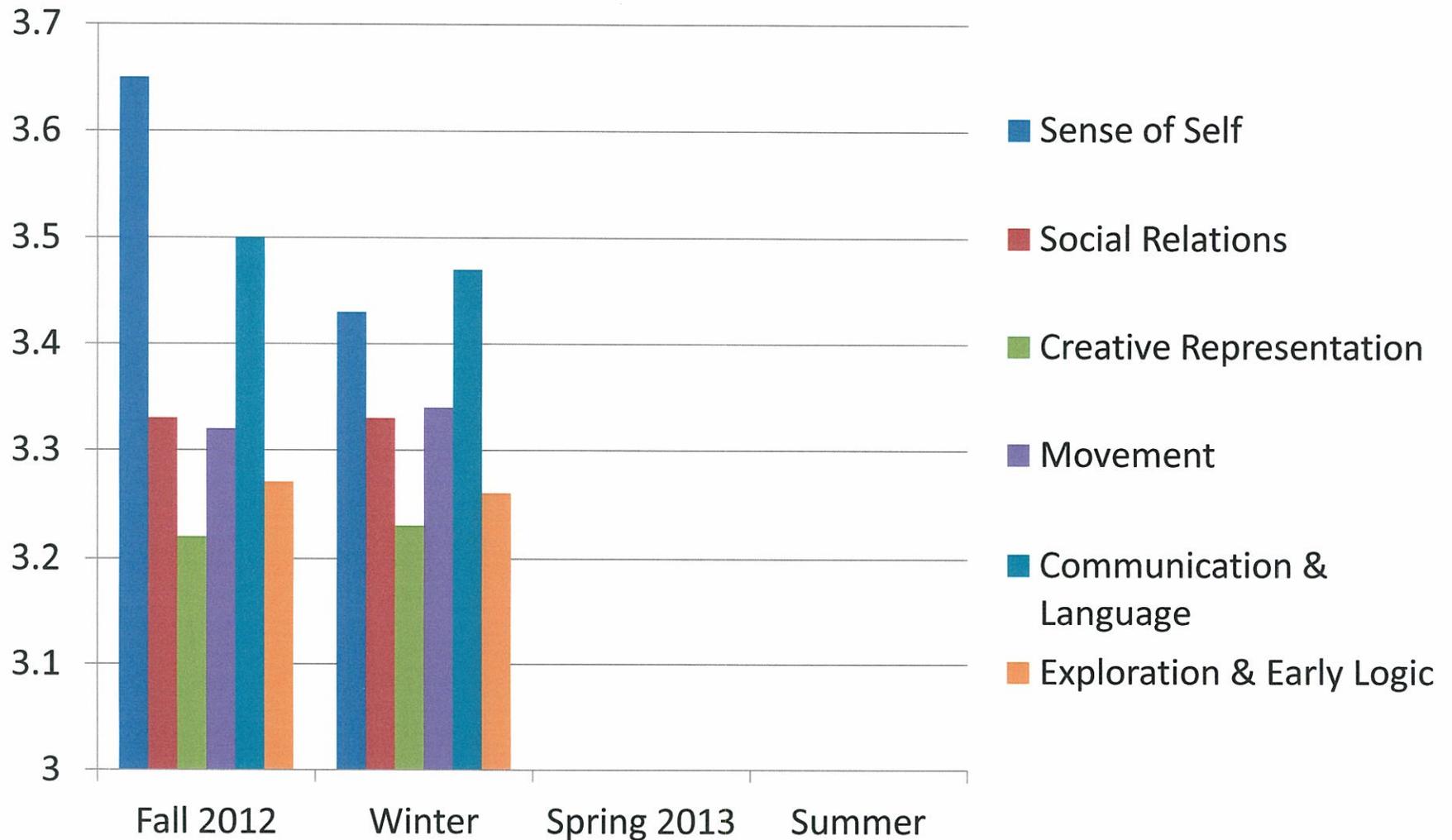
**Early Head Start** -

- 1) Provide training on adult/child interaction.
- 2) Continue to work with EHS staff on coaching strategies with parents.
- 3) Work on training parents to collect more data during home visits.
- 4) Explore and gain more knowledge on the COR and a seamless birth through kindergarten assessment.

# Program Mid-Year Summary for Head Start Preschool Children



# Program Baseline Summary for Early Head Start Children



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,450,999.00	\$ 198,589.26	\$ 585,262.20	\$ 1,865,736.80	\$ 1,865,736.80	25.0%	23.9%
BENEFITS	\$ 1,419,536.00	\$ 112,631.11	\$ 333,788.30	\$ 1,085,747.70	\$ 1,085,747.70	25.0%	23.5%
OUT OF AREA TRAVEL	\$ -		\$ -	\$ -	\$ -	0.0%	0.0%
EQUIPMENT	\$ 32,230.00	\$ -	\$ -	\$ 32,230.00	\$ 32,230.00	25.0%	0.0%
SUPPLIES							
OFFICE CONSUMABLES	\$ 22,351.00	\$ 530.49	\$ 1,861.56	\$ 20,489.44	\$ 20,489.44	25.0%	8.3%
CLASSROOM SUPPLIES	\$ 12,800.00	\$ 1,288.44	\$ 1,779.65	\$ 11,020.35	\$ 11,020.35	25.0%	13.9%
CENTER SUPPLIES	\$ 35,600.00	\$ 3,538.58	\$ 7,577.04	\$ 28,022.96	\$ 28,022.96	25.0%	21.3%
TRAINING SUPPLIES	\$ 14,500.00	\$ 551.38	\$ 1,706.42	\$ 12,793.58	\$ 12,793.58	25.0%	11.8%
FOOD	\$ 3,200.00	\$ 282.62	\$ 965.32	\$ 2,234.68	\$ 2,234.68	25.0%	30.2%
OTHER							
CONTRACTS	\$ 22,463.00	\$ 3,389.13	\$ 3,389.13	\$ 19,073.87	\$ 19,073.87	25.0%	15.1%
MEDICAL	\$ 10,000.00	\$ 956.00	\$ 1,589.90	\$ 8,410.10	\$ 8,410.10	25.0%	15.9%
DENTAL	\$ 10,600.00	\$ 356.00	\$ 391.00	\$ 10,209.00	\$ 10,209.00	25.0%	3.7%
CHILD TRAVEL	\$ 105,977.00	\$ 12,515.87	\$ 28,294.91	\$ 77,682.09	\$ 77,682.09	25.0%	26.7%
EMPLOYEE TRAVEL	\$ 31,680.00	\$ 3,834.68	\$ 6,845.48	\$ 24,834.52	\$ 24,834.52	25.0%	21.6%
CAREER DEVELOP			\$ -	\$ -	\$ -	0.0%	0.0%
PARENT TRAINING	\$ 21,590.00	\$ 1,171.58	\$ 7,399.96	\$ 14,190.04	\$ 14,190.04	25.0%	34.3%
SPACE	\$ 58,084.00	6,307.83	\$ 11,283.41	\$ 46,800.59	\$ 46,800.59	25.0%	19.4%
DEPRECIATION	\$ 30,600.00	2,422.50	\$ 7,267.50	\$ 23,332.50	\$ 23,332.50	25.0%	23.8%
UTILITIES	\$ 45,216.00	\$ 8,807.40	\$ 13,475.13	\$ 31,740.87	\$ 31,740.87	25.0%	29.8%
TELEPHONE	\$ 32,352.00	\$ 3,896.41	\$ 8,531.06	\$ 23,820.94	\$ 23,820.94	25.0%	26.4%
OTHER	\$ 48,146.00	\$ 2,735.88	\$ 14,952.14	\$ 33,193.86	\$ 33,193.86	25.0%	31.1%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 4,407,924.00</b>	<b>\$ 363,805.16</b>	<b>\$ 1,036,360.11</b>	<b>\$ 3,371,563.89</b>	<b>\$ 3,371,563.89</b>	<b>25.0%</b>	<b>21.1%</b>
ADMIN COSTS	\$ 305,729.00	\$ 24,111.16	\$ 49,016.06	\$ 256,712.94	\$ 256,712.94	17.0%	16.0%
<b>GRAND TOTAL</b>	<b>\$ 4,713,653.00</b>	<b>\$ 387,916.32</b>	<b>\$ 1,085,376.17</b>	<b>\$ 3,628,276.83</b>	<b>\$ 3,628,276.83</b>	<b>21.0%</b>	<b>18.6%</b>
IN KIND NEEDED	\$ 1,178,413.25						
IN KIND GENERATED	\$ 84,406.33						
IN KIND (SHORT)/LONG	\$ (1,094,006.92)						
PROCUREMENT CARD EXPENSE	\$ 11,405.33	3% of Total Expense					
<b>USDA</b>	<b>Food</b>	<b>Non-Food</b>	<b>Repair/Maint</b>	<b>Total for Month</b>	<b>Revenue Received</b>	<b>YTD</b>	
Total All Centers	20,793.62	1,982.20	579.26	23,355.08	(14,631.08)	39,095.36	

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 36,728.00	\$ 10,698.57	\$ 2,028.63	\$ 34,699.37	25.0%	5.5%
6e. SUPPLIES						
Training Supplies	\$ 7,318.00	\$ 466.41	\$ 1,621.01	\$ 5,696.99	25.0%	22.2%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 10,115.00	\$ 1,905.70	\$ 866.80	\$ 9,248.20	25.0%	8.6%
<b>TOTAL DIRECT COSTS</b>	\$ 54,161.00	\$ 13,070.68	\$ 4,516.44	\$ 49,644.56	25.0%	8.3%
<b>GRAND TOTAL</b>	\$ 54,161.00	\$ 13,070.68	\$ 4,516.44	\$ 49,644.56	25.0%	8.3%
<b>IN KIND NEEDED</b>	\$ 13,540.25					
<b>IN KIND GENERATED</b>	\$ -					
<b>IN KIND (SHORT)/LONG</b>	\$ (13,540.25)					

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
<b>SALARIES</b>	\$ 515,526.00	\$ 41,632.59	\$ 130,093.42	\$ 385,432.58	\$ 385,432.58	25.0%	25.2%
<b>BENEFITS</b>	\$ 279,134.00	\$ 21,213.39	\$ 65,139.27	\$ 213,994.73	\$ 213,994.73	25.0%	23.3%
<b>OUT OF AREA TRAVEL</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>EQUIPMENT</b>	\$ -			\$ -	\$ -	0.0%	0.0%
<b>SUPPLIES</b>							
<b>OFFICE CONSUMABLES</b>	\$ 6,420.00	\$ 67.77	\$ 398.24	\$ 6,021.76	\$ 6,021.76	25.0%	6.2%
<b>CENTER SUPPLIES</b>	\$ 15,006.00	\$ 393.96	\$ 611.58	\$ 14,394.42	\$ 14,394.42	25.0%	4.1%
<b>CLASSROOM SUPPLIES</b>	\$ 14,590.00	\$ -	\$ 37.90	\$ 14,552.10	\$ 14,552.10	25.0%	0.3%
<b>TRAINING SUPPLIES</b>	\$ 2,225.00	\$ -	\$ 225.77	\$ 1,999.23	\$ 1,999.23	25.0%	10.1%
<b>FOOD</b>	\$ 2,400.00	\$ -	\$ -	\$ 2,400.00	\$ 2,400.00	25.0%	0.0%
<b>CONTRACTUAL</b>							
<b>OTHER</b>							
<b>CONTRACTS</b>	\$ 61,730.00	\$ 3,913.55	\$ 4,459.83	\$ 57,270.17	\$ 57,270.17	25.0%	7.2%
<b>MEDICAL</b>	\$ 14,000.00	\$ -	\$ -	\$ 14,000.00	\$ 14,000.00	25.0%	0.0%
<b>DENTAL</b>	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	\$ 6,000.00	25.0%	0.0%
<b>CHILD TRAVEL</b>	\$ -						
<b>EMPLOYEE TRAVEL</b>	\$ 10,604.00	\$ 604.77	\$ 864.16	\$ 9,739.84	\$ 9,739.84	25.0%	8.1%
<b>CAREER DEVELOP</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	0.0%
<b>PARENT TRAINING</b>	\$ 2,925.00	\$ 61.65	\$ 893.54	\$ 2,031.46	\$ 2,031.46	25.0%	30.5%
<b>FACILITIES/CONST.</b>	\$ 15,000.00	\$ 502.01	\$ 876.22	\$ 14,123.78	\$ 14,123.78	25.0%	5.8%
<b>DEPRECIATION</b>	\$ 20,400.00	\$ 1,700.00	\$ 5,100.00	\$ 15,300.00	\$ 15,300.00	25.0%	25.0%
<b>UTILITIES</b>	\$ 4,500.00	\$ 858.18	\$ 1,671.88	\$ 2,828.12	\$ 2,828.12	25.0%	37.2%
<b>TELEPHONE</b>	\$ 4,800.00	\$ 403.89	\$ 1,096.80	\$ 3,703.20	\$ 3,703.20	25.0%	22.9%
<b>OTHER</b>	\$ 5,661.00	\$ 254.00	\$ 254.00	\$ 5,407.00	\$ 5,407.00	25.0%	4.5%
<b>TOTAL DIRECT COSTS</b>	\$ 980,921.00	\$ 71,605.76	\$ 211,722.61	\$ 769,198.39	\$ 769,198.39	25.0%	21.6%
<b>ADMIN COSTS</b>	\$ 65,385.00	\$ 5,329.92	\$ 10,892.78	\$ 54,492.22	\$ 54,492.22	17.0%	16.7%
<b>GRAND TOTAL</b>	\$ 1,046,306.00	\$ 76,935.68	\$ 222,615.39	\$ 823,690.61	\$ 823,690.61	24.6%	21.3%
<b>IN KIND NEEDED</b>	\$ 261,576.50						
<b>IN KIND GENERATED</b>	\$ 131,348.06						
<b>IN KIND (SHORT)/LONG</b>	\$ (130,228.44)						

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	PROJECTED %	ACTUAL %
6c. OUT OF AREA TRAVEL	\$ 10,755.00	\$ -	\$ -	\$ 10,755.00	25.0%	0.0%
6e. SUPPLIES						
Training Supplies	\$ 1,084.00	\$ -	\$ 301.59	\$ 782.41	25.0%	27.8%
6g. OTHER						
Contracts	\$ -					
Career Development	\$ 14,319.00	\$ -	\$ 6,491.30	\$ 7,827.70	25.0%	45.3%
<b>TOTAL DIRECT COSTS</b>	\$ 26,158.00	\$ -	\$ 6,792.89	\$ 19,365.11	25.0%	26.0%
<b>GRAND TOTAL</b>	\$ 26,158.00	\$ -	\$ 6,792.89	\$ 19,365.11	25.0%	26.0%
<b>IN KIND NEEDED</b>	\$ 6,539.50					
<b>IN KIND GENERATED</b>	\$ -					
<b>IN KIND (SHORT)/LONG</b>	\$ (6,539.50)					