

AGENDA

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

CSI Mission Statement:
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

Board Mission Statement:
The mission of the Board of Trustees of the College of Southern Idaho is to lead in the constant definition, interpretation, articulation, implementation and evaluation of the College mission.

- | | |
|--|--|
| I. CALL TO ORDER | Chairwoman Mittleider
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairwoman Mittleider |
| III. RECONVENE REGULAR MEETING | Chairwoman Mittleider
4:00PM/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairwoman Mittleider |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| <ul style="list-style-type: none"> 1. Andrew Coleman, Abby Jerome, Ben Hamlett | |
| VI. MINUTES & BUSINESS REPORT(S) | |
| <ul style="list-style-type: none"> Approval of Minutes August 14, 2020 (Regular Meeting) September 15, 2020 (Special Session) Approval of Treasurer’s Report | Jeff Harmon

Jeff Harmon |
| VII. OPEN FORUM | Chairwoman Mittleider |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| <ul style="list-style-type: none"> Action Items 1. Head Start/Early Head Start Report Information Items 1. Enrollment Report 2. Cybersecurity Program Report 3. Project Polaris Report 4. Covid-19 Update 5. Facilities & Office on Aging Report | Ruby Allen

Chris Bragg
Todd Schwarz
Kevin Mark
Spencer Cutler
President Fisher/Jeff Harmon/Suzanne McCampbell |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Angel Montes De Oca |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairwoman Mittleider |
| XIII. ADJOURNMENT | Chairwoman Mittleider |

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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 an acquisition of interest in real property
[Idaho Code § 74-206(1)(c)]

II. ADJOURNMENT

Chairwoman Mittleider

CALL TO ORDER: 3:00p.m.

EXECUTIVE SESSION: 3:04p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, Trustee
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
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:

- Jan Mittleider Aye
- Laird Stone Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Scott McClure Aye

The Board returned to public session at 3:55p.m.

BOARD MEETING ATTENDEES:

Trustees:

Jan Mittleider, Chairman
Laird Stone, Vice Chairman
Jack Nelsen, Clerk
Anna Scholes, 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:
Attached List

APPROVAL OF AGENDA: The agenda was approved on MOTION by Trustee Scholes. Affirmative vote was unanimous.

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

August 14, 2020 – Regular Meeting
September 15, 2020 – Special Session

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Vice-Chairman Stone. Affirmative vote was unanimous. The Board approved for Head Start/Early Head Start Director Ruby Allen to submit the grant summary for the continuation grant on MOTION by Trustee Scholes. Affirmative vote was unanimous.

Information Items

1. Dean of Institutional Effectiveness and Communication / ALO, Chris Bragg gave the CSI enrollment report though the official report will not be available until mid-October. Early reports indicate CSI is doing better this year than compared to last year at this same time.

2. Provost, Dr. Todd Schwarz gave an update on the Cybersecurity Program. Per Governor Little's recommendation, The State Board of Education will guide Idaho's four-year universities and community colleges in developing cybersecurity programs. Provost Schwarz indicated that each institution can specialize in some facet of cybersecurity so that all universities and community colleges in Idaho share in opportunities for students.
3. Chief Information Officer, Kevin Mark update the Board on the Progress of Project Polaris. To modernize our campus operations software, Kevin invited 5 leading software companies to present their product over the next five weeks. The goal is to offer a vendor recommendation proposal at the December Board meeting.
4. Director at Office on Aging, Suzanne McCampbell gave her annual report. She noted they will be moving out of the current office and into the County West building in Twin Falls to better serve their clientele needs. She reported they will no longer issue a Gold Card to seniors, but the benefits will still be honored by showing a driver's license or other government issued form of ID.
5. Director of Maintenance, Spencer Cutler update the Board on the processes Maintenance is currently doing to keep all students, staff and faculty safe. He highlighted a product CSI recently purchased to lower the risk of contracting COVID-19. The technology is designed to interact with the air and UV light to produce hydrogen peroxide, and is effective for reducing contaminants such as viruses, bacteria and mold.

PRESIDENT'S REPORT President Fisher gave his monthly report.

CSI STUDENT BODY PRESIDENT REPORT Angel Montes De Oca gave his monthly report.

REMARKS FOR THE GOOD OF THE ORDER Each member of the Board offered remarks for the good of the order.

ADJOURNMENT DECLARED: 5:25 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: October 19, 2020



Jan Mittleider, Chairwoman

**COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES MEETING MINUTES**
Monday, September 21, 2020 – 4:00p.m.
315 Falls Ave. – Twin Falls, ID 83301

Monthly Board Meeting List of Additional Attendees

Employees

Kevin Mark, Chief Technology Officer
John Hughes, Dean of Instruction
Jason Ostrowski, Dean of Student Affairs
Chris Bragg, Dean of Institutional Effectiveness and Communication / ALO
Jonathan Lord, Dean of Early College
Dr. Teri Fattig, Director, Library and Herrett Center
Dr. Michele McFarlane, Registrar
Spencer Cutler, Director of Physical Plant
Kim LaPray, Director of Public Information
Ruby Allen, Director Head Start
Suzanne McCampbell, Director Office on Aging
Larisa Alexander, IT Service Owner/Business Operations
Ginger Nukaya, Executive Administrative Assistant to the President
Tiffany Seeley-Case, Instructional Dean
Brandi Turnipseed, Director Foundation
Ben Hamlett, Professor, Automation & Controls
Laura Erickson, Professor, Digital Media
Shelly Wright, Professor Physical Education
LueLinda Egbert, Professor Education

Media and Visitors

Angel Montes De Oca, ASCSI Student Body President
Andy Coleman, CSI Student



General Fund Board Report

As of August 31, 2020

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,014,718)	(\$4,330,928)	(\$11,280,000)	(\$6,949,072)	61.61%
County Tuition	(\$582,950)	(\$616,100)	(\$1,883,000)	(\$1,266,900)	67.28%
State Funds	(\$21,434,534)	(\$20,301,132)	(\$20,859,200)	(\$558,068)	2.68%
County Property Tax	(\$186,981)	(\$165,974)	(\$9,383,300)	(\$9,217,326)	98.23%
Grant Management Fees	(\$81,451)	(\$83,064)	(\$520,000)	(\$436,936)	84.03%
Other	(\$173,801)	(\$49,888)	(\$350,000)	(\$300,112)	85.75%
Unallocated Tuition	(\$1,549,589)	(\$983,513)	\$0	\$983,513	-
Departmental Revenues	(\$328,041)	(\$211,109)	(\$630,000)	(\$418,891)	66.49%
Total Revenue	(\$28,352,066)	(\$26,741,708)	(\$44,905,500)	(\$18,163,792)	40.45%
Expenses					
Personnel Expense					
Salaries	\$3,430,518	\$3,259,700	\$22,568,800	\$19,309,100	85.56%
Variable Fringe	\$742,423	\$719,204	\$4,899,100	\$4,179,896	85.32%
Health Insurance	\$756,459	\$731,400	\$4,716,200	\$3,984,800	84.49%
Total Personnel Expense	\$4,929,400	\$4,710,304	\$32,184,100	\$27,473,796	85.36%
Operating Expense					
Services & Supplies	\$1,336,404	\$1,115,726	\$6,559,200	\$5,443,474	82.99%
Other	\$1,198	\$6	\$0	(\$6)	-
Capital	\$65,913	\$161,376	\$358,000	\$196,624	54.92%
Institutional Support	\$4,208,536	\$4,267,580	\$5,774,200	\$1,506,620	26.09%
Transfers	\$33,390	\$30,000	\$30,000	\$0	0.00%
Total Operating Expense	\$5,645,442	\$5,574,688	\$12,721,400	\$7,146,712	56.18%
Total Expense	\$10,574,842	\$10,284,992	\$44,905,500	\$34,620,508	77.10%
Rev/Expense Total	(\$17,777,224)	(\$16,456,716)	\$0	\$16,456,716	-



**College of Southern Idaho
Head Start/Early Head Start**



Program Summary for August 2019

Reported at September Board Meeting

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/Early Head Start Attendance

Classes Start 9/1/2020

August Head Start Overall Attendance

August Head Start Self Transport Attendance

August EHS Toddler Combo Attendance

Meals and Snacks

Total meals served for August 0

Total snacks served for August 0

Program Notes

Office of Head Start revised three of the seven Designation Renewal System (DRS) conditions that trigger an agency to compete for continued funding. These changes were made to better identify the grants that would most benefit from competition and to increase grantee focus on improving performance in important measures of quality. These revisions have benefited CSI HS/EHS, the grant is no longer subject to competition because it does not meet any of the revised conditions in the DRS final rule. CSI HS/EHS is now eligible to receive a new non-competitive 5-year grant award.

Most classes resumed September 1st in the Modified Service category of Orange. Power Center (American Falls) classes started September 8th to ensure all staff returned clear from quarantine. The second week of class a Unit was closed in Twin Falls due to a staff testing positive. All staff and children from the morning and afternoon classes in this Unit were asked to stay home for the quarantine period. We continue to work through issues with staff encountering someone testing positive and each case is handled on an individual basis to assess risk. Parents have been receptive and adhere to safety precautions set in place for the safety of all with the centers.

Facilities

With approval from CSI Board, Policy Council and Region X the new administration building was purchased on August 31st. Renovations are currently being scheduled with a scheduled move in date of November 23rd. Centers will be closed November 23rd thru 27th allowing central office staff to move over without interruption to center staff support. With the current climate and normal stress of the first 90 days of services Leadership feels it necessary to wait for the move to ensure quality services are maintained.

***FY2021 OHS Grant Summary to be presented to the Board of Trustees during the meeting**

Documents for Board Review and Approval: Financial Reports; Board Report; FY2021 Continuation Grant

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,913,138.00	\$ 229,004.66	\$ 1,649,714.05	\$ 1,263,423.95	43.4%
BENEFITS	\$ 1,834,070.00	\$ 131,353.58	\$ 952,526.44	\$ 881,543.56	48.1%
EQUIPMENT	\$ 20,000.00	\$ 5,657.16	\$ 5,657.16	\$ 14,342.84	
CONTRACTUAL	\$ 43,000.00	\$ 313.16	\$ 1,710.68	\$ 41,289.32	96.0%
SUPPLIES	\$ 199,359.00	\$ 9,153.15	\$ 65,810.53	\$ 133,548.47	67.0%
FACILITIES/CONST.	\$ 1,767,124.00	\$ 737,804.74	\$ 1,373,212.79	\$ 393,911.21	22.3%
OTHER	\$ 852,787.00	\$ 48,774.62	\$ 478,727.41	\$ 374,059.59	43.9%
TOTAL DIRECT COSTS	\$ 7,629,478.00	\$ 1,162,061.07	\$ 4,527,359.06	\$ 3,102,118.94	40.7%
ADMIN COSTS (9.0%)	\$ 485,650.00	\$ 63,879.53	\$ 234,141.57	\$ 251,508.43	51.8%
GRAND TOTAL	\$ 8,115,128.00	\$ 1,225,940.60	\$ 4,761,500.63	\$ 3,353,627.37	41.3%

IN KIND NEEDED	\$ 1,675,343.00
IN KIND GENERATED	\$ 1,282,500.76
IN KIND (SHORT)/LONG	\$ (392,842.24)

PROCUREMENT CARD EXPENSE \$ 25,856.78 2% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	2,227.52	2,575.78	2,677.02	7,480.32	129,968.15

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$37,854.00	\$2,318.21	\$9,039.27	\$28,814.73	76.10%
SUPPLIES	\$3,303.00	\$19.88	\$1,298.71	\$2,004.29	60.70%
OTHER	\$25,417.00	\$438.45	\$14,939.62	\$10,477.38	41.20%
GRAND TOTAL	\$66,574.00	\$2,776.54	\$25,277.60	\$41,296.40	62.00%

IN KIND NEEDED	\$16,644.00
IN KIND GENERATED	\$12,835.88
IN KIND (SHORT)/LONG	(\$3,808.12)

January 1, 2018 - December 31, 2018 COLLEGE OF SOUTHERN IDAHO EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 896,018.00	\$ 51,068.75	\$ 380,036.19	\$ 515,981.81	57.6%
BENEFITS	\$ 502,354.00	\$ 23,959.03	\$ 193,705.93	\$ 308,648.07	61.4%
EQUIPMENT		\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 58,400.00	\$ 1,323.46	\$ 15,803.18	\$ 42,596.82	72.9%
SUPPLIES	\$ 27,200.00	\$ 1,263.27	\$ 12,548.14	\$ 14,651.86	53.9%
FACILITIES/CONST.	\$ 246,908.00	\$ 24,670.52	\$ 112,630.58	\$ 134,277.42	54.4%
OTHER	\$ 102,520.00	\$ 7,655.79	\$ 33,030.62	\$ 69,489.38	67.8%
TOTAL DIRECT COSTS	\$ 1,833,400.00	\$ 109,940.82	\$ 747,754.64	\$ 1,085,645.36	59.2%
ADMIN COSTS (9.0%)	\$ 125,854.00	\$ 13,403.26	\$ 51,547.52	\$ 74,306.48	59.0%
GRAND TOTAL	\$ 1,959,254.00	\$ 123,344.08	\$ 799,302.16	\$ 1,159,951.84	59.2%
IN KIND NEEDED	\$ 418,672.00				
IN KIND GENERATED	\$ 147,258.53				
IN KIND (SHORT)/LONG	\$ (271,413.47)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 40.81	\$ 141.09	\$ 46.36	\$ 228.26	\$ 4,734.58

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ -	\$ -	\$ 1,428.00	100.0%
OTHER	\$ 11,323.00	\$ -	\$ -	\$ 11,323.00	100.0%
GRAND TOTAL	\$ 28,927.00	\$ -	\$ -	\$ 28,927.00	100.0%
IN KIND NEEDED	\$ 7,232.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (7,232.00)				

Start-Up Account
January 1, 2019 - December 31, 2019

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO

August 2020

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 116,451.00	\$ -	\$ -	\$ 116,451.00	100.0%
SUPPLIES	\$ 83,581.00	\$ 22,700.89	\$ 22,700.89	\$ 60,880.11	72.8%
FACILITIES/CONSTRUCTION	\$ 990,561.00	\$ -	\$ 85,432.00	\$ 905,129.00	91.4%
OTHER	\$ 1,215.00	\$ -	\$ -	\$ 1,215.00	100.0%
TOTAL DIRECT COSTS	\$ 1,191,808.00	\$ 22,700.89	\$ 108,132.89	\$ 1,083,675.11	90.9%
GRAND TOTAL	\$ 1,191,808.00	\$ 22,700.89	\$ 108,132.89	\$ 1,083,675.11	90.93%
IN KIND NEEDED	\$ 297,952.00				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ (297,952.00)				

EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 32,587.00	\$ -	\$ -	\$ 32,587.00	100.0%
FACILITIES/CONSTRUCTION	\$ 73,893.00	\$ -	\$ -	\$ 73,893.00	100.0%
GRAND TOTAL	\$ 106,480.00	\$ -	\$ -	\$ 106,480.00	100.0%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				

January 1, 2020 - December 31, 2020

COLLEGE OF SOUTHERN IDAHO

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 132,530.00	\$ 25,963.38	\$ 27,554.56	\$ 104,975.44	79.2%
OTHER	\$ 269,085.00	\$ 14,420.96	\$ 19,802.96	\$ 249,282.04	92.6%
GRAND TOTAL	\$ 401,615.00	\$ 40,384.34	\$ 47,357.52	\$ 354,257.48	88.2%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				

EARLY HEAD START

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SUPPLIES	\$ 26,680.00	\$ -	\$ -	\$ 26,680.00	100.0%
OTHER	\$ 54,170.00	\$ -	\$ -	\$ 54,170.00	100.0%
GRAND TOTAL	\$ 80,850.00	\$ -	\$ -	\$ 80,850.00	100.0%
IN KIND NEEDED	\$ -				
IN KIND GENERATED	\$ -				
IN KIND (SHORT)/LONG	\$ -				



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



Overview of 2021 ACFF/OHS Continuation Grant – Fifth Year

Grant No. 10CH010422

Program	Head Start	Early Head Start
Federal Funded Enrollment	469	92
Funding Type		
Program Operations	\$6,889,056	\$1,712,346
Training and Technical	\$66,574	\$28,927
Total Funding	\$8,696,903	

Program Goals-Additions, Deletions, or Revisions

New objective added to Program Goal #3 to decrease use of Incomplete Service Agreements. Through on-going monitoring, the Health and Nutrition Specialist has documented a trend in increased use of Incomplete Service Agreements. The Specialist will develop a training plan to educate Family Service Workers on the importance of completing health screeners and performance standards that guide the program.

Program Goals-Progress/Challenges

Expansion of Duration Services was obtained by award of Duration Expansion Grant in 2018. Facility remodel is complete in Rupert allowing all Head Start and Early Head Start classes in Rupert to move to duration services, but with the current Pandemic classes are at a modified schedule. New building in Twin Falls is set for completion January 2021 once completed all duration services outlined in duration expansion grant will be operating. This expansion brings our program to 50% duration services which is compliant with Office of Head Start 45% duration service requirement by August 1, 2021.

Quality Improvement funds allowed the program to hire 2 Head Start and 1 Early Head Start Behavior Assistant Teachers which aligns with Goal 1 Objective 1.1 (6) Providing high quality learning environments which supports staff in instruction of students.

Centers and Facilities

Renovations of the Minidoka (Rupert) Center were completed in August 2020 which added one Head Start classroom and one Early Head Start classroom to the center. This has expanded duration services to all classrooms in the center.

Construction of a new facility in Twin Falls is 4 months into construction with a completion date of December 2020. The new facility will add two Head Start classrooms to extend duration services to all Head Start classrooms except one in Twin Falls.

A new facility was purchased in Buhl July 2020 to return services to that area. Renovations are underway with an expected opening date of November 1st.

Education/Family Engagement

A new parent curriculum will need to be sought out and implemented within the program as the current curriculum Love and Logic will no longer be available.



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



September 21, 2020

Grants 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 the non-competitive continuation grant for FY2021.

We are excited about the direction our program is taking, and the increased opportunities it allows families in our service area. We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

Sincerely,

A handwritten signature in blue ink, which appears to read 'Jeffrey M. Harmon'.

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