

AGENDA

Board of Trustees
Laird Stone, Chair
Jan Mittleider
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 | Chairman Stone
3:00PM/President’s Board Room |
| II. RECESS TO EXECUTIVE SESSION
<i>Motion to convene in Executive Session</i> | Chairman Stone |
| III. RECONVENE REGULAR MEETING | Chairman Stone
4:00PM/Fine Arts Room #119 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes
December 12, 2022 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report | Ruby Behm |
| 2. Textbook Policy (Adoption) | Todd Schwarz |
| 3. CSI/City of Twin Falls MOU | Jeff Harmon |
| Information Items | |
| 1. Information Technology Update | Ryan Jund |
| 2. Education Week Update | President Fisher |
| 3. Spring 2023 Enrollment Update | Chris Bragg |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Aurora Berumen Ortiz |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

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Jan Mittleider

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I. CALL TO ORDER

Chairman Stone
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

Chairman Stone

CALL TO ORDER: 3:00 p.m.

EXECUTIVE SESSION: 3:20 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Anna Scholes, Vice-Chairman
Scott McClure, Clerk
Jan Mittleider, 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)]

Trustee Mittleider moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 4:05 p.m.

BOARD MEETING ATTENDEES:

Trustees:

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

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration
Dr. Jonathan Lord, Vice President Student Life and Enrollment Services

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

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Library Director Emeritus Dr. Teri Fattig and thanked her for her service as Interim Library Director while a search was underway for a new permanent Director. The 2023 Faculty Senate Executive Committee was also recognized as well as two Dental Hygiene students who will be attending a national completion this summer.

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

December 12, 2022

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. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Chairman Stone. Affirmative vote was unanimous.
2. Provost Schwarz presented the CSI Textbook Adoption Policy recently ratified by CSI Faculty Senate. No changes were made to the policy that was advanced by Faculty Senate. The Board approved the CSI Textbook Adoption Policy on MOTION by Vice Chairwoman Scholes. Affirmative vote was unanimous.
3. Vice President of Administration Jeff Harmon presented a Memorandum of Understanding (MOU) between College of Southern Idaho and the City of Twin Falls. The agreement includes the transfer of the existing CSI Fish Hatchery at Priebe Springs to the city for future use as a park. In return, the city would transfer Fire Station Number 2, located on the corner of Frontier Road and Falls Avenue, to the College. Also included in the MOU is the relinquishment of any rights to the future use of the National Guard Armory Building (located on Frontier Road), and the existing building would become the property of the College once the National Guard takes occupancy of its new facility. The Board approved the College to execute the agreement on MOTION by Trustee McClure. Affirmative vote was unanimous.

Information Items

1. Chief Information Director Ryan Jund provided the Trustees with an update on the Information Technology related projects currently underway at CSI.
2. President Fisher provided the Trustees with a preview of upcoming Education Week activities.
3. Dean of Institutional Effectiveness and Communication Chris Bragg provided a current snapshot of Spring 2023 enrollment at CSI.

PRESIDENT'S REPORT: President Fisher provided his monthly President's report.

CSI STUDENT BODY PRESIDENT REPORT: Student Body President Aurora Berumen Ortiz provided her monthly report.

REMARKS FOR THE GOOD OF THE ORDER: Board members provided remarks for the Good of the Order. Included in the remarks was Vice-Chairman Jack Nelsen's resignation from service on the CSI's Board of Trustees. He was recently elected to serve as a Representative for the Idaho House of Representatives. Chairman Stone accepted his resignation.

ADJOURNMENT DECLARED: 5:07 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: February 21, 2023



Laird Stone, Chairman



General Fund Board Report

As of December 31, 2022

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$5,868,622)	(\$5,965,108)	(\$12,192,000)	(\$6,226,892)	51.07%
County Tuition	(\$922,150)	(\$951,150)	(\$1,972,600)	(\$1,021,450)	51.78%
State Funds	(\$22,303,600)	(\$24,703,666)	(\$25,258,400)	(\$554,734)	2.20%
County Property Tax	(\$1,080,487)	(\$1,295,174)	(\$10,447,000)	(\$9,151,826)	87.60%
Grant Management Fees	(\$328,941)	(\$392,780)	(\$500,000)	(\$107,220)	21.44%
Other	(\$103,202)	(\$263,380)	(\$180,000)	\$83,380	(46.32)%
Unallocated Tuition	(\$79,513)	(\$19,091)	\$0	\$19,091	0.00%
Departmental Revenues	(\$417,063)	(\$116,131)	(\$100,000)	\$16,131	(16.13)%
Total Revenue	(\$31,103,578)	(\$33,706,480)	(\$50,650,000)	(\$16,943,520)	33.45%
Expenses					
Personnel Expense					
Salaries	\$11,037,114	\$11,736,568	\$25,295,200	\$13,558,632	53.60%
Variable Fringe	\$2,314,204	\$2,489,497	\$5,513,200	\$3,023,703	54.84%
Health Insurance	\$2,113,118	\$2,108,544	\$4,720,300	\$2,611,756	55.33%
Total Personnel Expense	\$15,464,436	\$16,334,609	\$35,528,700	\$19,194,091	54.02%
Operating Expense					
Operating Expenses	\$4,235,653	\$5,118,337	\$7,467,900	\$2,349,563	31.46%
Other	\$6,105	\$0	\$0	\$0	0.00%
Capital	\$551,530	\$487,761	\$762,000	\$274,239	35.99%
Institutional Support	\$5,222,726	\$5,763,830	\$6,891,400	\$1,127,570	16.36%
Transfers	\$0	\$0	\$0	\$0	0.00%
Total Operating Expense	\$10,016,014	\$11,369,928	\$15,121,300	\$3,751,372	24.81%
Total Expense	\$25,480,450	\$27,704,537	\$50,650,000	\$22,945,463	45.30%
Rev/Expense Total	(\$5,623,128)	(\$6,001,943)	\$0	\$6,001,943	-

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,114,248.00	\$ 288,847.62	\$ 2,818,458.50	\$ 295,789.50	9.5%
BENEFITS	\$ 1,598,627.00	\$ 146,776.84	\$ 1,438,054.24	\$ 160,572.76	10.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 12,500.00	\$ 1,160.13	\$ 11,886.78	\$ 613.22	4.9%
SUPPLIES	\$ 147,500.00	\$ 9,496.35	\$ 122,011.52	\$ 25,488.48	17.3%
FACILITIES/CONST.	\$ 1,457,700.00	\$ -	\$ -	\$ 1,457,700.00	0.0%
OTHER	\$ 404,609.00	\$ 42,447.37	\$ 373,812.72	\$ 30,796.28	7.6%
TOTAL DIRECT COSTS	\$ 6,735,184.00	\$ 488,728.31	\$ 4,764,223.76	\$ 1,970,960.24	29.3%
ADMIN COSTS (9.0%)	\$ 420,689.00	\$ 39,206.20	\$ 384,574.53	\$ 36,114.47	8.6%
GRAND TOTAL	\$ 7,155,873.00	\$ 527,934.51	\$ 5,148,798.29	\$ 2,007,074.71	28.0%
IN KIND NEEDED	\$ 1,805,612.00				
IN KIND GENERATED	\$ 2,340,504.48				
IN KIND (SHORT)/LONG	\$ 534,892.48				

PROCUREMENT CARD
EXPENSE

\$ 6,264.87 1% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	501.76	6,862.32	2,469.72	9,833.80	171,367.46

HEAD START T/TA

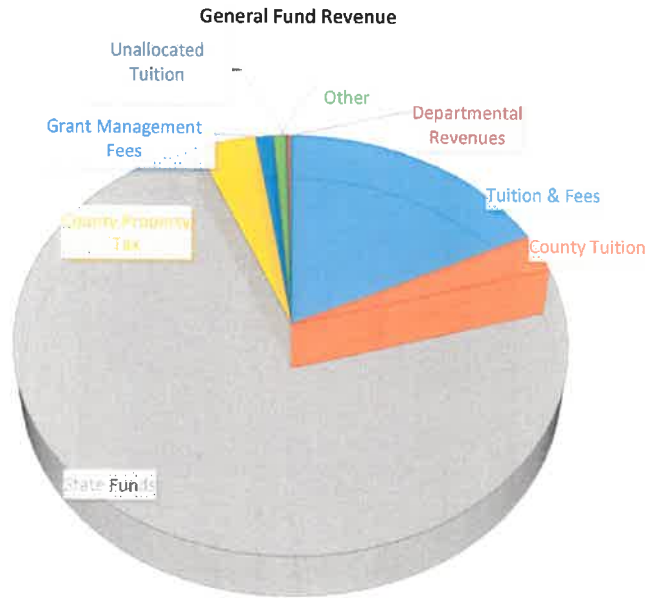
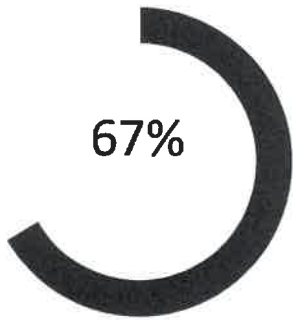
CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 32,200.00	\$ (161.86)	\$ 23,609.51	\$ 8,590.49	26.7%
SUPPLIES	\$ 3,500.00	\$ -	\$ 885.51	\$ 2,614.49	74.7%
OTHER	\$ 30,874.00	\$ 10,001.14	\$ 24,092.62	\$ 6,781.38	22.0%
GRAND TOTAL	\$ 66,574.00	\$ 9,839.28	\$ 48,587.64	\$ 17,986.36	27.0%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 833,380.00	\$ 65,837.23	\$ 754,122.12	\$ 79,257.88	9.5%
BENEFITS	\$ 389,080.00	\$ 34,894.89	\$ 361,669.29	\$ 27,410.71	7.0%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 50,000.00	\$ 1,665.81	\$ 47,180.39	\$ 2,819.61	5.6%
SUPPLIES	\$ 27,139.00	\$ 543.36	\$ 23,965.77	\$ 3,173.23	11.7%
FACILITIES/CONST.	\$ 272,900.00	\$ -	\$ -	\$ 272,900.00	
OTHER	\$ 95,190.00	\$ 7,466.03	\$ 81,650.39	\$ 13,539.61	14.2%
TOTAL DIRECT COSTS	\$ 1,667,689.00	\$ 110,407.32	\$ 1,268,587.96	\$ 399,101.04	23.9%
ADMIN COSTS (9.0%)	\$ 112,381.00	\$ 9,065.90	\$ 100,446.31	\$ 11,934.69	10.6%
GRAND TOTAL	\$ 1,780,070.00	\$ 119,473.22	\$ 1,369,034.27	\$ 411,035.73	23.1%
IN KIND NEEDED	\$ 452,250.00				
IN KIND GENERATED	\$ 645,065.27				
IN KIND (SHORT)/LONG	\$ 192,815.27				
CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 50.75	\$ 266.76	\$ 97.01	\$ 414.52	\$ 12,966.62

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,200.00	\$ 3,099.39	\$ 11,325.28	\$ 12,874.72	53.2%
SUPPLIES	\$ 1,000.00	\$ -	\$ 171.30	\$ 828.70	82.9%
OTHER	\$ 3,727.00	\$ 1,811.25	\$ 9,190.25	\$ (5,463.25)	-146.6%
GRAND TOTAL	\$ 28,927.00	\$ 4,910.64	\$ 20,686.83	\$ 8,240.17	28.5%

% Revenue Received



GENERAL FUND REVENUE SUMMARY

TOTAL ANNUAL BUDGET

\$ 50,650,000

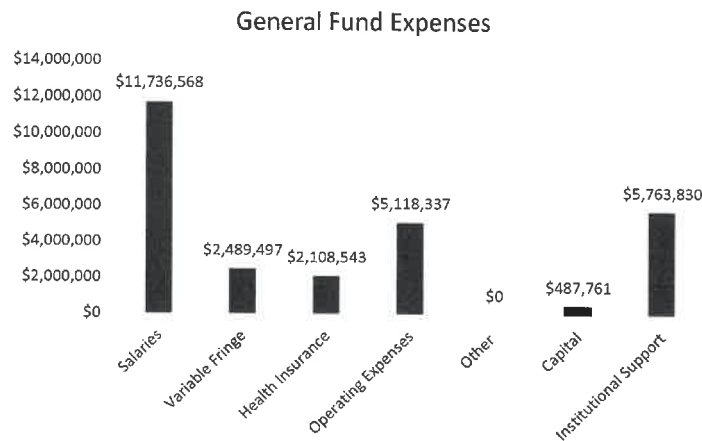
TOTAL ANNUAL REVENUE

\$ 33,706,480

TOTAL REMAINING

\$ 16,943,520

% Budget Spent



GENERAL FUND EXPENSE SUMMARY

TOTAL YEARLY BUDGET

\$ 50,650,000

TOTAL YTD EXPENSES

\$ 27,704,537

TOTAL AVAILABLE

\$ 22,945,463



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

Program Summary for December 2022

Reported at January Board Meeting



Funded Enrollment

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

Current Enrollment

341
12
66
419
75%

Program Options

Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.	
Head Start Overall Attendance	81%
EHS Toddler Combo Attendance	79%
IEP/IFSP Enrollment	3%
Over Income Enrollment	2%
100-130% Poverty Level	11%

Meals and Snacks

Total meals served	3580
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Program Report

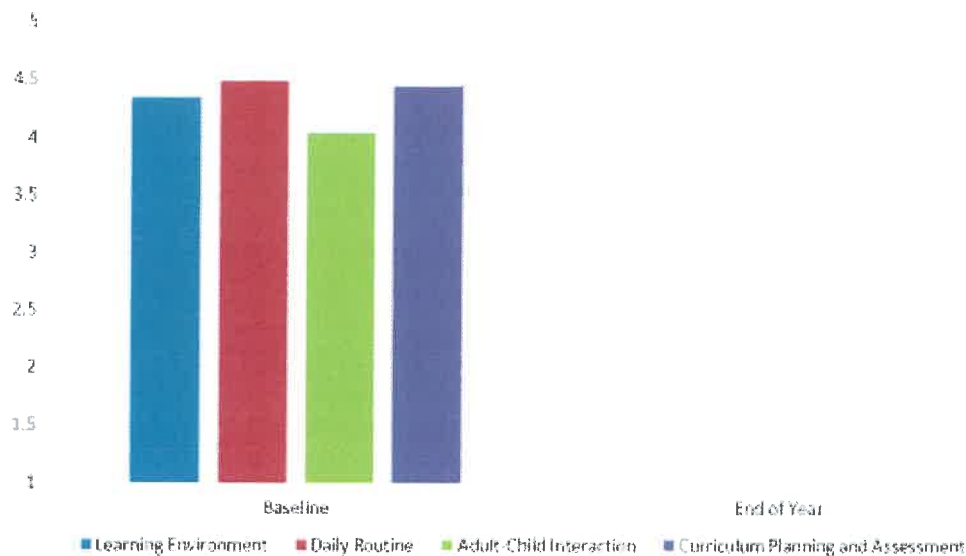
The Omnibus Bill, signed into law by the President on December 29th, provided Head Start with the highest level of base funding increase ever; \$596 million increase for Cost-of-Living Adjustment (COLA; roughly a 5.4% increase), \$262 million increase for Quality Improvement Funding and \$100 million increase for expansion. It generally takes a few months to receive the funding breakdown our program will receive. Quality improvement is usually in the form of an increase per child. (Example 561 slots/children x \$130 = \$72,930 permanently added to our base funding). Management staff is interested in applying for Early Head Start Expansion funds when released.

January 6th, the Office of Head Start (OHS) released the Final Rule on Mitigating the Spread of COVID-19 in Head Start Programs which removes the universal masking requirement for all individuals ages 2 and older. The final rule does require Head Start programs have an evidence-based COVID-19 mitigation policy, developed in consultation with their Health Service Advisory Committee. The rule did not address the vaccine requirement, which is still under review.

Following are the first round Preschool Quality Assessment (PQA) and Classroom Assessment Scoring System (CLASS) Results.

The Preschool Quality Assessment (PQA) is a tool for program assessment based on principles of the HighScope curriculum. Both preschool and toddler classrooms are assessed in the areas of Learning Environment, Daily Routine, Adult-Child Interaction, and Curriculum Planning & Assessment twice a year. Scores are assigned from 1 (indication of low quality) to 5 (indication of high quality).

Preschool Program Quality Assessment



HEAD START CLASS RESULTS

Classroom Assessment Scoring System (CLASS) is an observation instrument that assesses the quality of teacher-child interactions in center-based preschool classrooms. CLASS includes three domains or categories of teacher-child interactions that support children's learning and development: Emotional Support, Classroom Organization, and Instructional Support. Within each domain are dimensions that capture more specific details about teachers' interactions with children. Toddler classrooms are assessed in the areas of Emotional & Behavioral Support and Engaged Support for Learning.

Assessments are conducted three times each school year and scores are assigned between a 1 (low evidence of occurrence) to 7 (high evidence of occurrence). The last CLASS national average scores were collected in 2020, due to travel restrictions during the COVID Pandemic. It is believed that national averages will be lower when assessment resumes due to classroom disruptions and staffing issues. The programs recent scores are in line with the Median national average scores in 2020.

2020 National Average

Emotional Support 6.03, Classroom Organization 5.78, and Instructional Support 2.94

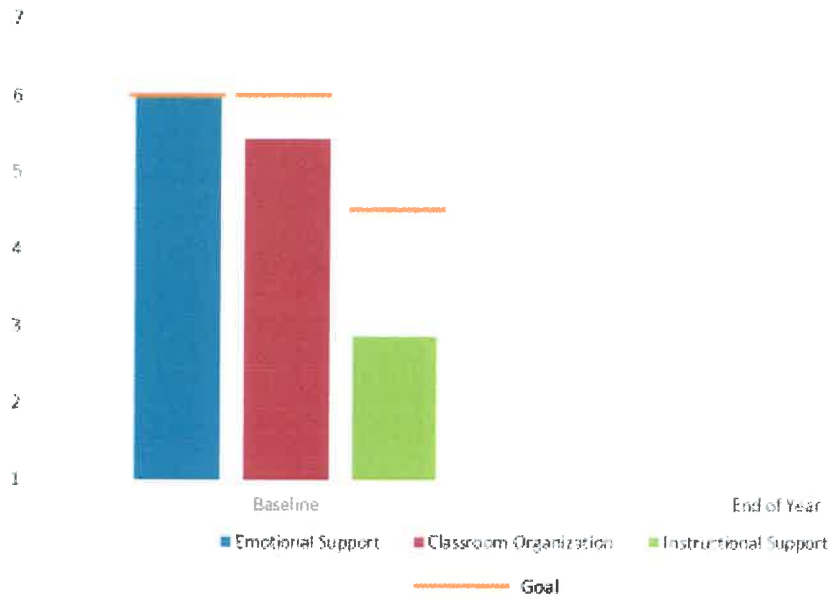
2022 CSI Head Start

Emotional Support 6.00, Classroom Organization 5.44, and Instructional Support 2.87

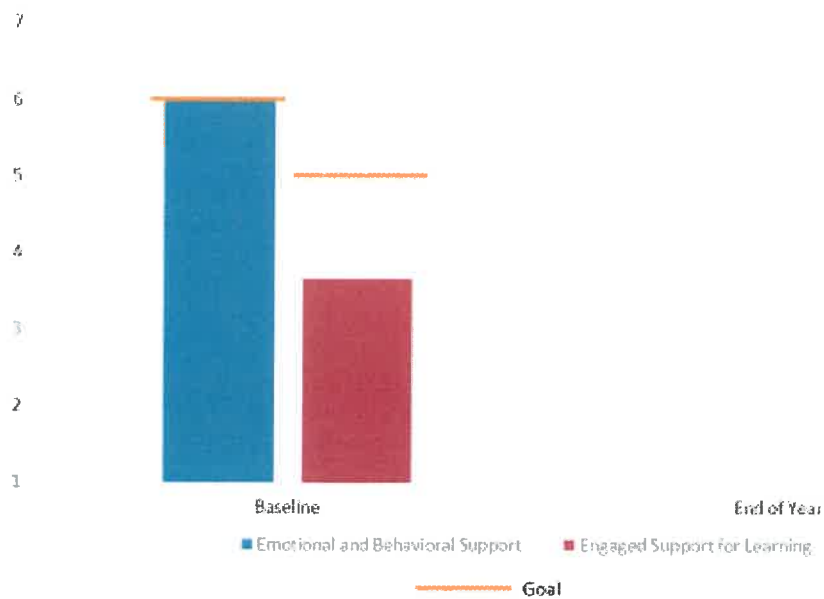
2022 CSI Early Head Start

Emotional and Behavioral Support 5.97 and Engaged Support for Learning 3.67

Preschool CLASS



Toddler CLASS



Policy number:

Last revised and approved: 00.00.0000

[Click here to enter
Effective date:](#) text.

Last reviewed:

Purpose

The College of Southern Idaho recognizes that the rising cost of textbooks must be addressed to maintain access and affordability for CSI students. This policy is being implemented to balance textbook and learning resource costs with quality pedagogy, as well as providing consistency and clarity to adoption procedures throughout the College

Idaho Code §33-2109 vests textbook adoption responsibility with the CSI Community College District Board of Trustees. This policy serves to clarify for the Trustees how that responsibility is delegated to the Faculty with oversight by the Office of the Provost. In no way does this policy circumvent or supersede the explicitly stated powers of the Trustees with regard to textbook adoption but balances that responsibility with the need for academic freedom and the role of Faculty in textbook selection. This policy provides guidance from the Trustees to the Faculty by setting expectations and parameters desired by the Trustees.

Definitions

Inclusive Access

A textbook sales model that adds the cost of digital course content onto the students' account along with their tuition and fees. This also allows students to have day-one access to their course materials through the Learning Management System. Oftentimes, a course that requires a physical copy of a book can participate in the Inclusive Access program and work with the bookstore to obtain physical resources as required. Another name for the inclusive access model is automatic charge.

Open Educational Resources (OER)

Learning, teaching and research materials in any format and medium that reside in the public domain or are under copyright that have been released under an open license, that permit no-cost access, re-use, re-purpose, adaptation and redistribution by others.¹

Learning Resource

Any required or recommended content support for use in a particular course, including but not limited to textbooks, periodicals, learning management support systems, safety equipment, and tools. May be consumable or non-consumable materials.

¹ Definition from UNESCO website

I. Policy

A. Academic Freedom

1. Textbooks are identified and recommended by individual faculty members subject to approval by the Department Chair. This practice is consistent with CSI policy regarding academic freedom, accreditation standards, and current case law and allows faculty to make individualized choices regarding pedagogy.

B. Textbook Adoption Guidelines

1. Faculty should strive to minimize the cost of textbooks and other course materials for students while maintaining the quality of education and academic freedom.
2. Faculty members should ensure that a significant portion of each assigned textbook will be used in the course. Textbooks and supplements that are not heavily used in a course should be listed as optional.
3. Faculty should carefully consider the content of new versus existing editions of textbooks. Publishers must disclose substantial content revisions made between the current edition of the textbook and previous editions. If the new version does not contain enough substantial changes to warrant changing, faculty may consider staying with an older edition. It is acknowledged that, in many cases, older editions are not easily obtained, and new editions must be adopted.
4. Faculty are encouraged to consider using lower-cost alternatives to new hard-bound textbooks, such as loose-leaf or custom bundles.
5. If a Faculty member is using a physical book in a course, they are encouraged to have a copy placed in the reserve section of the Library for student use.
6. The content in the course resources should be current and relevant.

C. Resources to Consider

1. The intent of the policy is to provide controls for the total cost of education while balancing the need for the best available learning resources. Therefore, consideration should be given to textbooks and other resources in the following order of priority:
 - a) Zero cost resources
 - (1) No required text or freely available materials as designated by the instructor
 - (2) Open Educational Resources (OER)
 - b) Low and very low cost resources
 - (1) Inclusive access
 - (2) Textbooks and other resources meeting the threshold for low and very low cost (see II.D. below)
 - c) Other Learning Resources
 - (1) Textbooks and/or materials that do not meet the zero cost, very low cost, or low cost thresholds (see II.D. below).

Portions of this policy have been adapted from the policies at other institutions, including University of Maryland Baltimore, Idaho State University, and Harford Community College

2. In all cases, the final selection/recommendation must also consider the specific value and support for the students' success. Requiring a specific text or other learning resource must include reflective course design and consideration for the optimal student experience. The Teaching and Learning Center (TLC) staff is available to assist and advise regarding course design to support any learning resource.

II. Procedures

A. Process for Textbook Adoption and Deadlines

1. All textbook requisitions must be done through the bookstore textbook requisition website
 - a) The website has all courses sorted by department and course section.
 - b) The instructor of record shall be responsible for submitting the textbook requisition. In some cases, a departmental committee selects texts, but individual faculty must still submit individual requisitions.
 - c) Department Chair should ensure that all courses taught by adjuncts have textbook requisitions submitted.
 - d) Requisitions must note all materials on the requisition website—including OER, No Text, Inclusive Access, other required texts, and consumable and non-consumable materials. The goal is for students to have no surprises on the 1st day of class, so all materials must be noted.
2. Once a faculty member has submitted a textbook requisition, it is then forwarded to the assigned Department Chair for approval.
3. If the Department Chair declines the selected materials, the requisition is sent back to the instructor with explanations. The faculty member is then required to submit a new textbook requisition for approval by the Department Chair, or begin dialogue regarding the declined requisition to obtain approval.
4. By submitting the textbook requisition, a faculty member acknowledges that they have considered all the above-outlined guidelines and are prepared to describe their decision logic to the Chair.
5. All textbook orders are due 2-3 weeks before registration opens for both the Fall and Spring semesters. Deadlines are sent in an email to Faculty and Department Chairs from the Bookstore. This allows time for the bookstore to verify purchase prices and update any course markings as needed. Faculty are encouraged to submit the textbook requisitions before the deadline to allow ample time for the bookstore to obtain the best pricing.
6. Once prices are verified by the bookstore, they are posted and available to view on the bookstore website www.bookstore.csi.edu upon registration date for students to view before registering for courses.

B. Open Educational Resources Process

1. Support is available on campus for those Faculty members who are interested in using OER in their courses. There is a member of the library staff who specializes in OER resources.

Portions of this policy have been adapted from the policies at other institutions, including University of Maryland Baltimore, Idaho State University, and Harford Community College

C. Billing Practices

1. Automatic charge fees are billed directly to student accounts unless they opt out within the published deadlines. Deadlines are provided to the student on both the bookstore website and several emails prior to the start of the semester.
2. Upon approval from the Office of the Provost, academic departments may charge a course fee to students to cover the costs of textbooks and materials. In certain cases, it may also be appropriate to charge a program fee for learning resources. Program fees must be approved by the Board of Trustees.
3. A course fee may be charged to courses that are using OER. The funds will be used for future resource refinement and maintenance purposes.
4. Through a combination of various funding sources, the College will make every effort to continue to maximize savings to students while ensuring quality learning resources are used.

D. Course Markings

1. All course sections in the registration system will be marked in the following manner in alignment with the definitions provided by the Idaho State Board of Education Policy III.U
 - a) Zero cost means a total materials list price of \$0
 - b) Very low cost means a total materials list price of \$1 to \$30
 - c) Low cost means a total materials list price of \$31 to \$50