



# COLLEGE OF SOUTHERN IDAHO BOARD OF TRUSTEES

July 18, 2016

EXECUTIVE SESSION  
(No Executive Session)

BOARD OF TRUSTEES MEETING  
4:00 P.M.  
Taylor Building – Taylor 277

## AGENDA

### CALL TO ORDER

APPROVAL OF MEETING AGENDA: (A) *Chairman Kleinkopf*

MINUTES – EXECUTIVE SESSION – JUNE 20<sup>TH</sup>, 2016: (A) *Kristy Carpenter*

MINUTES – REGULAR MEETING – JUNE 20<sup>TH</sup>, 2016: (A) *Kristy Carpenter*

TREASURER'S REPORT: (A) *Kristy Carpenter*

HEAD START/EARLY HEAD START REPORT: (A) *Mancole Fedder*

### OPEN FORUM

### UNFINISHED BUSINESS

### NEW BUSINESS

SUMMER MAINTENANCE PROJECTS: (I) *Allen Scherbinske*

CSI ELECTRONIC SIGN BID UPDATE: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

CSI CAMPUS ENTRIES FACELIFT: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

CSI FLAG REDESIGN WITH NEW LOGO: (I) *Doug Maughan, Kim LaPray & Erin Giesler*

### REMARKS FOR THE GOOD OF THE ORDER

### ADJOURNMENT

**General Fund YTD Board**

YEAR: 1516

**Statement of Revenue and Expenses**

Acct Month: 12

Wednesday, July 13, 2016

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$10,899,371.67)	(\$11,615,803.40)	(\$10,543,400.00)	\$1,072,403.40	-10.17%
County Tuition	(\$1,429,237.74)	(\$1,581,569.17)	(\$1,356,000.00)	\$225,569.17	-16.63%
State Funds	(\$18,600,604.44)	(\$18,924,473.08)	(\$18,793,300.00)	\$131,173.08	-0.70%
County Property Tax	(\$6,591,210.29)	(\$4,626,188.52)	(\$6,602,700.00)	(\$1,976,511.48)	29.93%
Grant Management Fees	(\$616,176.39)	(\$535,096.21)	(\$550,000.00)	(\$14,903.79)	2.71%
Other	(\$638,449.27)	(\$470,160.14)	(\$407,600.00)	\$62,560.14	-15.35%
Unallocated Tuition	\$0.00	(\$1,372,998.29)	\$0.00	\$1,372,998.29	0.00%
Departmental Revenues	(\$836,008.97)	(\$1,012,636.25)	(\$713,100.00)	\$299,536.25	-42.00%

<b>Total Revenue</b>	<b>(\$39,611,058.77)</b>	<b>(\$40,138,925.06)</b>	<b>(\$38,966,100.00)</b>	<b>\$1,172,825.06</b>	<b>-3.01%</b>
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**Expenditures****Personnel**

Salaries	\$20,355,194.29	\$20,386,876.97	\$20,799,200.00	\$412,323.03	1.98%
Variable Fringe	\$4,119,664.70	\$4,167,062.19	\$4,263,200.00	\$96,137.81	2.26%
Health Insurance	\$3,410,339.93	\$3,719,278.87	\$3,929,300.00	\$210,021.13	5.35%
<b>Total Personnel</b>	<b>\$27,885,198.92</b>	<b>\$28,273,218.03</b>	<b>\$28,991,700.00</b>	<b>\$718,481.97</b>	<b>2.48%</b>

**Expense Categories**

Services	\$2,137,531.44	\$2,675,676.65	\$2,689,300.00	\$13,623.35	0.51%
Supplies	\$996,106.51	\$975,800.00	\$1,061,200.00	\$85,400.00	8.05%
Other	\$722,342.43	\$1,053,036.47	\$561,400.00	(\$491,636.47)	-87.57%
Capital	\$567,832.01	\$742,362.26	\$749,300.00	\$6,937.74	0.93%
Institutional Support	\$4,501,715.18	\$4,491,389.05	\$4,913,200.00	\$421,810.95	8.59%
Transfers	\$51,127.52	\$37,043.57	\$0.00	(\$37,043.57)	0.00%
<b>Total Expense Categories</b>	<b>\$8,976,655.09</b>	<b>\$9,975,308.00</b>	<b>\$9,974,400.00</b>	<b>(\$908.00)</b>	<b>-0.01%</b>

<b>Total Expenditures</b>	<b>\$36,861,854.01</b>	<b>\$38,248,526.03</b>	<b>\$38,966,100.00</b>	<b>\$717,573.97</b>	<b>1.84%</b>
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<b>Rev/Expense Total</b>	<b>(\$2,749,204.76)</b>	<b>(\$1,890,399.03)</b>	<b>\$0.00</b>	<b>\$1,890,399.03</b>	<b>0.00%</b>
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**College of Southern Idaho Head Start/ Early Head Start  
Monthly Program Summary  
For June 2016**

**Enrollment**

Head Start ACF Federal Funded	*Out for Summer Break
Head Start TANF	*Out for Summer Break
Early Head Start	82
<b>Total</b>	<b>82</b>

**Program Options**

Part-day/ Part-year, Home Based/School District Enhanced, Pre- K, Early Head Start - Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

June Head Start Overall Attendance	*Out for Summer Break
June Head Start Self Transport Attendance	*Out for Summer Break
June EHS Toddler Combo Attendance	90%

**Meals and Snacks**

Total meals served for June	319
Total snacks served for June	277

**Program Notes**

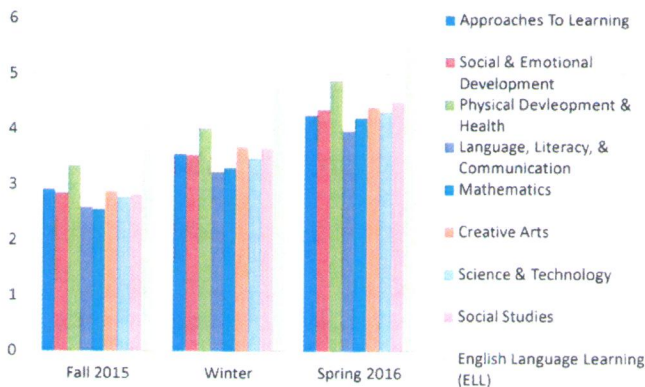
Pre-Service training for staff is August 8-12, 2016. Training will include Highscope Curriculum and challenging behaviors; CLASS observation and improvement techniques for classroom staff; health related topics; leadership and reflective supervision.

**Early Head Start**

Early Head Start staff are completing the program year on July 31<sup>st</sup>. They are finishing up the Program Information Report for their program. Children are being transitioned to Head Start if age and income eligible, age 3 by August. If they are not eligible they are being transitioned to child care or other options for the parent. New families will be enrolled the first week of August.

**End of year COR Advantage Outcomes Report 2015-2016**

**Program End of Year Summary  
for Head Start Children**



Child Observation Record Advantage 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 7, with 0 being a lower skill level and increasing to more advanced skill levels.

**Strengths** – Emotions, Gross-motor skills, Phonological awareness, Number and counting, Movement, and Geography

**Area of Need** – Reflection, Speaking, Alphabetic knowledge and Reading

**CLASS/PQA** – The domain scores are: Emotional Support – 5.91, Classroom Organization – 5.45, and Instructional Support – 2.94

**Area of Need** – The dimensions that have the most need are Regard for Student Perspectives, Behavior Management, Instructional Learning Formats, Concept Development, Quality of Feedback and Language Modeling

**Documents for Board review and Approval:**  
Financial Reports

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,921,261.00	\$ 209,891.12	\$ 3,753,185.75	\$ 168,075.25	4.3%
BENEFITS	\$ 2,248,257.00	\$ 124,823.83	\$ 2,024,568.75	\$ 223,688.25	9.9%
OUT OF AREA TRAVEL	\$ -	\$ (101.57)	\$ 598.52	\$ (598.52)	
EQUIPMENT	\$ 68,000.00	\$ -	\$ 36,365.63	\$ 31,634.37	46.5%
SUPPLIES	\$ 102,562.00	\$ 8,572.24	\$ 160,695.86	\$ (58,133.86)	-56.7%
CONTRACTUAL				\$ -	
FACILITIES/CONST.				\$ -	
OTHER	\$ 646,227.00	\$ 31,567.21	\$ 720,563.94	\$ (74,336.94)	-11.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 6,986,307.00</b>	<b>\$ 374,752.83</b>	<b>\$ 6,695,978.45</b>	<b>\$ 290,328.55</b>	<b>4.2%</b>
ADMIN COSTS (8.228%)	\$ 510,715.00	\$ 27,540.35	\$ 474,306.95	\$ 36,408.05	7.1%
<b>GRAND TOTAL</b>	<b>\$ 7,497,022.00</b>	<b>\$ 402,293.18</b>	<b>\$ 7,170,285.40</b>	<b>\$ 326,736.60</b>	<b>4.4%</b>

IN KIND NEEDED	\$ 1,874,256.00
IN KIND GENERATED	\$ 2,033,003.05
IN KIND (SHORT)/LONG	\$ 158,747.05

PROCUREMENT CARD EXPENSE \$ 12,775.24 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	5,250.44	320.81	432.55	6,003.80	241,878.27

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 52,779.00	\$ 131.57	\$ 31,166.49	\$ 21,612.51	40.9%
SUPPLIES	\$ 6,424.00	\$ -	\$ 3,985.64	\$ 2,438.36	38.0%
OTHER	\$ 25,004.00	\$ -	\$ 49,054.87	\$ (24,050.87)	-96.2%
<b>GRAND TOTAL</b>	<b>\$ 84,207.00</b>	<b>\$ 131.57</b>	<b>\$ 84,207.00</b>	<b>\$ -</b>	<b>0.0%</b>

IN KIND NEEDED	\$ 21,052.00
IN KIND GENERATED	\$ 35,937.00
IN KIND (SHORT)/LONG	\$ 14,885.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 813,363.00	\$ 42,381.59	\$ 803,900.10	\$ 9,462.90	1.2%
BENEFITS	\$ 411,858.00	\$ 22,162.11	\$ 394,510.82	\$ 17,347.18	4.2%
OUT OF AREA TRAVEL	\$ -	\$ 7.50	\$ 7.50	\$ (7.50)	
EQUIPMENT	\$ 50,000.00	\$ 2,145.00	\$ 42,295.48	\$ 7,704.52	15.4%
SUPPLIES	\$ 43,663.00	\$ 2,726.86	\$ 30,942.15	\$ 12,720.85	29.1%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 165,625.00	\$ 12,003.57	\$ 196,191.27	\$ (30,566.27)	-18.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,484,509.00</b>	<b>\$ 81,426.63</b>	<b>\$ 1,467,847.32</b>	<b>\$ 16,661.68</b>	<b>1.1%</b>
ADMIN COSTS (8.228%)	\$ 104,103.00	\$ 5,310.66	\$ 98,904.65	\$ 5,198.35	5.0%
<b>GRAND TOTAL</b>	<b>\$ 1,588,612.00</b>	<b>\$ 86,737.29</b>	<b>\$ 1,566,751.97</b>	<b>\$ 21,860.03</b>	<b>1.4%</b>
IN KIND NEEDED	\$ 397,153.00				
IN KIND GENERATED	\$ 824,741.49				
IN KIND (SHORT)/LONG	\$ 427,588.49				

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	\$ 122.75	\$ 1.83	\$ 344.93	\$ 469.51	\$ 9,590.93

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 20,212.00	\$ 213.75	\$ 22,517.89	\$ (2,305.89)	-11.4%
SUPPLIES	\$ 2,149.00	\$ -	\$ 88.89	\$ 2,060.11	95.9%
OTHER	\$ 17,121.00	\$ 759.95	\$ 16,875.22	\$ 245.78	1.4%
<b>GRAND TOTAL</b>	<b>\$ 39,482.00</b>	<b>\$ 973.70</b>	<b>\$ 39,482.00</b>	<b>\$ 0.00</b>	<b>0.0%</b>

IN KIND NEEDED	\$ 9,871.00
IN KIND GENERATED	\$ 1,150.00
IN KIND (SHORT)/LONG	\$ (8,721.00)