

**AGENDA**

**Board of Trustees**  
Karl Kleinkopf, Chair  
Bob Keegan  
Laird Stone  
Jan Mittleider  
Jack Nelsen

**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.

- |             |  |                                  |
|-------------|--|----------------------------------|
| <b>I.</b>   | <b>CALL TO ORDER</b>                                       | <b>Chairman Kleinkopf</b>        |
|             |  | 4:00PM/Taylor Building – SUB 248 |
| <b>II.</b>  | <b>APPROVAL OF MEETING AGENDA</b>                          | <b>Chairman Kleinkopf</b>        |
| <b>III.</b> | <b>BOARD REORGANIZATION</b>                                | <b>Chairman Kleinkopf</b>        |
|             | <b>A. Chairman</b>   |                                  |
|             | <b>B. Vice-Chairman</b>                                    |                                  |
|             | <b>C. Clerk</b>  |                                  |
|             | <b>D. Trustee</b>  |                                  |
|             | <b>E. Trustee</b>  |                                  |
|             | <b>F. Secretary-Treasurer</b>                              |                                  |
|             | <b>G. Board Attorney</b>                                   |                                  |
|             | <b>H. Trustee Designated as Foundation Representative</b>  |                                  |
|             | <b>I. Trustee Designated as Heat Start Representative</b>  |                                  |
|             | <b>J. Trustee Designated as Athletics Representative</b>   |                                  |
|             | <b>K. Trustee Designated as Maintenance Representative</b> |                                  |
|             | <b>L. Trustee Designated as ASCSI Representative</b>       |                                  |
| <b>IV.</b>  | <b>MINUTES &amp; BUSINESS REPORTS</b>                      |                                  |
|             | <b>A. Approval of Minutes</b>                              | <b>Jeff Harmon</b>               |
|             | ◆ October 13, 2017 – Special Session                       |                                  |
|             | ◆ October 16, 2017 – Regular Meeting                       |                                  |
|             | ◆ November 8, 2017 – Special Session                       |                                  |
|             | <b>B. Approval of Treasurer’s Report</b>                   | <b>Jeff Harmon</b>               |
|             | <b>C. Head Start/Early Head Start Report</b>               | <b>Mancole Fedder</b>            |
| <b>V.</b>   | <b>OPEN FORUM</b>  | <b>Chairman Kleinkopf</b>        |
| <b>VI.</b>  | <b>UNFINISHED BUSINESS</b>                                 |                                  |

**VII. NEW BUSINESS**

**A. Action Items**

- ◆ None

**Jeff Harmon**

**B. Information Items**

- ◆ New Student Orientation (SOAR) Update
- ◆ CSI Cross Country Team Season Update

**Gail Schull**

**Lindsey Anderson**

**VIII. REMARKS FOR THE GOOD OF THE ORDER**

**Chairman Kleinkopf**

**IX. PRESIDENT'S REPORT**

**President Fox**

**X. ADJOURNMENT**

**Chairman Kleinkopf**

**General Fund YTD Board**

YEAR: 1718

**Statement of Revenue and Expenses**

Acct Month: 4

Wednesday, November 08, 2017

Last Year

This Year

Budget

Remaining Budget

Rem Bud%

**Revenue**

Tuition & Fees	(\$4,605,799.16)	(\$4,872,006.75)	(\$11,206,200.00)	(\$6,334,193.25)	56.52%
County Tuition	(\$891,332.79)	(\$756,250.00)	(\$1,698,700.00)	(\$942,450.00)	55.48%
State Funds	(\$20,136,979.42)	(\$21,330,983.72)	(\$21,472,200.00)	(\$141,216.28)	0.66%
County Property Tax	(\$146,671.41)	(\$158,472.50)	(\$7,179,900.00)	(\$7,021,427.50)	97.79%
Grant Management Fees	(\$134,619.00)	(\$181,403.76)	(\$540,000.00)	(\$358,596.24)	66.41%
Other	(\$243,478.09)	(\$229,345.85)	(\$411,000.00)	(\$181,654.15)	44.20%
Unallocated Tuition	(\$982,936.79)	(\$892,050.53)	\$0.00	\$892,050.53	0.00%
Departmental Revenues	(\$491,047.43)	(\$348,278.24)	(\$715,000.00)	(\$366,721.76)	51.29%

**Total Revenue** (\$27,632,864.09) (\$28,768,791.35) (\$43,223,000.00) (\$14,454,208.65) 33.44%

**Expenditures**

Personnel

Salaries	\$6,926,327.50	\$7,203,758.55	\$22,387,600.00	\$15,183,841.45	67.82%
Variable Fringe	\$1,433,219.62	\$1,484,767.34	\$4,588,000.00	\$3,103,232.66	67.64%
Health Insurance	\$1,456,263.69	\$1,508,634.26	\$5,017,400.00	\$3,508,765.74	69.93%

**Total Personnel** \$9,815,810.81 \$10,197,160.15 \$31,993,000.00 \$21,795,839.85 68.13%

Expense Catagories

Services	\$1,203,870.65	\$1,352,693.69	\$3,431,300.00	\$2,078,606.31	60.58%
Supplies	\$397,116.29	\$524,868.84	\$1,608,700.00	\$1,083,831.16	67.37%
Other	\$217,782.15	(\$2,437.61)	\$0.00	\$2,437.61	0.00%
Capital	\$408,036.11	\$80,186.53	\$1,068,600.00	\$988,413.47	92.50%
Institutional Support	\$3,821,785.67	\$4,010,367.98	\$5,121,400.00	\$1,111,032.02	21.69%
Transfers	(\$88,240.46)	\$255.32	\$0.00	(\$255.32)	0.00%

**Total Expense Catagories** \$5,960,350.41 \$5,965,934.75 \$11,230,000.00 \$5,264,065.25 46.88%

**Total Expenditures** \$15,776,161.22 \$16,163,094.90 \$43,223,000.00 \$27,059,905.10 62.61%

**Rev/Expense Total** (\$11,856,702.87) (\$12,605,696.45) \$0.00 \$12,605,696.45 0.00%

**College of Southern Idaho Head Start/ Early Head Start  
Program Summary For October 2017**

**Enrollment**

Head Start ACF Federal Funded	457
Head Start TANF	12
Early Head Start	92
<b>Total</b>	<b>561</b>

**Program Options**

Center Based (PD/PY; FD/PY) Pre– K, Early Head Start -Home Based, Early Head Start Toddler Combo.

**Head Start Attendance**

October Head Start Overall Attendance	86%
October Head Start Self Transport Attendance	82%
October EHS Toddler Combo Attendance	86%

**Meals and Snacks**

Total meals served for October	8,039
Total snacks served for October	4,784

**Program Notes**

- Baseline data in regards to all Head Start and Early Head Start participants has been collected and presented in your board packet. This data creates the foundation for where a child is at developmentally when they enter the program and is continually assessed throughout the year. Student educational and social emotional growth and progress towards school readiness is analyzed, measured and used to individualize for a student's educational needs to ensure the best possible academic results are achieved while attending Head Start.
- The program will be asking for an In-kind waiver from Region X OHS.
- The program is asking for another final budget modification in order to better ensure the possibility of spending the entire grant out by December 31, 2017.

**Documents for Board Review and Approval:**

Financial Reports  
In-Kind Waiver  
Budget Modification

## **Baseline COR Advantage Outcomes Report 2017-2018**

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.

### **Item Level Report**

There are 36 items on the Preschool Child Observation Record divided into 9 categories (Approaches to Learning (3 items), Social and Emotional Development (5 items), Physical Development & Health (3 items), Language, Literacy, & Communication (7 items), Mathematics (5 items), Creative Arts (4 items), Science & Technology (4 items), Social Studies (3 items), and English Language Learning ELL (2 items).

**Strengths** – *Personal care and healthy behavior, Fine-motor skills, and Community*

**Area of Need** – *Phonological Awareness, Patterns, and Alphabetic knowledge*

**CLASS/PQA** – 76% of teachers were in High Emotional Support, 24% Mid Emotional Support, 60% High Classroom Organization, 40% Mid Classroom Organization, 20% Mid Instructional Support, and 80% Low Instructional Support. The area of Concept Development was the lowest of all 10 dimensions with only 4% of teachers in the Mid-Range.

PQA data is still being analyzed.

### **Goals and Objectives**

- 1) Provide additional training with classroom staff on Fee, Fie, Phonemics in High Scope curriculum to increase at least 1 level of development.
- 2) Provide individual face to face support in the classroom with coaches setting a goal to increase Language and Literacy along with Concept Development.

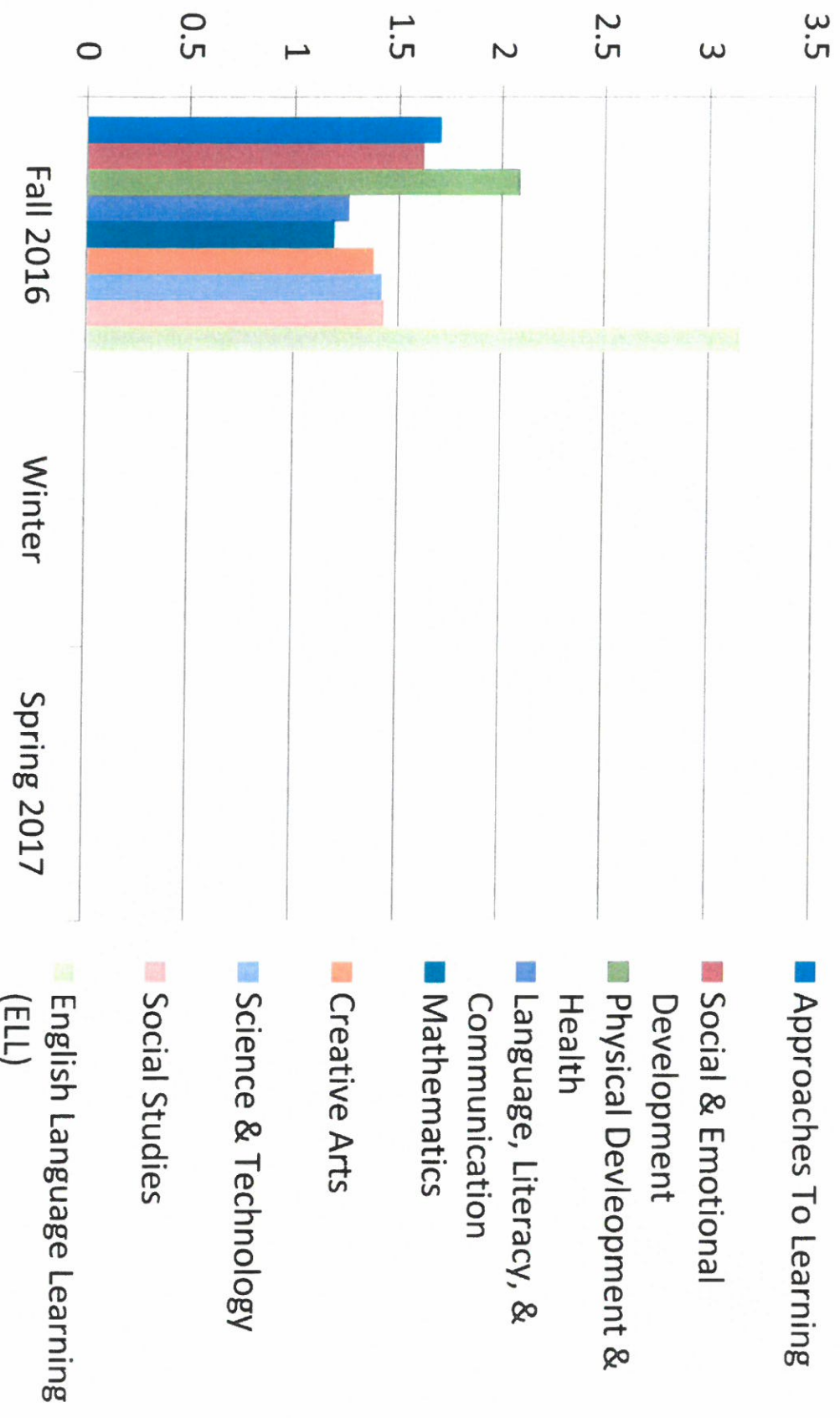
### **Head Start Child Development and Early Learning Framework**

There are 5 domains in the Head Start Outcomes. Approaches to Learning, Social and Emotional Development, (Language and Communication, Literacy), (Mathematics Development, Scientific Reasoning), and Perceptual, Motor, and Physical Development. Within each of the domains are sub domains.

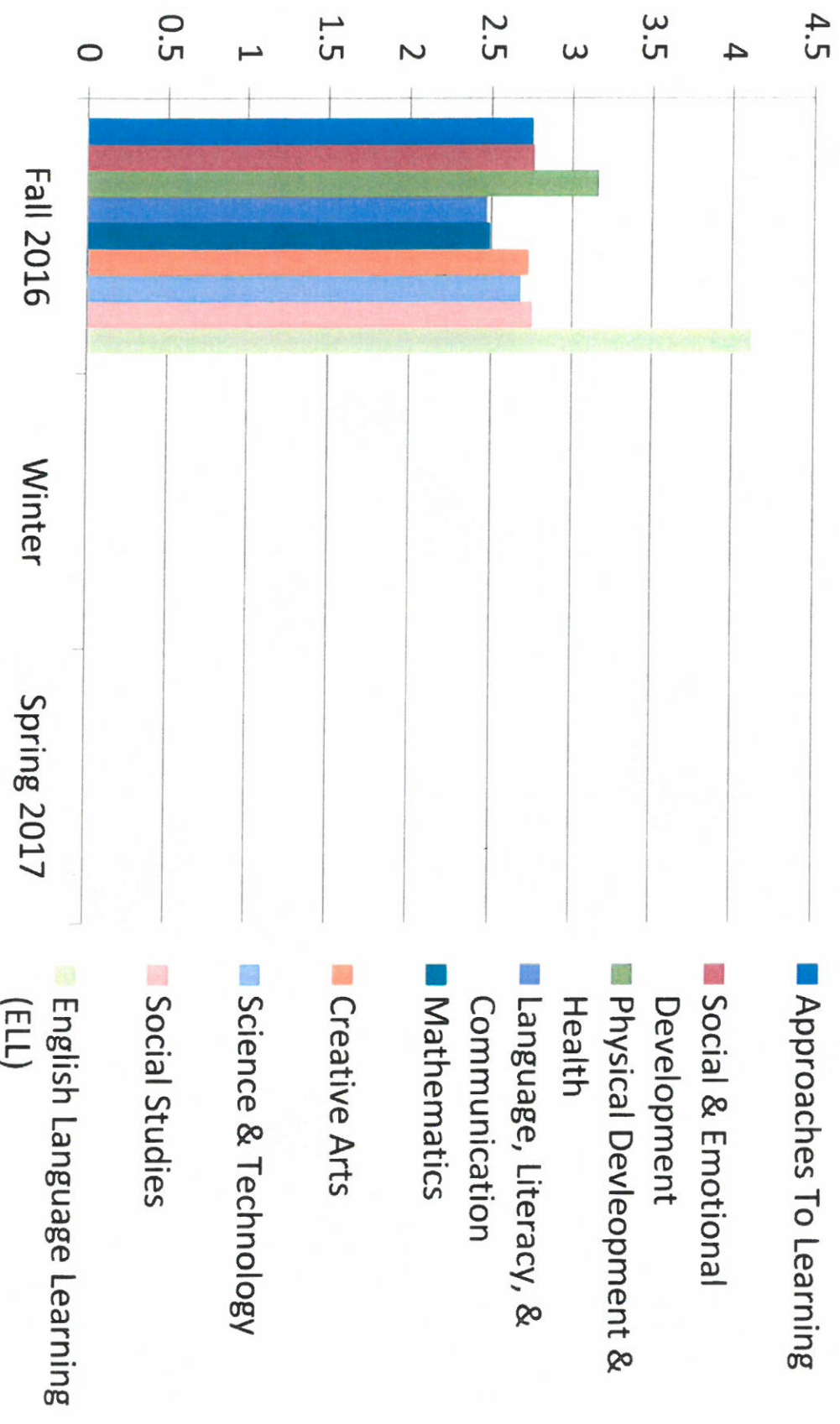
**Strengths** – Relationships with Adults, Gross Motor, Fine Motor and Health, Safety, and Nutrition

**Area of Need** – Phonological Awareness, Print and Alphabet Knowledge, and Operations and Algebraic Thinking

# Program Baseline Summary for Early Head Start Children



# Program Baseline Summary for Head Start Children





College of Southern Idaho  
Head Start/Early Head Start  
998 Washington St N  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



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November 20, 2017

Patricia Fisher  
Grants Officer  
Administration for Children and Families  
Office of Grants Management  
701 Fifth Avenue, Suite 1600, MS-72  
Seattle, WA 98104

RE: Grant No. 10CH0164

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 In-kind waiver request for FY2017 grant period 1/17-12/17.

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,

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





**College of Southern Idaho**  
**Head Start/Early Head Start**  
998 Washington St N  
PO Box 1238  
Twin Falls, Idaho 83303-1238  
208-736-0741



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November 20, 2017

Patricia Fisher  
Grants Officer  
Administration for Children and Families  
Office of Grants Management  
701 Fifth Avenue, Suite 1600, MS-72  
Seattle, WA 98104

RE: Grant No. 10CH0164

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 a second Budget Modification request for FY2017 grant period 1/17-12/17.

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,

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

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,586,240.00	\$ 240,784.78	\$ 1,997,580.44	\$ 588,659.56	22.8%
BENEFITS	\$ 1,532,740.00	\$ 132,050.57	\$ 1,164,317.27	\$ 368,422.73	24.0%
OUT OF AREA TRAVEL	\$ 11,338.00	\$ -	\$ 5,391.84	\$ 5,946.16	52.4%
EQUIPMENT	\$ 41,767.00	\$ -	\$ -	\$ 41,767.00	100.0%
SUPPLIES	\$ 100,118.00	\$ 15,272.61	\$ 95,564.85	\$ 4,553.15	4.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 783,506.00	\$ 49,969.27	\$ 396,768.66	\$ 386,737.34	49.4%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,055,709.00</b>	<b>\$ 438,077.23</b>	<b>\$ 3,659,623.06</b>	<b>\$ 1,396,085.94</b>	<b>27.6%</b>
ADMIN COSTS (9.0%)	\$ 367,751.00	\$ 32,773.20	\$ 282,676.64	\$ 85,074.36	23.1%
<b>GRAND TOTAL</b>	<b>\$ 5,423,460.00</b>	<b>\$ 470,850.43</b>	<b>\$ 3,942,299.70</b>	<b>\$ 1,481,160.30</b>	<b>27.3%</b>

IN KIND NEEDED	\$ 1,355,864.00
IN KIND GENERATED	\$ 867,154.01
IN KIND (SHORT)/LONG	\$ (488,709.99)

PROCUREMENT CARD EXPENSE \$ 13,839.29 3% of Total Expense. Detailed report available upon request.

USDA	Food	Non-Food	Repair/Maint	Total for Month	YTD Expense
Total All Centers	12,737.55	10,319.63	493.92	23,551.10	102,623.44

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 27,340.00	\$ 492.74	\$ 23,359.05	\$ 3,980.95	14.6%
SUPPLIES	\$ 3,434.00	\$ -	\$ 2,603.44	\$ 830.56	24.2%
OTHER	\$ 20,776.00	\$ 1,650.00	\$ 25,834.34	\$ (5,058.34)	-24.3%
<b>GRAND TOTAL</b>	<b>\$ 51,550.00</b>	<b>\$ 2,142.74</b>	<b>\$ 51,796.83</b>	<b>\$ (246.83)</b>	<b>-0.5%</b>

IN KIND NEEDED	\$ 12,888.00
IN KIND GENERATED	\$ 15,324.00
IN KIND (SHORT)/LONG	\$ 2,436.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 561,596.00	\$ 50,047.81	\$ 470,374.38	\$ 91,221.62	16.2%
BENEFITS	\$ 367,375.00	\$ 27,481.13	\$ 271,403.83	\$ 95,971.17	26.1%
OUT OF AREA TRAVEL		\$ -	\$ 38.42	\$ (38.42)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 33,060.00	\$ 1,766.37	\$ 23,026.51	\$ 10,033.49	30.3%
CONTRACTUAL			\$ -		
FACILITIES/CONST.			\$ -		
OTHER	\$ 151,126.00	\$ 9,731.03	\$ 100,463.48	\$ 50,662.52	33.5%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,113,157.00</b>	<b>\$ 89,026.34</b>	<b>\$ 865,306.62</b>	<b>\$ 247,850.38</b>	<b>22.3%</b>
ADMIN COSTS (9.0%)	\$ 76,519.00	\$ 6,977.61	\$ 66,640.29	\$ 9,878.71	12.9%
<b>GRAND TOTAL</b>	<b>\$ 1,189,676.00</b>	<b>\$ 96,003.95</b>	<b>\$ 931,946.91</b>	<b>\$ 257,729.09</b>	<b>21.7%</b>

IN KIND NEEDED	\$ 297,419.00
IN KIND GENERATED	\$ 414,994.29
IN KIND (SHORT)/LONG	\$ 117,575.29

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ -	\$ 366.93	\$ 136.60	\$ 503.53	\$ 4,412.77

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 12,650.00	\$ -	\$ 7,566.17	\$ 5,083.83	40.2%
SUPPLIES	\$ 1,480.00	\$ -	\$ 395.11	\$ 1,084.89	73.3%
OTHER	\$ 14,797.00	\$ 897.44	\$ 6,078.13	\$ 8,718.87	58.9%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 897.44</b>	<b>\$ 14,039.41</b>	<b>\$ 14,887.59</b>	<b>51.5%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 14,047.00
IN KIND (SHORT)/LONG	\$ 6,815.00

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
EQUIPMENT	\$ 293,300.00	\$ 66,699.73	\$ 293,300.00	\$ -	0.0%
SUPPLIES	\$ 16,000.00	\$ 16,512.52	\$ 16,512.52	\$ (512.52)	-3.2%
OTHER					
STAFF TRAINING	\$ 43,585.00	\$ 6,035.45	\$ 37,434.97	\$ 6,150.03	14.1%
FACILITIES	\$ 48,291.00	\$ -	\$ 13,521.61	\$ 34,769.39	72.0%
TOTAL DIRECT COSTS	<u>\$ 401,176.00</u>	<u>\$ 89,247.70</u>	<u>\$ 360,769.10</u>	<u>\$ 40,406.90</u>	<u>10.1%</u>
GRAND TOTAL	<u>\$ 401,176.00</u>	<u>\$ 89,247.70</u>	<u>\$ 360,769.10</u>	<u>\$ 40,406.90</u>	<u>10.1%</u>
IN KIND NEEDED	\$ 100,294.00				
IN KIND GENERATED	<u>\$ 83,590.00</u>				
IN KIND (SHORT)/LONG	\$ (16,704.00)				