

**AGENDA**

**Board of Trustees**  
Laird Stone, Chair  
Anna Scholes  
Jan Mittleider  
Scott McClure  
Joshua Kern

**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.

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|---|--|
| <b>I. CALL TO ORDER</b>   | <b>Chairman Stone</b><br>3:00PM/President’s Board Room |
| <b>II. RECESS TO EXECUTIVE SESSION</b><br><i>Motion to convene in Executive Session</i> | <b>Chairman Stone</b>                                  |
| <b>III. RECONVENE REGULAR MEETING</b>   | <b>Chairman Stone</b><br>4:00PM/Taylor Bldg Room 276   |
| <b>IV. APPROVAL OF MEETING AGENDA</b>   | <b>Chairman Stone</b>                                  |
| <b>V. STUDENT/FACULTY/STAFF ACHIEVEMENTS</b>  | <b>President Fisher</b>                                |
| <b>VI. MINUTES &amp; BUSINESS REPORTS</b>   |  |
| <b>Approval of Minutes</b>  | <b>Jeff Harmon</b>                                     |
| July 14, 2023 (Special Session)   |  |
| July 17, 2023   |  |
| August 03, 2023 (Special Session)   |  |
| <b>Approval of Treasurer’s Report</b>   | <b>Jeff Harmon</b>                                     |
| <b>VII. OPEN FORUM</b>  | <b>Chairman Stone</b>                                  |
| <b>VIII. UNFINISHED BUSINESS</b>  |  |
| <b>IX. NEW BUSINESS</b>   |  |
| <b>Action Items</b>   |  |
| 1. Head Start/Early Head Start Report   | <b>Ruby Behm</b>                                       |
| 2. Board of Trustees Bylaws Review  | <b>Chairman Stone</b>                                  |
| <b>Information Items</b>  |  |
| 1. Academic Year Preview  | <b>Todd Schwarz</b>                                    |
| 2. Annual Performance Measures Report   | <b>Chris Bragg</b>                                     |
| 3. Hispanic Heritage Month Preview  | <b>Monze Stark Magana/Barry Pate</b>                   |
| 4. Alcohol Consumption Policy   | <b>Chairman Stone</b>                                  |
| <b>X. PRESIDENT’S REPORT</b>  | <b>President Fisher</b>                                |
| <b>XI. CSI STUDENT BODY PRESIDENT REPORT</b>  | <b>Dylan Ray</b>                                       |
| <b>XII. REMARKS FOR THE GOOD OF THE ORDER</b>   | <b>Chairman Stone</b>                                  |
| <b>XIII. ADJOURNMENT</b>  | <b>Chairman Stone</b>                                  |



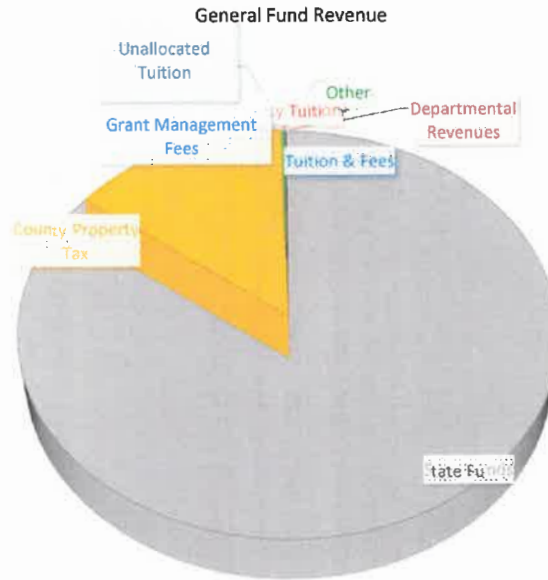
## General Fund Board Report

As of July 31, 2023

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	\$17,576	\$3,390	(\$14,400,000)	(\$14,403,390)	100.02%
County Tuition	\$5,650	\$100	(\$2,400,000)	(\$2,400,100)	100.00%
State Funds	(\$24,625,500)	(\$18,468,500)	(\$26,959,600)	(\$8,491,100)	31.50%
County Property Tax	\$196,245	(\$3,063,560)	(\$10,850,400)	(\$7,786,840)	71.77%
Grant Management Fees	(\$50,123)	\$0	(\$600,000)	(\$600,000)	100.00%
Other	(\$903)	(\$62,206)	(\$300,000)	(\$237,794)	79.26%
Unallocated Tuition	(\$8,403)	(\$7,491)	\$0	\$7,491	-
Departmental Revenues	(\$14,514)	(\$10,665)	(\$100,000)	(\$89,335)	89.34%
<b>Total Revenue</b>	<b>(\$24,479,972)</b>	<b>(\$21,608,932)</b>	<b>(\$55,610,000)</b>	<b>(\$34,001,068)</b>	<b>61.14%</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$1,679,181	\$1,858,313	\$26,680,500	\$24,822,187	93.03%
Variable Fringe	\$370,017	\$394,223	\$5,616,400	\$5,222,177	92.98%
Health Insurance	\$328,158	\$368,772	\$4,563,000	\$4,194,228	91.92%
<b>Total Personnel Expense</b>	<b>\$2,377,356</b>	<b>\$2,621,308</b>	<b>\$36,859,900</b>	<b>\$34,238,592</b>	<b>92.89%</b>
Operating Expense					
Operating Expenses	\$862,769	\$860,936	\$10,189,000	\$9,328,064	91.55%
Other	\$0	\$2,015	\$40,600	\$38,585	95.04%
Capital	\$27,465	\$23,591	\$773,500	\$749,909	96.95%
Institutional Support	\$345,031	\$275,300	\$3,085,000	\$2,809,700	91.08%
Transfers	\$0	\$0	\$4,662,000	\$4,662,000	100.00%
<b>Total Operating Expense</b>	<b>\$1,235,265</b>	<b>\$1,161,842</b>	<b>\$18,750,100</b>	<b>\$17,588,258</b>	<b>93.80%</b>
<b>Total Expense</b>	<b>\$3,612,621</b>	<b>\$3,783,150</b>	<b>\$55,610,000</b>	<b>\$51,826,850</b>	<b>93.20%</b>
<b>Rev/Expense Total</b>	<b>(\$20,867,351)</b>	<b>(\$17,825,782)</b>	<b>\$0</b>	<b>\$17,825,782</b>	<b>-</b>

% Revenue Received

39%

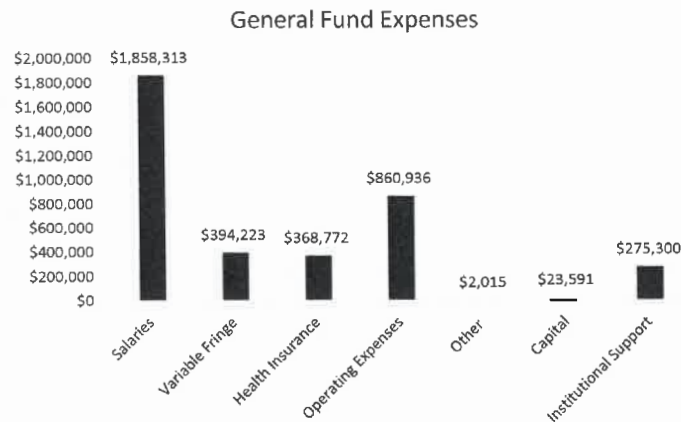


**GENERAL FUND REVENUE SUMMARY**

<b>TOTAL ANNUAL BUDGET</b>	<b>\$ 55,610,000</b>
<b>TOTAL ANNUAL REVENUE</b>	<b>\$ 21,608,932</b>
<b>TOTAL REMAINING</b>	<b>\$ 34,001,068</b>

% Budget Spent

7%



**GENERAL FUND EXPENSE SUMMARY**

<b>TOTAL YEARLY BUDGET</b>	<b>\$ 55,610,000</b>
<b>TOTAL YTD EXPENSES</b>	<b>\$ 3,783,150</b>
<b>TOTAL AVAILABLE</b>	<b>\$ 51,826,850</b>



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

**Program Summary for July 2023**  
Reported at August Board Meeting



	<b>Funded Enrollment</b>	<b>Modified Enrollment</b>
Head Start ACF Federal Funded		Summer Break
Head Start TANF		
Early Head Start ACF Federal Funded	92	47
<b>Total</b>	<b>92</b>	<b>47</b>
<b>Program Options</b>		
Center Based (PD/PY; FD/PY), Early Head Start -Home Based, Early Head Start Toddler Combo.		
Head Start Overall Attendance		80%
EHS Toddler Combo Attendance		79%
IEP/IFSP Enrollment		8%
Over Income Enrollment		3%
100-130% Poverty Level		11%
<b>Meals and Snacks</b>		
Total meals served		414

**Documents for Board Review and Approval: 2024 Funding Application, Board and Financial Reports Program Updates**

The Office of Head Start approved the Disability Waiver, requested in June, on July 27<sup>th</sup>. The program will continue to pursue meeting the 10% requirement as we move into this program year and full enrollment.

With seven resignations in July (four of the resignations were summer new hires) the plan to open all Head Start classrooms has been delayed. One full day classroom in Rupert, one part-day classroom in Jerome and two-part day classrooms in Twin Falls will have delayed starts. This will affect 78 children. All Early Head Start classrooms will open with full enrollment. Region X has been notified and is very understanding of the staffing challenges at this time. It has been a group effort to organize and reorganize daily to meet the needs of each community. Teachers with at least an associate degree is the greatest need, so a plan was developed to “stock the pipeline”. Several assistant teacher positions are open with the intent to hire those with experience, but not education, and implement an educational plan upon hiring. We continually get applicants that have experience, but they are not considered because they do not hold the required education. The plan is within Performance Standards as the teachers will have two years to obtain a technical certificate in Early Childhood Education (a year is the goal) which will allow the program to request a five-year waiver while they obtain their associate degree.

Idaho Head Start Association hosted the Idaho Directors meeting July 20<sup>th</sup>, Region X Program Specialists attended and provided regional updates. Six of the eight programs in Idaho are on an under-enrollment plan. Difficulties hiring teaching staff was a common theme within the group. Under enrollment trends within Region X are lack of early childhood educators, service area saturation and facilities. Although it does not change our circumstances it was nice to hear we are not alone in the struggle.



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



**Overview of Application for Funding – Third Year**

**Grant No. 10CH010422**

**Period of Funding: 01/01/2024-12/31/2024**

<b>Program</b>	<b>Head Start</b>	<b>Early Head Start</b>
Federal Funded Enrollment	411	92
<b>Funding Type</b>		
Program Operations	\$7,685,942	\$1,918,547
Training and Technical	\$66,574	\$28,927
<b>Total Funding</b>	<b>\$9,699,990</b>	

**Program Changes**

Change of Scope was approved in July 2023 reducing 58 Head Start slots. One full day classroom in Hansen closed and four part-day classrooms moved to two full day classrooms in Jerome and Burley. Five staff positions eliminated, and savings given to direct service staff to increase wages.

**Program Focus**

Continued attention on building a culture of safety that ensures all staff and children are in an environment that is responsive to assisting teaching staff when needed. All staff are aware of negative responses and checking in to alleviate undo stress within the teaching environment.

The program will focus on the full enrollment requirements initiated by the Office of Head Start and will be at least 97% enrolled by September 2024. Staffing is the greatest hurdle to this goal; administration is concentrated on hiring and retaining quality staff so full enrollment can be met.

**Program Goals-Progress/Challenges:** The concentrated effort on employee training has proven successful from staff survey comments. All objectives within the program goals had a training element connected to them which has been carried out in 2023. This provides a strong foundation to build upon as we strive to meet our program goals. The greatest challenge to meeting our goals is employee retention. Significant progress has been made in Program Goal 2, Objective 2.1, Strategy 1- Building a competitive Salary Administration Plan, since January direct service staff salaries have increased an average of 16%. This was achieved with Merit, Cost of Living Adjustment, Quality Improvement funds, and Change of Scope savings. The minimum wage is now \$14.14 an hour which is an 84% increase since 2019.

The College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council approved the Head Start/Early Head Start 2024 Funding Application.

Jeffrey M. Harmon CPA  
 Vice President of Finance & Administration  
 College of Southern Idaho

Rilee Giles  
 Policy Council Chair  
 Head Start/Early Head Start

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 1,030,154.00	\$ 78,865.76	\$ 497,957.43	\$ 532,196.57	51.7%
BENEFITS	\$ 501,405.00	\$ 40,594.34	\$ 248,884.77	\$ 252,520.23	50.4%
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
CONTRACTUAL	\$ 53,000.00	\$ 2,026.51	\$ 15,302.77	\$ 37,697.23	71.1%
SUPPLIES	\$ 38,539.00	\$ 3,749.63	\$ 13,140.59	\$ 25,398.41	65.9%
FACILITIES/CONST.		\$ -	\$ -	\$ -	
OTHER	\$ 157,609.00	\$ 11,973.74	\$ 74,116.98	\$ 83,492.02	53.0%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,780,707.00</b>	<b>\$ 137,209.98</b>	<b>\$ 849,402.54</b>	<b>\$ 931,304.46</b>	<b>52.3%</b>
ADMIN COSTS (9.0%)	\$ 137,840.00	\$ 10,751.39	\$ 66,620.76	\$ 71,219.24	51.7%
<b>GRAND TOTAL</b>	<b>\$ 1,918,547.00</b>	<b>\$ 147,961.37</b>	<b>\$ 916,023.30</b>	<b>\$ 1,002,523.70</b>	<b>52.3%</b>
IN KIND NEEDED	\$ 487,166.00				
IN KIND GENERATED	\$ 337,304.03				
IN KIND (SHORT)/LONG	\$ (149,861.97)				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 13.89	\$ 1,304.37	\$ 36.53	\$ 1,354.79	\$ 7,885.77

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 24,500.00	\$ -	\$ 4,447.59	\$ 20,052.41	81.8%
SUPPLIES	\$ 2,427.00	\$ 176.85	\$ 601.62	\$ 1,825.38	75.2%
OTHER	\$ 2,000.00	\$ 340.60	\$ 2,621.80	\$ (621.80)	-31.1%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 517.45</b>	<b>\$ 7,671.01</b>	<b>\$ 21,255.99</b>	<b>73.5%</b>