

**AGENDA**

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

**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 Keegan</b><br>4:00PM/Taylor Building Room 276 |
| <b>II. APPROVAL OF MEETING AGENDA</b>         | <b>Chairman Keegan</b>                                    |
| <b>III. MINUTES &amp; BUSINESS REPORTS</b>    |   |
| Approval of Minutes                           | <b>Jeff Harmon</b>  |
| August 20, 2018                               |   |
| Approval of Treasurer’s Report                | <b>Jeff Harmon</b>  |
| <b>IV. OPEN FORUM</b>                         | <b>Chairman Keegan</b>                                    |
| <b>V. UNFINISHED BUSINESS</b>                 |   |
| <b>VI. NEW BUSINESS</b>                       |   |
| <b>Action Items</b>                           |   |
| 1. Head Start/Early Head Start Report         | <b>Mancole Fedder</b>                                     |
| 2. Date Change for October Meeting            | <b>Jeff Harmon</b>  |
| <b>Information Items</b>                      |   |
| 1. Idaho INBRE at CSI – Awards and Updates    | <b>Dr. Amy Rice Doetsch</b>                               |
| 2. Student Leadership Retreat                 | <b>Jason Ostrowski</b>                                    |
| 3. Mini-Cassia Center Annual Report           | <b>Amy Christopherson</b>                                 |
| <b>VII. REMARKS FOR THE GOOD OF THE ORDER</b> | <b>Chairman Keegan</b>                                    |
| <b>VIII. PRESIDENT’S REPORT</b>               | <b>President Fox</b>                                      |
| <b>IX. ADJOURNMENT</b>                        | <b>Chairman Keegan</b>                                    |



## General Fund Board Report

As of August 31, 2018

	Prior Year	Current Year	Budget	Remaining	Remaining %
<b>Revenue</b>					
Tuition & Fees	(\$4,028,602)	(\$4,117,516)	\$0	\$4,117,516	-
County Tuition	(\$581,700)	(\$725,400)	\$0	\$725,400	-
State Funds	(\$21,252,850)	(\$21,235,633)	\$0	\$21,235,633	-
County Property Tax	(\$95,969)	(\$169,615)	\$0	\$169,615	-
Grant Management Fees	(\$85,198)	(\$86,943)	\$0	\$86,943	-
Other	(\$107,127)	(\$91,304)	\$0	\$91,304	-
Unallocated Tuition	(\$1,472,497)	(\$1,337,223)	\$0	\$1,337,223	-
Departmental Revenues	(\$274,983)	(\$314,002)	\$0	\$314,002	-
<b>Total Revenue</b>	<b>(\$27,898,926)</b>	<b>(\$28,077,636)</b>	<b>\$0</b>	<b>\$28,077,636</b>	<b>-</b>
<b>Expenses</b>					
Personnel Expense					
Salaries	\$3,268,163	\$3,329,903	\$0	(\$3,329,903)	-
Variable Fringe	\$700,176	\$715,780	\$0	(\$715,780)	-
Health Insurance	\$751,285	\$727,623	\$0	(\$727,623)	-
<b>Total Personnel Expense</b>	<b>\$4,719,625</b>	<b>\$4,773,306</b>	<b>\$0</b>	<b>(\$4,773,306)</b>	<b>-</b>
Operating Expense					
Services	\$834,787	\$856,594	\$0	(\$856,594)	-
Supplies	\$178,359	\$208,634	\$0	(\$208,634)	-
Other	\$5,695	\$1,620	\$0	(\$1,620)	-
Capital	\$34,089	(\$74,379)	\$0	\$74,379	-
Institutional Support	\$452,790	\$4,146,210	\$0	(\$4,146,210)	-
Transfers	\$199	\$30,000	\$0	(\$30,000)	-
<b>Total Operating Expense</b>	<b>\$1,505,919</b>	<b>\$5,168,679</b>	<b>\$0</b>	<b>(\$5,168,679)</b>	<b>-</b>
<b>Total Expense</b>	<b>\$6,225,543</b>	<b>\$9,941,985</b>	<b>\$0</b>	<b>(\$9,941,985)</b>	<b>-</b>
<b>Rev/Expense Total</b>	<b>(\$21,673,383)</b>	<b>(\$18,135,651)</b>	<b>\$0</b>	<b>\$18,135,651</b>	<b>-</b>



College of Southern Idaho  
Head Start/Early Head Start



## Program Summary for August 2018

### 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), Early Head Start -Home Based, Early Head Start Toddler Combo.

### Head Start Attendance

August Head Start Overall Attendance	89%
August Head Start Self Transport Attendance	87%
August EHS Toddler Combo Attendance	84%

### Meals and Snacks

Total meals served for August	4,480
Total snacks served for August	2,725

### Program Notes

Children began attending class August 20th. Centers held "Dinner and a Screening" night to orient parents and children to the centers. Staff started completing required screenings for children. The children are screened for vision, hearing, speech/language, development, and social emotional health (DECA). These screeners must be completed with-in 45 days of enrollment for each Head Start child. Classroom staff began documenting anecdotal information for the COR (Child Observation Record) which is our ongoing assessment for each child.

Parent Meetings at the center level have begun for the 2018-2019 program year. Each center holds elections for parents to participate in committees, advisory boards and as Policy Council Representatives for the new program year. Center Supervisors engage parents and encourage them to participate in their centers through volunteering in the classroom, as a bus monitor, helping with food service, maintenance, and/or serving on parent committees or Policy Council or in other areas of interest.

**\*FY2019 OHS Grant Summary to be presented to the Board of Trustees during the meeting**

**Documents for Board Review and Approval:** Financial Reports; FY2019 OHS Head Start Grant



CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 2,688,977.00	\$ 213,840.07	\$ 1,557,754.32	\$ 1,131,222.68	42.1%
BENEFITS	\$ 1,807,007.00	\$ 123,353.49	\$ 894,310.97	\$ 912,696.03	50.5%
OUT OF AREA TRAVEL	\$ -	\$ -	\$ -	\$ -	
EQUIPMENT	\$ -	\$ -	\$ -	\$ -	
SUPPLIES	\$ 115,205.00	\$ 10,147.81	\$ 46,652.23	\$ 68,552.77	59.5%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 626,616.00	\$ 34,710.53	\$ 287,283.61	\$ 339,332.39	54.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 5,237,805.00</b>	<b>\$ 382,051.90</b>	<b>\$ 2,786,001.13</b>	<b>\$ 2,451,803.87</b>	<b>46.8%</b>
ADMIN COSTS (9.0%)	\$ 409,838.00	\$ 30,571.42	\$ 221,867.18	\$ 187,970.82	45.9%
<b>GRAND TOTAL</b>	<b>\$ 5,647,643.00</b>	<b>\$ 412,623.32</b>	<b>\$ 3,007,868.31</b>	<b>\$ 2,639,774.69</b>	<b>46.7%</b>

IN KIND NEEDED	\$ 1,411,911.00
IN KIND GENERATED	\$ 985,748.17
IN KIND (SHORT)/LONG	\$ (426,162.83)

PROCUREMENT CARD EXPENSE \$ 17,516.63 4% of Total Expense. Detailed report available upon request.

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	701.96	16,137.38	6,972.95	23,812.29	199,139.09

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 37,886.00	\$ 3,383.93	\$ 15,472.14	\$ 22,413.86	59.2%
SUPPLIES	\$ 5,771.00	\$ 0.14	\$ 114.45	\$ 5,656.55	98.0%
OTHER	\$ 22,917.00	\$ 10,448.25	\$ 21,687.96	\$ 1,229.04	5.4%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 13,832.32</b>	<b>\$ 37,274.55</b>	<b>\$ 29,299.45</b>	<b>44.0%</b>

IN KIND NEEDED	\$ 16,644.00
IN KIND GENERATED	\$ 5,132.00
IN KIND (SHORT)/LONG	\$ (11,512.00)

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 594,968.00	\$ 56,044.37	\$ 386,359.99	\$ 208,608.01	35.1%
BENEFITS	\$ 379,421.00	\$ 29,212.27	\$ 214,241.01	\$ 165,179.99	43.5%
OUT OF AREA TRAVEL		\$ -	\$ 225.00	\$ (225.00)	
EQUIPMENT		\$ -	\$ -	\$ -	
SUPPLIES	\$ 17,562.00	\$ 5,619.31	\$ 10,372.55	\$ 7,189.45	40.9%
CONTRACTUAL FACILITIES/CONST. OTHER	\$ 140,962.00	\$ 3,702.07	\$ 61,708.23	\$ 79,253.77	56.2%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 1,132,913.00</b>	<b>\$ 94,578.02</b>	<b>\$ 672,906.78</b>	<b>\$ 460,006.22</b>	<b>40.6%</b>
ADMIN COSTS (9.0%)	\$ 87,695.00	\$ 7,646.81	\$ 54,515.17	\$ 33,179.83	37.8%
<b>GRAND TOTAL</b>	<b>\$ 1,220,608.00</b>	<b>\$ 102,224.83</b>	<b>\$ 727,421.95</b>	<b>\$ 493,186.05</b>	<b>40.4%</b>
IN KIND NEEDED	\$ 305,152.00				
IN KIND GENERATED	\$ 225,646.88				
IN KIND (SHORT)/LONG	\$ (79,505.12)				

USDA	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total for All Centers	\$ 67.83	\$ 860.57	\$ 334.79	\$ 1,263.19	\$ 6,656.20

**EARLY HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 13,694.00	\$ 5,245.08	\$ 8,634.57	\$ 5,059.43	36.9%
SUPPLIES	\$ 2,379.00	\$ 12.49	\$ 1,452.72	\$ 926.28	38.9%
OTHER	\$ 12,854.00	\$ -	\$ 2,555.00	\$ 10,299.00	80.1%
<b>GRAND TOTAL</b>	<b>\$ 28,927.00</b>	<b>\$ 5,257.57</b>	<b>\$ 12,642.29</b>	<b>\$ 16,284.71</b>	<b>56.3%</b>

IN KIND NEEDED	\$ 7,232.00
IN KIND GENERATED	\$ 8,982.00
IN KIND (SHORT)/LONG	\$ 1,750.00

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