

AGENDA

Board of Trustees
Laird Stone, Chair
Jan Mittleider
Jack Nelsen
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/Taylor Bldg Room 276 |
| IV. APPROVAL OF MEETING AGENDA | Chairman Stone |
| V. STUDENT/FACULTY/STAFF ACHIEVEMENTS | President Fisher |
| VI. MINUTES & BUSINESS REPORTS | |
| Approval of Minutes | Jeff Harmon |
| July 18, 2022 | |
| July 18, 2022 (Special Session) | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Award Construction Contract to Cleary Building Corp | Jeff Harmon |
| 2. Self-Assessment | Ruby Allen |
| 3. Community Assessment Update | Ruby Allen |
| 4. Head Start/Early Head Start Report | Ruby Allen |
| 5. Approve Amended May Board Minutes | President Fisher |
| 6. Naming Policy | Erika Allen / President Fisher |
| 7. Board of Trustees Bylaws Annual Review | Chairman Stone/President Fisher |
| 8. Employee Policy Amendment | Eric Nielson |
| Information Items | |
| 1. New Employee Introductions | Todd Schwarz / Joel Bate |
| 2. Performance Measure Report | Chris Bragg |
| 3. Academic Year Preview | Todd Schwarz |
| 4. SIED Update | Todd Schwarz / Dan Olmstead |
| 5. Demolition Plan | Jeff Harmon |
| 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 |

Motion Sheet

August 15, 2022

Action Item 1. Award Construction Contract to Cleary Building Corp

BY: AWNA

I move to accept the low qualified bid from Cleary Building Corporation to erect a building on Head Start Property located at 296 Falls Ave West for the purpose of a building maintenance shop, using funds from the American Rescue Plan designated for the Head Start Program.

Action item 2. Self-Assessment

BY: _____

I move to accept the Annual Self-Assessment conducted by Head Start/Early Head Start Staff.

Action item 3. Community Assessment

BY: _____

I move to accept the updates to the CSI Head Start/Early Head Start Community Assessment report.

Action item 4. Head Start/ Early Head Start monthly program summary and financial report

BY: _____

I move to accept the monthly Head Start/Early Head Start monthly program summary and financial report as presented.

Action item 5. Amended May Board Minutes

BY: _____

I move to accept the May 16, 2022, minutes as amended.

Action item 6. Naming Policy

BY: _____

I move to adopt the naming policy to establish criteria for naming physical facilities, outdoor and interior areas and spaces, as well as administrative and academic units, and programs in recognition of donors who have made significant gifts supporting the mission of the College of Southern Idaho.

Action item 7. Board of Trustees Bylaws Annual Review

BY: _____

I move to approve the CSI Board of Trustees Bylaws as presented in the Board Packet.

Action item 8. Employee Policy Amendment

BY: _____

I move to amend the June 21, 2022, current CSI Employee Personnel Manual as follows: Amend Section XI.(G) to replace the phrase "payday will fall on the last working day prior to the holiday or weekend" with "payday will fall on the next working day after the holiday or weekend," effective immediately.

AGENDA

Board of Trustees

Laird Stone, Chair
Jack Nelsen
Anna Scholes
Jan Mittleider
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

3:00p.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: 3:01 p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Scott McClure, 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 Scholes moved to go into Executive Session.

The vote to do so by roll call:

- Laird Stone Aye
- Jack Nelsen Aye
- Anna Scholes Aye
- Scott McClure Aye

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

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President
Dr. Todd Schwarz, Provost
Jeff Harmon, Vice President of Finance and Administration

CSI Trustees

August 15, 2022

Page 2

APPROVAL OF AGENDA: The agenda was approved on MOTION by Chairman Stone. Affirmative vote was unanimous.

BOARD MINUTES: The Board of Trustees Regular meeting minutes were accepted as written on MOTION by Trustee Nelsen.

July 18, 2022 – Regular Meeting

The Board of Trustees Special meeting minutes were accepted as written on MOTION by Trustee Scholes.

July 18, 2022 – Special Session

TREASURER'S REPORT: The Treasurer's report was accepted on MOTION by Trustee McClure. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized Bridge to Success Senior Coordinator Morgan Mickelson for her service volunteering as a remote member of a help line team for the Central Alberta Sexual Assault Centres. Business Analyst Jentri King was also recognized for her recent completion of a master's degree in business administration from Idaho State University.

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. Vice President of Administration Jeff Harmon proposed a recommendation to accept the low bid from Cleary Building Corporation in the amount of \$131,282, to construct a maintenance shop for the Head Start/Early Head Start programs. The Board approved to accept the low qualified bid of \$131,282 from Cleary Building Corporation to construct a building on Head Start Property located at 296 Falls Avenue West for the purpose of a building maintenance shop, using funds from the American Rescue Plan designated for the Head Start Program, on MOTION by Trustee Scholes. Affirmative vote was unanimous.
2. Executive Director of Head Start Ruby Behm presented the Head Start/Early Head Start Annual Self-Assessment summary to the board for approval. The Board approved the Annual Self-Assessment for Head Start/Early Head Start on MOTION by Chairman Stone. Affirmative vote was unanimous.

3. Ruby Behm presented the Community Assessment for the Head Start/Early Head Start program to the board for approval. The Board approved the Community Assessment for Head Start/Early Head Start on MOTION by Trustee Scholes. Affirmative vote was unanimous.
4. The Board approved the Head Start/Early Head Start monthly fiscal and operational reports on MOTION by Trustee McClure. Affirmative vote was unanimous.
5. President Dean Fisher asked the Board to accept the May 16, 2022 minutes as amended. The Board approved to accept the May 16, 2022 minutes as amended on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
6. CSI Foundation Executive Director Erika Allen advanced to the Trustees a Naming Policy to be followed when potential donors seek to associate naming opportunities with college buildings, areas, and units. The Board approved to adopt the naming policy to establish criteria for naming physical facilities, outdoor and interior areas, and spaces, as well as administrative and academic units, and programs in recognition of donors who have made significant gifts supporting the mission of the College of Southern Idaho on MOTION by Trustee Scholes. Affirmative vote was unanimous.
7. The Board members reviewed and modified the Board of Trustees Bylaws. Changes to the bylaws include: The board will discuss Board Liaison roles and will determine the liaison opportunities that they believe to be appropriate for the ensuing year, along with the Trustees who will fulfill those liaison roles. The bylaws were also modified to provide clearer language regarding remote participation of the Board members using electronic means. The Board approved the CSI Board of Trustees Bylaws as presented in the Board packet on MOTION by Chairman Stone. Affirmative vote was unanimous
8. Director of Human Resources Eric Nielson asked the Board to amend the June 21, 2022 minutes regarding Section XI. (G) in the CSI Employee Personnel Manual, to replace the phrase, "payday will fall on the last working day prior to the holiday or weekend" with "payday will fall on the next working day after the holiday or weekend," effective immediately. The Board approved to amend Section XI (G) to reflect the changes on MOTION by Trustee Nelsen. Affirmative vote was unanimous.

Information Items

1. Dean of Health Sciences and Human Services Dr. Jayson Lloyd and Dean of Career and Technical Education Dr. Barry Pate introduced new faculty in their areas of responsibility, while Athletic Director Joel Bate introduced new athletic staff who have joined the College.

CSI Trustees

August 15, 2022

Page 4

2. Dean of Institutional Effectiveness and Communication Chris Bragg presented CSI's Performance Measure Report (PMR) to the Trustees. The PMR has been transmitted to the Idaho State Board of Education and will also be forwarded to the Idaho Division of Financial Management. Data from the report is used to better understand how CSI, and Idaho higher education in general, are performing.
3. Provost Todd Schwarz provided the Trustees with a preview of academic plans for 2022-2023.
4. Todd Schwarz updated the Trustees on the planned transition of Southern Idaho Economic Development (SIED) from a unit of the College to a separate non-profit organization. The College will remain an important part of the new organization with one-third of its Board membership identified by the College of Southern Idaho.
5. Vice President of Administration and Finance Jeff Harmon informed Trustees of demolition plans for two of the four buildings located in the LaVar Steel Art Complex. The two buildings identified for demolition are no longer functional or appropriate for faculty offices or learning environments.

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.

ADJOURNMENT DECLARED: 5:37 p.m.



Jeffrey M. Harmon, Secretary Treasurer

Approved: September 19, 2022



Laird Stone, Chairman



General Fund Board Report

As of July 31, 2022

| | Prior Year | Current Year | Budget | Remaining | Remaining % |
|--------------------------------|-----------------------|-----------------------|------------|----------------------|-------------|
| Revenue | | | | | |
| Tuition & Fees | (\$756) | \$17,576 | \$0 | (\$17,576) | - |
| County Tuition | \$750 | \$5,650 | \$0 | (\$5,650) | - |
| State Funds | (\$15,293,500) | (\$24,625,500) | \$0 | \$24,625,500 | - |
| County Property Tax | \$185,636 | \$196,245 | \$0 | (\$196,245) | - |
| Grant Management Fees | (\$45,227) | (\$50,123) | \$0 | \$50,123 | - |
| Other | (\$8,090) | (\$903) | \$0 | \$903 | - |
| Unallocated Tuition | (\$59,032) | (\$8,403) | \$0 | \$8,403 | - |
| Departmental Revenues | (\$72,812) | (\$14,514) | \$0 | \$14,514 | - |
| Total Revenue | (\$15,293,031) | (\$24,479,970) | \$0 | \$24,479,970 | - |
| Expenses | | | | | |
| Personnel Expense | | | | | |
| Salaries | \$1,595,032 | \$1,679,181 | \$0 | (\$1,679,181) | - |
| Variable Fringe | \$348,241 | \$370,017 | \$0 | (\$370,017) | - |
| Health Insurance | \$325,339 | \$328,158 | \$0 | (\$328,158) | - |
| Total Personnel Expense | \$2,268,612 | \$2,377,356 | \$0 | (\$2,377,356) | - |
| Operating Expense | | | | | |
| Services & Supplies | \$840,945 | \$862,769 | \$0 | (\$862,769) | - |
| Other | \$1,011 | \$0 | \$0 | (\$0) | - |
| Capital | \$12,339 | \$27,465 | \$0 | (\$27,465) | - |
| Institutional Support | \$315,596 | \$345,031 | \$0 | (\$345,031) | - |
| Transfers | \$0 | \$0 | \$0 | \$0 | - |
| Total Operating Expense | \$1,169,890 | \$1,235,265 | \$0 | (\$1,235,265) | - |
| Total Expense | \$3,438,502 | \$3,612,621 | \$0 | (\$3,612,621) | - |
| Rev/Expense Total | (\$11,854,529) | (\$20,867,349) | \$0 | \$20,867,349 | - |

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---------------------------|------------------------|----------------------|------------------------|------------------------|--------------------|
| SALARIES | \$ 3,649,248.00 | \$ 283,272.39 | \$ 1,699,165.25 | \$ 1,950,082.75 | 53.4% |
| BENEFITS | \$ 2,080,627.00 | \$ 140,881.46 | \$ 865,604.03 | \$ 1,215,022.97 | 58.4% |
| EQUIPMENT | \$ - | \$ - | \$ - | \$ - | |
| CONTRACTUAL | \$ 27,500.00 | \$ 565.55 | \$ 8,113.07 | \$ 19,386.93 | 70.5% |
| SUPPLIES | \$ 222,500.00 | \$ 12,908.90 | \$ 71,474.20 | \$ 151,025.80 | 67.9% |
| FACILITIES/CONST. | \$ - | \$ - | \$ - | \$ - | 0.0% |
| OTHER | \$ 660,309.00 | \$ 44,521.38 | \$ 278,017.80 | \$ 382,291.20 | 57.9% |
| TOTAL DIRECT COSTS | \$ 6,640,184.00 | \$ 482,149.68 | \$ 2,922,374.35 | \$ 3,717,809.65 | 56.0% |
| ADMIN COSTS (9.0%) | \$ 515,689.00 | \$ 38,173.85 | \$ 232,317.61 | \$ 283,371.39 | 55.0% |
| GRAND TOTAL | \$ 7,155,873.00 | \$ 520,323.53 | \$ 3,154,691.96 | \$ 4,001,181.04 | 55.9% |
| IN KIND NEEDED | \$ 1,805,612.00 | | | | |
| IN KIND GENERATED | \$ 1,266,490.25 | | | | |
| IN KIND (SHORT)/LONG | \$ (539,121.75) | | | | |

PROCUREMENT CARD EXPENSE \$ 16,377.33 1% of Total Expense. Detailed report available upon request.

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|------|----------|-----------------|-------------|
| Total All Centers | 117.81 | - | 75.38 | 193.19 | 79,354.22 |

HEAD START T/TA

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE | REMAINING BUDGET % |
|--------------------|---------------------|--------------------|---------------------|---------------------|--------------------|
| OUT OF AREA TRAVEL | \$ 32,200.00 | \$ 941.66 | \$ 16,524.84 | \$ 15,675.16 | 48.7% |
| SUPPLIES | \$ 3,500.00 | \$ 391.44 | \$ 762.13 | \$ 2,737.87 | 78.2% |
| OTHER | \$ 30,874.00 | \$ - | \$ 8,396.78 | \$ 22,477.22 | 72.8% |
| GRAND TOTAL | \$ 66,574.00 | \$ 1,333.10 | \$ 25,683.75 | \$ 40,890.25 | 61.4% |

****Salaries, Benefits, Admin Costs, and In-kind reflect the COLA and Quality Improvement funds awarded July 2022**

| CATEGORY | TOTAL APPROVED | TOTAL THIS MONTH | CASH OUTLAY TO DATE | BALANCE OF BUDGET | REMAINING BUDGET % |
|---------------------------|------------------------|----------------------|----------------------|----------------------|--------------------|
| SALARIES | \$ 913,380.00 | \$ 75,828.53 | \$ 478,863.28 | \$ 434,516.72 | 47.6% |
| BENEFITS | \$ 513,080.00 | \$ 34,686.37 | \$ 227,189.17 | \$ 285,890.83 | 55.7% |
| EQUIPMENT | \$ - | \$ - | \$ - | \$ - | |
| CONTRACTUAL | \$ 53,000.00 | \$ 3,693.98 | \$ 26,159.42 | \$ 26,840.58 | 50.6% |
| SUPPLIES | \$ 34,039.00 | \$ 4,325.75 | \$ 15,800.83 | \$ 18,238.17 | 53.6% |
| FACILITIES/CONST. | \$ - | \$ - | \$ - | \$ - | |
| OTHER | \$ 138,190.00 | \$ 6,059.73 | \$ 48,330.02 | \$ 89,859.98 | 65.0% |
| TOTAL DIRECT COSTS | \$ 1,651,689.00 | \$ 124,594.36 | \$ 796,342.72 | \$ 855,346.28 | 51.8% |
| ADMIN COSTS (9.0%) | \$ 128,381.00 | \$ 9,946.35 | \$ 63,569.81 | \$ 64,811.19 | 50.5% |
| GRAND TOTAL | \$ 1,780,070.00 | \$ 134,540.71 | \$ 859,912.53 | \$ 920,157.47 | 51.7% |
| IN KIND NEEDED | \$ 440,541.08 | | | | |
| IN KIND GENERATED | \$ 303,055.85 | | | | |
| IN KIND (SHORT)/LONG | \$ (137,485.23) | | | | |

| CACFP | Repair/Maint | Food | Non-Food | Total for Month | YTD Expense |
|-------------------|--------------|-------------|----------|-----------------|-------------|
| Total All Centers | \$ 40.30 | \$ 1,296.98 | \$ 11.56 | \$ 1,348.84 | \$ 7,063.34 |

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 | \$ 475.75 | \$ 5,290.63 | \$ 18,909.37 | 78.1% |
| SUPPLIES | \$ 1,000.00 | \$ 35.75 | \$ 148.96 | \$ 851.04 | 85.1% |
| OTHER | \$ 3,727.00 | \$ - | \$ 2,955.81 | \$ 771.19 | 20.7% |
| GRAND TOTAL | \$ 28,927.00 | \$ 511.50 | \$ 8,395.40 | \$ 20,531.60 | 71.0% |

****Salaries, Benefits, Admin Costs, and In-kind reflect the COLA and Quality Improvement funds awarded July 2022**



College of Southern Idaho
Head Start/Early Head Start



Program Summary for July 2022
Reported at August Board Meeting

Enrollment

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

Program Options

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

| | |
|-------------------------------|--------------|
| Head Start Overall Attendance | Summer Break |
| EHS Toddler Combo Attendance | 75% |
| IEP/IFSP Enrollment | 4% |
| Over Income Enrollment | 1% |
| 100-130% Poverty Level | 13% |

Meals and Snacks

| | |
|--------------------|-----|
| Total meals served | 727 |
|--------------------|-----|

Documents for Board Review and Approval: Self-Assessment, Community Assessment, Board and Financial Report

Approval for Self-Assessment Report 2021-2022 Self-Assessment Summary attached for your review

Head Start Performance Standard 1302.102(b)(2)(i) Conduct a self-assessment that uses program data including aggregated child assessment data, and professional development and parent and family engagement data as appropriate, to evaluate the program’s progress towards meeting goals, compliance with program performance standards through -out the program year, and the effectiveness of the professional development and family engagement systems in promoting school readiness. (ii) Communicate and collaborate with the governing body and policy council when conducting the annual self-assessment.

Approval for Community Assessment - 2021-2022 Community Assessment Summary attached for your review

Head Start Performance Standard 1302.11(b)(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly-funded pre-kindergarten (including an assessment of how the pre-k available in the community meets the needs of the parents and children served by the program and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

Program Information

All Head Start staff returned August 1st, CSI hosted all staff training August 2nd through the 4th. Staff received annual required trainings as well as job specific trainings. Early Head Start classes started August 9th and Head Start classes started August 18th.

The financial report reflects the Cost of Living Adjustment and Quality Improvement Increase for program operations that were awarded July 13, 2022.

**Self-Assessment Summary
2021-2022**

The CSI HS/EHS program's annual Self-Assessment process began in March 2022. Although the past year has still been volatile due to circumstances surrounding COVID protocols, the program remained open the full school year 2021-2022 and only closed some classrooms as needed due to COVID exposure. The COVID-19 Protocol guidelines were utilized with both the Orange and Yellow coded protocols being implemented this school year. The Head Start program operated at a 70% capacity and the EHS program at 100% capacity. Home visits were done virtually at first, then in-person home visits were brought back mid-year. Attendance hovered around 84% this year. Overall, we strived to keep operations as normal as possible with modifications to keep families and children safe during the second year of the pandemic.

ERSEA – Eligibility, Recruitment, Selection, Enrollment and Attendance. Concern: Going back to full enrollment after modifications were given the past two years due to COVID protocols. Also, customizing the database system, Child Plus, for CSI HS/EHS and going completely electronic. Out of Compliance – HSPPS 1302.15 EHS participants in 'Accepted' status longer than 30-day window. – Plan of Action is for ERSEA Specialist to monitor status through Child Plus and stay in communication with Center Supervisors and Family Service Workers ensure families are enrolled timely.

Family Services – Area of Concern: Family Assessment and Family Partnership Agreements not being utilized correctly and not being tracked correctly in Child Plus. Plan of Action- With training, Home Visitors will learn purpose of Family Assessment and have better understanding of implementing it in the program and tracking it correctly through Child Plus.

Policy Council – Out of Compliance – Failure to meet quorum monthly. Plan of Action – Train staff on importance of PC to better communicate and recruit parents.

Child Health Status and Care – No out of compliance issues found.

Education and Child Development Services – No out of compliance issues found.

Nutrition/Child Meal Service – No out of compliance issues found.




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



Betty Maciel
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start

August 15, 2022

To: President Fisher and the College of Southern Idaho Board of Trustees

From: Jeffrey M. Harmon 

Re: Headstart/Early Headstart Maintenance Shop

We advertised for the construction of a maintenance shop for the Headstart/Early Headstart programs. No acceptable bids were presented by May 18, 2022 when they were due. We contacted additional contractors requesting bid proposals and two firms responded with bids.

| | | |
|--------------------------------|-------------------|------------|
| Cleary Building Corp. | Twin Falls, Idaho | \$ 131,282 |
| Peterson Brothers Construction | Twin Falls, Idaho | \$ 295,400 |

Based on the review of the proposal by Spencer Cutler and Ruby Behm, I recommend that we accept the low bid from Cleary Building Corp. in the amount of \$131,282.

Funding for this purchase will come from the American Rescue Plan funds awarded to the Headstart program.

Community Assessment Update Summary

2021-2022

Head Start Performance Standards 1302.11 (b) states: A program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources. CSI Head Start/Early Head Start program conducted an updated Community Assessment for this past year that covered the information below.

Our community assessment includes statistics on Southern Idaho demographics, homelessness, foster care, disabilities, education, health, nutrition, and social services. In the past two years we have seen a 112,000 population increase in the state of Idaho. Twenty-four percent of 1,900,923 make up children who are under the age of 18. In Idaho, there has been a decrease of children who are living in poverty; from nineteen percent to fourteen percent. Program information was collected during our annual CSI HS/EHS Program Information Report (PIR). Most community assessment reported data updates were seen in our PIR.

Updated data from PIR:

Family Dynamics: 210 children live with two parent families. 185 children live in a one parent family.

Employment Status: 328 families are employed. 67 families are unemployed.

Education Levels: 20 %- less than a high school diploma, 44% high school diploma/GED, 28% as vocational school or some college, 8% baccalaureate or advanced degree.

Health Insurance: 286 children HS children are insured and 2 are uninsured.

Disabilities: 6 HS children have speech or language impairments, 1 with autism, 12 other developmental delay

Other key data indicated on the CSI HS/EHS Community Assessment remained the same as our previous year's assessment. The Comprehensive Community Assessment is used to provide a starting point for understanding community strengths and identifying gaps in services. The assessment provides the CSI HS/EHS program with a mechanism for ensuring it remains responsive to the needs of the children and families we serve. When used in conjunction with other program data, it informs program planning and created strategic steps towards building a program that best meets the needs of children and families in South Central Idaho.



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



Betty Maciel
Policy Council Chair
College of Southern Idaho
Head Start/Early Head Start

AMENDMENTS TO CSI PERSONNEL POLICIES APPROVED MAY 2022

6.05 GRIEVANCE POLICY (Rev: 05/22)

The College of Southern Idaho is committed to supporting students, faculty and staff in and outside the classroom. Grievance Policies exist to ensure students, faculty and staff have avenues to voice concerns and address both academic and non-academic matters in safe, unbiased environments. CSI Faculty and staff strive to maintain a safe learning environment conducive to community and student success. A positive, productive learning environment is founded on mutual respect between CSI employees and the individuals they serve. These relationships can be achieved and maintained when parties engage in open discussion and active listening. CSI Faculty and staff are committed to providing an effective conflict resolution and grievance process. The following principles guide this policy:

- Individuals will not suffer any form of disadvantage as a result of filing a grievance or an appeal.
- The grievance resolution will be handled informally, where possible and appropriate.
- Conflicts and grievances will be resolved confidentially and expeditiously.

8.15 GRANT ACCOUNTING AND ADMINISTRATION FISCAL POLICY (Rev: 05/22)

11. Annual employment contracts will not be provided for faculty whose salaries are funded by grants. It is the Grant Manager's responsibility to coordinate with the Human Resource Office in completing the necessary paperwork each year for grant-funded positions. These positions need to be re-addressed and processed each fiscal year.

8.35 GIFT, PRIZE, AWARD, CLOTHING & INCENTIVE POLICY (Rev: 05/22)

Employee Clothing Allowance: A pre-determined amount given to a select group of employees to purchase clothing required for their job. This amount is a one-time payment processed through payroll in July of each year and will be taxable to the employee. The employee will personally purchase required clothing with this allowance.

APPROVED ON MAY 16, 2022


Laird Stone, Chairman


Jack Nelsen


Scott McClure

VERBAL APPROVAL via Zoom
Anna Scholes witness Jeffrey M. Hammon

Jan Mittleider


RECORDED, CLERK OF THE BOARD