

**AGENDA**

Board of Trustees  
Laird Stone, Chair  
Jan Mittleider  
Jack Nelsen

**I. CALL TO ORDER**

**Chairman Stone**  
3:00PM/President's Board Room

**II. RECESS TO EXECUTIVE SESSION**

**Chairman Stone**

Scott McClure

**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. BOARD REORGANIZATION**

**Board Members**

1. Chairman
2. Vice Chairman

4. Secretary / Treasurer

**CSI Mission Statement:**  
To provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve.

## AGENDA

**Board of Trustees**

Laird Stone, Chair  
Jan Mittleider  
Jack Nelsen  
Anna Scholes  
Scott McClure

**I. CALL TO ORDER**

**Chairman Stone**

3:00 p.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)]

**CSI Mission Statement:**

educational, social,

**II. ADJOURNMENT**

workforce development

**CALL TO ORDER:** 3:00p.m.

**EXECUTIVE SESSION:** 3:04p.m.

**EXECUTIVE SESSION ATTENDEES:**

Trustees:

Laird Stone, Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President  
Jeff Harrop, Vice President of Finance and Administration

Eric Nielson, Director of Human Resources

Document ID: 2021-11-15-3:04p.m. Board Meeting Minutes - Executive Session

- Laird Stone Aye
- Anna Scholes Aye
- Jan Mittleider Aye
- Scott McClure Aye

The Board returned to public session at 4:00p.m.

**BOARD MEETING ATTENDEES:**

Trustees:

Laird Stone, Chairman  
Anna Scholes, Clerk  
Jan Mittleider, Trustee  
Scott McClure, Trustee

College Administration:

Dr. Dean Fisher, President  
Jeff Harrop, Vice President of Finance and Administration

**APPROVAL OF AGENDA:** The agenda was approved on MOTION by Trustee Mittleder.

Affirmative vote was unanimous

[REDACTED]

2. Director of Human Resources, Eric Nielson, presented updated information in the

[REDACTED]



Jeffrey M. Harmon, Secretary Treasurer

Approved: December 30, 2021

David Stone, Chairman

**General Fund Board Report**

100.0% 70

**Prior Year    Current Year    Budget    Remaining    Remaining %**

**Revenue**

Tuition & Fees	(\$5,185,973)	(\$5,763,622)	(\$10,941,600)	(\$5,177,978)	47.32%
County Tuition	(\$817,350)	(\$923,300)	(\$1,826,500)	(\$903,200)	49.45%
State Funds	(\$20,368,100)	(\$22,303,600)	(\$22,817,900)	(\$514,300)	2.25%
<b>Total Revenue</b>	<b>(\$26,471,423)</b>	<b>(\$29,090,522)</b>	<b>(\$34,586,000)</b>	<b>(\$30,595,478)</b>	<b>88.47%</b>

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,279,256.00	\$ 279,015.58	\$ 2,495,475.88	\$ 783,780.12	23.9%
BENEFITS	\$ 2,068,181.00	\$ 145,367.20	\$ 1,350,189.97	\$ 717,991.03	34.7%
EQUIPMENT	\$ 75,000.00	\$ 20,584.25	\$ 88,736.69	\$ (13,736.69)	-18.3%
CONTRACTUAL	\$ 60,000.00	\$ 711.40	\$ 9,000.32	\$ 50,000.68	85.00%
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SUPPLIES	\$ 226,359.00	\$ 16,976.63	\$ 150,638.17	\$ 75,720.83	33.5%
FACILITIES/CONST.	\$ 1,185,930.00	\$	\$ 50.00	\$ 1,185,880.00	0.0%
OTHER	\$ 783,037.00	\$ 166,785.57	\$ 762,887.68	\$ 20,149.32	2.6%
<b>TOTAL DIRECT COSTS</b>	<b>\$ 7,677,763.00</b>	<b>\$ 629,440.63</b>	<b>\$ 4,856,978.71</b>	<b>\$ 2,820,784.29</b>	<b>36.7%</b>
ADMIN COSTS (9.0%)	\$ 481,269.00	\$ 37,916.63	\$ 308,387.79	\$ 172,881.21	35.9%
<b>GRAND TOTAL</b>	<b>\$ 8,159,032.00</b>	<b>\$ 667,357.26</b>	<b>\$ 5,165,366.50</b>	<b>\$ 2,993,665.50</b>	<b>36.7%</b>
IN KIND NEEDED	\$ 1,738,907.00				

**HEAD START T/TA**

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ 27.28	\$ 46,796.72	99.9%
SUPPLIES	\$ 3,303.00	\$ 6,154.00	\$ 9,530.27	\$ (6,227.27)	-188.5%
OTHER	\$ 16,447.00	\$ 2,250.00	\$ 49,217.58	\$ (32,770.58)	-199.2%
<b>GRAND TOTAL</b>	<b>\$ 66,574.00</b>	<b>\$ 8,404.00</b>	<b>\$ 58,775.13</b>	<b>\$ 7,798.87</b>	<b>11.7%</b>

TOTAL TOTAL THIS CASH OUTLAY BALANCE REMAINING

CATEGORY	APPROVED	MONTH	TO DATE	OF BUDGET	BUDGET %
SALARIES	\$ 806,547.00	\$ 71,421.37	\$ 623,119.39	\$ 183,427.61	22.7%
BENEFITS	\$ 472,807.00	\$ 35,364.83	\$ 317,135.76	\$ 155,671.24	32.9%
EQUIPMENT	\$ 75,000.00	\$ 714.75	\$ 70,656.75	\$ 4,343.25	
CONTRACTUAL	\$ 65,110.00	\$ 3,546.04	\$ 20,847.14	\$ 44,262.86	68.0%
SUPPLIES	\$ 37,200.00	\$ 1,366.35	\$ 33,573.88	\$ 3,626.12	9.7%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	
OTHER	\$ 161,431.00	\$ 5,769.94	\$ 85,663.01	\$ 75,767.99	46.9%

EARLY HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 16,176.00	\$ -	\$ -	\$ 16,176.00	100.0%
SUPPLIES	\$ 1,428.00	\$ 1,235.19	\$ 3,163.83	\$ (1,735.83)	-121.6%
OTHER	\$ 11,323.00	\$ 5,750.00	\$ 21,647.94	\$ (10,324.94)	-91.2%
GRAND TOTAL	\$ 28,927.00	\$ 6,985.19	\$ 24,811.77	\$ 4,115.23	14.2%





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



**Program Summary for October 2021**  
Reported at November Board Meeting

**Enrollment**

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

**Modified Enrollment**

245
12
92
<b>350</b>

**Program Options**

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	78%
IEP/IFSP Enrollment	5%
Over Income Enrollment	1%

**Documents for Board Review and Approval**

**Meals and Snacks**

Total meals served	5171
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**Vehicle Disposition Request, Budget Modification, Budget /**

**Financial Report**

**Requests for Approval**

In the last five years it hasn't been possible to hire a bus driver. As the positions have set vacant, transportation for children in those areas, without a bus driver, has been discontinued. Parents have found ways to get their children to school. It is very rare that we get parents that say they can't transport their child to school. At this time the program has 13 buses, 8 of those have not been driven for several years, but the buses must be maintained. I am requesting the Board approve the disposition of the following 8 buses and 2 cars:

- 1996 International/Thomas Bus
- 1998 Freightliner/Thomas Bus
- 2001 Freightliner/Bluebird Bus
- 2002 Freightliner/Bluebird Bus
- 2004 Freightliner/Thomas Bus
- 2004 International/Thomas Bus
- 2006 Freightliner/Thomas Bus

COLLEGE OF SOUTHERN IDAHO  
HEAD START/ EARLY HEAD START

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

**RE: Grant No. 10CH010422**

To whom it may concern:

The College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council reviewed and approved the following requests at their regularly scheduled November Meetings.

- Vehicle Disposition of 8 buses and 2 cars
- Budget Modification to move 2021 Direct Service and Operational funds to Equipment and Construction.

We would like to thank you for your continued support in our ongoing endeavor to provide quality services to our children and families.

November 15, 2021

November 18, 2021

Jeffrey Harmon CPA

Betty Maciel

Vice President of Finance & Administration

Director of Administration