

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.

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| 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
August 16, 2021 | Jeff Harmon |
| Approval of Treasurer’s Report | Jeff Harmon |
| VII. OPEN FORUM | Chairman Stone |
| VIII. UNFINISHED BUSINESS | |
| IX. NEW BUSINESS | |
| Action Items | |
| 1. Head Start/Early Head Start Report/Annual Report/
2022-2027 Program Goals/2022 Application for Funding | Ruby Allen |
| 2. Contagious/Infectious Disease Policy | President Fisher |
| 3. Central Heat Plant Change Order | Jeff Harmon |
| 4. Bylaws Amendment | Chairman Stone |
| Information Items | |
| 1. Vaccine Incentive Report | Jeff Harmon/Jason Ostrowski |
| 2. Performance Measures/Enrollment/Metrics Report | Chris Bragg |
| 3. HSI Kickoff Update | Michelle Schutt/Barry Pate |
| 4. August 20 th Incident Report | Spencer Cutler |
| 5. Creation of Real Property Committee | Chairman Stone |
| X. PRESIDENT’S REPORT | President Fisher |
| XI. CSI STUDENT BODY PRESIDENT REPORT | Skyler Bollar |
| XII. REMARKS FOR THE GOOD OF THE ORDER | Chairman Stone |
| XIII. ADJOURNMENT | Chairman Stone |

AGENDA**Board of Trustees**

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I. CALL TO ORDER**Chairman Stone**

3:00p.m. / Room #112 – 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: 3:00p.m.

EXECUTIVE SESSION: 3:01p.m.

EXECUTIVE SESSION ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk (Virtual)
Jan Mittleider, Trustee
Scott McClure, Trustee

College Administration:

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

Other Attendees:

Kirt Naylor, Naylor and Hales P.C.

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 Mittleider moved to go into Executive Session.

The vote to do so by roll call:

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

The Board returned to public session at 3:58p.m.

BOARD MEETING ATTENDEES:

Trustees:

Laird Stone, Chairman
Jack Nelsen, Vice-Chairman
Anna Scholes, Clerk (Virtual)
Jan Mittleider, Trustee
Scott McClure, Trustee

College Administration:

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

Employees, visitors and media:

Chris Bragg	Erika Allen
Dr. Barry Pate	Shelley McEuen
Jason Ostrowski	Shelly Wright
Jonathan Lord	Jennifer Hall
Eric Nielsen	Crystal Ayers
Spencer Cutler	Jerry Fattig
Matt Hartgrave	LueLinda Egbert
Ruby Allen	Polly Hulsey
Ginger Nukaya	Ed Ditlefsen
Jayson Lloyd	Larisa Alexander
Melody Bowyer	Skyler Bollar

APPROVAL OF AGENDA: The modified agenda was approved on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

STUDENT/FACULTY/STAFF ACHIEVEMENTS: President Fisher recognized the recently completed members of CSI Leadership Institute: Career and College Readiness/Adult Basic Education Director, Jennifer Hall; Social Science and Communication Department Chair, Dr. Shelley McEuen; Business and Economics Department Chair, Crystal Ayers; Physical Education Professor, Shelly Wright.

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

August 16, 2021 – Executive and Regular Meeting

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

OPEN FORUM: None

UNFINISHED BUSINESS: None

NEW BUSINESS:

Action Items

1. **HEAD START/EARLY HEAD START REPORT:** The Board approved the Head Start/Early Head Start monthly fiscal and operational reports, Annual Report, 2022-2027 Program Goals Report, and a 2022 Application for Funding on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
2. Idaho Code Section 33-2145 requires that community college in Idaho adopt procedures intended to limit the spread of infectious and contagious diseases. The Board approved the proposed procedures on MOTION by Trustee Nelsen. Affirmative vote was unanimous.
3. Vice President of Finance and Administration, Jeff Harmon presented information regarding upgrades to the Central Heating Plant located between the Taylor and Fine Arts Buildings. The upgrades include additional electrical contracting work that goes beyond the scope of the original project previously approved by the board. The Board approved the change order to Probst Electric in the amount of \$266,120 to replace secondary electrical gear in the central heat plant on MOTION by Chairman Stone. Affirmative vote was unanimous.

4. Chairman Stone presented a proposal to adopt a new policy which affirms its authority to remove individuals from meetings if their conduct prevents the board from proceeding with a meeting following established rules of order and protocol. The Board approve the addition to the policy affirming its authority to remove individuals form meetings if their conduct prevents the board from proceeding with a meeting following established rules of order and protocol on MOTION by Trustee Mittleider. Affirmative vote was unanimous.

Information Items

1. Jeff Harmon and Dean of Students, Jason Ostrowski updated the Board on the vaccine incentive participation.
2. Dean of Institutional Effectiveness and Communication, Chris Bragg reviewed the annual performance measure report. He also reported on current enrollment as well as the Strategic Planning Scorecard.
3. Vice President of Student Services, Michelle Schutt and Dean of Career and Technical Education, Barry Pate presented a calendar of events planned for Hispanic Serving Institution Summit being held the week of October 4th.
4. Physical Plant Director, Spencer Cutler reported on the incident on August 20th in which the Fiber Optics cable was severed causing the entire campus to be without internet for a short period of time.
5. Chairman Stone assigned a committee to review all real property owned by the College. The committee will review their findings and report back to the Board at a future meeting.

PRESIDENT'S REPORT: President Fisher gave his monthly report.

CSI STUDENT BODY PRESIDENT'S REPORT: Student Body President Skyler Bollar gave his monthly report.

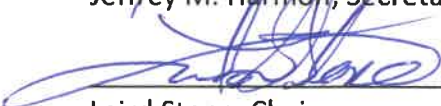
REMARKS FOR THE GOOD OF THE ORDER: Board members gave remarks for the good of the order.

ADJOURNMENT DECLARED: 5:36 p.m.

Approved: October 18, 2021



Jeffrey M. Harmon, Secretary Treasurer



Laird Stone, Chairman



General Fund Board Report

As of August 31, 2021

	Prior Year	Current Year	Budget	Remaining	Remaining %
Revenue					
Tuition & Fees	(\$4,330,928)	(\$4,519,761)	(\$10,941,600)	(\$6,421,839)	58.69%
County Tuition	(\$616,100)	(\$670,400)	(\$1,826,500)	(\$1,156,100)	63.30%
State Funds	(\$20,301,132)	(\$15,304,666)	(\$22,817,900)	(\$7,513,234)	32.93%
County Property Tax	(\$165,974)	(\$252,803)	(\$9,866,000)	(\$9,613,197)	97.44%
Grant Management Fees	(\$83,064)	(\$101,716)	(\$550,000)	(\$448,284)	81.51%
Other	(\$49,888)	(\$28,051)	(\$260,000)	(\$231,949)	89.21%
Unallocated Tuition	(\$983,513)	(\$1,048,577)	\$0	\$1,048,577	0.00%
Departmental Revenues	(\$211,109)	(\$342,092)	(\$180,000)	\$162,092	(90.05)%
Total Revenue	(\$26,741,708)	(\$22,268,065)	(\$46,442,000)	(\$24,173,935)	52.05%
Expenses					
Personnel Expense					
Salaries	\$3,259,700	\$3,285,403	\$23,189,000	\$19,903,597	85.83%
Variable Fringe	\$719,204	\$712,339	\$5,038,100	\$4,325,761	85.86%
Health Insurance	\$731,400	\$675,492	\$4,591,700	\$3,916,208	85.29%
Total Personnel Expense	\$4,710,304	\$4,673,234	\$32,818,800	\$28,145,566	85.76%
Operating Expense					
Services & Supplies	\$1,115,726	\$1,409,806	\$6,832,100	\$5,422,294	79.36%
Other	\$6	\$1,278	\$0	(\$1,278)	0.00%
Capital	\$161,376	\$249,107	\$502,200	\$253,093	50.40%
Institutional Support	\$4,267,580	\$4,741,599	\$6,288,900	\$1,547,301	24.60%
Transfers	\$30,000	\$0	\$0	\$0	0.00%
Total Operating Expense	\$5,574,688	\$6,401,791	\$13,623,200	\$7,221,409	53.01%
Total Expense	\$10,284,992	\$11,075,024	\$46,442,000	\$35,366,976	76.15%
Rev/Expense Total	(\$16,456,716)	(\$11,193,041)	\$0	\$11,193,041	-



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



Program Summary for August 2021

Reported at September Board Meeting

Enrollment

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

Modified Enrollment

246
12
92
350

Program Options

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

Head Start Overall Attendance	86%
EHS Toddler Combo Attendance	89%
IEP/IFSP Enrollment	5%
Over Income Enrollment	1%
100-130% Poverty Level	15%

Meals and Snacks

Total meals served	1524
Total snacks served	130

Documents for Board Review and Approval: Board / Financial Reports, Annual Report, 2022-2027 Program Goals and 2022-2027 Application for Funding.

Program Notes

July 17, 2021 two Head Start vehicles were hit by a driver fleeing from the scene of an accident. The driver failed to turn and entered the Center parking lot hitting one vehicle head on and the pushing it into the second which resulted in both vehicles being totaled. Jim Munn assisted the program with the insurance claim and disposition of the vehicles. A check for \$13,703 was received for the two vehicles. An approved SF-428-C, Disposition Request Report, is required by the Office of Head Start to provide guidance of funds received by insurance. The program will upload the report to the Head Start Enterprise System with Board Approval.

All classes resumed August 24th, it has been a bumpy start. Three classrooms, one in Rupert and two in Jerome, were closed 8/25, due to positive tests in children. 8/31 Burley closed because of sickness throughout teaching staff. Twin Falls center closed for disinfection 9/3, 84% of children were out sick. 9/9 two classrooms in Jerome closed staff exposer. Rupert closed HS classroom on 9/13 staff positive and EHS closed 9/14 for disinfection all children out sick.

The following reports are attached for approval:

- 2020-2021 Annual Report
- 2022-2027 Program Goals/School Readiness Goals
- 2022-2027 Application for Funding

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 3,304,487.00	\$ 274,217.54	\$ 1,939,710.03	\$ 1,364,776.97	41.3%
BENEFITS	\$ 2,042,950.00	\$ 145,811.27	\$ 1,056,618.39	\$ 986,331.61	48.3%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 60,000.00	\$ 233.82	\$ 7,425.94	\$ 52,574.06	87.6%
SUPPLIES	\$ 226,359.00	\$ 13,572.41	\$ 116,897.93	\$ 109,461.07	48.4%
FACILITIES/CONST.	\$ 1,185,930.00	\$ -	\$ 50.00	\$ 1,185,880.00	0.0%
OTHER	\$ 783,037.00	\$ 99,260.72	\$ 536,556.05	\$ 246,480.95	31.5%
TOTAL DIRECT COSTS	\$ 7,677,763.00	\$ 533,095.76	\$ 3,657,258.34	\$ 4,020,504.66	52.4%
ADMIN COSTS (9.0%)	\$ 481,269.00	\$ 38,513.00	\$ 270,471.16	\$ 210,797.84	43.8%
GRAND TOTAL	\$ 8,159,032.00	\$ 571,608.76	\$ 3,927,729.50	\$ 4,231,302.50	51.9%
IN KIND NEEDED	\$ 1,738,907.00				
IN KIND GENERATED	\$ 1,511,176.24				
IN KIND (SHORT)/LONG	\$ (227,730.76)				
PROCUREMENT CARD EXPENSE	\$ 20,316.00	3% of Total Expense. Detailed report available upon request.			

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	226.19	4,461.75	1,471.84	6,159.78	56,179.88

HEAD START T/TA

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	REMAINING BUDGET %
OUT OF AREA TRAVEL	\$ 46,824.00	\$ -	\$ -	\$ 46,824.00	100.0%
SUPPLIES	\$ 3,303.00	\$ (30.19)	\$ 2,510.11	\$ 792.89	24.0%
OTHER	\$ 16,447.00	\$ 7,732.57	\$ 38,073.79	\$ (21,626.79)	-131.5%
GRAND TOTAL	\$ 66,574.00	\$ 7,702.38	\$ 40,583.90	\$ 25,990.10	39.0%

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE OF BUDGET	REMAINING BUDGET %
SALARIES	\$ 813,331.00	\$ 64,228.30	\$ 487,108.24	\$ 326,222.76	40.1%
BENEFITS	\$ 466,023.00	\$ 32,405.48	\$ 249,429.93	\$ 216,593.07	46.5%
EQUIPMENT	\$ 75,000.00	\$ -	\$ -	\$ 75,000.00	
CONTRACTUAL	\$ 65,110.00	\$ 4,278.97	\$ 14,718.02	\$ 50,391.98	77.4%
SUPPLIES	\$ 37,200.00	\$ 3,392.07	\$ 28,965.06	\$ 8,234.94	22.1%
FACILITIES/CONST.	\$ -	\$ -	\$ -	\$ -	#DIV/0!
OTHER	\$ 161,431.00	\$ 16,669.70	\$ 71,160.84	\$ 90,270.16	55.9%
TOTAL DIRECT COSTS	\$ 1,618,095.00	\$ 120,974.52	\$ 851,382.09	\$ 766,712.91	47.4%
ADMIN COSTS (9.0%)	\$ 115,142.00	\$ 8,538.04	\$ 31,430.35	\$ 83,711.65	72.7%
GRAND TOTAL	\$ 1,733,237.00	\$ 129,512.56	\$ 882,812.44	\$ 850,424.56	49.1%
IN KIND NEEDED	\$ 435,319.00				
IN KIND GENERATED	\$ 443,480.86				
IN KIND (SHORT)/LONG	\$ 8,161.86				

CACFP	Repair/Maint	Food	Non-Food	Total for Month	YTD Expense
Total All Centers	\$ 14.79	\$ 428.43	\$ 70.90	\$ 514.12	\$ 4,940.73

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	\$ (8.45)	\$ 1,657.14	\$ (229.14)	-16.0%
OTHER	\$ 11,323.00	\$ 1,149.38	\$ 10,672.52	\$ 650.48	5.7%
GRAND TOTAL	\$ 28,927.00	\$ 1,140.93	\$ 12,329.66	\$ 16,597.34	57.4%



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



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:

This letter is to inform you that the College of Southern Idaho Head Start/Early Head Start Board of Trustees and Policy Council reviewed and approved the Head Start/Early Head Start 2022 Grant Application for Funding.

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

September 20, 2021

A handwritten signature in blue ink that reads 'Jeffrey M. Harmon'.

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

September 16, 2021

A handwritten signature in blue ink that reads 'Betty Maciel'.

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



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



Administration for Children & Families
Office of Head Start
2022 – 2027
Overview of Application for Funding

Grant No. 10CH010422

Program	Head Start	Early Head Start
Federal Funded Enrollment	469	92
Funding Type		
Program Operations	\$6,973,102	\$1,733,237
Training and Technical	\$66,574	\$28,927
Total Funding	\$8,801,840	

Program Goals

Since June of 2019, 65% of the leadership staff are new to their current position. This transition has created some challenges but also many opportunities to look at the program through a new lens and a fresh perspective. Previous project period objectives set a firm foundation to build upon. Between 2016 and 2021 the program made great strides in improving support to teaching staff, expanding services to children as well as program and facility improvements. The program goals and objectives focus our intention and funding to areas of need found through the Community Assessment process and focus on continued improvement. Current objectives do not reflect all that the program would like to accomplish in the next five-year grant cycle. As witnessed in the last project period the completion of an objective leads to the development of others which will always be the case as we continue to adjust to meet participant and community needs.

Early Head Start Locally Designed Option Waiver

The program is requesting to extend the LDO waiver for the Early Head Start Combination Model that was implemented in the 2014-2015 program year. The program currently serves 32 combination slots for toddlers ages 18-36 months, in 4 classrooms (8 children per classroom). There are two groups of children, (2 classrooms), in Falls West Center (Twin Falls County) and North Side Center (Jerome County). The children receive two class days a week and 2 home visits per month. The two full-time teachers and a part-time classroom assistant do both Tuesday/Wednesday and Thursday/Friday class. Children receive a snack and a meal each class day ensuring that ½ of their daily nutrition needs are met. The LDO option also provides transportation to and from school.

Full day/full year services are the goal of the program, but lack of facilities to provide full day services to all EHS children prevents those services from being offered to all children. The LDO option since its implementation has been a great alternative to the lack of classroom space. Home Based services are a challenge to maintain enrollment because families are seeking outside care for their children, so they can work or attend school. The LDO classroom option provides an incentive for parents to participate in Home Based option until the child turns 18 months since those slots transition into the classroom option first.

**College of Southern Idaho
Head Start/Early Head Start
Program Goals with Measurable Objectives
2022-2027**

Goal 1

The Program will demonstrate continued commitment to delivering comprehensive early childhood education and family support services.

1. Maintain and increase CLASS scores program wide. Maintain Emotional Support of 6, Increase Classroom Organization to 5.75, and to Instructional Support to 3.75.
2. Improve quality of home visits to strengthen parent/child interactions and relationships.
3. Program will improve outside time by making it an extension of the classroom to increase Pre-School Quality Assessment (PQA) outside scores from an average of 3 to a 4 out of 5.
4. Increase school readiness outcomes by investing in high quality learning environments, increased services and safe facilities.

Goal 2

The Program will retain quality employees by supporting employee learning, growth, wellness, and success.

1. Retain staff that are skilled in their position within the program.
2. Implement Reflective Supervision throughout the program.
3. Actively pursue collaboration or endorsements with Early Childhood providers to increase standing of staff and program quality.
4. Create Program Wellness Committee to increase staff awareness of CSI benefits, community resources and encourage overall wellness.

Goal 3

The program will focus on continuous improvement of program systems that ensures compliance with program quality standards.

1. Child Plus will be used to its fullest potential; PIR results accurate and transition to paperless applications and child files.
2. Implement additional strategies of the Devereux Early Childhood Assessment (DECA) Program to support the social and emotional health of participants and staff.
3. Implement Trauma informed care throughout program to decrease mental health problems in children, families, and staff.
4. Increase child annual average attendance rate to 90%.

College of Southern Idaho Head Start School Readiness Goals

The College of Southern Idaho Head Start/Early Head Start has maintained a focus on school readiness by ensuring that children are healthy and are developing physically, socially, emotionally, and cognitively. The program works on meaningful partnerships with families and communities. CSI HS/EHS knows that this approach is the best way for ANY child to be ready for school. School readiness doesn't happen only in the classrooms, it's what happens on the school bus ride home, during a dental visit and through the work of parents with their children. School readiness is also about the systems that are put into place to ensure consistent quality services are provided to children and families. The program's professional development system and data management systems are examples of what needs to be working well to support success for children and families. The program believes in building relationships with families and providing consistent care giving. CSI HS/EHS works on collaborating with school districts to meet the needs of children entering kindergarten. The collaborative goals are consistent with the State of Idaho's Early Learning Guidelines. These goals will help children have skills and knowledge to be successful in the learning environment to which they are transitioning.

Approaches to Learning:

85% of children will demonstrate initiative and follow classroom rules and routines with increasing independence.

Children will increasingly demonstrate self-control including controlling impulses, maintaining attention, persisting with activities, and using flexible thinking. (P-ATL 2)

- Children seek things to complete activities or tasks, such as gathering art supplies to draw a picture
- Children show creativity and imagination during play, and during interactions with others, using imagination with materials or as pretend play

Social and Emotional Development

80% of children will engage in positive peer relationships and interactions and will express emotions, including concern for others.

Children will engage in and maintain positive peer relationships and interactions including cooperation and resolving conflicts. (P-ES 2)

- Children join existing activities or independently share toys with others
- Children use strategies to help solve problems (6-steps of conflict resolution)

Children will appropriately express and respond to a broad range of emotions, including concern for others (P-SE 3)

- Children exercise self-control and express verbally how they feel using appropriate words/actions, rather than inappropriate verbal or physical behavior
- Children offer support to other children who are distressed

Children will recognize self as a unique individual with own abilities, characteristics, emotions, and interests (P-SE 4)

- Children describe themselves using 3 or more characteristics
- Children demonstrate knowledge about themselves or others that shows uniqueness, such as a talent, interest, preferences, or culture

Language and Literacy

70% of children in Head Start that are moving on to kindergarten will score at least 3.75 in areas of Literacy, Language and Communication, that include phonological awareness, alphabet knowledge, reading and writing to satisfy kindergarten readiness goals.

Children will recognize letters and be aware of the principles of the alphabet, by understanding the connection between a letter and it's sound (P-LIT 3)

- Children identify at least half of the letters in the alphabet (upper and lower case), including all the letters in their own name
- Children identify at least 4 letters in the environment and produce the sound of those recognized letters
- Children point out when two words do not rhyme
- Children point out when two words start with the same sound

Children will demonstrate they understand how print works (P-LIT 2)

- Children understand that written words are made up of groups of letters

- Children point to single-syllable words while reading simple memorized text
- Children increase their ability to write letters, writing letters in their name to grouping letters together to form words (P-LIT 6)
- Children write first and last name, correctly or close to correctly
 - Children create a variety of written products that may or may not relate phonetically to their message, or writes words with invented spelling
 - Children combine letters to form words for a purpose (can be copied or invented)

English

85% of children in Head Start that are moving on to kindergarten will score at least 3.75 in areas of Cognition – Mathematics Development that include numbers, counting, patterns and geometry, to satisfy kindergarten readiness goals and in Cognition – Scientific Reasoning that includes skills related to the scientific method.

Children will demonstrate understanding of number names and order of numerals, the number of items in a set, and use math concepts and language regularly during everyday experiences (P-MATH 1 & 2)

- Children identify 4 or more single digit numbers
- Children point or move objects while counting to 10 and beyond and will understand that the last number represents how many objects are in the group

Children will identify, describe, compare, and compose shapes (P-MATH 4)

- Children name and describe shapes in terms of length of sides, number of sides, or number of angles
- Children compare and sort two- and three-dimensional shapes and objects in different sizes
- Children describe similarities, differences, and other attributes of three-dimensional shapes

Children understand simple patterns (P-MATH 7)

- Children create (not copied) a simple pattern with at least three repeats
- Children begin to create more complex patterns, such as (AABAABAAB), that repeat themselves at least three times

Children will use problem solving and reasoning to ask questions, gather information, make predictions and experiment (P-SCI 2)

- Children gather information by looking at books or by talking about what they already know
- Children list materials needed for an experiment and implement steps to complete the experiment with adult support

Perceptual Motor and Physical Development

80% of children will demonstrate self-care and hygiene habits and will be able to evaluate their surroundings.

Child demonstrates personal hygiene and self-care skills. (P-PMP 4)

- Children will wash hands independently using soap and water for 20 seconds
- Children brush their own teeth and understand the importance of taking care of their teeth
- Children will be able to cover their cough with their arm
- Children will be potty trained before leaving Head Start classrooms
- Children will be able to tell an adult when they don't feel well

Child develops knowledge and skills that help promote nutritious food choices and eating habits (P-PMP 5)

- Children try a variety of nutritional foods
- Children know about healthy foods and how it affects the body

Child demonstrates knowledge of personal safety practices and routines (P-PMP 6)

- Children know pedestrian safety, including how to cross a street safely

These goals were developed using data from COR Advantage and Head Start Early Learning Outcomes Framework. Progress will be measured using COR Advantage, the Preschool Quality Assessment (PQA), Classroom Assessment Scoring System (CLASS), and Devereux Early Childhood Assessment (DECA). Goals will be supported by HighScope Curriculum, Second Step, and the Devereux Early Childhood Assessment (DECA).



To: Chair Stone and Trustees
From: Dr. L. Dean Fisher, President
Re: Infectious/Contagious Disease Policy
Date: September 13, 2021

This memorandum is intended to provide context for an item that will appear on the upcoming agenda for the September 2021 meeting of the CSI Board of Trustees. During its 2021 session, the Idaho Legislature adopted Section 33-2145 as a modification to Idaho Code. The new section is copied below:

Section 33-2145 - PROCEDURES TO PREVENT THE SPREAD OF INFECTIOUS DISEASE

(1) The board of trustees of each community college must adopt a policy for measures and procedures to prevent the spread of contagious or infectious disease, including temporary closure of the college or any of its buildings or campuses. Such policy must be adopted in consultation with the district health department of any public health district in which the college offers in-person classes. Notwithstanding any law or rule to the contrary, once such policy is adopted, only the board of trustees, acting in accordance with the policy, has the authority to close a community college or any of its buildings or campuses, to limit its programs or activities, or to require other measures at the college for the purpose of preventing the spread of contagious or infectious disease.

(2) A community college board of trustees or a community college acting in accordance with a policy adopted pursuant to this section may not be held to violate any order issued by the department of health and welfare pursuant to section 56-1003(7), Idaho Code; a district board of health pursuant to section 39-414(2), Idaho Code; or a city pursuant to section 50-304, Idaho Code.

In accordance with Section 33-2145, a draft policy for the Board's consideration to ratify at its upcoming meeting is attached to this memorandum. To provide some context, Section 33-2145 places the sole authority to close a College, its buildings, and its campuses with the College's Board of Trustees. It requires that Trustees adopt a policy for measures and procedures to control the spread of infectious diseases and assigns sole authority to act (beyond temporary measures) with the Board.

Section 33-2145 also indicates that any policy adopted by the Board must have been developed in consultation with the appropriate public health district. Melody Bowyer, the Executive Director of the South Central Public Health District, has reviewed the attached policy and has indicated that she believes it to be appropriate to respond to the requirements of Section 33-2145. She will be in attendance at the September Board meeting should you have questions of her. The South Central Public Health District Board will also review the draft policy as an information item at their upcoming board meeting. That said, while Section 33-2145 requires that the community college consult with the appropriate public health district, it does not require that the public health district board ratify the policy.

Should you have any questions, please let me know. The draft policy follows. If approved, it would have immediate implementation.

Procedures to Prevent the Spread of Infectious Disease *DRAFT*****

It is the intent of the College to comply with all applicable federal and state laws in connection with an individual who is exposed to or contracts an Infectious Disease. "Infectious Disease" is defined as a disease of humans or animals resulting from an infection or an illness due to exposure to a specific disease agent which arises through transmission of that disease agent, either directly or indirectly, including but not limited to, hepatitis A, B and C, HIV/AIDS, COVID-19, tuberculosis, Rubella, chicken pox, influenza, measles, meningitis and others as may be identified by the Centers for Disease Control, the Idaho Department of Health and Welfare, and the South Central Public Health District.

To protect the health and well-being of the College community, students, employees, and visitors are encouraged to immediately report information related to the potential occurrence of an infectious disease within the College community. In the event of an infectious disease in the College community, the College will review and monitor the situation on a case-by-case basis and work with local, state, and federal authorities, as necessary, to determine the appropriate course of action.

Pursuant to section 33-2145 of Idaho Code, the College of Southern Idaho Board of Trustees may, as permitted by law, grant authority to the College to take steps to identify and address the impacts of potential infectious diseases, including but not limited to the following:

- Inquire about an individual's medical condition
- Require an individual who has contracted an infectious disease to submit a physician's statement of health prior to returning to the College, which may include proof of appropriate vaccination
- Require an individual to submit to an appropriate medical evaluation from a physician of the College's choosing at the College's expense

- Consult with the individual's physician (with appropriate consent) regarding the infectious disease
- Consult with a physician designated by the College, and such other persons or resources, including the public health department, to assist in determining the appropriate course of action
- Institute quarantine or isolation protocol
- Restrict travel to high-risk locations
- Exclude individuals who are infected or at risk of infection from the classroom, workplace, or other College activities (employees will be subject to the College's policies, procedures, and other requirements for requesting/receiving benefits and leaves of absence)
- Offer accommodations to employees and students who are displaced from their regularly scheduled College events and/or activities
- Activate College Emergency Operations to consider measures such as social distancing, temporary College closure not to exceed one week, cleaning procedures, travel monitoring, class suspension, etc.
- Implement other temporary action(s) that is/are reasonably required to prevent unacceptable risk of exposure until the College is able to consult with a physician or local, state or federal authorities.
- In the case of a public health emergency, the College will adhere to any orders of the State of Idaho, or local and/or national health agencies including the Centers for Disease Control (CDC). In order to prevent transmission of communicable diseases, the College President has the authority to make emergency closing/cancellation decisions as deemed appropriate.
- Any actions taken by the College President for emergency closing/cancellation in response to a public health crisis are temporary actions. Concurrent with such emergency actions being undertaken, a special Board of Trustees meeting shall be called for its review and decision-making of ongoing closures and/or cancellations.

September 20, 2021

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

From: Jeffrey M. Harmon

Re: Change Order to Replace Central Heat Plant Main Secondary Electrical Gear

We are request approval to issue a change order to Probst Electric in the amount of \$266,120 to replace secondary electrical gear in the central heat plant. Probst Electric is currently working on a contract in the amount of \$641,235 to replace CSI's *primary* power infrastructure. This proposed change order work is related to CSI's *secondary* power electrical equipment.

Primary Power refers to high-voltage distribution lines and transformers. Secondary power refers to the lower-voltage switchgear, feeder-breakers, and related equipment.

After construction documents for the primary power upgrades were complete, there was an incident that resulted in failure of the secondary electrical gear. There was a temporary disturbance in Idaho Power's electrical service. A feeder-breaker tripped as it was designed. After the event we were unable to reset the breaker because of its aged condition. Direct replacement parts are not available for the breaker so we configured a temporary means of bypassing the breaker.

Performing this work now as a change order during the current phase will be less disruptive and minimize down times at a later time. The proposed change order work will replace aged equipment that has reached the end of its life cycle and relocate the equipment to an above grade location instead of the current basement location where it is susceptible to moisture damage. In the design process of the the secondary gear replacement, the engineer realized a revised layout for the adjacent primary power that interfaces with the secondary gear that will result in shorter down-time when the final connections are made and lower construction cost in the new visual screen wall which will be constructed when the electrical work is complete.

CSI maintenance has identified important electrical systems that need upgraded due to age and expected life cycle. In the last four years CSI has replaced secondary electrical gear serving the Fine Arts, Shields, Hepworth, and Canyon Buildings. We have DPW funding to replace the Desert Building electrical gear next summer.

Funding for the change order will come from the Plant Facilities Fund that has been established for these types of projects.

September 2021

Electrical Equipment in Central Heat Plant



This photo shows a portion of the electrical gear that needs replaced. The arrow is pointing to a 'feeder breaker' that tripped in response to a power surge. We were not able to reset the breaker due to its aged condition. Direct replacement parts are not available.



Close-up of Motor Control Center label and existing feeder switch.



Secondary Transformer in heat plant. Water damage is visible.



Secondary breakers with visible water contact.