



**COLLEGE OF SOUTHERN IDAHO
BOARD OF TRUSTEES**



May 17, 2010

EXECUTIVE SESSION

5:00 p.m.

Taylor Building – President’s Board Room

BOARD OF TRUSTEES MEETING

6:00 p.m.

Taylor Building – SUB 248

AGENDA

MINUTES – EXECUTIVE SESSION OF APRIL 19, 2010 (A) *Mike Mason*

MINUTES – REGULAR MEETING OF APRIL 19, 2010: (A) *Mike Mason*

TREASURER’S REPORT: (A) *Mike Mason*

OPEN FORUM

JULY & AUGUST 2010 CONTINUING BUDGET RESOLUTION: (A) *Mike Mason*

CIRCUIT TRAINING EQUIPMENT BID: (A) *Mike Mason*

ELECTRONIC DOCUMENT PROCESSING SYSTEM BID: (A) *Mike Mason*

HEAD START TYPE C CONVENTIONAL BUS BID: (A) *Mike Mason*

HERRETT CENTER PROPOSED ACQUISITIONS: (A) *Mike Mason*

HEAD START REPORT: (I) *Mike Mason*

JOHN AND MIRIAM BRECKENRIDGE AGRICULTURE ENDOWMENT FARM UPDATE:

(I) *Curtis Eaton*

SUMMER SCHOOL SCHEDULE: (I) *Dr. Jeff Fox and Dr. John Miller*

SUMMER MAINTENANCE PROJECTS (I) *Randy Dill*

PRESIDENT’S REPORT: (I) *President Beck*

OLD BUSINESS

NEW BUSINESS

THE COLLEGE OF SOUTHERN IDAHO
COMMUNITY COLLEGE DISTRICT
MAY BOARD OF TRUSTEES MEETING
MAY 17, 2010

CALL TO ORDER: 6:26 p.m. Presiding: LeRoy Craig

Attending: Trustees: LeRoy Craig, Dr. Charles Lehrman,
Donna Brizee, Allan Frost and Dr. Thad Scholes

College Administration: Gerald L. Beck President
Robert Alexander, College Attorney
John M. Mason, Vice President of Administration
Dr. Jeff Fox, Executive Vice President and Chief
Academic Officer
Dr. Edit Szanto Vice President of Student Services,
Planning and Development
Dr. Cindy Bond, Instructional Dean
Dr. Ken Campbell, Dean of Technology
Graydon Stanley, Dean of Students
Jeffrey M. Harmon, Dean of Finance
Monty Arrossa, Director of Human Resources
Randy Dill, Physical Plant Director
Curtis Eaton, Advisor to the President
Doug Maughan, Public Information Director

CSI Employees: Teri Fatig

Visitors: Sheree Haggan, Michael Arrington and Bob Beer

Faculty Representative: Ryan Jund and David Rodriguez

PACE Representative: Kim Taylor and Rae Jean Larson

Times News: Ben Botkin

The meeting agenda was approved as written on MOTION by Dr.
Allan Frost. Affirmative vote was unanimous.

MINUTES OF THE EXECUTIVE AND REGULAR SESSION OF APRIL 19, 2010
were approved on MOTION by Dr. Thad Scholes. Affirmative vote
was unanimous.

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

There was one speaker for the Open Forum. Michael Arrington presented the Board with framed advertisements that announced the grand opening of the health science and human services building. He thanked the Board for choosing Starr Corporation as the design builder. The Board was also given special ball caps to commemorate the project.

BIDS:

1. The Board approved the recommendation to select the low qualifying bid of Life Fitness and Hammer Strength of Boise, Idaho in the amount of \$34,029.09 for the specified weight training equipment on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

Funding for this purchase is from the Plant Facility Fund.

2. The Board approved the recommendation to accept the low bid of Hershey, Incorporated of Santa Fe Springs, California in the amount of \$151,790.00 for the specified electronic document management system on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

Funding for this purchase is from budgeted general fund project funds.

3. The Board approved the recommendation for the purchase of a 2007 Thomas Freightliner 47 passenger Type C-Conventional bus from National Bus Sales of Tulsa, Oklahoma in the amount of \$60,000 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

Funding for this purchase is from a grant awarded by the Department of Health and Human Services of American Recovery and Reinvestment Act of 2009.

PRESIDENT'S REPORT:

1. The Board approved a continuing budget resolution for the months of July and August of 2010 on MOTION by Dr. Charles Lehrman. Affirmative vote was unanimous.

2. The Board approved accepting donations of artifacts from Max Peters and paintings from the Heyburn Alumni Association to Herrett Center for the Arts and Sciences on MOTION by Dr. Thad Scholes. Affirmative vote was unanimous.

3. The Board reviewed the Head Start financial and operational reports. The Board approved the Self Audit Report and Communitywide Strategic Planning and Comprehensive Assessment on MOTION by Dr. Allan Frost. Affirmative vote was unanimous.

4. Curtis Eaton updated the Board concerning activities on the John and Miriam Breckenridge Agricultural Endowment Farm.

5. Dr. Jeff Fox advised the Board that various options were available for summer school. There are numerous four, six and eight week sessions being offered. Enrollment is estimated to be up over 12 percent.

President Beck commended Dr. Fox for his efforts in this area.

6. Randy Dill updates the Board on eight Idaho State Division of Public Works funded projects on campus currently in progress and seventeen institutionally funded maintenance projects planned for this summer. Two of the building re-lamping projects are estimated to save approximately \$22,000 per year in electricity costs.

7. President Beck reported the following:

a. He attended several graduations, the athletic banquet retirement parties and other end of the year activities.

b. He attended the Workforce Development meeting in Coeur d' Alene.

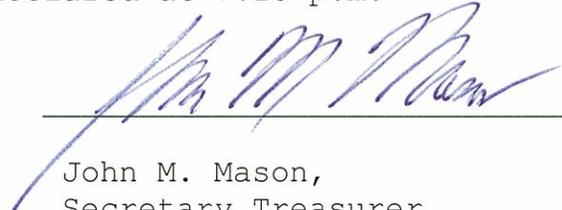
c. President Beck was invited to provide input concerning the hiring of a new chief operating officer for St. Luke's in Magic Valley.

d. He spoke to members of the International Media Tour of Asian journalists who visited the college.

e. President Beck spoke of the work of the Southern Idaho Economic Development Organization and several site visits by companies interested in relocating to the area.

8. Graydon Stanley introduced incoming student body president Sheree Haggan to the Board.

ADJOURNMENT was declared at 7:25 p.m.



John M. Mason,
Secretary Treasurer

Approved: June 21, 2010



Chairman



May 12, 2010

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

From: Mike Mason

Re: Circuit Training Equipment Bid

We properly advertised for fourteen pieces of exercise equipment to be utilized by both the recreation center and the physical education department.

We received the following three qualifying bids for the specified equipment:

Life Fitness and Hammer Strength (Option 1)	\$32,255.41
Life Fitness and Hammer Strength (Option 2)	\$34,029.09
Gym Outfitters	\$43,547.00
Boise Fitness Equipment	\$51,096.00

Based upon an analysis of the bids by John Hughes and Scott Rogers, I recommend we accept the Life Fitness and Hammer Strength (Option 2) bid in the amount of \$34,029.09. The Option 2 bid is made up of heavier equipment for commercial use and contains a 10 year limited warranty versus the 5 year limited warranty offered in Option 1. All bids include freight and installation.

The equipment will be located in the remodeled racquet ball area along with weight equipment moved from the current weight room. The new area will be able to be utilized for physical education classes, athletics and recreation center clients.

Funding for this purchase is from the Plant Facility Fund.



May 5, 2010

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

From: Mike Mason

Re: Electronic Document Processing System Bid

We received six bids for the specified system. The bid was structured to allow us to start with a basic software package grow with the system. Several vendors had base packages that are of a larger scale than we required. This made their bids significantly higher as compared to vendors who had scalable features and pricing.

The total bids for the base system and selected options are as follows:

Advanced Processing and Image	\$376,925
Feith	\$370,875
NOLIG	\$237,967
ImageNow	\$222,108
Imagetek	\$154,779
Hershey	\$151,790

Based upon a review of the bids and a site visit to the University of Oregon for a demonstration of the system in operation, I recommend that we accept the low bid of Hershey Systems Incorporated of Santa Fe Springs, California in the amount of \$151,790 for the specified system.

Funding for this system is from budgeted General Fund dollars.



May 17th 2010

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

From: Jeffrey M. Harmon

Re: Head Start Type C Conventional Bus

We received three bids for a Type C - Conventional Bus from the following vendors:

National Bus Sales	\$60,000	2007 with 29,000 miles
Western Mountain Bus	\$61,000	2005 with 48,000 miles
Lake City Bus	\$61,500	2005 with 20,000 miles

Based on the review of the bids by Jay Thurber from Head Start, I recommend we accept the low bid that meets the required specifications in the amount of \$60,000 from National Bus Sales of Tulsa, Oklahoma.

The bus is a 2007 Thomas Freightliner Conventional (47) forty seven passenger school bus retro-fitted with (24) twenty four integrated child safety restraint system seats. This bus has 29,000 miles on it.

Funding for this purchase is from a Department of Health and Human Services grant awarded through the American Recovery and Reinvestment Act of 2009. This grant is for Head Start expansion and will operate in the Kimberly Hansen area.

PROUD TO BE PART OF THE CSI FAMILY



COLLEGE OF SOUTHERN IDAHO HEAD START/ EARLY HEAD START



Early Head Start

Enrollment

	Funded Slots	Currently Enrolled
Twin Falls	32	15
Jerome	24	23
Rupert	24	15

Services begin on May 17, 2010 with the Home Based option and will include weekly home visits lasting 1.5 hours each. Home visits will focus on child development, health, resources, family, self sufficiency, and goals. Group socializations will be on a rotating schedule for five weeks on and three weeks off.

Facilities

Twin Falls - Office space for Early Head Start staff will be located in the Aspen Building on CSI campus. Socializations will be held at the Twin Falls Head Start Center.

Jerome - Office space for Early Head Start staff will be in the Health and Welfare building. Socializations will be held at the Jerome Head Start.

Rupert - Office space for Early Head Start staff at the Rupert Center is ready. Socializations will be held in the gym.

Early Head Start Staff

Early Head Start Specialist

Early Head Start Coordinator

Early Head Start Data Entry

Twin Falls - 4 EHS Family Educator II's

Jerome - 3 EHS Family Educator II's

Rupert - 3 EHS Family Educator II's

Health

A contract has been established with South Central District Health Department for registered nurses to provide home visits with information on prenatal care, nutrition during pregnancy, fetal development, labor and delivery, and fetal risks from smoking, alcohol, and substance abuse. The Head Start Health Coordinator will also provide home visits with post partum mothers/ newborns on breastfeeding, postpartum care of mother, personal hygiene, WIC referral, infant umbilical cord care, and immunizations.

College of Southern Idaho Head Start/ Early Head Start Monthly Program Summary For April 2010

Enrollment

ACYF Federal Funded	557
TANF	27
Total	584 *

* 9 slots are vacant due to the program being in the last 60 days of service.

Program Options

Part-day/ Part-year, Double Sessions, School District, Pre- K, Early Head Start.

Attendance

April Attendance 87%

Education

The last class day for the program year is May 18th. Teachers are finishing up the third and final collection of data for the Child Observation Record (ongoing assessment) of the children. Teachers will be planning for a Math and Science camp in the month of June. Each center will host a week long camp for currently enrolled children. Families will also receive home visits during that time.

Meals and Snacks

Total meals served for April	7,283
Total snacks served for April	3,343

Parent Involvement

The program is actively recruiting for fall. Pre-applications are being distributed and application are being completed for next program year. Parents have completed phase two of the Comprehensive Community Assessment survey. Data will be compiled and results included in the final report.

Documents for Board Review/ Approval in April:

Financial Reports
Self-Audit Report
Communitywide Strategic Planning and Comprehensive Assessment

January 1, 2010 - December 31, 2010

MONTHLY FINANCIAL REPORT
COLLEGE OF SOUTHERN IDAHO HEADSTART

MONTH END: MARCH 2010

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 2,359,989.00	\$ 206,326.95	\$ 797,756.78	\$ 1,562,232.22	\$ 1,562,232.22		
BENEFITS	\$ 1,361,353.00	\$ 104,350.12	\$ 413,162.49	\$ 948,190.51	\$ 948,190.51	33.0%	33.8%
OUT OF AREA TRAVEL	\$ 5,000.00	\$ 521.76	\$ 1,770.82	\$ 3,229.18	\$ 3,229.18	25.0%	35.4%
EQUIPMENT	\$ 6,000.00	\$ 2,225.52	\$ 5,901.97	\$ 98.03	\$ 98.03	33.0%	98.4%
SUPPLIES							
OFFICE CONSUMABLES	\$ 13,000.00	\$ 1,968.97	\$ 5,637.27	\$ 7,362.73	\$ 7,362.73	33.0%	43.4%
CENTER SUPPLIES	\$ 16,640.00	\$ 2,974.40	\$ 9,869.12	\$ 6,770.88	\$ 6,770.88	50.0%	59.3%
CLASSROOM SUPPLIES	\$ 10,000.00	\$ 1,214.32	\$ 3,067.27	\$ 6,932.73	\$ 6,932.73	50.0%	30.7%
TRAINING SUPPLIES	\$ 20,200.00	\$ 455.05	\$ 915.11	\$ 19,284.89	\$ 19,284.89	35.0%	4.5%
FOOD	\$ 11,200.00	\$ 155.33	\$ 3,921.88	\$ 7,278.12	\$ 7,278.12	50.0%	35.0%
CONTRACTUAL				\$ -	\$ -		
OTHER							
CONTRACTS	\$ 26,173.00	\$ 5,887.36	\$ 16,020.94	\$ 10,152.06	\$ 10,152.06	50.0%	61.2%
MEDICAL	\$ 15,675.00	\$ 860.00	\$ 1,765.23	\$ 13,909.77	\$ 13,909.77	20.0%	11.3%
DENTAL	\$ 39,450.00	\$ 1,997.00	\$ 3,612.90	\$ 35,837.10	\$ 35,837.10	20.0%	9.2%
CHILD TRAVEL	\$ 86,816.00	\$ 13,124.15	\$ 42,427.45	\$ 44,388.55	\$ 44,388.55	50.0%	48.9%
EMPLOYEE TRAVEL	\$ 46,306.00	\$ 3,275.12	\$ 10,358.29	\$ 35,947.71	\$ 35,947.71	33.0%	22.4%
CAREER DEVELOP	\$ 5,000.00	\$ 1,903.80	\$ 3,401.24	\$ 1,598.76	\$ 1,598.76	50.0%	68.0%
PARENT TRAINING	\$ 12,500.00	\$ 570.71	\$ 1,750.18	\$ 10,749.82	\$ 10,749.82	33.0%	14.0%
SPACE	\$ 58,800.00	\$ 10,763.66	\$ 20,413.69	\$ 38,386.31	\$ 38,386.31	33.0%	34.7%
UTILITIES	\$ 58,900.00	\$ 5,898.74	\$ 20,021.53	\$ 38,878.47	\$ 38,878.47	33.0%	34.0%
TELEPHONE	\$ 39,837.00	\$ 3,228.93	\$ 12,697.08	\$ 27,139.92	\$ 27,139.92	33.0%	31.9%
OTHER	\$ 51,670.00	\$ 237.50	\$ 21,180.43	\$ 30,489.57	\$ 30,489.57	33.0%	41.0%
TOTAL DIRECT COSTS	\$ 4,244,509.00	\$ 367,939.39	\$ 1,395,651.67	\$ 2,848,857.33	\$ 2,848,857.33	38.4%	32.9%
ADMIN COSTS	\$ 270,926.00	\$ 19,515.11	\$ 59,539.99	\$ 211,386.01	\$ 211,386.01	25.0%	22.0%
GRAND TOTAL	\$ 4,515,435.00	\$ 387,454.50	\$ 1,455,191.66	\$ 3,060,243.34	\$ 3,060,243.34	32.8%	32.2%
IN KIND NEEDED	\$ 1,128,859.00						
IN KIND GENERATED	\$ 138,886.60						
IN KIND (SHORT)/LONG	\$ (989,972.40)						
PROCUREMENT CARD EXPENSE	\$ 14,757.46	4% of Total Expense					

College of Southern Idaho

Acct Year: 0910 *Fund From: 00* *Dept From: 7100* *Acct From: 3000*
Acct Month: 10 *Fund To: 99* *Dept To: 7199* *Acct To: 5999*

Fund 71 HEADSTART

	<i>Actual</i>	<i>Encumbrance</i>	<i>Total</i>	<i>Budget</i>	<i>Remaining</i>	
	(\$150,537.09)	\$6,198.03	(\$144,339.06)	\$5,627,700.00	\$5,772,039.06	102.56%
<i>Revenue: (\$5,498,202.70)</i>	<i>Expense: \$5,347,665.61</i>	<i>Encumb Rev: \$0.00</i>	<i>Encumb Exp: \$6,198.03</i>		<i>Net: (\$144,339.06)</i>	

Grand Total

	(\$150,537.09)	\$6,198.03	(\$144,339.06)	\$5,627,700.00	\$5,772,039.06	102.56%
<i>Revenue: (\$5,498,202.70)</i>	<i>Expense: \$5,347,665.61</i>	<i>Encumb Rev: \$0.00</i>	<i>Encumb Exp: \$6,198.03</i>		<i>Net: (\$144,339.06)</i>	

2009 Expense: (3,5810,021.43)

1,767,644.18

Acct 20: 8,263.21

TANF: 89,551.45

Non-Fed: 153,834.09

USDA: 51,376.99

CHI: 8,989.26

ICTF: 437.53

\$1,455,191.65

CATEGORY	TOTAL APPROVED	TOTAL THIS MONTH	CASH OUTLAY TO DATE	BALANCE	BALANCE OF BUDGET	PROJ %	ACTUAL %
SALARIES	\$ 155,507.00	\$ 31,415.99	\$ 44,610.93	\$ 110,896.07	\$ 110,896.07	40.0%	28.7%
BENEFITS **	\$ 96,387.00	\$ 11,670.13	\$ 16,076.36	\$ 80,310.64	\$ 80,310.64	40.0%	16.7%
OUT OF AREA TRAVEL	\$ 16,000.00	\$ 6,832.45	\$ 15,817.11	\$ 182.89	\$ 182.89	100.0%	98.9%
EQUIPMENT	\$ 109,000.00	\$ -	\$ 101,799.00	\$ 7,201.00	\$ 7,201.00	100.0%	93.4%
SUPPLIES							
OFFICE CONSUMABLES	\$ 1,000.00	\$ 459.92	\$ 459.92	\$ 540.08	\$ 540.08	35.0%	46.0%
CENTER SUPPLIES	\$ 10,036.00	\$ 658.99	\$ 1,668.76	\$ 8,367.24	\$ 8,367.24	25.0%	16.6%
CLASSROOM SUPPLIES	\$ 45,000.00	\$ 1,022.91	\$ 1,438.01	\$ 43,561.99	\$ 43,561.99	25.0%	3.2%
TRAINING SUPPLIES	\$ 10,000.00	\$ 29.35	\$ 7,547.43	\$ 2,452.57	\$ 2,452.57	75.0%	75.5%
FOOD							
CONTRACTUAL							
OTHER							
CONTRACTS	\$ 106,185.00	\$ -	\$ 4,514.53	\$ 101,670.47	\$ 101,670.47	20.0%	4.3%
MEDICAL							
DENTAL							
CHILD TRAVEL							
EMPLOYEE TRAVEL	\$ 2,000.00	248.22	\$ 461.88	\$ 1,538.12	\$ 1,538.12	25.0%	23.1%
CAREER DEVELOP	\$ 33,941.00	\$ 729.71	\$ 783.70	\$ 33,157.30	\$ 33,157.30	25.0%	2.3%
PARENT TRAINING							
FACILITIES/CONSTRUCTION	\$ 405,000.00	\$ 400.00	\$ 400.00	\$ 404,600.00	\$ 404,600.00	1.0%	0.1%
UTILITIES	\$ 600.00			\$ 600.00	\$ 600.00	0.0%	0.0%
TELEPHONE	\$ 1,000.00	\$ -	\$ 1,004.00	\$ (4.00)	\$ -	100.0%	100.0%
OTHER	\$ 9,578.00	\$ 239.65	\$ 2,607.85	\$ 6,970.15	\$ 6,970.15	25.0%	27.2%
TOTAL DIRECT COSTS	\$ 1,001,234.00	\$ 53,707.32	\$ 199,189.48	\$ 802,044.52	\$ 802,048.52	33.5%	19.9%
ADMIN COSTS	\$ 47,296.00	\$ 8,018.41	\$ 8,018.41	\$ 39,277.59	\$ 39,277.59	25.0%	17.0%
GRAND TOTAL	\$ 1,048,530.00	\$ 61,725.73	\$ 207,207.89	\$ 841,322.11	\$ 841,326.11	44.1%	36.9%
IN KIND NEEDED	\$ 262,133.00						
IN KIND GENERATED	\$ -						
IN KIND (SHORT)/LONG	\$ (262,133.00)						

College of Southern Idaho

Acct Year: 0910 Fund From: 00 Dept From: 7300 Acct From: 3000
Acct Month: 10 Fund To: 99 Dept To: 7399 Acct To: 5999

<i>Fund 73</i>	<i>HEADSTART</i>	<i>Actual</i>	<i>Encumbrance</i>	<i>Total</i>	<i>Budget</i>	<i>Remaining</i>	
		\$107,666.78	\$90,104.00	\$197,770.78	\$1,117,250.00	\$919,479.22	82.30%
<i>Revenue: (\$142,800.00)</i>	<i>Expense: \$250,466.78</i>		<i>Encumb Rev: \$0.00</i>	<i>Encumb Exp: \$90,104.00</i>		<i>Net: \$197,770.78</i>	

Grand Total \$107,666.78 \$90,104.00 \$197,770.78 \$1,117,250.00 \$919,479.22 82.30%

Revenue: (\$142,800.00) Expense: \$250,466.78 Encumb Rev: \$0.00 Encumb Exp: \$90,104.00 Net: \$197,770.78

Hansen Expansion: (43,258.89)

\$ 207,207.89 = Total EHS Expenditures

**Herrett Center for Arts and Science
Collections Committee Proposed Acquisitions
for consideration of approval by
The College of Southern Idaho Board of Trustees**

DATE ACCEPTED BY HERRETT CENTER COLLECTIONS COMMITTEE: May 10, 2010

DATE REPORT REVIEWED BY THE BOARD OF TRUSTEES: May 17, 2010

DONORS AND DONATIONS:

DONATED BY: Mrs. Helen Peter and family

Artist: Max Peter artist

Object(s) donated: Acrylic on tooled hand made cotton paper (this was donated by Max Peters Family) Mr. Peter died in 2009. We have 3 other works in the collection by him.

(Please see work of art included with this form.)

DONATED BY: The Heyburn Alumni Association (Heyburn Elementary School)

Object(s) donated: 51 paintings acquired by the association between 1933 and 1952

The collection consists of paintings from New York to California. J.M. Whiting, superintendant of schools in Heyburn from 1932 – 1940 started the collection. The Heyburn School bought 1 painting a year from the annual art exhibit at the school. The early paintings purchased were by artists from Idaho and Utah. One of the most famous artists was a local man named Olaf Moller. As the exhibit grew in fame and size each year paintings from all over the US were sent to be exhibited.

(Please see 6 of the paintings included with this form.)

Date approved by the Board of Trustees: _____


Authorized Board of Trustees signature: _____
17 MAY 2010

(If there are any questions please contact Phyllis Oppenheim, Collections Manager, ext. 6660)

(Please return this signed form to Phyllis Oppenheim, Herrett Center, thank you.)

College of Southern Idaho - Head Start/Early Head Start Communitywide Strategic Planning and Comprehensive Assessment 2010-2011

Policy:

Head Start/Early Head Start recognizes the importance of the Communitywide Strategic Planning and Community Assessment as the foundation for an effective program plan, and acknowledges that it must be conducted in accordance with the amended Head Start Act. It is Head Start/Early Head Start's policy to conduct a Comprehensive Community Assessment each year to collect data regarding community strengths, gaps and resources. Head Start/Early Head utilizes the data from the Community Assessment to inform and guide in its regular program planning activities.

Procedure:

- The CSI Head Start/Early Head Start program covers approximately 17,000 square miles serving both Head Start and Early Head Start children/families. Head Start serves 673** in 11 Head Start Centers and Early Head Start serves 80 pregnant moms, infants and toddlers in a home-based model in the communities of Twin Falls, Jerome and Rupert. **Enrollment may change depending on funding.
- A Community Assessment of HS/EHS designated service area will be conducted yearly.
- It is the responsibilities of the program's Leadership Team to oversee the process and completion of the Community Assessment.
- Current parents, community representatives and staff complete CCA surveys.
- When submitting to Policy Council/Board of Trustee grant proposals for funding opportunities will include the Comprehensive Community Assessment which includes agencies/organizations that provide services to children and families.
- Sources of information and relevant data gathered for the Community Assessment will be identified.

Pursuant to 45 C. F. R. and 1305.3, the Community Assessment includes: demographic make-up of Head Start/Early Head Start eligible families and children; geographic location, racial/ethnic composition of the children and families, family income, homeless status, and number in foster care; Other child development and child care programs serving Head Start/Early Head Start eligible children and the approximate number of Head Start/Early Head Start eligible children served by each; Estimated number of children with disabilities aged four (4) or younger, including types of disabilities and relevant services and resources provided to such children by community agencies; For Head Start/Early Head Start eligible children and families collect data about education, health care, nutrition, and social services needs, in addition to an assessment of such needs as defined by families and institutions; Resources in the community that could be used to address the education, health care, nutrition, and social services needs of Head Start/Early Head Start eligible families.

Once data is collected, the Community Assessment team will analyze the information and present it in a report to the Management Staff, the policy Council, and the Governing Board for approval.

Upon completion of the Community Assessment, Head Start/Early Head Start will utilize the information to:

- * Develop long and short-term goals as part of the strategic planning process;
- * Determine program options and services;
- * Define service and recruitment area(s);
- * Determine the program sites to be served by College of Southern Idaho - Head Start/Early Head Start;
- * Establish appropriate recruitment and selection criteria, as well as enrollment priorities, as part of grant planning process.

Head Start/Early Head Start will ensure that its recruitment area includes the entire service area, unless resources available are inadequate to reach the entire population, in which case Head Start/Early Head Start will:

- * Select an area or areas that are among those having the greatest need for services, as determined by Community Assessment;
- * Include as many Head Start/Early Head Start eligible children as possible within recruitment area.

This policy is based on §§ 640(g)(1)(C), 641A(c)(2)(C)-(D), § 641A(e) of the Head Start Act, and the Head Start Program Performance Standards at 45 C. F. R. § 1304.51(a)(1)(i)-(ii) and 45 C.F.R. § 1305.3.

Date approved by Policy Council 5/20/10

Signature

Date approved by Governing Board 5/17/10

Signature

Resolution of College of Southern Idaho - Head Start/Early Head Start
Regarding
Communitywide Strategic Planning and Needs Assessment

Whereas, Head Start/Early Head Start is required under the Head Start Act 640(g) (1) to undergo a communitywide strategic planning and needs assessment ('Community Assessment') as part of its program planning process;

Whereas, Head Start/Early Head Start acknowledges that an integral part of the program planning process is an effective assessment of community needs and resources;

Whereas, collaboration with community members to identify community strengths and weaknesses will help create a Head Start/Early Head Start program that better meets the needs of the College of Southern Idaho - Head Start/Early Head Start service area;

Whereas, Head Start/Early Head Program Performance Standards at 45 C.F.R. 1304 (a) (1) (i-ii) and 45 C.F.R. 1305.3 establish that the Community Assessment must be completed every three years and outline procedures for Head Start /Early Head Start to follow with regards to conducting the Community Assessment,

NOW therefore, be it resolved, Head Start/Early Head Start Policy Council and Governing Board has reviewed and discussed with a majority vote does now hereby approve the South Central Head Start Policy and Procedures on Communitywide Strategic Planning and Needs Assessment.

This Resolution shall be effective on the 1st of July , 2010

PC Chairperson



Date

5/17/10

Governing Board Representative

Date

Head Start/Early Head Start

Date