



North Idaho College

NIC Board of Trustees Meeting Agenda
November 18, 2020

Mission statement: North Idaho College meets the diverse educational needs of students, employers, and the northern Idaho communities it serves through a commitment to student success, educational excellence, community engagement, and lifelong learning.

6:00 p.m. **BOARD MEETING**

Zoom connect: <https://nic.zoom.us/j/95575415606> or by phone: (669) 900-6833 / Meeting ID: 955 7541 5606

Convene/Call to Order	Ken Howard
Verification of Quorum	Ken Howard
Review Minutes	Ken Howard
Public Comment**	Ken Howard
Celebrating Success: Associated Students of North Idaho College	Kai Sedlmayer

SPECIAL BUSINESS

Tab 1: ACTION: Canvass of Trustee Election	Chris Martin
Tab 2: ACTION: Election of Officers	Ken Howard

CONSTITUENT REPORTS

ASNIC	Kai Sedlmayer
Faculty Assembly	Chris Pelchat
Staff Assembly	Jeff Davis
Senate	Steve Kurtz

PRESIDENT'S REPORT

Rick MacLennan

KTEC REPORT

Todd Banducci

OLD BUSINESS

None

NEW BUSINESS

Tab 3: ACTION: Accept NIC Financial Audit for Year Ending June 30, 2020	Barry Webber
Tab 4: First Reading/Action: Head Start Policy Council Bylaws and Self-Assessment Process	Beth Ann Fuller

INFORMATION ITEMS

Tab 5: Meyer Health and Sciences Building Expansion	Chris Martin
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BOARD CHAIR REPORT

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body, communicating with legal counsel regarding pending/imminently-likely litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims.

** Remarks are subject to NIC Policy 2.01.03. Copies are available from the President's Office.



North Idaho College
BOARD OF TRUSTEES MEETING
Held by Video Conference
September 23, 2020
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Joe Dunlap called the meeting to order at 6:00 p.m. and verified that a quorum was present. The meeting was conducted by way of Zoom video conference.

ATTENDANCE

Trustees: Todd Banducci
Joe Dunlap
Ken Howard
Brad Murray
Christie Wood

Also present: Rick MacLennan, President
Lita Burns, VP for Instruction
Chris Martin, VP for Finance and Business Affairs
Graydon Stanley, VP for Student Services
Laura Rumpler, Chief Communications and Government Relations Officer
Marc Lyons, Attorney for North Idaho College

Chair Dunlap called for any changes to the minutes from the meeting held on August 24, 2020. There were no changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT

There was no public comment.

CELEBRATING SUCCESS

Vice President for Instruction Lita Burns and Vice President of Student Services Graydon Stanley presented a video highlighting efforts across the college to incorporate protocols for a safe Fall 2020 opening and continued in-person access and operations for students and employees. Constituent members presenting in the video about their work to achieve a successful fall semester included Fitness Programs Coordinator Angie Rios from the Student Wellness and Recreation Center, Professor of Music Max Mendez, Enrollment Services Associate Bryan Gill, Associate Professor of Psychology Randy Ware, and NIC student Jestine Lackner.

CONSTITUENT REPORTS

ASNIC

ASNIC President Kai Sedlmayer-Nardi reported that ASNIC had held elections for the three remaining seats on their board and during their meeting this week, they inducted new members Joe Eberharter, Taylynn Anderson, and Luis Rios. She went on to report that ASNIC has created a community engagement officer position to focus on volunteering and outreach and an officer position to manage projects for the group. She reported on student projects including efforts to install lights on the beach volleyball court, analysis of the results of a recent student interest survey, a club challenge for ways to engage students virtually, and assistance with the

college's Cardinal Pledge, promoting safety protocols at the college. She ended by reporting on efforts to conduct a board of trustees candidate forum.

Faculty Assembly

Chair Chris Pelchat reported on faculty's last meeting during which faculty reviewed and discussed revisions to the policy and procedure for faculty evaluations. During the meeting they also discussed advising as it relates to faculty contracts, and the Cardinal Reads program.

Staff Assembly

Chair Jeff Davis reported on activities from the most recent meeting of Staff Assembly, including recognition of the September Employee of the Month Lisa Jennings and a presentation by Jeremy Seda, information technology accessibility coordinator. The Assembly also held a discussion of the results from a survey of employees on the college's COVID-19 response.

College Senate

Chair Steve Kurtz reported that during the September meeting, Senate discussed the process for the upcoming policy review cycle and they solicited volunteers to serve on the subcommittee for this review.

PRESIDENT'S REPORT

Dr. MacLennan opened by thanking the presenters involved in celebrating success for sharing their stories of success this semester. He went on to discuss the efforts of the college community to ensure a safe learning and working environment since the beginning of the semester. He reported that as of August 16, NIC has had 10 students and two staff test positive for COVID-19, and all of those cases were traced it was found that none originated from NIC, but were contracted outside the college. He added that the safety protocols and contact tracing in place at NIC are serving the purpose for which they were intended and instruction has been able to continue and buildings and classes have been able to remain open. He expressed his appreciation for students and employees complying with the college's mask mandate and other safety protocols put in place to reduce the spread of COVID-19 at the college. He welcomed back Kassie Silvas who has returned to NIC in a temporary role to coordinate the logistics of the college's COVID-19 response.

KTEC REPORT

Trustee Banducci reported that enrollment at KTEC is at record levels and he discussed the potential for some of the equipment from the NIC Aerospace program going to KTEC. He closed by announcing that Gina Naccarato and Randy Oaks have joined the KTEC Board.

OLD BUSINESS

Amended Faculty Assembly Constitution and Bylaws

Faculty Assembly Chair Chris Pelchat stood for questions on the amended constitution and bylaws being presented for a second reading. Chair Howard made a motion to approve the amended Faculty Assembly Constitution and Bylaws. The motion, seconded by Trustee Murray, carried unanimously.

NEW BUSINESS

There was no new business.

INFORMATION ITEM***Fiscal Year 2022 Budget Development***

VP Chris Martin discussed circumstances impacting budget planning in the face of COVID-19 such as significant changes to operations, state rescissions and holdbacks and economic uncertainty and volatility. He expressed that the board's stewardship has placed the college in a good position with reserves, and allowed for measured tuition and tax increases. He went on to review planning considerations for the coming fiscal year, including constraints of enrollment, an anticipated negative enrollment workload adjustment, no state line items, and salary and benefits related matters that the college will need to consider in planning for FY2022. He reviewed potential positive impacts such as the state's restoration of the 5% holdback taken this fiscal year, a good fund balance, and continued new property growth in Kootenai County. He closed by reviewing the college's initial position for the coming 36-month planning period and reporting next steps to launch budget development in October.

BOARD CHAIR REPORT

Chair Dunlap read, aloud, elements of a letter from Panhandle Health District praising NIC's efforts to reduce the spread of COVID-19 at NIC and its partnership and proactive communication with the health district to aid in the combat of COVID-19.

REMARKS FOR THE GOOD OF THE ORDER

There were no remarks and Chair Dunlap adjourned the meeting at 7:10 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

 **North Idaho College**
BOARD OF TRUSTEES MEETING
Held by Video Conference
November 11, 2020
MINUTES

CALL TO ORDER AND VERIFICATION OF QUORUM

Vice Chair Ken Howard called the meeting to order at 4:00 p.m. and verified that a quorum was present. The meeting was conducted by way of Zoom video conference.

ATTENDANCE

Trustees: Todd Banducci
Ken Howard
Christie Wood

Also present: Rick MacLennan, President
Lita Burns, VP for Instruction
Chris Martin, VP for Finance and Business Affairs
Marc Lyons, Attorney for North Idaho College
Trustee-Elect Michael Barnes
Trustee-Elect Greg McKenzie

New Board Member Orientation

Vice Chair Ken Howard opened the meeting with welcome remarks and introductions. He provided an overview of the board of trustees, requirements of boards of trustees, and the community college structure in Idaho. He went on to discuss the close collaboration that Idaho's four community colleges have developed by forming the Idaho Community College Consortium, comprised the four college presidents and the respective board chairs. The ICCC meets regularly to coordinate strategies and communications with the legislature, the Governor's office and the state board.

Dr. MacLennan provided a brief history of the college and its role in the community. He discussed programs and services offered by institution, and discussed NIC student demographics.

Marc Lyons offered information on legal matters that impact the board of trustees, including compliance with Idaho's open meeting law, and public records law as it applies to trustees. He discussed the delineation of trustees' governance responsibilities and the administration's operational responsibilities.

Vice Chair Howard reviewed the business proceedings of regular monthly board meetings and he briefly discussed the order of business for the upcoming November meeting that will include the board's canvass and acceptance of the trustee election results and officer elections.

VP Chris Martin offered an overview of the college budget and briefly explained the colleges three funding sources that include the state appropriation, property tax, and tuition and fees. He next described the board's designated capital reserve fund.

Dr. MacLennan discussed the college's receipt of a large federal grant that allowed for the development and implementation of new programs to meet existing and anticipated workforce demands for health occupations. He went on to describe the pressure this expansion has created for the courses required for those programs of study, including the lab space needs within the Meyer Health and Sciences Building. He briefly described the project to expand Meyer Health and Sciences, and described the timeline for the board's consideration of the project and moving forward with implementation. VP Martin briefly reviewed the status of the project to accommodate the need for lab space and additional classrooms as a result of student demand and interest in health professions programs. He added that that the project has received permitting and is ready to go out for bid. VP Lita Burns discussed the evolution of health professions and natural sciences programs housed within Meyer Health and Sciences, and efforts to accommodate lab requirements and natural sciences prerequisites for nursing and health programs. She discussed how the expansion of the nursing and health professions programs has increased student interest and has contributed to exceeded capacity in the labs needed for these programs.

Vice Chair Howard commented on the assistance and support of the NIC Foundation in funding facilities projects, adding that funding for the Meyer Health and Sciences expansion has been set aside in the capital reserve fund. There was discussion about the lack of support for capital projects throughout the state.

Following a question from Mr. McKenzie about the number of program advisory councils the college has established, VP Burns responded that each of the forty plus career and technical programs has an advisory council, adding that there are advisory councils for various transfer programs and the Workforce Training Center has a Workforce Training advisory council. She added that the college follows the guidance of the Idaho Division of Career and Technical Education related to the composition of advisory councils, with major representation of regional industry and members of program instructional representatives. Vice Chair Howard added that trustees do not have a role on the trades program advisory councils with the exception of the KTEC Board on which the NIC Board has a representative seat. Trustee Wood commented that there are college committees in which trustees participate, such as recent facilities project teams.

At this time the discussion moved on to the agenda for the upcoming board meeting and Trustee Banducci commented on the availability of the audit report for Mr. McKenzie and Mr. Barnes as well as his interest in trustees offering input on the development of the monthly board meeting agendas.

Following a request by Mr. McKenzie, Board Clerk Shannon Goodrich informed the new trustees that the process to provide them with email addresses and complete other administrative matters would be underway soon. Mr. McKenzie also requested a list of the members for the Aerospace Program advisory council.

There was no other discussion and the meeting was adjourned 5:30 p.m.

Respectfully Submitted,
Shannon Goodrich, Board Clerk

BOARD OF TRUSTEES MEETING
November 18, 2020

TAB 1

SUBJECT

Canvass of the Board of Trustees Election

BACKGROUND

Idaho Statutes require the board of trustees to canvass the trustee election held on November 3, 2020.

DISCUSSION

For the canvass of the election, a copy of the official voting tally will be provided with the results of the election being read into the official record. Following the canvass, the board of trustees should adopt a motion accepting the election results.

COMMITTEE ACTION

None

FINANCIAL IMPACT

None

REQUESTED BOARD ACTION

It is recommended that the board consider a motion to accept the canvass of the election.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs

BOARD OF TRUSTEES MEETING
November 18, 2020

SUBJECT

Election of board officers

TAB 2

BACKGROUND

This item is included on the agenda to enable the board to take action regarding the election of officers pursuant to North Idaho College Policy 2.01.01, Authority, Appointment and Functions of Board of Trustees and Idaho Code 33-2106.

DISCUSSION

Idaho Code 33-2106 states: "At its first meeting following the appointment of the first board of trustees, and at the first regular meeting following any community college trustee election, the board shall organize, and shall elect one (1) of its members chairman, one (1) a vice-chairman; and shall elect a secretary and a treasurer, who may be members of the board; or one (1) person to serve as secretary and treasurer, who may be a member of the board."

Nominations for Secretary/Treasurer: _____

Vote Carried: Yes _____ No _____

Nominations for Vice Chair: _____

Vote Carried: Yes _____ No _____

Nominations for Chair: _____

Vote Carried: Yes _____ No _____

Affiliations and Appointments

Foundation Board Liaison

KTEC Board

COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

In accordance with Idaho Code 33-2106, the trustees shall elect officers at this meeting. Subsequent to the election of board officers, it is recommended that the board chair-elect conduct the remainder of the meeting.

Prepared by
Shannon Goodrich
Clerk of the Board of Trustees

BOARD OF TRUSTEES MEETING
November 18, 2020

TAB 3

SUBJECT

External Financial Audit for FY2020

BACKGROUND

An annual financial audit report for North Idaho College is prepared by an external audit firm. The college has engaged the Boise firm of Eide Bailly, LLP to perform the audit.

DISCUSSION

Barry Webber, CPA with Eide Bailly, LLP will present the audit. A detailed audit exit conference will be conducted prior to the meeting by Mr. Webber and Ms. Jodi Daugherty, audit partner at Eide Bailly, LLP, with planned attendance by Trustee Christie Wood, Trustee Todd Banducci, President Rick MacLennan, Vice President for Finance and Business Chris Martin, and Controller Sarah Garcia. Questions will be addressed and answered at the board meeting.

COMMITTEE ACTION

None.

FINANCIAL IMPACT

None.

REQUESTED BOARD ACTION

It is recommended that the board consider a motion to accept of the FY2020 Audit.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs

**BOARD OF TRUSTEES MEETING
November 18, 2020**

TAB 4

SUBJECT

First Reading: Head Start Policy Council Bylaws
First Reading: Head Start Self-Assessment Process

BACKGROUND

The Head Start Act and/or the Head Start Program Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council, to annually review and approve the Policy Council Bylaws and the annual self-assessment process.

DISCUSSION

By-Laws: Changes proposed include the decrease of the required number of Policy Council representatives.

Self-Assessment Process: Self-Assessment systems measure agency accomplishments, strengths, and weaknesses, and support a continuous quality improvement approach to managing Head Start programs. The Office of Head Start uses the self-assessments to better distinguish between compliance and quality, enabling them to identify and track elements that reflect strong performance. Self-Assessment is an activity that is required to occur yearly. The process culminates into a Self-Assessment and Improvement Plan each year.

NIC Head Start will utilize the new Head Start Federal Aligned Monitoring System Focus Area One (Understanding the Approach to Program Services) as a guide for this year's Self-Assessment process. Additionally, the process includes data review and feedback from staff, parents and community members. The Head Start Policy Council approved the proposed process at the October 2020 Policy Council meeting.

COMMITTEE ACTION

Board Review and Approval

FINANCIAL IMPACT

There is no financial impact on North Idaho College since federal appropriations, private gifts and donations fund Head Start.

REQUESTED BOARD ACTION

In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following:

Attachment A: Head Start Policy Council By-laws

Attachment B: NIC Head Start Self-Assessment Process for school year 2020/221, utilizing FY 2021 Focus Area One Monitoring Protocol

Prepared by
Beth Ann Fuller
Director, Head Start

Policy Council Bylaws

ARTICLE I _____Name

The name of this organization shall be the North Idaho College Head Start Policy Council, hereafter in these Bylaws called Policy Council.

ARTICLE II Purposes and Functions

Section I Purpose

The purpose shall be to comply with the requirements of Improving Head Start for School Readiness Act of 2007, Section 642 and to implement Head Start Program Performance Standards, subchapter B of 45 CFR chapter XIII, 1301.1 Program Governance “An agency must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency’s Head Start and Early Head Start programs.”

Policy Council is responsible to work with the governing body and staff to be involved in the decision-making process, prior to the point of seeking approval, for planning and coordinating for the Head Start program, and establish and maintain procedures for hearing and resolving community complaints about the program. This Policy Council serves the counties of Kootenai, Shoshone, Boundary, Bonner, and Benewah in the State of Idaho.

Section II Functions

The functions of the Policy Council:

1. Develop and approve the goals and objectives for Head Start within the agency, and establish ways to meet them within the Administration for Children and Families (ACF) guidelines.
2. Review the Community Assessment, approve the Target Service Areas, and assure that these meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using the current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board Liaison as designated by the Board of Trustees, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Center Parent Committees in communicating with parents enrolled in all program options to insure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program.
7. Assist and develop a plan to help Center Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Collaboratively develop Personnel Policies with the Staff Development Committee and the Director. Approve Personnel Policies.
10. With the Director, establish criteria, procedure, and approval for the selection and release of all staff personnel.

- a. All recommendations for hire will be presented at the next regularly scheduled Policy Council meeting.
 - i. In the event waiting to vote at the next meeting impedes center operations, for all benefit-eligible positions as well as part-time assistant teacher and part-time family advocate positions, the Policy Council Chair may direct a vote take place utilizing an electronic method (i.e., phone, email).
 - ii. Other part-time positions may be filled with the recommendations of the committee, as long as a Policy Council Representative is on the committee, with a personnel report presented at the next regularly scheduled meeting.
 - 1. In the event a Policy Council Representative is not on the committee, the part-time position recommendation must be presented at the next regularly scheduled meeting or by an electronic vote at the discretion of the Policy Council Chair.
- 11. Approve or disapprove request for funds and proposed work programs, based upon the recommendations of the Director.
- 12. Approve or disapprove major changes in the operating budget and operations and monitoring system while the program is in operation.
- 13. Participate with program staff to identify needs to provide assistance for recruitment for volunteers and community resources. Participate in a yearly self-evaluation of the program.
- 14. Be a link between the community resources and Head Start parents.
- 15. To follow Impasse Procedures, Article VIII.

ARTICLE III Membership and Meetings

Section I Composition

The Policy Council shall be composed of no less than 51% parents currently enrolled in Head Start and no more than 49% representatives from the community. Representatives are elected before the October Policy Council Meeting. Each Head Start Center Parent Committee elects voting representatives as follows:

Centers / Parent Committees	Center Enrollment Slots	Number of Parent Representatives	
Center A	61- 90	<u>4</u> 2	
Center B	41-60	<u>3</u> 2	
Center C	21-40	<u>2</u> 1	
Center D	0-20	1	

Section II Selection Policy Council Parent Representatives

- 1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. This allows for their attendance and training at the October meeting. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center.
- 2. Their term of office will be October through October.
 - a. This allows for the October meeting to have experienced members from the previous program year present to run the meeting.
 - b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.

3. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.

Section III Selection Policy Council Community Representatives

1. Representatives from the community may include [up to five](#) individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
 - a. State service agencies
 - b. Private service agencies
 - c. Community organizations
 - d. Public and private school personnel
 - e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association
 - f. A representative from Grantee Board of Trustees
 - g. Health Care Professionals
 - h. Recommended interested community citizens.
2. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.

Section IV Term of Office

Policy Council representatives shall serve for a term of thirteen (13) months beginning with the October meeting and ending with the October meeting. No representative shall serve on the Policy Council for more than five (5) terms, subject to any changes in Head Start Program Performance Standards and/or regulations.

- a. A currently seated Policy Council representative, interested in serving another term, must stand for re-election at the respective center parent committee.

Section V Meetings

1. Regular meetings of this Policy Council will be held monthly, usually the third Friday of the month. Meeting dates are subject to change as decided by the Policy Council.
2. The Chair may call special meetings of the Policy Council as needed. Advance notice of at least forty-eight (48) hours must be given.
3. The North Idaho College Head Start Staff Recorder will maintain Policy Council minutes for all regular and special meetings. The Staff Recorder shall see that a record of minutes is kept on file at the Head Start Central Office and sends out copies of minutes to each member, the North Idaho College Board Liaison as designated by the Board of Trustees, and the North Idaho College Board of Trustees Chair. The staff recorder has no membership privileges.
4. Notice of regular meeting - written notices are mailed or emailed to each Policy Council representative at least five (5) days prior to the date of each regular meeting. An agenda for forthcoming meeting is enclosed. Minutes of the past meeting are mailed or e-mailed within two weeks of the meeting. Notice of special meetings shall be by personal or electronic contact.
5. Quorum - 1/3 of the seated representatives of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business, no less than 51% must be parents.

- a. Quorum for Electronic Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum, no less than 51% of the responses must be parent representatives.
- b. The Chair counts as part of the quorum.
6. Parliamentary Procedure - Robert's Rules of Order, revised, shall be the guide for conducting all meetings.
7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement/payment for reasonable expenses incurred by the members.
9. Guests may attend meetings, but may be excluded from the room for any discussion or vote at any time by the acting chair.

Section VI Duties of Representatives

1. Due to the progressive nature of the work and responsibilities of Policy Council and to support informed decision-making, representatives shall maintain good standing. Representatives in good standing attend and arrive on time for all regularly scheduled monthly meetings.
2. Representatives attend selected and/or required committee meetings.
3. Notify Policy Council Vice-Chair, or Policy Council Advisor when unable to attend. In the case of an emergency, contact your respective center.
4. Actively participate in meetings by reading the previous meeting minutes and agenda for the upcoming meeting prior to the meeting and discussing matters to be considered with the group he/she represents.
5. Notify the Policy Council Advisor if they can no longer serve as a Policy Council Representative.
 - a. The Policy Council Advisor notifies the Supervisor when a vacancy occurs.
6. Keep informed of the Policy Council's purpose, plans, and progress.
7. Community representatives shall provide verbal reports to Policy Council at each Policy Council meeting.
8. Parent representatives shall meet with Supervisor or Center Assistant and prepare a center report for Policy Council prior to each Policy Council meeting.
9. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.
10. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.
11. Serve on committees as established by Policy Council.

Section VII Attendance

1. Roll is taken at each meeting anyone not in attendance is marked absent.
 - a. Late arrivals will be indicated on the meeting attendance.
 - i. Voting privileges may be suspended. Special circumstances will be considered by the Policy Council Chair.
2. Representatives should be present at all regular monthly meetings and assigned subcommittee meetings.
3. Policy Council minutes will reflect all absences.
4. A representative in good standing will miss no more than three (3) meetings.
 - a. When one of the representatives has three (3) absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.
 - b. The Policy Council retains the right to consider extenuating circumstances.

- c. The Policy Council Advisor notifies the respective Supervisor of Policy Council's action to unseat a representative from a position. The chair shall make a reasonable attempt to notify unseated individuals
- d. If it is the decision of the Policy Council to unseat the non-participating representative, a new representative will be elected through the respective Center Parent Committee

ARTICLE IV Officers and Delegates

Section I Officers

- 1. Chair
- 2. Vice-Chair
- 3. Secretary
- 4. Treasurer

Section II Election and Term of Office

- a. All officers shall be elected for a one (1) year term at the October meeting. Term of office begins at the November meeting. Officers can only serve in one officer position. Officers demonstrate commitment to leadership duties and attendance at all meetings. An officer or a designee attends any North Idaho College Board of Trustees meeting when Head Start business is presented.

Section III Duties of Officers

- 1. Chair
 - a. Presides at all regular and special Policy Council meetings.
 - b. Demonstrates a clear understanding of the Policy Council Bylaws.
 - c. Explains each motion before it is voted upon.
 - d. Calls the meeting to order and formally closes it.
 - e. Calls special meetings when necessary.
 - f. Appoints committee chairperson and supervises committee appointments if needed.
 - g. Reviews and approves the agenda for each regular meeting and sees that it is distributed to representatives.
 - h. Receives Staff Development Committee report for general business and serves on the Scholarship and Award Committee.
 - i. Receives and handles all mail addressed to the Policy Council and is responsible for all official correspondence.
 - j. May delegate duties as needed to Vice Chair.
 - k. Communicates with the North Idaho College Board Liaison as designated by the Board of Trustees for any issues that require Board of Trustees attention.
 - l. Votes only in the case of a tie vote of the Policy Council representatives.

A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
- 2. Vice-Chair
 - a. Presides over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
 - b. Assists with the secretary duties in the absence of the Secretary.
 - c. In the case of resignation of the Chair, assumes the office of Chair until the Policy Council elects a permanent Chair.
 - d. Chairs the Bylaws Committee.
 - e. Notes whether a quorum is present.
 - f. Receives notice from Policy Council Representatives when a member will be absent from a meeting.

- g. Maintains records of Policy Council member attendance and reports to the Policy Council Chair when a representative has three (3) absences.
 - h. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
3. Secretary
- a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, a copy of the current Policy Council member list, and the agenda and minutes for the last twelve (12) months.
 - b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
 - a. The Policy Council notebook is stored in the Policy Council's locked cabinet.
 - c. Assist chair as Time keeper.
 - d. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.
4. Treasurer
- a. Reviews and signs all travel and childcare reports.
 - b. Keeps an accurate record of the Policy Council's expenditures.
 - c. Distributes an itemized budget report covering all Policy Council expenditures.
 - d. Chairs the Policy Council Budget Committee.
 - e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

Section IV – Delegates

1. State Representative to the Idaho Head Start Association (IHSA)
- a. One Delegate is elected for a one-year term.
 - b. The Delegate must be a current or past Head Start parent or legal guardian **and** Policy Council Representative at the time they are elected.
 - c. Delegates may serve up to two, one-year terms.
 - d. One State Representative Alternate shall be elected who is a current or past Head Start parent or legal guardian with voting rights in the absence of the Delegate.
 - i. The State Representative Alternate will automatically fill the Delegate's vacancy if needed for the remainder of the elected term. A new State Representative Alternate will be elected to finish the current term.
 - e. Election of the State Representative Delegate and the State Representative Alternate occurs prior to the annual IHSA membership meeting.
 - f. Term of office shall be one year.
 - g. Duties of the Delegate include, but are not limited to:
 - i. Attend all Policy Council meetings.
 - ii. Attend all funded State meetings.
 - iii. Provide a written and oral report to the Policy Council following each State meeting.
 - iv. Attend other meetings as needed with administration, staff, and Policy Council representatives.
 - h. A State Representative Delegate or State Representative Alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of members in attendance at the Policy Council meeting.

ARTICLE V Committees

Representatives select committees to serve on at the Committee Meeting Session prior to the October Policy Council meeting. When representatives/officers change, the committee roster is updated by the Staff Recorder. Should those Policy Council Representatives required to attend the committee meeting not attend, the committee's work will be brought to the regular Policy Council meeting and discussed during Committee Reports.

Section I Personnel Committees

1. Center Personnel Committee: Policy Council Representatives and/or Center Parent Representatives are involved in the interview and selection process for hiring staff.
2. Executive Personnel Committee: This committee shall consist of at least three (3) Policy Council representatives including the Chair and is called by the Head Start Director as needed.

Section II ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Committee

1. Committee shall consist of ERSEA Manager and at least three (3) Policy Council representatives.
2. The committee shall design the recruitment and enrollment criteria that includes the criteria for selection of families, to be used for enrolling families in the Head Start program.

Section III Program Self-Assessment Committee

1. Committee consists of all Head Start administrative staff and at least two (2) Policy Council Representatives.
2. Members will attend Self-Assessment training prior to conducting the program self-assessment.

Section IV Grant Planning Committee

1. Consists of the Administration Team, (1) one staff representative from each center, at least (3) Policy Council representatives, (1) one of, which must represent a rural program serving less than twenty-three (23) families, as voting representatives.
2. This committee meets up to three (3) times a year to plan the grant for the next program year.
3. Grant Planning reports are presented to Policy Council.

Section V Bylaws Committee

1. Consist of at least three (3) Policy Council representatives.
2. Consist of Policy Council Vice-Chair and Policy Council Representatives.
3. Meets at least once during the program year and when needed to review all Bylaws and make recommendations for revision.

Section VI Program Policies Committee

1. Consist of all administrative team, designated staff from each component and at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for the following year.

Section VII Policy Council Budget Committee

1. Consists of Policy Council Treasurer as chair, two current parent representatives, and the Head Start Director.

2. Complete an inclusive Policy Council budget with categories covering all areas of expenditures and present to the Council.
3. Meet to update budget at the beginning of each fiscal year.
4. Review center strategic planning and make recommendations to allocate resources as needed and available.
5. Review and update, as needed, the Policy Council Childcare and Transportation Policy.

Section VI Nutrition Committee

1. *Consist of Nutrition Manager, Registered Dietician, and at least (3) Policy Council representatives.*
2. This committee meets semi-annually to review standardized menus, Center Parent Committee feedback, CACFP requirements, and make recommendations.

Section VIII Scholarships and Awards Committee

1. Consists of Policy Council Chair, Staff Development Committee Chair and Staff Development Committee Scholarships and Awards sub-committee members.
2. Reviews all applications for Scholarships and Awards.
3. Selects all finalist applications.
 - a. The program submits the selected finalists to the respective Head Start Associations complying with their defined timelines.
4. Plans for recognition and celebrations for all applicants.

Section IX Special Committees

1. The chairperson or Policy Council appoints special Committees as the need arises. Membership of Special Committees may include Center Parent Representatives.

ARTICLE VI Conflict of Interest

The purpose of the following policy and procedures is to prevent the personal interest of staff members, board members, and volunteers from interfering with the performance of their duties to North Idaho College Head Start (NICHS), or result in personal financial, professional, or political gain on the part of such persons at the expense of or its members, supporters, and other stakeholders.

Definitions:

- a. *Conflict of Interest* (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

Procedures:

Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy Council in all conflicts of interest, including but not limited to the following:

- a. *A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.*
- b. *A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.*
- c. *A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the specific Policy Council meeting when hiring for said position and are excluded from the room during the*

discussion and vote. Employee status terminates their membership as a Policy Council Representative, except for parents who occasionally substitute as staff.

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS's best interests.

This *Conflict of Interest* policy, as part of the Policy Council Bylaws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council Bylaws are also available through the Program's Policies and Procedures located on the NIC Head Start SharePoint site.

ARTICLE VII Grievance Procedure

If a grievance is brought to Policy Council, the Policy Council will work to resolve the grievance.

Should no resolution be met for the grievance, then the Policy Council Chair will present the grievance to the North Idaho College Board Liaison as designated by the Board of Trustees.

The North Idaho College Board Liaison will present the grievance to the North Idaho College Board of Trustees for action.

ARTICLE VIII Impasse Procedures

According to HSPPS 1301.6, to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency's governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner. The governing body considers proposed decisions from the policy council and the policy council considers proposed decision from the governing body.

If there is a disagreement, the governing body and the policy council notify the other in writing, within ten (10) days, why it does not accept a decision.

Head Start Grantees will notify the responsible ACF Regional Office as soon as possible, and no later than ten (10) days after becoming aware that there is a conflict between the Grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant.

Recognizing there is an impasse, the Grantee and the Policy Council, should, within 10 days, submit the dispute to the offices of a mutually agreeable 3rd party mediator. The Regional Office will be informed of the selection of a mediator and the time and location of the meetings. The Grantee and the Policy Council are expected to attend any meetings requested by the mediator.

If the conflict relates to the Grantee's refunding, the mediation process must be completed 15 days prior to the Grantee's refunding date unless the mediator has indicated to the Regional Office, in writing, that additional time for mediation will likely result in a successful resolution of the conflict which case the Regional Administrator may consider whether an extension may be granted for the submission deadline of the Head Start grant application. The refusal of either party to engage in a mediation process shall be taken into consideration by the ACF Regional Office in determining what course of action is warranted.

If no resolution is reached with the mediator, the Governing Body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE IX Amendments

These Bylaws will be reviewed annually by the Bylaws Committee and presented to Policy Council and the Grantee Board of Trustees for approval.

These Bylaws may be amended by sending a copy of the proposed amendment to each Policy Council member at least one (1) week before the meeting in which the amendments are considered. Amendments must be approved by a quorum of the Policy Council.

Policy Council Approval ~~September 20, 2019~~ September 18, 2020

North Idaho College Board of Trustees Approval ~~December 16, 2019~~

FY 2021 Focus Area One Monitoring Protocol



Purpose

Focus Area One (FA1) is an opportunity for grantees to discuss their program design, management, and governance structure. Grantees will describe the program's approaches to staffing structure, program design, education, health services, family services, fiscal infrastructure, and program governance.



Approach

The FA1 review is an off-site interview. The review begins with the reviewer conducting a document review using data and reports from the Head Start Enterprise System (HSES) and other sources to learn about the grantee's program design and understand the needs of the children and families the grantee serves. Prior to the call with the grantee, the reviewer will speak with the grantee's regional program and fiscal specialists for additional context about the grantee.

Following the document review, the reviewer will conduct a series of off-site telephone interviews with the grantee that occur during a 1-week period. These discussions will provide an understanding of the program's design and plans for implementing and ensuring comprehensive, high-quality services that meet the needs of children and families.



Methodology

Document Review. The reviewer will focus on the following listed documents located in the HSES or other available sources:

- Grant application/goals including the budget
- Program Information Report data
- Community Assessment summary
- Past monitoring data
- Self-Assessment data
- Annual Report
- Audits

Virtual Discussions. The reviewer will work with the grantee to identify the appropriate individuals to participate in the off-site discussions (e.g., the governing body, the policy council, managers, and direct service staff).

Road Map to the FY 2021 Focus Area One Monitoring Protocol

This protocol will guide the discussions between the grantee and the reviewer during the FA1 review. It includes the topic areas for discussion, specific performance areas for assessment, and the Federal regulations associated with each area of performance. The protocol is divided into the following five topic areas:

- Program design, management, and quality improvement
- Designing quality education and child development program services
- Designing quality health program services
- Designing quality family and community engagement program services
- Developing effective Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) strategies and fiscal infrastructure

Outcomes

NEW in FY 2021: Grantees will *explain the types of data* collected to measure outcomes for each program area during the FA1 review. The Focus Area Two (FA2) review event will provide grantees with the opportunity to *share these data* and discuss how the information is used for continuous improvement. Information learned in FA1 will be used for grantees to demonstrate how the program uses data to drive child, family, and programmatic outcomes during the FA2 review.

Federal Regulations

Each section of the protocol includes a list of the Federal regulations grounding the discussions. This list ensures transparency regarding the regulations used when assessing grantee performance. Grantees should note that they remain accountable for all of the Head Start Program Performance Standards (HSPPS) and other Federal, state, and local regulations guiding program operations, management, and oversight.

What We Want to Learn

This section of the protocol outlines the topics for discussions between the reviewer and grantee. We designed the statements and questions listed in this section to stimulate a meaningful discussion that provides grantees an opportunity to describe the intentionality behind their program design, decisions, and operations; their challenges and strengths; and their strategies for continuous program improvement. In addition to learning about your strategies for the next 5 years, the Office of Head Start (OHS) also wants to learn about how the programs are responding and adjusting during the COVID-19 pandemic.

Questions and statements in the What We Want to Learn sections are not intended to be exhaustive or to limit discussion. Using the What We Want to Learn sections as a guide, the reviewer and grantee may engage in discussion beyond the questions included in the protocol.

Program Design, Management, and Quality Improvement

Overview

Purpose

Each grantee must design a program that meets the community's needs and ensures a program, fiscal, and human resources structure that provides effective management and oversight of all program areas. This section focuses on the intentionality of the grantee's program design and its ability to address the characteristics, strengths, and needs of children and families they serve. The purpose of this section is to gain a foundational knowledge of the grantee's program design and structure.

Approach

The grantee will have the opportunity to share what it has learned about the needs of children and families in its community and how the program design is responsive to those needs and promotes school readiness. The governing body, the policy council, and the Management Team should be prepared to share lessons learned from the program's internal and external data and how the information ensures quality program services. This section contains three areas for discussion: *the grantee's understanding of the needs within the community; the grantee's approach to providing effective management and oversight; and how the policy council and the governing body fulfill their roles and responsibilities.*

Program Outcomes

Grantees use data learned from the Community Assessment to inform the grant application based on the needs of the community. However, the community changes over time. The OHS is interested in understanding the type of data the grantee collects to understand these changing needs (e.g., natural shifts in the community, natural disasters, public health crises). How does the grantee use that information to adjust its services (e.g., are new services offered; new hours)? As grantees make changes to the program design, how does the program ensure the staffing structure continues to allow for effective oversight and to provide quality services that produce strong outcomes? In addition, the governing body will describe how they use data (both program data and external information) to oversee the provision of quality services for children and families and to ensure progress toward school readiness.

Federal Regulations

- 1301.2(a)-(b) Governing body
- 1301.3(b)-(c) Policy council and policy committees
- 1301.5 Training
- 1302.11(b) Determining community strengths, needs, and resources
- 1302.20(a) Determining program structure: choosing a program option and delivering comprehensive services
- 1302.101(a)-(b) Management system
- 1302.102(a) Establishing program goals
- 1302.102(b) Monitoring program performance
- 1302.102(c) Using data for continuous improvement
- 1302.102(d) Reporting

What We Want to Learn

Program Design

Performance Measure 1 (PM1): The grantee's program structure and design is informed by the community's strengths and needs.

1. The grantee will describe how the program took into account various characteristics, such as ethnicity, language, disabilities, mental health, children in foster care, homelessness, and working families, when designing the program. 1302.11(b)(1)
2. The grantee will describe how the program selected program option(s) and program location to meet the needs of children and families. 1302.20(a)(1)
3. The grantee will describe how the program maintains full and effective participation of children who are dual language learners and their families. 1302.101(b)(2)

Management and Quality Improvement

PM2: The grantee has an approach to providing effective management and oversight of all program areas and fiduciary responsibilities.

1. The grantee will discuss how the program, in collaboration with the governing body and the policy council, develops goals for the provision of program services. 1302.102(a)
2. The grantee will describe the process for monitoring program performance and using program data to evaluate progress and risk, and to inform continuous improvement in all program service areas. 1302.102(b)
3. The grantee will discuss how the program plans to supervise staff and provide feedback to inform professional development opportunities and continuous program improvement. 1302.101(a)(2)
4. The grantee will describe the process for using child-level assessment data and other program data to direct ongoing program improvement. 1302.102(c)(2)(ii)
5. The grantee will discuss how program leadership communicates to the program staff, the policy council, and the governing body about program progress. 1302.102(d)
6. The grantee will discuss how the grantee ensures budget and staffing patterns support the provision of a full range of services. 1302.101(a)(3)

Program Governance

PM3: The grantee maintains a formal structure for program governance that includes a governing body, a policy council (or policy committee for delegates), and parent committees.

1. The grantee will describe the composition of the governing body and the policy council, and the grantee's strategy for leveraging their expertise. 1301.2(a)-(b); 1301.3(b)-(c)
2. The grantee will describe how the governing body and the policy council are equipped to meet their roles and responsibilities, and to provide effective oversight. 1301.5

Designing Quality Education and Child Development Program Services

Overview

Purpose

This section focuses on the grantee's approach to providing high-quality early education and child development services that promote the cognitive, social, and emotional growth of children, including those with disabilities, for later success in school.

Approach

The grantee will have the opportunity to describe its strategy for designing and implementing effective teaching practices and implementing safe, well-organized learning environments (and group socialization opportunities in home-based programs) that meet each child's needs. This section contains four areas for discussion: *how the grantee aligns with school readiness; the grantee's strategies for ensuring effective teaching practices; how the grantee supports teachers in promoting school readiness; and how the home-based program option helps parents provide high-quality learning experiences.*

Program Outcomes

The grantee will describe the data used to assess progress toward meeting the program's school readiness goals, and the data used to understand, track, and address children's individual needs. The grantee will also describe how the data are used to inform continuous improvement related to curriculum selection, instruction, and professional development.

Note: *Receiving schools refers to schools and programs where enrolled children will attend upon completing the Early Head Start or Head Start program.*

Federal Regulations

642(f)(3) Curriculum

1302.31(b) Teaching and the learning environment

1302.34(a) Parent and family engagement in education and child development services

1302.35(a) Education in home-based programs

1302.61(a) Additional services for children with disabilities

1302.70(a) Transitions from Early Head Start

1302.71(a) Transitions from Head Start to kindergarten

1302.91(a) Staff qualifications and competency requirements

1302.92(b)-(c) Training and professional development

1302.102(a)(3) School readiness goals

What We Want to Learn

Alignment with School Readiness

PM 1: The grantee's approach to school readiness aligns with the expectations of receiving schools, the Head Start Early Learning Outcomes Framework (HSELOF), and state early learning standards.

1. The grantee will describe how the program plans to align with the expectations of receiving schools, the HSELOF, and the state early learning standards. 1302.102(a)(3)
2. The grantee will describe how the program plans to support successful transitions for children and their families transitioning out of Early Head Start and Head Start. 1302.70(a); 1302.71(a)
3. The grantee will describe why the program chose its curriculum, how it is responsive to the needs of the children, and how the curriculum will help the program meet school readiness goals. 642(f)(3)
4. The grantee will describe how the program supports parents as their children's lifelong educators. 1302.34(a)

Effective and Intentional Approach to Teaching Practices

PM2: The grantee has strategies to ensure teaching practices promote progress toward school readiness.

1. The grantee will describe the program's strategies for ensuring teaching practices are responsive to and build on the developmental progressions of children. 1302.31(b)(1)(ii)
2. The grantee will discuss the program's strategies for providing nurturing and responsive environments for children, including ensuring environments are communication and language rich; promote critical thinking and problem solving; and encourage children's engagement. 1302.31(b)(1)(i)
3. The grantee will describe the strategies to ensure the full inclusion of children with disabilities. 1302.61(a)

Supporting Teachers in Promoting School Readiness

PM3: The grantee has an approach for ensuring teachers are prepared to implement the curriculum and support children's progress toward school readiness.

1. The grantee will describe the qualifications required for managers and staff, and if staff currently meet those requirements. 1302.91(a)
2. The grantee will describe how the program assists education staff in using data to individualize learning experiences to improve outcomes for all children. 1302.92(b)(5)
3. The grantee will describe how the program identifies strengths, areas of needed support, and determines which staff would benefit from intensive coaching for all education staff. 1302.92(c)(1)

Home-Based Program Services

PM4: The grantee has strategies to ensure home-based program services help parents to provide high-quality learning experiences.

The grantee will discuss the strategies for promoting secure parent-child relationships and helping parents provide high-quality learning experiences. 1302.35(a)

Designing Quality Health Program Services

Overview

Purpose

This section focuses on how the grantee provides high-quality health, oral health, mental health, and nutrition services that are developmentally, culturally, and linguistically appropriate and are supportive of each child's growth and school readiness. This section also focuses on the grantee's approach for maintaining a system of health and safety practices and how the grantee provides quality services for pregnant women.

Approach

The reviewer will conduct an off-site interview with the Management Team responsible for ensuring the delivery of high-quality health, oral health, mental health, and nutrition services. The reviewer will also ask how the grantee ensures children's safety.

Program Outcomes

The grantee will share the type of data used to understand child health outcomes and describe how the data are used along with the expertise of the Health Services Advisory Committee (HSAC) to inform continuous improvement.

Federal Regulations

1302.40(b) Health Services Advisory Committee (HSAC)

1302.42(a)-(d) Child health status and care

1302.45(b)(1) Mental health consultants

1302.47(b)(1)-(4) Safety practices

Sec. 648A(g)(3) Staff recruitment and selection procedures: criminal record checks

1302.90(c) Standards of Conduct

What We Want to Learn

Child Health Status and Care

PM1: The grantee has an approach to ensuring delivery of high-quality health services.

1. The grantee will describe the program's strategy for effectively monitoring and maintaining timely information on children's health status and care, including ongoing sources of health care, preventive care, and follow-up.
2. The grantee will discuss the approach to ensuring children have continuous ongoing healthcare. 1302.42(a)
3. The grantee will discuss the approach to ensuring children are up to date on a schedule of age-appropriate preventive and primary medical and oral health care. 1302.42(b)(1)(i)
4. The grantee will discuss the approach to ensuring ongoing care and extended follow-up care. 1302.42(c)-(d)
5. The grantee will describe how the program leverages expertise of the HSAC, including Head Start parents, health professionals, and community members, to learn about and support each child's health and mental health needs. 1302.40(b)
6. The grantee will describe how the program secures a Mental Health Consultant to implement strategies to support children with mental health and social and emotional concerns. 1302.45(b)(1)

Health and Safety Practices

PM2: The grantee has strategies for maintaining healthy and safe environments and for ensuring all staff have complete background checks.

7. The grantee will describe the program's approach to ensuring routine safety in the learning environment (indoor and outdoor facilities, equipment, and materials). 1302.47(b)(1)(ix); 1302.47(b)(2)(v)
8. The grantee will describe the program's strategy for training staff on safety practices and procedures. 1302.47(b)(4)
9. The grantee will describe how the grantee plans to ensure all staff abide by the program's Standards of Conduct. 1302.90(c)
10. The grantee will describe the program's process for ensuring all staff have background checks, including the timeliness of the background checks. 648A(g)(3)

Designing Quality Family and Community Engagement Program Services

Overview

Purpose

The grantee must integrate parent and family engagement strategies into all systems and program services to support family well-being and promote children's learning and development. Programs are encouraged to develop innovative two-generation approaches that address prevalent needs of families across their program and leverage community partnerships or other funding sources.

Approach

During the off-site interview, the grantee will provide information about its strategy for integrating high-quality family engagement services into all areas of programming that are responsive to the needs of families. The grantee will have the opportunity to discuss the expected outcomes for families and how the program design supports achieving those outcomes. This section contains two areas for discussion: *the grantee's approach for collaborating with families* and *the grantee's approach for providing services that strengthen parenting skills*.

Grantee Outcome

The grantee will describe how the program determines the resources needed to support family well-being, either within the program or through community partnerships. This includes sharing how the program measures the impact of family support services.

Federal Regulations

1302.51(a)-(b) Parent activities to promote child learning and development

1302.52(c) Family partnership services

1302.53(a)(1) Community partnerships

What We Want to Learn

Family Well-Being

PM1: The grantee has an approach for collaborating with families to support family well-being.

1. The grantee will describe the approach to supporting family goal setting and tracking family strengths, needs, and progress toward goals. 1302.52(c)(3)
2. The grantee will describe the strategies for obtaining resources that support family well-being, either within the program or through community partnerships. 1302.53(a)(1)

Strengthening Parenting and Parent-Child Supports

PM2: The grantee has an approach to providing services that strengthen parenting skills.

3. The grantee will describe how the program plans to support parents in strengthening parenting skills and how they are using a parenting curriculum. 1302.51(a)-(b)
4. The grantee will describe how the program is implementing a parenting curriculum.

Developing Effective ERSEA Strategies and Fiscal Infrastructure**Overview****Purpose**

In this section, the grantee will describe how the program's recruitment and selection strategies are responsive to the needs of the community's eligible children and families, and the strategy for maintaining their funded enrollment level. The grantee will also provide information about the program's fiscal capacity and financial infrastructure.

Approach

The reviewer will discuss the grantee's strategy for recruiting and selecting eligible children and families. The grantee will describe the process for maintaining enrollment and for ensuring children and families meet eligibility requirements. The grantee will describe how the program ensures its own internal monitoring against fraud, waste, and abuse. The fiscal representative will also discuss how the program supports the accomplishment of program goals and effectively oversees program funds and property through qualified fiscal personnel and a responsive budget.

Outcomes

The grantee will share information about ERSEA practices and how data is used to ensure the program maintains funded enrollment based on eligibility criteria. The grantee will describe what data are used and how to inform the development and refinement of the program's budget. The grantee will also share how the program uses data to determine the effectiveness of the program's fiscal infrastructure.

Federal Regulations

1302.12 Determining, verifying, and documenting eligibility

1302.13 Recruitment of children

1302.14(a), (c) Selection process and children eligible for services under the Individuals with Disabilities Education Act (IDEA)

1302.15(a) Funded enrollment

1302.91(a), (c) Staff qualifications and competency requirements

75.308 Revision of budget and program plans

642(c)(1)(E)(iv)(VII)(aa)-(bb) Governing body responsibilities; 642(c)(2)(D)(iii)-(iv) Policy council responsibilities

What We Want to Learn**Eligibility, Recruitment, Selection, Enrollment, and Attendance**

PM1: The grantee enrolls children or pregnant women who are categorically eligible or who meet defined income-eligibility requirements.

1. The grantee will describe **how** staff verify eligibility and how the program maintains eligibility records, including:
 - o How copies of any documents or statements, including declarations, that are necessary to verify eligibility are collected and maintained. 1302.12(k)(2)(i)
 - o How program staff make reasonable efforts to verify eligibility by conducting either an in-person or telephone interview with the family. 1302.12(k)(2)(ii)
 - o How program staff collect statements that identify whether the family or pregnant woman meets the following eligibility requirements. 1302.12(c)(1)-(2); 1302.12(d)(1); 1302.12(e)(1)(iii):

- Income is equal to or below the poverty line
- Receiving or is eligible to receive public assistance (Supplemental Security Income and Temporary Assistance for Needy Families)
- Homeless
- Foster care
- Included in the 10 percent of children enrolled in the program above the income threshold
- Included in the 35 percent of children who are not categorically eligible whose family income is between 100 percent and 130 percent of poverty

Note: For Tribal programs, there are additional allowances provided under 1302.12(e).

2. The grantee will describe how the program ensures staff verifies and reviews all of the documents available for determining eligibility. 1302.12(a)(ii)
3. The grantee will discuss the procedure for managing over-income applicants.
4. The grantee will describe the process for validating the accuracy of the initial determination of eligibility.
5. The grantee will describe how the program ensures staff receive ERSEA training and comply with eligibility determination regulations, including having policies and procedures in place to describe actions taken against staff who violate these regulations. 1302.12(l)-(m)

PM2: At least 10 percent of the grantee's actual enrollment is filled by children eligible for services under IDEA or the grantee has received a waiver.

1. The grantee will share the percentage of children enrolled under IDEA, or that the grantee has received a waiver. 1302.14(b)(1)

Enrollment Verification

PM3: The grantee maintains and tracks full enrollment for all enrolled participants.

1. The grantee will describe the process for determining when a slot is vacant.
2. The grantee will describe the process for removing children or pregnant women who have not attended for 30 days from the enrollment numbers reported in HSES. 1302.15(a)
3. The grantee will describe the process for filling slots that have been vacant for 30 days and will provide data on the number of vacant slots, the length of time vacant, and the description for why the slot is vacant. 1302.15(a)
4. The grantee will describe the availability and use of a waitlist that ranks children according to the selection criteria. 1302.14(c)

Fiscal Infrastructure, Capacity, and Responsiveness

PM1: The grantee's fiscal staff have the qualifications needed to provide oversight of the grant.

1. The grantee will describe the fiscal complexity of the program and applicable financial management requirements, including the existence of multiple funding sources.
2. The grantee will describe the process for staffing fiscal responsibilities and how the staffing meets the financial management needs of the organization. 1302.91(a)
3. Does the fiscal officer have the required qualifications if hired after November 2016? 1302.91(c)
4. The grantee will describe the staff responsible for developing and delivering the fiscal information that is used to inform the governing body and the policy council fiscal decision-making. 1302.102(d)(1)(ii)

PM2: The grantee has a budget development and revision process that includes stakeholders and appropriate approvals, and ensures continuous alignment with program design, goals, and objectives.

1. The grantee will describe the budget development process, including:
 - Who is involved. 642(c)(1)(E)(iv)(VII)(aa)-(bb) (governing body) and 642(c)(2)(D)(iii)-(iv) (policy council)
 - How the budget aligns with the program's design and goals. 1302.101(a)(3)
 - The grantee's process for tracking the budget, making revisions, and obtaining required approvals in compliance with Federal regulations. 75.308; 642(c)(1)(E)(iv)(VII)(aa)

BOARD OF TRUSTEES MEETING
November 18, 2020

TAB 5

SUBJECT

Meyer Health and Sciences Building Expansion

BACKGROUND

The Board authorized the design of an approximately 20,000 square foot expansion to the existing Meyer Health and Sciences building on 11/28/18. The expansion had been identified as a need most recently during the facility master planning work that was completed in spring 2018 as part of the college's integrated strategic planning efforts to meet the growing demand for science lab education sections. This demand is being driven by the expansion of health science programs over the past six years that have science lab components as program prerequisites. Additionally, with the growth in health science programs, there is a need for additional faculty offices and instructional break out rooms that will allow for better usage of existing classroom spaces in Meyer Health and Science. The estimated project budget for the expansion is \$7,000,000.

During the April 22, 2020 meeting, the College requested the Board to authorize a postponement of the planned Meyer Health and Sciences expansion project due to the financial and enrollment uncertainty presented by COVID-19.

The project design and permitting have been completed for this project. Included with the tab is a presentation made by ALSC to the Board on January 15, 2020 that depicts the floorplan and building renderings.

DISCUSSION

The college is requesting authorization to restart the project and take the expansion to bid in the first quarter of 2021. The college remains in a strong fiscal position and is weathering the impacts of COVID-19. The college continues to see a need for increased lab capacities and anticipates continued strong interest in health and nursing programs. If approved to move to bid, the college anticipates groundbreaking during spring 2021, with a project completion date of fall 2022, a delay of one academic year from the original completion timeline. The college anticipates a very favorable bid climate for this project in the first quarter of 2021.

COMMITTEE ACTION

None

FINANCIAL IMPACT

The proposed planned expansion project will be paid for using the capital reserve fund, which has a current balance of \$12,475,831.15. The estimated balance at 6/30/21 is \$13,725,360.

REQUESTED BOARD ACTION

This item is presented at this time for the board's information.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs

NORTH IDAHO COLLEGE MEYER HEALTH AND SCIENCES

521 N. COLLEGE DR. | COEUR D'ALENE, ID 83814



DESIGN DEVELOPMENT MTG #3

JANUARY 15, 2020



MEYER HEALTH AND SCIENCE - SCHEMATIC MEETING #1

COST ESTIMATE - VE REDUCTION

NORTH IDAHO COLLEGE
MEYER HEALTH SCIENCES BUILDING EXPANSION

December 2, 2019
ALSC Architects

DRAFT S.D. Scope Reductions

New MACC (Max Allowable Construction Cost): \$ 7,471,409.00

Breakdown of S.D. Estimate:

New Building:	19,558 s.f. (\$349/s.f.)	\$ 6,830,775.00
Modernization:	3,828 s.f. (\$250/s.f.)	\$ 957,000.00
Site Work:	Lump Sum	\$ 427,000.00
S.D. Total		\$ 8,215,449.00

Difference: \$744,000.00 approx.

NOTES:

1. First Floor Modernization: Delete 75% of the conversion of offices and corridor into new offices and student lounge area. **Maintain three offices for Student Services**, remodel 25% for Reception.
600 s.f. x \$250/s.f. = \$ 150,000.00
 2. Second Floor Modernization: Delete 100% of the conversion of offices into MLT Lab and remodel of the corridor. **Maintain four offices for staff instead of providing new Offices.**
800 s.f. x \$250/s.f. = \$ 200,000.00
 3. Lab Prep: Realign exterior wall of the expansion to **reduce the Lab Prep expansion** to a size closer to the Program Area.
630 s.f. x \$350/s.f. = \$ 220,000.00
 4. ~~Offices and Stair: Replace four new Offices with a smaller stairway, add corner glass to the Group Study's for science display.~~ ~~\$ 86,000.00~~
 5. Site: Convert bridges to walks and landscaping: \$ 54,000.00
 6. **Mechanical and Electrical: Find V/E reductions of approximately 3% in addition to reductions included in items 1-4 above:** \$ 50,000.00
 7. G.C. Allowance for Phasing Construction: Adequate separation and Exits in the existing building allow single phase of construction, delete allowance: \$ 54,000.00
- Subtotal: ~~\$ 814,000.00~~
\$ 728,000.

* **Item 2 results in the MLT/Med Micro/Storage shifting east over the Roof Terrace.** Terrace cost will offset most additional roof cost. Wall area will be reduced (exterior).

ALTERNATES:

1. Lab Wall Cabinet Door Changes: \$30,000.00 Approx.
2. One of two new Glass Washers: Not in SD Est. (\$25,000.00)
3. Some select portions of Casework and Millwork: \$25,000.00 Approx.
4. Some interior relites and transoms: \$15,000.00 Approx.

LEVEL 1 - PRIOR TO V.E.



STATS

OFFICES:

- (14) NEW OFFICES
- (3) STUDENT SERVICE OFFICES
- (1) ADJUNCT OFFICE

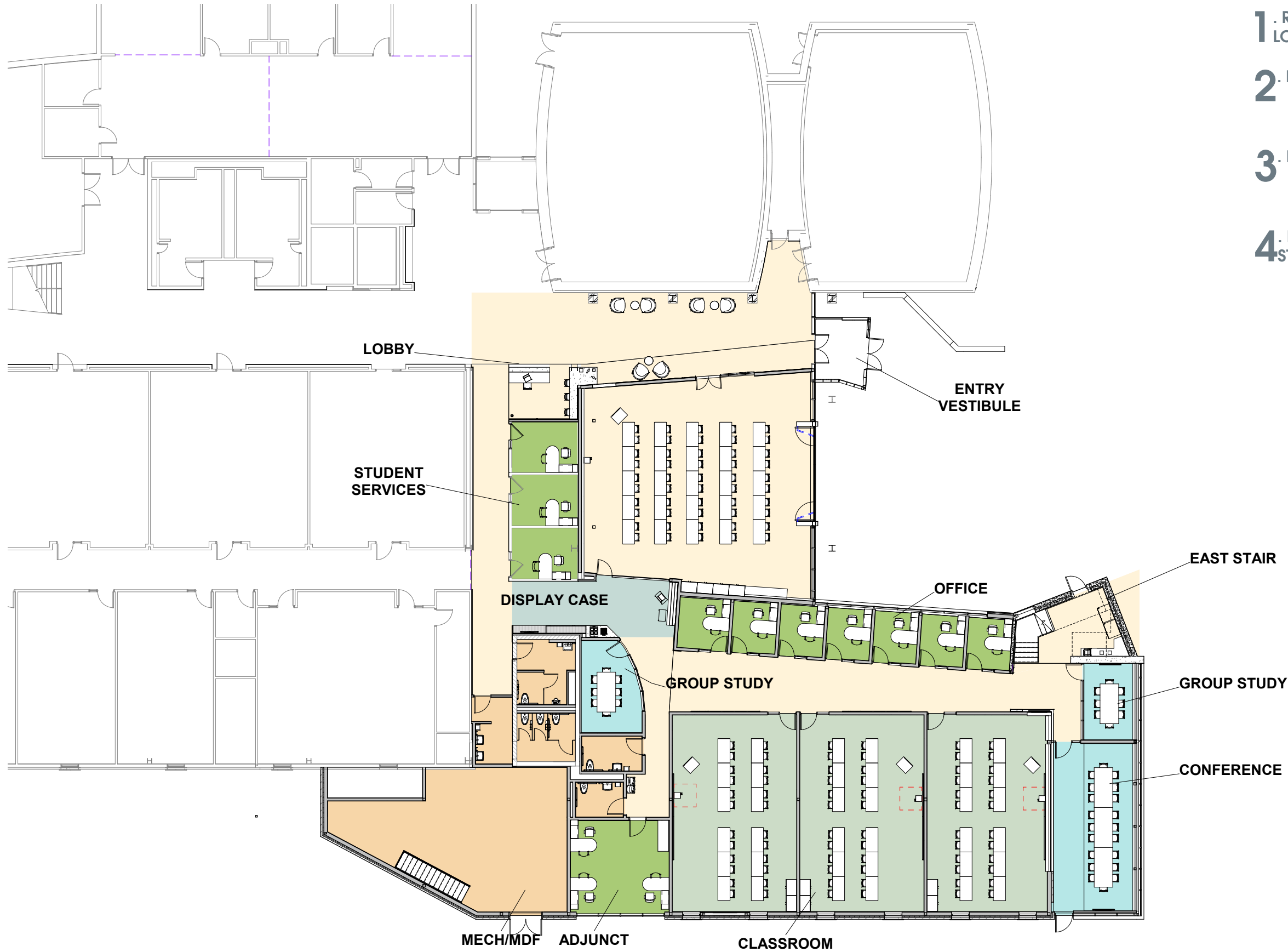
TEACHING:

- (3) CLASSROOMS
- (1) LARGE CLASSROOM
- (4) NEW LABS
- (1) REMODELED LAB

MEETING:

- (4) 8 PERSON MEETING ROOMS
- (1) LARGE CONFERENCE ROOM

LEVEL 1 - REVISED



UPDATES:

1. REVISE STUDENT SERVICES AND STUDENT LOUNGE - RETAIN (3) EXISTING OFFICES
2. REVISION TO MLT LAB LOCATION
3. RETAIN (4) EXISTING OFFICES ON LEVEL 02
4. RECONFIGURE LAB PREP/OFFICE/WORK STUDY

STATS

OFFICES:

- (17) NEW OFFICES
- (3) STUDENT SERVICE OFFICES
- (1) ADJUNCT OFFICE

TEACHING:

- (3) CLASSROOMS
- (1) LARGE CLASSROOM
- (4) NEW LABS
- (1) REMODELED LAB

MEETING:

- (4) 8 PERSON MEETING ROOMS
- (1) LARGE CONFERENCE ROOM

LEVEL 2 - PRIOR TO V.E.



STATS

OFFICES:

- (14) NEW OFFICES
- (3) STUDENT SERVICE OFFICES
- (1) ADJUNCT OFFICE

TEACHING:

- (3) CLASSROOMS
- (1) LARGE CLASSROOM
- (4) NEW LABS
- (1) REMODELED LAB

MEETING:

- (4) 8 PERSON MEETING ROOMS
- (1) LARGE CONFERENCE ROOM

LEVEL 2 - REVISED



UPDATES:

1. REVISE STUDENT SERVICES AND STUDENT LOUNGE - RETAIN (3) EXISTING OFFICES
2. REVISION TO MLT LAB LOCATION
3. RETAIN (4) EXISTING OFFICES ON LEVEL 02
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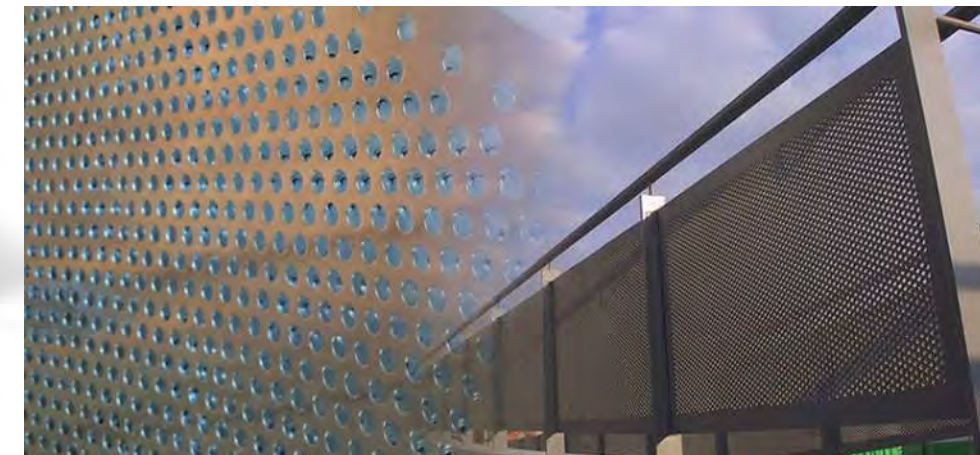
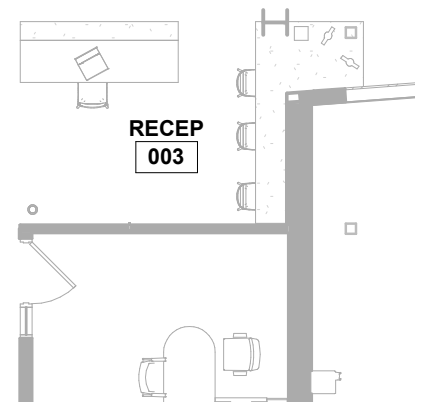
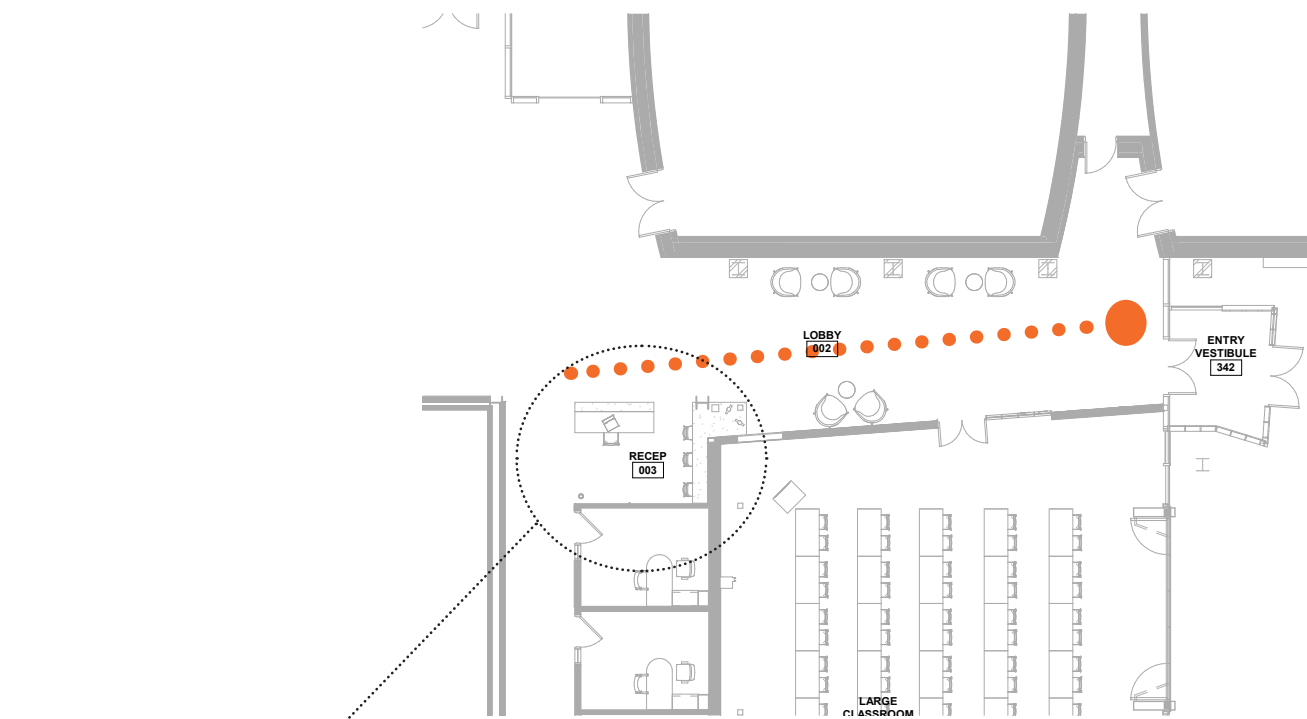
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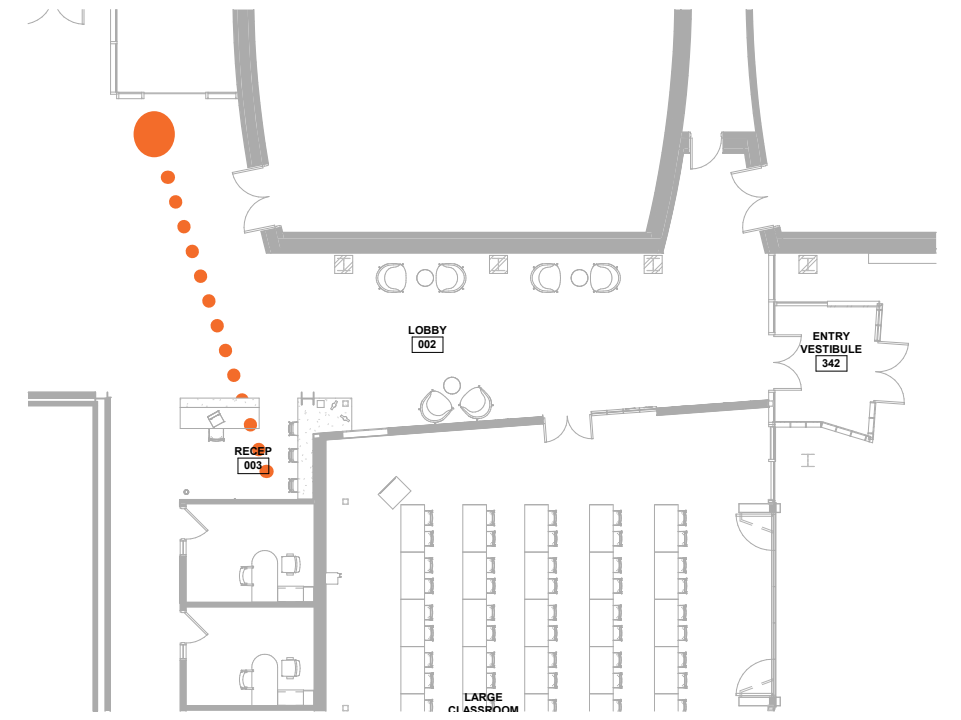
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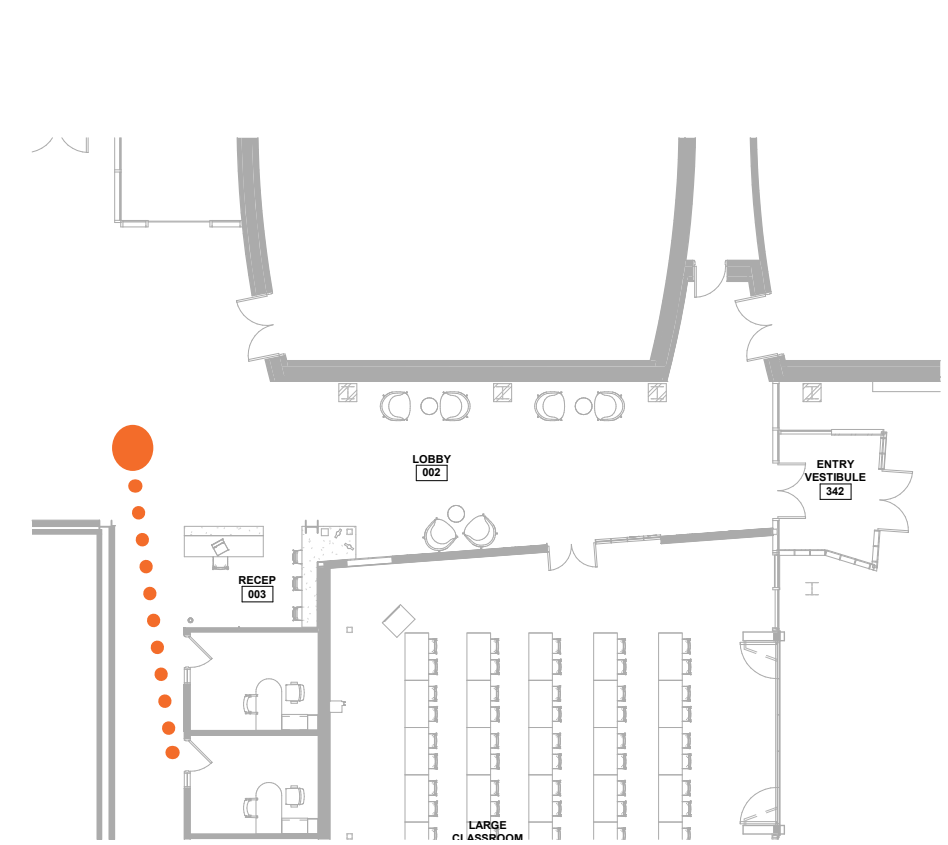


1 MAIN ENTRY





2 RECEPTION



3 STUDENT SERVICES

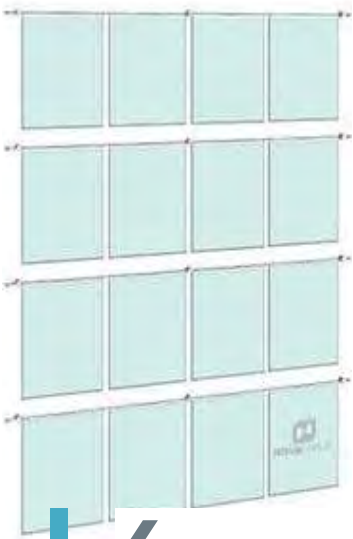


4 DISPLAY CASE LEVEL 01



5 DISPLAY CASE - LEVEL 01

CITY OF HOPE
RADIATION ONCOLOGY RESIDENCY PROGRAM



6 CLASSROOM CORRIDOR -
LEVEL 01





GROUP STUDY

Analyze



9 GROUP STUDY/BREAKOUT COMBO - LEVEL 02



10 GREEN WALL - LEVEL 02



11 DISPLAY CASE - LEVEL 02



STANDING WATER ELEMENT



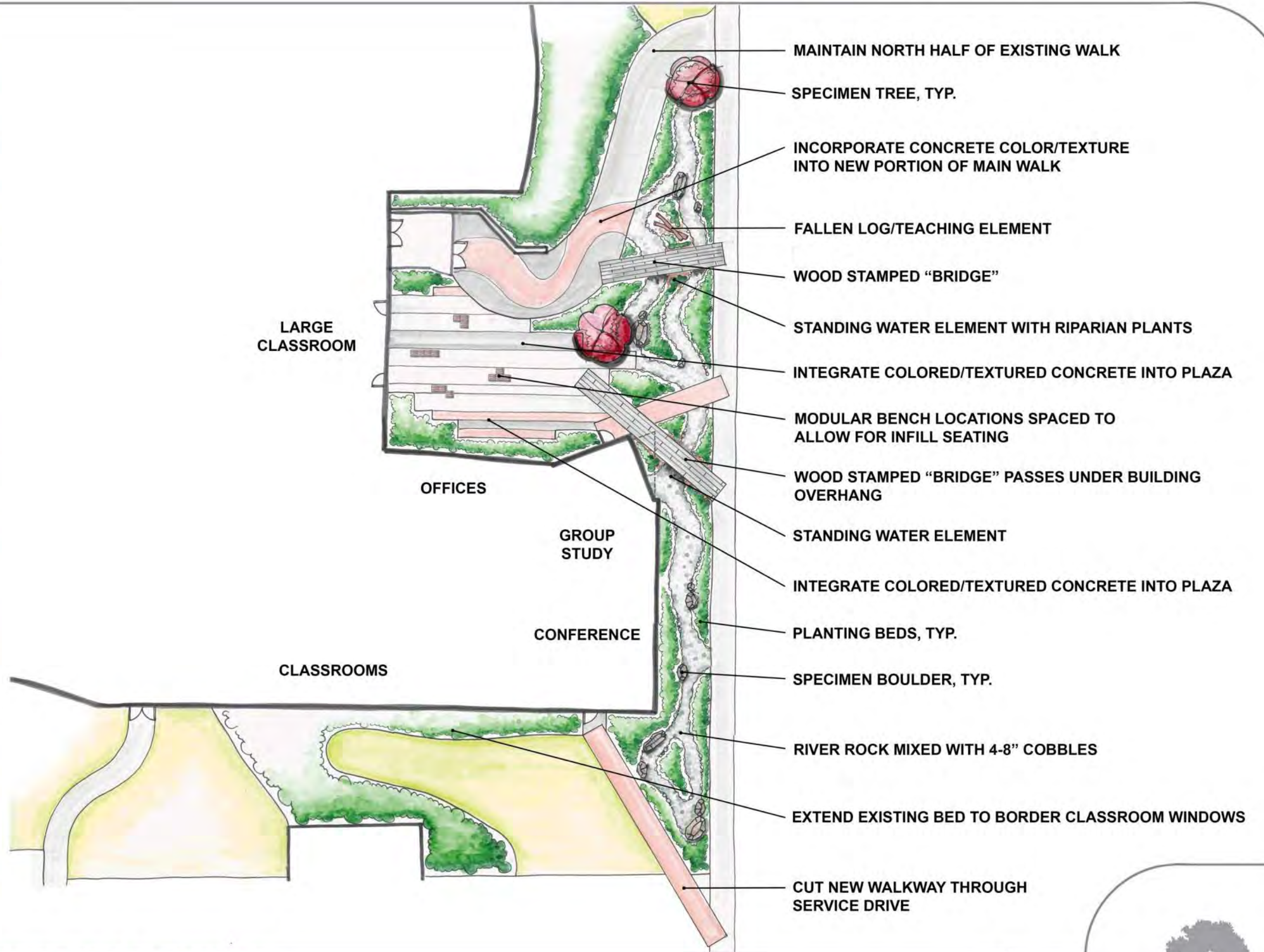
WOOD STAMPED CONCRETE



MODULAR BENCH INSPIRATION



PLANT PALETTE INSPIRATION



MAINTAIN NORTH HALF OF EXISTING WALK

SPECIMEN TREE, TYP.

INCORPORATE CONCRETE COLOR/TEXTURE INTO NEW PORTION OF MAIN WALK

FALLEN LOG/TEACHING ELEMENT

WOOD STAMPED "BRIDGE"

STANDING WATER ELEMENT WITH RIPARIAN PLANTS

INTEGRATE COLORED/TEXTURED CONCRETE INTO PLAZA

MODULAR BENCH LOCATIONS SPACED TO ALLOW FOR INFILL SEATING

WOOD STAMPED "BRIDGE" PASSES UNDER BUILDING OVERHANG

STANDING WATER ELEMENT

INTEGRATE COLORED/TEXTURED CONCRETE INTO PLAZA

PLANTING BEDS, TYP.

SPECIMEN BOULDER, TYP.

RIVER ROCK MIXED WITH 4-8" COBBLES

EXTEND EXISTING BED TO BORDER CLASSROOM WINDOWS

CUT NEW WALKWAY THROUGH SERVICE DRIVE

LANDSCAPE CONCEPT

Meyer Health and Sciences Building



NTS











