December 17, 2008

Dear Trustees,

December’s update on our strategic plan goal achievement focuses on Theme III: College Communications and Climate.

**NIC Strategic Plan**  
**Theme 3: COLLEGE COMMUNICATIONS AND CLIMATE**

**GOAL 1:** Improve organizational and inter-departmental communications.

**Objective A:** Support participatory governance through increased communication.

**Action Item 1:** Increase interaction with key constituency groups (e.g., senate, faculty assembly, staff assembly, committees) for improved communication and collaboration.

Over the past five months, both human resources and the president’s office have increased interaction with key constituent groups including the senate, faculty assembly, staff assembly, meet and confer, and several committees within the campus community. Meetings are set up for the month of December for both human resources and the president to visit with the senate. Human resources is making presentations to both the faculty and staff assemblies to discuss relevant policy considerations.

**Objective B:** Improve current and establish new venues and tools for organizational communication and actively promote their access by all employees.

**Action Item 1:** Increase opportunities to communicate with executive staff through offerings of employee forums to discuss relevant topics.

Over the past two months the president and human resources have offered open forums for any and all employees to attend to discuss, directly with the president, matters relevant to the college. In addition, monthly “Coffee with Priscilla” sessions have been offered for the president to communicate openly and regularly with members of the campus community. Additional plans are set to create open forums for management groups and others in order to ask questions and have open discussions about matters pertinent to the campus.

Additionally, the president has had the opportunity for “walk around” tours of the various offices and programs on campus in order to learn more about daily operations, hear faculty and staff concerns and ideas and get better acquainted with those who work at NIC.

**Action Item 2:** Increase use of online and e-tools for ongoing communication and greater access to information by employees, managers, and community constituents.

Efforts have been made by Human Resources to communicate more frequently with the campus community. Extensive information has been provided regarding the application of policies and procedures, the health insurance plan, wellness activities, training activities, and other employee-related events that take place throughout the campus. Additional efforts are being considered to create additional tools for enhanced communication.

**Objective C:** Create tools and opportunities for communication among employees, students, managers, and leaders.

**Action Item 1:** Conduct an employee opinion survey as a follow up to the 2008 survey to evaluate progress in key areas.
A comprehensive employee opinion survey is set to be administered at the end of January or first part of February in 2009. Results from the survey will be compared to the results of the previous survey to assess progress and continued areas of concern.

Action Item 2: Implement a virtual suggestion box to allow for anonymous input from all employees and stakeholders.

Completed. A virtual suggestion box is accessible through the human resources website that allows employees to provide anonymous tips, comments, and recommendations for consideration. On the average there are approximately two to four comments or suggestions made per week. These comments are routed to the manager who would oversee the resolution of the suggestion as well as to the vice president. Efforts are being made to create a site under the human resources page to communicate some of the suggestions and their responses.

Action Item 3: Increase awareness of employee access to “open door” policy to managers and leaders throughout the organization.

While a formal approach has not been established to communicate the open door policy, this information has been communicated freely through training sessions and open forums that are available to both employees and managers. Feedback has indicated a greater awareness and utilization of the open door policy. Individual cases where employees do not feel that they have appropriate access to their supervisors are resolved on a case-by-case basis.

Objective D: Develop team-building opportunities for increased interaction and collaboration among and between employees and departments throughout NIC.

Action Item 1: Increase offering of teambuilding opportunities for departments, managers and employees that include training, mediated conferences, and group assessment.

Currently in progress. Opportunities have been established through training events to create greater team building activities, but so far no formalized program has been created.

GOAL 2: Further develop opportunities for professional development.

Objective A: Create comprehensive professional development program for staff.

Action Item 1: Integrate professional development into performance evaluation tools and hold employees and managers accountable for professional development activities.

A professional development section has been included in the staff evaluation tools. This is under a new and revised format for the conduct of performance appraisals that began in fall 2008. It is still too early to assess the utilization of the professional development tools within the evaluation, but efforts are being taken to monitor and manage their utilization.

Action Item 2: Improve upon current performance tools to increase access of managers and employees to performance tools to improve employee performance.

A revised and comprehensive appraisal program was implemented in fall 2008. The new approach creates a more open dialogue with employees in order to create a more effective relationship between the supervisor and employee. Extensive training was provided to managers and a supplemental DVD of the training and a CD containing the forms were distributed to all managers and supervisors. Efforts are being made in human resources to ensure that all managers complete their performance evaluations for their employees. While it is too early to assess the effectiveness of the new tools, extensive feedback has been provided to us that indicates a positive impact and acceptance of the new format.
Objective C: Develop comprehensive supervisor training program available for all managers and supervisors.

Action Item 1: Establish 40-hour management course for essential basics of management to be offered over the course of five weeks. Offer multiple training sessions each year to allow individuals to attend.

Completed. The first cohort of 18 managers and supervisors at all levels and formal divisions of the organization completed the first round of this 40-hour management course in November 2008 with very positive results. An additional offering of this course will be made in February 2009. The course format included five classroom sessions over the course of five weeks, with outside homework and additional assignments to be completed. Feedback from the course indicates a very positive response to the training.

Action Item 2: Offer monthly training courses available to managers and supervisors on management and leadership related topics pertinent to development.

In progress. Thus far training has been offered to managers and supervisors on the topics of (A) effective performance management (September), (B) effective hiring strategies (August and September) (C) motivation, rewards, and recognition (October) and (D) corrective action (December). Additional courses are scheduled on a monthly basis over each month of the spring semester to cover such topics as employment law, communication skills, and other topics relevant to management development.

GOAL 3: Attract and retain high-quality employees.

Objective B: Develop a comprehensive recruitment strategy to attract highly qualified and diverse candidates.

Action Item 1: Implement an internal branding campaign to focus on positive elements of working for NIC.

Action Item 2: Develop strategic recruitment and hiring strategy that incorporates advertising, marketing and other recruitment efforts to attract high-quality and diverse candidates.

In progress. Efforts are being made to develop the branding approach implemented into the recruitment and hiring strategies in the next half of the fiscal year. Human resources needed to wait until the comprehensive communication study was completed in order to ascertain the best approach to brand the employment offering from the college. Now that the information is available, we will utilize this information in the coming year to develop materials that will attract and retain the most qualified candidates.

Objective C: Define and develop a comprehensive hiring process and provide training to all hiring managers and participants on effective hiring strategies.

Action Item 1: Review and revise hiring practices to ensure compliance and ease of hiring best candidates.

In progress. Efforts began in September 2008 to revise the hiring process, streamline procedures to facilitate hiring, and to better inform and train hiring managers on the processes. These efforts will continue through the next half of the fiscal year.

Action Item 2: Develop comprehensive hiring manual and training to provide instruction to hiring managers and those involved with hiring to ensure consistency and quality in hiring process.

In progress. Comprehensive management training was offered in August and September 2008 to communicate the appropriate methods to employ effective hiring strategies. A manual is currently under development to be provided to hiring managers to provide them with steps, procedures, and
solutions to assist them with the hiring process. This manual and an accompanying DVD will be made available to managers in January 2009.

Objective E: Improve upon total rewards offered to employees.
Action Item 3: Implement consumer-directed health care (CDHC) to provide resources to employees to maximize earnings related to healthcare.

Extensive efforts have been made to implement CDHC in healthcare. This is the incorporation of higher deductibles with an HRA contribution for behavior that promotes wellness and better health. Initial estimates indicate that the program is successful in containing costs and motivating employees to engage in healthy behavior. Implementation of this new program is also anticipated to have positive effects on the rates of renewal for health insurance carriers in the coming year. Additional information will be available on renewal rates over the next two months. It is anticipated that we will continue the consumerism approach to healthcare management into the next year in order to assess the impact on employees in the organization.

Other news and events happening around NIC:

Athletics
The NIC women’s soccer team capped the end of another outstanding fall season by capturing 3rd place in the nation in their first ever appearance at the NJCAA national tournament. The Lady Cardinals defeated three nationally ranked teams en route to the finish, including a stunning upset of the previously undefeated and second ranked Navarro (TX) CC in the national tournament quarterfinals. Natalie Nicoles and Kylee Williamson were named to the All-tournament team.

The Lady Cardinals volleyball team finished 11th in the nation at the NJCAA national tournament after being ranked in the top 20 all season. The national appearance was the third for NIC in the past five seasons.

Currently every NIC intercollegiate team in competition this season has been considered in the NJCAA national polls, including wrestling currently ranked 4th, men’s basketball ranked 25th, and women’s basketball also receiving votes for the top 25.

Student Services
The Children’s Center received their five-year accreditation report on December 1 from NAEYC. There were multiple commendations and no findings. The Children’s Center will complete another accreditation review in five years. Jolie Wenglikowski’s work, along with the efforts of Kathy Christie and all of the teachers, once again demonstrates the excellence we achieve at NIC.

Student Services has just completed their third annual student satisfaction survey. There will be more to come in January as results become available.

Mario Barrientos is a work study student in financial aid and is majoring in graphic design. His graphic design work for the NIC financial aid office was recently picked up at the state level and will be featured in a state-wide marketing campaign encouraging high school students to complete the Free Application for Federal Student Aid (FAFSA).

Development and NIC Foundation:
On November 18, the NIC Foundation hosted the annual Scholarship Celebration on campus in the Edminster Student Union. One hundred fifty donors, employees, friends, and student scholarship recipients were in attendance. This event continues to be a wonderful exchange between the students, supporters, and the campus community.
North Idaho College Foundation is offering $50,000 in grants again this year to faculty, staff, and student groups who have innovative ideas and projects! Applications are currently being reviewed by the judges and the recipients will be announced by December 19.

The development department in collaboration with Alumni Relations and the NIC Foundation recently distributed nearly 20,000 Alumni & Friends Year in Review publications to NIC alumni, donors and friends. If you would like copies to display in your place of business or to distribute to others, please call the development department at 769-5978.

The Alumni Association is hosting their 10th Annual Wild Game Feast fund raiser to benefit student scholarships on Saturday, January 24, 2009. The event will be held here at NIC in the Edminster Student Union and will include a six-course meal, entertainment, and a silent auction. For tickets, please call 769-5978.

Additional Budget Holdback:
On December 1, 2008, NIC was notified of an additional 3% holdback of State funds. This comes on top of a 1 % holdback implemented in September. The total amount from both holdbacks is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Transfer Funding</td>
<td>$455,600</td>
</tr>
<tr>
<td>PTE Funding</td>
<td>$178,606</td>
</tr>
<tr>
<td>Total State Funds</td>
<td>$634,208</td>
</tr>
</tbody>
</table>

The staff and I intend to identify particular cuts by the week of December 17. Information coming to NIC indicates that these cuts may reduce our base budget for the fiscal year coming up (FY 09-10).

Education Corridor:
The College and Foundation are continuing to work on details relevant to the purchase and sale of the DeArmond mill site. The concrete and asphalt surfaces have been crumbled and the environmental assessment is complete and our engineer is currently reviewing the report. I do not anticipate that the transaction will close until early next year. I have met frequently with presidents of UI and LCSC to chart the course for our growing collaboration on the education corridor. The university provosts and our VPI, Jay Lee, are also working to establish program needs which will drive future facilities decisions.

Facilities Master Planning
John Knapp of Knapp Architecture Design Development has been meeting with vice presidents, deans, department heads and some local business people to develop the Facilities Master Plan. John has been on campus on two occasions for several days each and will return to continue his interviews on December 15, 16, and 17. Our current schedule reflects a finished document early in the spring semester. The document will be reviewed and presented to the board as it nears completion.

Portal Project Kickoff
The project to develop a web-based portal for NIC students and staff was kicked off with the visit of a business practices consultant from Datatel, the college’s principal software supplier. Tracy Hokanson met with the Portal Leadership Team and focus groups made up of students, faculty and staff. A total of 60 members of the campus community attended the sessions on November 17 and 18. The portal will improve collaboration and access to information when completed next summer.

ANGEL Will Replace WebCT Vista
ANGEL Learning, http://www.angellearning.com/, will be the new learning management system (LMS) at NIC to support online, hybrid, and web-enhanced (face-to-face) classes, starting summer
2009: ANGEL will replace WebCT Vista. The process for deciding on a new LMS was an open one with several opportunities for faculty and staff participation, collaboration, and feedback in the form of vendor demonstrations, brown bag sessions, training sessions, and faculty surveys. The LMS Decision Committee included: Sue Shibley, representing Professional/Technical faculty; Bill Richards, representing General Studies faculty; Steve Ruppel, Charley Cahill, and Lisa Clark from IT; Tami Haft from the Registrar's Office; Robert Ketchum from the Workforce Training Center; and Jane McCarville, Tom Lyons, and Ann Garnsey-Harter from eLearning and Outreach. The Decision Committee considered the following criteria when making the decision: faculty evaluation/review (weighted most heavily), compatibility and integration with other systems on campus (such as Datatel), cost effectiveness, and vendor service and integrity.

Legislative Reception
North Idaho College hosted a legislative reception on December 8. The purpose was to present the 2009 Legislative Agenda to our north Idaho legislators in districts 1 through 5. Board members and faculty participated in the presentations. Legislators asked some good questions and gave us ideas on how we can strengthen our requests. Legislator attendance this year was not very good, only five out of fifteen were present. Therefore, we will explore alternative formats for next year's program. We are also mailing copies of the Legislative Agenda brochure to those who could not attend.

Meetings
The following will provide you an overview of meetings and events I attended over the past month.

Nov 17
Met with John Knapp of the architecture firm KADD to discuss the meeting process and plans for interviews for the Facilities Master Plan.
Met with key staff and professionals to discuss strategic communications plan for NIC priorities.
Attended ASNIC workshop and provided the group an update on the Education Corridor.

Nov 18
Attended the Management Team meeting.
Attended the monthly Education Corridor meeting with stakeholders at the mayor's office.
Met with Constituent Group Leaders.
Met with Dick Cripe to discuss membership on Opera Plus! board.
Attended the Annual NIC Foundation scholarship celebration. (See first paragraph under Development and NIC Foundation.)

Nov 19
Hosted the monthly “Coffee with Priscilla” in the Ft. Sherman Officers’ Quarters and enjoyed the opportunity to engage with students and staff.
Accepted a $380 donation to the Foundation from Hastings Music for the ABE/GED program.

Nov 20
Attended Chamber Executive Roundtable meeting hosted by Tim Stoddard at Renew Spa.
Made an education presentation to the Chamber Leadership group during their luncheon and meeting at Emery’s.
Toured the Hedlund building with Karen Ruppel and talked with numerous faculty and students.
Nov 21  Accepted a $4,000 donation from Tom and KJ Torgerson. The contribution will benefit NIC students and programs through the NIC Foundation’s annual Excellence and Opportunity Campaign

Attended the Excel Foundation’s “Big Event” benefitting students in Coeur d’Alene School District 271.

Nov 24  Took part in the November Open Forum and engaged with employees on matters relevant to the college.

Hosted an invitation-only coffee for several students who work in the TRIO, student services and admissions areas.

Met with others directly involved with the financing and purchase of the mill property to ensure the list of action items is complete and that the transaction continues to move forward as quickly as possible.

Presented Sterling Silver Award to Laura Humphreys, administrative assistant for college relations who was selected as NIC employee of the month.

Nov 25  Attended the monthly Booster Club lunch at Coeur d’Alene Resort. Coaches discussed national tournaments for soccer and volleyball.

Attended a presentation of the Nutcracker Suite at Schuler Auditorium.

Nov 29  Attended the annual Festival of Trees Gala benefitting children’s services at Kootenai Health.

Dec 7  Attended a performance of the NIC concert choir and wind symphony “Sounds of Christmas” concert at Schuler Auditorium.

Dec 8  Met with chairman Chief Allan of the Coeur d’Alene Tribe to discuss Education Corridor.

Toured allied health program areas with Lita Burns, Director of Health Professions and Nursing. While there I talked with many faculty and students and saw our labs in action.

Met with Mayor Bloem, Presidents Dene Thomas and Steve Daley-Laursen to discuss Education Corridor.

Hosted a reception for legislators in the Edminster Student Union building and presented NIC’s legislative agenda for FY09.

Dec 9  Attended Chamber “Upbeat Breakfast” for Mayor Bloem’s State of the City address.

Attended Women’s Gift Alliance lunch to help them celebrate four years of giving in the community.

Met with Foundation board member Mark Fisher in my ongoing plan to remain connected to the Foundation board.

Attended the Coeur d’Alene Tribe’s Holiday Celebration and Light Cruise on Lake Coeur d’Alene.
Dec 10  Toured Lee-Kildow Hall with Tami Haft, registrar. Toured Post/Winton Halls with Athletic Director, Al Williams and Division Chair, Paul Manzardo. Participated in Community Relations staff meeting with VP John Martin. Attended Opera Plus! annual meeting and was elected to the Opera Plus! board.

Dec 12  Joined Sid Fredrickson for a tour of the wastewater treatment plant with Vice Presidents Rolly Jurgens and John Martin. Made a presentation to Rotary with Mayor Bloem – Topic: Education Corridor. Attended the NIC holiday reception in the Student Union Building dining room.

Upcoming Meetings:
Dec 13  Opera Plus! board retreat at the Harding Center. The Coeur d’Alene Symphony’s “Christmas Showcase.”

Dec 15  Meeting with John Knapp of KADD for facilities master planning. Touring computer aided drafting programs with Karen Ruppel.

Dec 16  Management Team meeting. Monthly Education Corridor meeting with stakeholders. Meeting with constituent group leaders.

Dec 17  Chamber of Commerce legislative send-off luncheon (NIC is a sponsor) with legislators from Districts 3, 4, and 5. Coeur d’Alene and other regional chambers will present their legislative positions, followed by state legislators speaking on key issues facing their districts. Meeting with John Knapp of KADD for facilities master planning.

Dec 18  Chamber Executive Roundtable meeting hosted by Nighthawk Radiology and Merrill Lynch. Meeting with presidents and provosts of LCSC and UI and VP Jay Lee to discuss future programming needs for AS degree level to graduate degree level.

Dec 19  Interview with Samm Haight and Tom Cronin for membership on the Court Appointed Special Advocates (CASA) board of directors.

Dec 25-Jan 1  NIC winter break - campus closes noon Dec 24 and reopens 7:30 am Jan 2.

Dec 30  Lunch meeting with Sen. Shawn Keogh (District 1) and VP John Martin to share our vision of the Bonner County center and receive her input on how we can expand and improve our services to her constituents.

Jan 1-4  Attending Mt. States Association of Community College Presidents’ winter meeting in Scottsdale, AZ.
Jan 6  Presentation with VP Jay Lee at Jobs Plus board meeting.
Jan 6-7 Presentation commemorating NIC’s 75\textsuperscript{th} Anniversary to Priest Lake Chamber with VP John Martin.
Jan 8  Foundation board meeting.
Jan 13 Booster Club lunch at the Outback (no speaker identified yet).
Jan 14 School superintendents meeting at Mid-town Center.
Jan 15 Monthly Chamber Executive Roundtable hosted by Tim Komberec at Empire Airlines.
       Staff Assembly – Driftwood Bay room
Jan 20 Monthly Education Corridor meeting with stakeholders
Jan 26-30 Taking part in Higher Education Week - Boise
Mission Statement: North Idaho College is committed to student success, teaching excellence, and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

4:00 p.m.
**CALL TO ORDER**
Verification of Quorum

6:00 p.m.
**EXECUTIVE SESSION**
Idaho Code Sections 67-2345 (B) (C) (F)

6:00 p.m.
**RECONVENE IN DRIFTWOOD BAY ROOM**
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Celebrating Success: NJCAA National Tournament Successes

**OLD BUSINESS**
TAB 3: ACTION: Adoption of Resolutions and Documents Related to Mill Site Property
Kootenai Technical Education Center (K-TEC) Liaison and Status Report
ACTION: Policy Manual Table of Contents Revision

**NEW BUSINESS**
TAB 4: Budget Development Timelines
TAB 5: ACTION: NIC Head Start Overview
TAB 6: Agency Report for Aging and Adult Services Overview

**INFORMATION ITEMS**
Education Corridor
Legislative Update
Budget Holdbacks
Facilities Master Planning Update
State Allocation Formula
REPORTS
College President
Senate
Faculty Assembly
Staff Assembly
ASNIC
Board Chair
Priscilla Bell
Nancy Edwards
Ann Johnston
Gary Coffman
Jack Vanderlinden
Christie Wood

REMARKS FOR THE GOOD OF THE ORDER*

ADJOURN

* Remarks are subject to NIC Policy and Procedure 2.01.03. Copies are available from the President’s Office and at each board meeting.

** Executive sessions may be called for the purposes of considering hiring a candidate for public employment; considering the evaluation, dismissal, or disciplining of a public employee; conducting deliberations concerning labor negotiations or to acquire an interest in real property not owned by a public agency; advising its legal representatives in pending or probable litigation or considering preliminary negotiations in matters of competitive trade or commerce with governing bodies in other states or nations.

Next Board Meeting
January 28, 2009
SUBJECT
Executive Session

BACKGROUND
From time to time the Board will find it necessary to adjourn to executive session.

DISCUSSION
When an executive session is required, a number of specific steps must be taken. These steps are:
2. Cite one or more specific subsections in the code section.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

COMMITTEE ACTION
Roll call vote of the members of the Board of Trustees with a two-thirds majority is necessary to adjourn to executive session.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
A motion under Idaho Code Section 67-2345 subsection:
_____ (a) To consider hiring a public officer, employee, staff member or individual agent;
_____ (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent;
_____ (c) To conduct deliberations concerning labor negotiations or to acquire an interest in real property which is not owned by a public agency;
_____ (d) To consider records that are exempt from disclosure as provided in Chapter 3, Title 9, Idaho Code
_____ (e) To consider preliminary negotiations involving matters trade or commerce in which the governing body is in competition with governing bodies in other states or nations;
_____ (f) To consider and advise its legal representatives in pending litigation or where there is a general public awareness of probable litigation;

Moved by ________ Seconded by ________           Carried:       Yes _______ No ______
Roll call:    ___________ Armon
             ___________ Meyer
             ___________ Vieselmeyer
             ___________ Williams
             ___________ Wood
CALL TO ORDER
The meeting was called to order at 4:05 pm by Chair Rolly Williams.

VERIFICATION OF QUORUM
Chair Williams verified that a quorum of the Board was present at the meeting.

ATTENDANCE
Trustees: Rolly Williams
Mic Armon
Ron Vieselmeyer
Christie Wood
Judy Meyer

Also present: Priscilla Bell, President
Rolly Jurgens, Vice President of Administration
Marc Lyons, Attorney for North Idaho College
Danielle Quade, Bond Counsel
Rayelle Anderson, Executive Director NIC Foundation
David Wold, President NIC Foundation

EXECUTIVE SESSION
Following the call to order, motion was made by Trustee Meyer, seconded by Trustee Wood, to go into executive session under Idaho Code § 67-2345(a), (b) and (c), for the purpose of discussing issues related to personnel matters and the acquisition of an interest in real property not owned by a public agency. Roll call vote was taken as follows:

Judy Meyer       aye
Ron Vieselmeyer  aye
Rolly Williams   aye
Mic Armon        aye
Christie Wood    aye

At 5:55 p.m., Trustee Armon made a motion to return to open session. The motion, seconded by Trustee Wood carried unanimously. The Chairman announced that the meeting would reconvene in the Driftwood Bay room.
RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Williams recalled the meeting to order at 6:05 pm and verified that a quorum of the Board was present.

ATTENDANCE
Trustees: Mic Armon
         Ron Vieselmeyer
         Rolly Williams
         Christie Wood
         Judy Meyer

Also present: Priscilla Bell, President
              Rolly Jurgens, Vice President for Administrative Services
              Eric Murray, Vice President for Student Services
              John Martin, Interim Vice President for Community Relations
              Marc Lyons, Attorney for North Idaho College
              Nancy Edwards, Senate Chair
              Gary Coffman, Staff Assembly Chair
              Ann Johnston, Faculty Assembly Chair
              Jude DeTar, ASNIC President

APPROVAL OF MINUTES
Chair Williams made a correction to the minutes of the October 22, 2008 meeting. He pointed out that the portion of the minutes regarding the legislative agenda session state that he had requested John Martin investigate insurance available to NIC retirees. Instead, the minutes should reflect that he requested John Martin investigate insurance available to retirees from other state schools such as Boise State University and Idaho State University.

Trustee Meyer requested clarification be made under celebrating success. The third paragraph, third sentence should state that there will be no spring law enforcement vocational-tech program so that the focus can remain on the basic patrol academy to ensure it is successful.

    Motion was made by Trustee Meyer and seconded by Trustee Vieselmeyer to approve the minutes of the meeting of October 22, 2008, as amended. The motion was unanimously approved.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Gayne Clifford, division chair of business and professional programs, reported on the flexible learning center. The FLC provides training on Microsoft applications to students and local businesses as a part of professional technical programs. Learning is self-paced and work can be done from home or office and Microsoft certified competency testing
takes place on campus. For an additional $15 fee, students can test to become Microsoft Office certified. Mr. Clifford pointed out that last spring, prior to this program’s implementation, five full time instructors were providing 560 credits in the traditional face-to-face setting. With this program, three full time faculty are delivering more than 825 credits. Mr. Clifford stated that in the upcoming spring semester they plan to open a flexible learning center in the Ponderay Center in Sandpoint and he’s working with the Coeur d’Alene Tribe to incorporate this concept into their Tribal Center as well. Each location will be required to have a Microsoft Certified instructor.

He introduced Kathie O’Brien, Sue Shibley and Marilyn Wudarki who have worked to implement this concept.

OLD BUSINESS

Agreement Between College and NIC Foundation
Dr. Bell reported that attorneys for both NIC and the Foundation are working toward finalization of the lease and purchase of the DeArmond Mill site. She took this opportunity to introduce David Wold, President of the NIC Foundation who addressed the Board and reinforced the Foundation’s support for the College as intermediary for the purchase of the Mill Property.

Trustees Meyer and Wood thanked the Foundation for their support and Chair Williams pointed out that the Foundation and our athletic booster clubs are two of many entities that help distinguish North Idaho College from other schools.

Board Resolution – Selection of Lender
Vice President Rolly Jurgens addressed the board with regard to their selection of a lender for a Tax Anticipation Notice (TAN) to purchase the DeArmond Mill property. He stated that a TAN is needed due to the timing of the income of the school’s tax receipts to pay the foundation the initial payment on the note for the purchase of the property. In October, sixteen local financial institutions were notified of the College’s intent to issue a TAN and five of the institutions submitted proposals. Mr. Jurgens reviewed some of the specific terms provided in the proposals and he requested, based upon the rates submitted, that the board direct him to negotiate with Washington Trust Bank for the TAN.

MOTION: 11-19-08 32: Trustee Vieselmeyer moved to approve a board resolution for the selection of a lender to issue the note. The motion was seconded by Trustee Wood. The motion was then amended to include in the board resolution that Washington Trust is the selected lender. The amended motion, seconded by Trustee Meyer passed unanimously.

NEW BUSINESS

Canvass of Board of Trustees Election and Oath of Office for Trustees
VP Jurgens reviewed the results of the recent trustee election and asked the board to approve the canvass of the trustee election.
MOTION: 11-19-08 33: Trustee Wood moved to approve the canvass of the election. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

At this time, VP Jurgens performed the oath of office for Trustees Meyer and Armon.

Election of Officers
Chair Williams conducted the election of officers as follows:

Trustee Armon nominated Trustee Vieselmeyer as Treasurer. The nomination was seconded and nominations were closed. Vote was unanimous for Trustee Vieselmeyer for Treasurer.

Trustee Wood nominated Trustee Meyer as Secretary. The nomination was seconded and nominations were closed. Vote was unanimous for Trustee Meyer as Secretary.

Trustee Vieselmeyer nominated Trustee Armon as Vice Chair. The nomination was seconded and nominations were closed. Vote was unanimous for Trustee Armon as Vice Chair.

Trustee Meyer nominated Trustee Wood as Board Chair. The nomination was seconded and nominations were closed. Vote was unanimous for Trustee Wood as Board Chair.

Following discussion the Trustees reaffirmed that Trustee Armon will continue as the Board representative and liaison to the NIC Foundation.

Legislative Agenda
Vice President John Martin presented NIC’s legislative agenda for the 2009 legislative session. He stated that the legislative committee’s approach to developing the agenda was one of need and he pointed out that most of the agenda items are already in the Department of Education budget or were previously submitted to the Department of Education by North Idaho College.

Trustee Wood thanked VP Martin for his work in approaching CSI to join with NIC in support of adding PERSI as a retirement plan option for faculty and professional staff and she asked if staff also plan to approach College of Western Idaho to try and obtain their support of this legislation. VP Martin stated staff would approach CWI. Trustee Armon also recommended approaching CSI and CWI for their support of the PTE and dual enrollment legislation.

MOTION: 11-19-08 34: Trustee Armon moved to approve NIC’s legislative agenda for the 2009 legislative session. The motion, seconded by Trustee Wood, carried unanimously.

INFORMATION ITEMS
Kootenai Technical Education Center (K-TEC)
President Bell began her report with an update on the Kootenai Technical Education Center (K-TEC) formerly the Kootenai County Professional Technical Education
Consortium. She reviewed a recent visit she made with Jay Lee and Judy Meyer and more than 30 members of this group to the Boise area where they were able to tour PTE campuses, particularly COSSA programs and the Dehryl Dennis Technical Education Center. The visit allowed the group to learn from collaborative efforts that are taking place between school districts in southern Idaho. The group was able to meet with state education leaders and the Governor to discuss the planning underway in Kootenai County to establish a collaborative technical education campus. She added that in all cases, state leadership is enthusiastic about the plans taking place in Kootenai County.

President Bell took this opportunity to inform Trustees that the agreement should be completed soon between the college and the Meyer family whereby the college’s $200,000 option for 135 acres of the prairie property will be transferred to the purchase of the 40 acre parcel designated for the PTE campus site. She went on to state that staff is working on the budget process for FY10 and is now in the process of identifying a revenue stream to support the fund necessary to complete the purchase of the property.

Trustee Meyer suggested that another visit to the Dehryl Dennis facility should be scheduled when Trustees and staff are in Boise for Higher Education Week in January. Trustee Armon added that the board has strong commitment to this process and he mentioned that during the recent public forum in Post Falls for the Education Corridor, Representative Frank Henderson requested NIC’s Trustees to identify a funding mechanism for the long term to make the PTE campus a reality. Trustee Armon stated that the remaining funds for the facility and the advancement of PTE programs have been and will continue to be allocated in the budget going forward.

Chair Williams reinforced Trustee Armon’s remarks by stating this board and administration and those previous to this one have been and continue to be committed to PTE programs.

**Education Corridor**

President Bell continued her report by stating that the college is moving forward to execute the agreements and financing necessary for the purchase of the 18-acre mill site.

**Permanent Building Fund Advisory Council (PBFAC)**

President Bell stated that when she was in Boise earlier in November meeting with legislators and the leadership of the Permanent Building Fund Advisory Council, she learned that the PBFAC had unanimously approved funding for the remodel of Seiter Hall at $4.35 million as well as approximately $700,000 for repair and alterations projects on campus.

**Facilities Master Planning**

President Bell reported that John Knapp of the architecture firm KADD had begun interviews with people across campus in the process of developing his facilities master plan report. The firm plans more visits and interviews in December, January and February with a report due in the spring of 2009. She went on to say that the discussions that are taking place with KADD are being tied into discussions between the
President Bell finished her report with news about the Foundation's recent scholarship celebration, successes in the athletic department and recent national awards won by the *Sentinel* student newspaper. Dr. Bell went on to provide some statistics from the recent Career Development Week and she reported that Emma Miller, a student from NIC, was recently given the Outstanding Student for Two-Year Institutions award by the National Association of Campus Activities West.

**REPORTS**

**Senate**
Chair Nancy Edwards reported that the Senate had not met since the last board meeting, but they would be meeting next on November 20, 2008 and VP Eric Murray, VP Rolly Jurgens and Tammy Haft would be attending as guests.

**Faculty Assembly**
Chair Ann Johnston reported that the Faculty Assembly met on November 13. She stated that faculty had expressed strong support for PERSI to be made available to them as a retirement plan option.

**Staff Assembly**
Chair Gary Coffman reported that the annual food drive that Staff Assembly participates in for needy student and employee families is being combined with ASNIC's St. ASNIC event so that the families that come in for the event will receive gifts for children as well as a food basket from Staff Assembly. Food donation boxes will be set up in each building on campus.

**ASNIC**
Jude DeTar reported that ASNIC is working on the St. ASNIC event. He reported that there was a good turnout for the open house ASNIC hosted on November 12, 2008 and that the student union advisory board has decided to promote more art in the student union building and will begin work on this next semester. He finished his report by stating that the Go Green committee has submitted a grant application to the NIC Foundation to expand their program.

**Board Chair**
Chair Williams commented that after listening to statements about the age of Sieter Hall he felt melancholy because he remembers when it and other buildings on the NIC campus were built.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Wood reported that in October, the Foundation staff nominated Executive Director, Rayelle Anderson as Boss of the Year through the International Association of Administrative Professionals. Trustee Wood attended the IAAP event where Rayelle’s nomination was announced and she wanted to take this opportunity to mention it to the Trustees and congratulate Rayelle on her nomination.
Trustee Meyer mentioned that she recently attended a meeting of the Idaho Business Coalition for Educational Excellence (IBCEE) and she reported that this year they will be working on legislation for early childhood education which ties into NIC’s Head Start program. She remarked that the more that can be done for early childhood education at the state level provides more opportunities for students at NIC as they will arrive better equipped. Trustee Meyer went on to say that the IBCEE will be working with the State Board of Education on medical education issues should there be a medical school in the state of Idaho. She met briefly with CWI incumbent trustee Guy Hurlbutt who agreed CWI trustees would like the opportunity to meet with NIC and CSI trustees who attend events during Higher Education Week in January to discuss cooperative legislation.

ADJOURNMENT

Motion to adjourn was made by Trustee Armon, seconded by Trustee Wood and unanimously approved at 7:20 p.m.

_________________________________  ________________________________
Board of Trustees Chair                    Board of Trustees Secretary
SUBJECT: Financing and other resolutions related to property acquisition

BACKGROUND AND DISCUSSION
The North Idaho College Board of Trustees has been working with the Foundation regarding the potential to acquire the DeArmond Mill Site property. The Foundation has indicated a willingness to purchase the property and to lease that property to the College. The acquisition by the Foundation will require the North Idaho College Board of Trustees to approve resolutions related to the Foundation’s financing for the acquisition and a separate resolution related to a tax anticipation note for the College. Other documents that will require Board approval will include lease agreements between the College and the Foundation and a separate agreement with the Foundation regarding the acquisition of the property.

COMMITTEE ACTION
None

FINANCIAL IMPACT
The Tax Anticipation Notice will accelerate the receipt of tax revenues for the upcoming year. It is anticipated that the funds received will be used in connection with the lease of the mill site property from the Foundation. These amounts along with other monies from the College will be used to assist the Foundation in acquiring the mill site property and for the lease of the property to the College from the Foundation.

REQUESTED BOARD ACTION
Request the Board consider a motion to approve the resolutions and authorize the chair and the president to execute the documents necessary.

Prepared by:
Priscilla Bell, Ph.D.
President
SUBJECT
Policy Manual Table of Contents Revision

BACKGROUND
As a result of interactive discussions with the Senate and the Office of the President, a revised Policy and Procedure, 2.01.04 was passed last spring. The revisions clarified the processes for adopting or amending certain policies and outlined the various roles and timelines for comments of each participating body. In doing so, the participants recognized that certain policies concerned with the internal governance of the Board of Trustees are not appropriate for comment by the Senate and the Office of the President and should not be subject to the same rigorous process of revisions. Those areas were recognized as being within the exclusive control of the Board of Trustees, and changes to those areas could be made more quickly. These areas included the governance of the Board of Trustees’ meetings, Board performance review and areas concerning the responsibility of the college President and accompanying Presidential performance review.

In order to identify which areas were reserved to the Board of Trustees, Policy 2.01.04 contained the following language: The adoption, deletion or revisions of policies and procedures affecting the internal administration of the Board of Trustees and its relationship with the Office of the President is not subject to comment by either the Office of the President or the College Senate. The adoption, deletion and revision of these policies and procedures is reserved exclusively to the Board of Trustees.

Accordingly, the table of contents requires some reorganization to designate those policies and procedures which affect the internal governance of the Board of Trustees and are reserved. The proposed reorganization is demonstrated in the attachment.

DISCUSSION
The reorganization does not alter the substance of the policies or procedures but simply re-orders them. Of note is that Policy and Procedure 2.01.04 remain subject to the regular process of comment and revision by both the Office of the President and the Senate, as previously agreed. In follow up to this reorganization, the policies will need to be renumbered sequentially. However, in light of other proposed draft revisions to the substantive language of those policies and procedures, it may be easier to simply delay such renumbering until the substantive content of the policies is addressed. If renumbering were to occur at this point, there will likely be inconsistent internal references to the old numbering system.

COMMITTEE ACTION
None required at this time.

FINANCIAL IMPACT
None

REQUESTED BOARD ACTION
Request the board consider a motion to approve the proposed changes to the policy manual table of contents so that substantive revisions to the content of policies may be made.

Prepared by:
Priscilla Bell, Ph.D.
President
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(Proposed)

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SUBJECT
Budget Development Timeline for FY 09-10

BACKGROUND
Each year at this time, the various departments of the college begin assembling plans and budgets based upon the needs for the upcoming fiscal year. Attachment A shows the schedule for those financial preparations for the fiscal year beginning July 1, 2009.

DISCUSSION
When the budgets are prepared, a first and second reading will be presented to the board for revisions and subsequent approval. The first reading of the budget is scheduled for the March board meeting. The second reading of the budget is scheduled for the April board meeting.

COMMITTEE ACTION
Various groups are, or will soon be, working on projects that have ultimate impact upon the budget. The Meet and Confer Committee will be developing a proposal on salaries and benefit changes for FY10, and this proposal will be thoroughly considered by president’s cabinet. The insurance committee will be working on health-related benefits. The president’s cabinet will be working on salaries and benefits, possible new employees, revenue projections, maintenance and operations levels, capital purchases, and the plant fund budget. Each department will begin working on departmental budgets for presentation to their respective vice presidents and subsequent presentation to the president’s cabinet. All budget requests are determined by departmental goals and the college’s strategic plan.

FINANCIAL IMPACT
The proposed budget for the next fiscal year that will be presented to the board for approval is determined by the final decisions in the revenue and expenditure categories noted above. Of course, planning for the upcoming fiscal year must consider the financial condition of the state. Possible holdbacks for FY09 and FY10 must be taken into account for the budget development for FY10.

REQUESTED BOARD ACTION
No action is required as this is an informational agenda item.

Prepared by
Rolly Jurgens
Vice President for Administrative Services
**Memorandum**

To: President’s Cabinet  

From: Rolly Jurgens, Vice President for Administrative Services  

Date: April 1, 2008  

Subject: Budget Schedule

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After the process begins in earnest, most topics will need to be placed on the agenda until finalized.

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<td>Tuesday, December 2</td>
<td>Finalize Budget Calendar</td>
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<td>Tuesday, January 6</td>
<td>Personnel Requests Presented to Pres. Cab.</td>
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<tr>
<td>Tuesday, January 6</td>
<td>DPW List Presented to Pres. Cab.</td>
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<td>Tuesday, January 20</td>
<td>SBOE Line Items (Program Improvements) for SBOE Prepared</td>
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<td>Wednesday, January 28</td>
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<td>Tuesday, February 3</td>
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<td>Tuesday, February 17</td>
<td>Personnel Requests Finalized and Sent to Meet &amp; Confer</td>
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<td>Tuesday, February 24</td>
<td>Tax Increases/Rates</td>
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<td>Tuition and Fees Rates for Next Fiscal Year Discussed</td>
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<td></td>
<td>Enrollment Estimates for Next Fiscal Year</td>
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<td></td>
<td>Meet &amp; Confer Recommendations Received by Pres. Cab</td>
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<td>Tuesday, March 3</td>
<td>Salary Changes Proposed</td>
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<td>Balance Expenditure Budgets to Revenue</td>
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<td>Tuesday, March 17</td>
<td>JFAC Budget Decision</td>
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<td>Tuesday, March 17</td>
<td>Finalize Tuition and Fee (and Class Fess) Rates</td>
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<td></td>
<td>Prepare First Reading of Budget for FY 10</td>
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<td>Wednesday, March 18</td>
<td>Board Material Mailed</td>
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<td>Board of Trustee Meeting (1st Reading of Budget Including Tuition &amp; Fees)</td>
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<td>Tuesday, Mar 31</td>
<td>Adjustments from Board Decisions</td>
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<td>Wednesday, April 1</td>
<td>V.P.’s Prepare Departmental Budgets</td>
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<td>Wednesday, April 8</td>
<td>V. P.’s send Departmental Budgets to Business Office and Reconciliation</td>
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<tr>
<td>Tuesday, April 14</td>
<td>2nd Reading of Budget &amp; Tuition &amp; Fees Finalized</td>
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<td>Wednesday, April 15</td>
<td>Board Material Mailed</td>
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<tr>
<td>Wednesday, April 22</td>
<td>Board of Trustee Meeting-Tuition &amp; Fees and Budget Approved</td>
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SUBJECT
Head Start Update

BACKGROUND
This is an annual report given to the Board by the director of Head Start, Mr. Doug Fagerness. North Idaho College is the umbrella agency for Head Start in the five northern counties of Idaho.

DISCUSSION
Because the NIC is the fiscal agent for Head Start locally, it is important for the board to have an annual overview of the activities of Head Start and adhere to the new requirements for governing boards as specified in the Improving Head Start for School Readiness Act of 2007 which was signed into law January, 2008. Rolland Jurgens, vice president for administrative services, is the board liaison with Head Start for the five northern counties.

COMMITTEE ACTION
None

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, it is requested that the board consider a motion to approve the following Attachments A through F and the Annual Self Assessment procedures presented under separate cover.

Attachment A: Service Plans
Attachment B: Prioritization / Selection Policy
Attachment C: Recruitment and Enrollment Policy
Attachment D: Policy Council By-Laws that include the criteria for choosing policy council members
Attachment E: Personnel Policies
Attachment F: Job Descriptions

Additional items will require board action in March, 2009 and include the annual Health and Human Services operations grant which includes the annual budget, and the Program Improvement Plan resulting from the Annual Self Assessment.

Prepared by
Doug Fagerness
Director, North Idaho College Head Start
Service Plans
Component
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SECTION 1

CHILD ABUSE AND NEGLECT
Child Abuse and Neglect Service Plans

**Goal:** Establish local policy and procedure for the reporting of suspected child abuse and neglect

**Objective:** Local policy and procedures are in place that are in accordance with the provisions of Federal, State or local law with regard to reporting suspected child abuse and neglect.

- **Performance Standard:** 1301.31, 1304.22(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Program Specialist
- **Procedure:** CAN/808

**Goal:** Professional development in regards to reporting child abuse and neglect

**Objective:** Staff is knowledgeable about their legal and professional responsibilities with regard to reporting suspected child abuse and neglect.

- **Performance Standard:** 1304.52(k)
- **Periodicity:** Ongoing
- **Position Responsible:** All Staff
- **Procedure:** CAN/202-a

**Goal:** Follow regulatory requirements relating to the identification and reporting of child abuse and neglect.

**Objective:** Establish an inter-agency agreement which ensures open communication and coordination of services between North Idaho College Head Start and Region One Department of Health and Welfare, Children and Family Services in regards to all aspects of Child Abuse and Neglect education and reporting.

- **Performance Standard:** 1304.41(a)
- **Periodicity:** Annually
- **Position Responsible:** Program Specialist
- **Procedure:** 1304.41(a)
SECTION 2

DISABILITIES
Disabilities Service Plans

Goal: Disabilities Services Plan

Objective: Strategies for meeting special needs of children with disabilities and their parents. This plan is reviewed annually by administration, parents and community partners and approved by Policy Council.

  Performance Standard: 1308.4
  Periodicity: Yearly
  Position Responsible: Program Specialist
  Procedure: DIS/500

Goal: Delivery of Special Services

Objective: To provide children with disabilities and their parents with adequate information regarding their guaranteed rights to receive free and appropriate services. Done in conjunction with Lead Education Agency (LEA)

  Performance Standard: 1308.4
  Periodicity: As Needed
  Position Responsible: Classroom Team Leader
  Procedure: DIS/544.a and DIS/544

Goal: Enrollment/Rejection Policy of a Child with a Disability

Objective: No child is denied admission solely on the basis of the nature and extent of a disabling condition. Reviewed annually and approved by Policy Council

  Performance Standard: 1308.4
  Periodicity: Ongoing
  Position Responsible: Program Specialist
  Procedure: DIS/512

Goal: Summary of Screening Results

Objective: Summarize the results of a screening for disabilities. Done in conjunction with Lead Education Agency (LEA)

  Performance Standard: 1308.6
  Periodicity: As Needed
  Position Responsible: Classroom Team Leader
  Procedure: DIS/533.a and DIS/533

Goal: Eligibility Criteria

Objective: Diagnostic criterion used by the Idaho State Department of Education to determine receipt of special education services. Done in conjunction with Lead Education Agency (LEA)

  Performance Standard: 1308.7, 1308.8, 1308.9, 1308.10, 1308.11, 1308.12, 1308.13, 1308.14, 1308.15, 1308.16, 1308.17
  Periodicity: Ongoing
  Position Responsible: Classroom Team Leader
  Procedure: DIS/511.a, DIS/511, DIS/514.a, DIS/514
Goal: Disability Verification Statement

Objective: Verification that a disabling condition exists. Done in conjunction with Lead Education Agency (LEA)

   Performance Standard: 1308.6
   Periodicity: As Needed
   Position Responsible: Classroom Team Leader
   Procedure: DIS/510.a, DIS/510

Goal: Parental Consent for screening or evaluation

Objective: Written parental consent is obtained prior to initial evaluation/placement/disclosure of information. Done in conjunction with Lead Education Agency (LEA)

   Performance Standard: 1308.6
   Periodicity: As Needed
   Position Responsible: Classroom Team Leader
   Procedure: DIS/523.a, DIS/523

Goal: Protecting the Rights of the Disabled Child

Objective: Ensure that the child has parent/guardian representation during the education planning process.

   Performance Standard: 1308.6
   Periodicity: As Needed
   Position Responsible: Classroom Team Leader
   Procedure: DIS/515, DIS/544.a, DIS/544

Goal: Disabled Child Information Summary

Objective: Documentation summarizing information regarding child with disabilities. Must be sent to Program Specialist upon enrollment and completion of Multidisciplinary Team Meeting. Done in conjunction with Diagnostician.

   Performance Standard: 1308.6
   Periodicity: As Needed
   Position Responsible: Classroom Team Leader
   Procedure: DIS/547

Goal: Individualized Education Plan

Objective: Lead Education Agency is responsible for the Individualized Education Plan and for providing services. Classroom Team Leader ensures that plan has been completed. Program Specialist is responsible for ensuring that child is receiving services whether through LEA or other agency. Parent may refuse services.

   Performance Standard: 1308.19
   Periodicity: As Needed
   Position Responsible: Classroom Team Leader
   Procedure: DIS/520.a, DIS/520-NCR, DIS/534.a, DIS/534, DIS/534-amendment, DIS/554.a, DIS/554, DIS/556, DIS/557, DIS/530-NCR

Goal: 504 Accommodation Plan
**Objective:** Plan developed when child with disabilities has special needs that are not addressed through special services. i.e. Special equipment provided for child to sit and eat with other children at meal time. Done in conjunction with Lead Education Agency (LEA)

- **Performance Standard:** 1308.4
- **Periodicity:** As Needed
- **Position Responsible:** Classroom Team Leader
- **Procedure:** DIS/531.a, DIS/531

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**Goal:** Special Dietary Concerns

**Objective:** Special dietary concerns for children with disabilities are identified, documented and a plan is established for accommodation. Done in conjunction with the Cook/Nutrition Educator, Classroom Team Leader and Family Service Worker.

- **Performance Standard:** 1308.20
- **Periodicity:** As Needed
- **Position Responsible:** Program Specialist
- **Procedure:** NUT/601

---

**Goal:** Monthly Special Services Plan

**Objective:** A guide to appropriate classroom and home activities to supplement special services provided. Done in conjunction with Lead Education Agency (LEA) and Family Service Worker.

- **Performance Standard:** 1308.4
- **Periodicity:** As Needed
- **Position Responsible:** Classroom Team Leader
- **Procedure:** DIS/540.a, DIS/540-NCR

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**Goal:** Parental Notice of Re-evaluation

**Objective:** If child needs to be re-evaluated to stay on IEP. Sent 7 days prior to re-evaluation.

- **Performance Standard:** 1308.4
- **Periodicity:** As Needed
- **Position Responsible:** Classroom Team Leader
- **Procedure:** DIS/524.a, DIS/524

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**Goal:** Permission to Release Information to Schools

**Objective:** Parental permission is required prior to release of information regarding child with disabilities. Done in conjunction with Family Service Worker.

- **Performance Standard:** 1308.21
- **Periodicity:** As Needed
- **Position Responsible:** Classroom Team Leader
- **Procedure:** DIS/535.a, DIS/535
Goal: Disability Recruitment

Objective: Work with Lead Education Agencies to recruit children with disabilities

Performance Standard: 1308.5
Periodicity: Annually
Position Responsible: Program Specialist
Procedure: DIS/549.a, DIS/549, DIS/548, DIS/550.a, DIS/550, DIS/551.a, DIS/551

Goal: Special Services Providers

Objective: Program Specialist ensures that Special Services providers are available to meet the needs of enrolled children with disabilities.

Performance Standard: 1308.4
Periodicity: Annually
Position Responsible: Program Specialist
Procedure: DIS/555.a, DIS/555-B, DIS/555, DIS/505

Goal: Retention/Destruction of Child’s Disability Records

Objective: Center Assistant, under the direction of the Program Specialist, ensures that archived records are destroyed after five years.

Performance Standard: 1304.51(g)
Periodicity: Annually
Position Responsible: Program Specialist
Procedure: DIS/563.a, DIS/563

Goal: Disability Transition

Objective: Steps taken when a child with disabilities is transitioning out of Head Start. Done in conjunction with Family Service Worker.

Performance Standard: 1308.21
Periodicity: Annually
Position Responsible: Classroom Team Leader
Procedure: DIS/562 (1), DIS/562 (2), DIS/562 (3)

Goal: Exiting Student Report

Objective: Report to be filled out when a child with disabilities transitions out of Head Start.

Performance Standard: 1308.21
Periodicity: Annually
Position Responsible: Classroom Team Leader
Procedure: DIS/537
SECTION 3

EARLY CHILDHOOD DEVELOPMENT
**Goal:** Education Procedures

**Objective:** Strategies, procedures and philosophy that directs the early childhood component for the program, completed in conjunction with the Education/Disability Specialist.

- Performance Standard: 1304.21
- Periodicity: Ongoing
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/419, ECD-HS/420

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**Goal:** Child Developmental Screening

**Objective:** Screening procedures for parent information and scoring of developmental screener.

- Performance Standard: 1304.20(b)
- Periodicity: 45 days
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/414.a, ECD-HS/416.a

---

**Goal:** Assessment

**Objective:** Tools and instructions for measuring children’s growth over time.

- Performance Standard: 1308.6
- Periodicity: Ongoing
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/410, ECD-HS/410.a, ECD-HS/423

---

**Goal:** Individualizing for child growth

**Objective:** individualizing educational services for children, using a variety of strategies to promote and support child learning and development.

- Performance Standard: 1304.21, 1308.6, 1308.19
- Periodicity: Ongoing
- Position Responsible: Classroom Team Leader

---

**Goal:** Child Development Plan

**Objective:** Development and implementation of the Child Development plan

- Performance Standard: 1304.21, 1304.40(e)
- Periodicity: 45 days and ongoing
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/430, ECD-HS/430.a
**Goal: Home teaching In-Kind**

**Objective:** A guide to maximize home teaching in-kind

- Performance Standard: 1301.20
- Periodicity: Ongoing
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/441, ECD-HS/441.a

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**Goal: Parent /Teacher Conferences**

**Objective:** Educational conferences with parents to establish and update child’s progress toward goals.

- Performance Standard: 1304.21, 1304.40
- Periodicity: Bi-Annually
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/442.a

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**Goal: Classroom Planning**

**Objective:** Individualizing tools and strategies to plan for children’s learning while giving parents an opportunity to increase their knowledge and skills in child development.

- Performance Standard: 1304.21
- Periodicity: ongoing
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/450.a, ECD-HS/457, ECD-HS/457.a, ECD-HS/451.a, ECD-HS/452, ECD-HS/452.a, ECD-HS/475, ECD-HS/475.a, ECD-HS/490.a, ECD-HS/421

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**Goal: Transition**

**Objective:** Provide support to parents in becoming their child’s advocate as they transition into another program.

- Performance Standard: 1304.40
- Periodicity: As Needed
- Position Responsible: Classroom Team Leader
- Procedure: ECD-HS/484, ECD-HS/485, ECD-HS/485.a, ECD-HS/486, ECD-HS/487, DIS/562 (1), DIS/562 (2), DIS/562 (3)

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**Goal: Philosophies that guide curriculum**

**Objective:** The philosophies providing guidance regarding the programs educational planning.

- Performance Standard: 1304.21, 1304.24, 1304.40
- Periodicity: Ongoing
- Position Responsible: Classroom Team Leader
Goal: Health and Safety for the Early Childhood Development

Objective: Provide a safe and healthy learning environment for children and families.

Performance Standard: 1304.20, 1304.21
Periodicity: Monthly
Position Responsible: Area Principals
Procedure: ECD-HS/482, ECD-HS/482.a, ECD-HS/483.a
SECTION 4

FAMILY AND COMMUNITY PARTNERSHIPS
Family and Community Partnership Service Plans

**Goal:** Recruitment and Enrollment Plan Procedure

**Objective:** Recruiting all eligible children and families of all races, colors and national origins from origins of areas served. Children and families who have a limited income and children with disabilities are actively recruited.

- **Performance Standard:** 1305.5(a), 1308.5
- **Periodicity:** Ongoing
- **Position Responsible:** Center Assistants, Family Service Workers, Classroom Team Leaders, Area Principals
- **Procedure:** FCP/201.a

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**Goal:** Recruitment, Selection and Enrollment Policy

**Objective:** Defining recruitment, selection and enrollment criteria in conjunction with Community Assessment, prioritizing families that can benefit the most from services.

- **Performance Standard:** 1305.3, 1304.51, 1301.31, 1304.50
- **Periodicity:** May
- **Position Responsible:** Program Specialist Family and Community Partnership, Policy Council
- **Procedure:** FCP/201, FCP/202

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**Goal:** Recruitment Materials

**Objective:** Solicit applications prior to the start of the new school year and maintain a waiting list greater than the number of enrollment slots available through posters, flyers, brochures and other recruitment materials being distributed throughout the service area.

- **Performance Standard:** 1305.5(b)
- **Periodicity:** Ongoing
- **Position Responsible:** Program Specialist Family and Community Partnerships
- **Procedure:** FCP/212.a

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**Goal:** Recruitment Plan

**Objective:** Develop an action plan for each Center and for the Program to inform eligible families including children with disabilities and agencies that serve high-risk families of available services.

- **Performance Standard:** 1305.5(a), 1308.5
- **Periodicity:** Bi-annual
- **Position Responsible:** Area Principal, Staff
- **Procedure:** FCP/204.a
**Goal: Maintaining a Waiting List**

**Objective:** Obtain a higher number of applications than available slots to select families that can benefit the most from Head Start services.

- **Performance Standard:** 1305.5(b)
- **Periodicity:** Ongoing
- **Position Responsible:** Center Assistant, Family Service Worker, Area Principal
- **Procedure:** FCP/218.a, FCP/215, FCP/215.a, FCP/215.b, FCP/203, FCP/218, FCP/244

**Goal: Full Enrollment**

**Objective:** Procedure for enrolling, re-enrolling or dropping families from the program.

- **Performance Standard:** 1305.4
- **Periodicity:** At enrollment and Ongoing
- **Position Responsible:** Family service Worker, Program Specialist Family and Community Partnerships
- **Procedure:** FCP/250, FCP/250.a, FCP/250.b

**Goal: Application/Screening Card**

**Objective:** Maintain current and accurate application information on any families who are applying to the program.

- **Performance Standard:** 1305.4
- **Periodicity:** Ongoing
- **Position Responsible:** Center Assistant, Family Service Worker
- **Procedure:** FCP/215.b

**Goal: Income Guidelines Procedure**

**Objective:** Prioritize low-income families for enrollment.

- **Performance Standard:** 1304.40
- **Periodicity:** Annually
- **Position Responsible:** Program Specialist Family and Community Partnerships
- **Procedure:** FCP/208

**Goal: Checking Out Head Start**

**Objective:** To be filled out at enrollment by FSW with family to understand the Head Start program and what is expected from the family to be enrolled in the program.

- **Performance Standard:** 1304.40(d)
- **Periodicity:** At enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/205
**Goal: Family Strengths Assessment/Interest Questionnaire**

**Objective:** Procedures in evaluating the strengths and needs of families enrolled in the Head Start program in order to set Individual Family Partnership Agreement and to guide family services, resources and referrals.

- **Performance Standard:** 1304.40(a)
- **Periodicity:** At enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/266, FCP/266.a

**Goal: Emergency Contact and Consents Procedure**

**Objective:** Emergency contacts and consents are obtained from parents and/or legal guardians to have information on hand in case of emergency and to give permission for screenings, photos and/or obtaining medical care for enrolled children.

- **Performance Standard:** 1304.40(d)
- **Periodicity:** At enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/255.a

**Goal: Parent Emergency Contact Procedure**

**Objective:** Parent volunteers who may be present on Head Start premises will give emergency contacts and permissions to treat in case of an emergency while volunteering.

- **Performance Standard:** 1304.40(d)
- **Periodicity:** At enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/229, FCP/229.a

**Goal: Parent Calendar Procedure**

**Objective:** To provide a calendar of events, Policy Council meetings parent meetings, education opportunities and dates of program operations for participants.

- **Performance Standard:** 1304.40(b)
- **Periodicity:** At enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/261.a

**Goal: Activity Service Delivery Tracking Guidance**

**Objective:** To document services and activities provided by Head Start and other agencies for children and families enrolled in the program. All documentation is put on the ASDT tracking information in HSFIS.

- **Performance Standard:** 1304.40(e)
- **Periodicity:** Ongoing
- **Position Responsible:** Family Service Worker and, Classroom Team Leader
- **Procedure:** FCP/260
**Goal:** General Consent Procedure

**Objective:** To have consent for information to be given by Head Start or shared with Head Start regarding a child or family enrolled in our program.

- **Performance Standard:** 1304.40(e)
- **Periodicity:** As needed
- **Position Responsible:** Family Service Worker, Classroom Team Leader
- **Procedure:** FCP/214, FCP/214.a, FCP/214.b, FCP/214.c

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**Goal:** Referral Policy and Procedure

**Objective:** To have the ability to give and receive referrals for families and children enrolled in the Head Start program.

- **Performance Standard:** 1304.40(e)
- **Periodicity:** As needed
- **Position Responsible:** Family Service Worker, Classroom Team Leader
- **Procedure:** FCP/220, FCP/220.a, FCP/221

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**Goal:** Family File Setup, Organization and Close Down

**Objective:** To list and support the items needed to set up, complete and close a family file in the Head Start program.

- **Performance Standard:** 1304.40
- **Periodicity:** Ongoing
- **Position Responsible:** Family Service Worker, Classroom Team Leader
- **Procedure:** FCP/253, FCP/254, FCP/259, FCP/260

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**Goal:** File Access Log procedure

**Objective:** Procedure used when accessing a family file during the program year.

- **Performance Standard:** 1304.40
- **Periodicity:** At enrollment and ongoing
- **Position Responsible:** All Staff
- **Procedure:** FCP/259.a, FCP/259, FCP/260

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**Goal:** Parent Orientation Packet

**Objective:** To supply information about the Head Start program, rights and responsibilities, and requirements to families upon enrollment

- **Performance Standard:** 1304.40
- **Periodicity:** Beginning of the Program Year
- **Position Responsible:** Family Service Worker
- **Procedure:** 1304.40(a)
**Goal: Parent Education Plan/Resources Procedure**

**Objective:** Procedure used to set an education plan taken from information given from Strengths and Assessment/Interest Questionnaire to be compiled by mid October of program year, and implemented at parent meetings and center gatherings throughout program year.

- **Performance Standard:** 1304.40(a)
- **Periodicity:** Beginning of Program Year
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/263.a, FCP/263.b, FCP/263.c

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**Goal: Parent Meeting Documentation/Newsletter**

**Objective:** Documentation to be kept at parent meetings and procedure on monthly center newsletters.

- **Performance Standard:** 1304.40(a)
- **Periodicity:** Monthly
- **Position Responsible:** Center Assistant
- **Procedure:** FCP/267

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**Goal: Home Visit Planning Sheet Procedure**

**Objective:** Procedure and documentation needed to record resources given and child and family goal setting and progress.

- **Performance Standard:** 1304.40(i)
- **Periodicity:** At Home Visit
- **Position Responsible:** Family Service Worker, Classroom Team Leader
- **Procedure:** FCP/206, FCP/206.a, FCP/206.b, FCP/440, FCP/440a, FCP/440.b

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**Goal: Personal Safety in Home Visits**

**Objective:** Safety tips and procedures to maximize the personal safety of staff while performing home visits.

- **Performance Standard:** 1304.52(k)
- **Periodicity:** At Home Visit
- **Position Responsible:** Family Service Worker, Classroom Team Leader
- **Procedure:** FCP/207

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**Goal: Individual Family Partnership Agreements**

**Objective:** Procedures, goal setting and service plan for supporting and helping families achieve their family goals.

- **Performance Standard:** 1304.40(a)
- **Periodicity:** At Home Visit
- **Position Responsible:** Family Service Worker
- **Procedure:** FCP/265, FCP/265.a
**Goal: Attendance**

**Objective:** Policies and procedures for encouraging full presence and participation in the program.

- **Performance Standard:** 1305.8
- **Periodicity:** Daily
- **Position Responsible:** Classroom Team Leader
- **Procedure:** FCP/280, FCP/280.a, FCP/281

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**Goal: Building Community Partnerships**

**Objective:** Develop formal and informal community partnerships, including current/past parents in all aspects of Head Start.

- **Performance Standard:** 1308.4, 1304.41(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Program Specialist Family and Community Partnerships
- **Procedure:** FCP/245.a, FCP/293

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**Goal: Parent and Community Volunteer Policies and Orientation**

**Objective:** Policies and procedures to orientate and enroll program volunteers

- **Performance Standard:** 1304.40, 1304.21(a)(2)(i), 1306.23(a), 1304.21(j)
- **Periodicity:** As needed
- **Position Responsible:** Area Principal
- **Procedure:** FCP/205, FCP/225, FCP/225.a, FCP/235, FCP/235.a, FCP/226, FCP/236.a, FCP/227.b, FCP/227, FCP/227.a, FCP/227.b, FCP/228, FCP/230, FCP/230.a

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**Goal: Transportation Resources and Support**

**Objective:** Provide information and resources to address pedestrian safety and transportation resource needs. Done in conjunction with the Classroom Team Leader and Program Specialist

- **Performance Standard:** 1308.18, 1304.40
- **Periodicity:** As needed
- **Position Responsible:** Family Service Worker
Health & Safety Service Plans

Goal: Child Health Services

Objective: Identify each child’s health and developmental needs; providing screening and assessments and follow up as needed.

Performance Standard: 1304.20, 1304.22(c)
Periodicity: 21 days
Position Responsible: Family Service Worker
Procedure: HS/600, HS/601, HS/602, HS/603, HS/604, HS/604.b, HS/605, HS/605.a, HS/605.b, HS/607, HS/607.a, HS/607.b, HS/607.c, HS/607.d, HS/607.e, HS/607.f, HS/609.a, HS/609.b, HS/609.c, HS/609.d, HS/685, HS/685.a, HS/686, HS/873, HS/696.a, HS/969.b, HS/696.c

Goal: Dental Services

Objective: Provide dental screening, assessment and treatment in accordance with the State of Idaho EPSDT schedule of dental care and provide dental health education to children and their families.

Performance Standard: 1304.20, 1308.6, 1304.22
Periodicity: 45 days
Position Responsible: Family Service Worker
Procedure: HS/602.b, HS/621, HS/622, HS/622.b, HS/623, HS/624, HS/625

Goal: Immunization Services

Objective: To ensure children are fully immunized according to the State of Idaho EPSDT schedule.

Performance Standard: 1304.20, 1304.22(b)
Periodicity: Ongoing
Position Responsible: Family Service Worker
Procedure: HS/611, HS/628, HS/628.a, HS/629, HS/630, HS/630.a

Goal: Program Health and Safety

Objective: Policies and procedures protecting the health and safety of all program participants, including children, families, volunteers, and staff.

Performance Standard: 1304.22, 1304.52(j)
Periodicity: Ongoing
Position Responsible: Family Service Worker
Procedure: HS/822.a, HS/822.b, HS/822.c, HS/617, HS/689, HS/689.b, HS/699, HS/895.a, HS/895.b, HS/665, HS/665.a, HS/665.b, HS/665.c, HS/665.d, HS/665.f, HS/665.g, HS/665.h, HS/665.j, HS/665.i, HS/667, HS/871, HS/871.b, HS/892, HS/874, HS/893, HS/613

Goal: Infectious Diseases letters to Parents

Objective: Informing parents of exposures, exclusions and treatments for children with short-term contagious illness.

Performance Standard: 1304.22(b)
Periodicity: as Needed
Position Responsible: Family Service Worker
Procedure: HS/608, HS/608.a, HS/608.a.1, HS/608.b-p, HS/612
SECTION 6
MENTAL HEALTH
Mental Health Service Plans

**Goal: Mental Wellness Plan and Activities**

**Objective:** Mental wellness activities throughout the program for families, staff and students connected with community resources and program tools and assessment.

- **Performance Standard:** 1304.24(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Mental Health Program Specialist
- **Procedure:** MH/671

**Goal: Mental Health Services for Children and Families**

**Objective:** To provide services to children and families with assessment, curriculum and community mental health resources and family action team meetings.

- **Performance Standard:** 1304.24(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Classroom Team Leader, Program Specialist
- **Procedure:** MH/673

**Goal: Edinburgh Post Natal Depression Scale (EPDS)**

**Objective:** Tool used to help identify depression in pregnant and post partum family's members in the program.

- **Performance Standard:** 1304.24
- **Periodicity:** As needed
- **Position Responsible:** Family Service Worker
- **Procedure:** MH/673.a

**Goal: Delivery of Mental Health Curriculum**

**Objective:** To provide curriculum based on Second Step and DECA to children and families.

- **Performance Standard:** 1304.24(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Classroom Team Leader
- **Procedure:** MH/676

**Goal: Second Step Curriculum**

**Objective:** Resource at each center to be used through the program year to assure preventive mental health.

- **Performance Standard:** 1304.24(a)
- **Periodicity:** Ongoing
- **Position Responsible:** Classroom Team Leader
- **Procedure:** MH/676
Goal: Devereux Early Childhood Assessment (DECA) Tool

Objective: To provide strength based assessment that involves parent and teacher observation.

Performance Standard: 1304.24(a)
Periodicity: 45 days
Position Responsible: Classroom Team Leader
Procedure: MH/677

Goal: Mental Health Classroom Observation

Objective: To have a Mental Health Professional observes classroom settings at each center in the program to help support emotional and social environments.

Performance Standard: 1304.40(a)
Periodicity: Semi-annually
Position Responsible: Mental Health Professional
Procedure: MH/672.a, PDM 130, MH/673
SECTION 7

NUTRITION
# Nutrition Service Plans

**Goal:** Identification of nutritional needs and services for enrolled children and families.

**Objective:** Cook/Nutrition Educator’s responsibilities for identification of children’s nutritional needs and provision of services are identified.

- **Performance Standard:** 1304.23(a), 1304.23(b), 1304.23(d), 1304.23(e), 1304.40(f)
- **Periodicity:** Ongoing
- **Position Responsible:** Cook/Nutrition Educator
- **Procedure:** NUT/601

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**Goal:** Identify Special Dietary Concerns

**Objective:** Identify special dietary concerns for children due to physical or religious reasons. Done in conjunction with child’s physician and child’s parents.

- **Performance Standard:** 1304.23(a), 1308.20
- **Periodicity:** At Enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** NUT/602

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**Goal:** Food Allergies and Food Sensitivities

**Objective:** Identification of children’s food allergies and actions to take to prevent reactions/illness. Done in conjunction with Cook Nutrition Educator, Center Assistant, Principal, Registered Dietician, Program Specialist.

- **Performance Standard:** 1304.22(a), 1304.22(c), 1304.23(a), 1304.23(b), 1304.23(d), 1308.20,
- **Periodicity:** At Enrollment
- **Position Responsible:** Family Service Worker
- **Procedure:** NUT/603.1, NUT/603.2, NUT/604-A, NUT/604-B, NUT/604-C, NUT/646.a, NUT/646

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**Goal:** Feeding young children.

**Objective:** To ensure that nutritional services contribute to the development and socialization of children.

- **Performance Standard:** 1304.23(c), 1304.23(d), 1304.40(f)
- **Periodicity:** Ongoing
- **Position Responsible:** Cook/Nutrition Educator
- **Procedure:** NUT/649
**Goal:** Meet the nutritional needs and feeding requirements of each child.

**Objective:** To serve a variety of healthy foods based on the cultural and ethnic preferences of children and families that meet United States Department of Agriculture (USDA) and Child and Adult Care Food Program (CACFP) requirements.

- **Performance Standard:** 1304.23(b), 1308.20, 1304.22(e), 1304.40(f)
- **Periodicity:** Ongoing
- **Position Responsible:** Cook/Nutrition Educator
- **Procedure:** NUT/650, NUT/804, NUT/642.a, NUT/651, DIS/500, HS/624

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**Goal:** Food safety and sanitation

**Objective:** Comply with all applicable Federal, State and local food safety and sanitation laws

- **Performance Standard:** 1304.23(e)
- **Periodicity:** Ongoing
- **Position Responsible:** Cook/Nutrition Educator
- **Procedure:** NUT/648, NUT/671-A, NUT/671, NUT/672-A, NUT/672, NUT/661, NUT/666.a, NUT/666, NUT/660, NUT/617.a, NUT/617, NUT/645.a, CACFP Center Manual

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**Goal:** Ensure delivery of nutritional services

**Objective:** Monitor the delivery of nutritional services and ensure compliance with all regulations, policies and procedures.

- **Performance Standard:** 1304.51(f), 1304.51(h), 1304.53
- **Periodicity:** Ongoing
- **Position Responsible:** Program Specialist-Nutrition
- **Procedure:** NUT/664-A, NUT/661, NUT/666.a, NUT/660, NUT/617.a, PDM/135, PDM/141.a, PDM/141b, PDM/145.a, PDM/147/a, PDM/150.a

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**Goal:** Professional Development

**Objective:** Professional development is provided to staff and parents to ensure excellent delivery of nutrition services.

- **Performance Standard:** 1304.52(k)
- **Periodicity:** Annually
- **Position Responsible:** Program Specialist-Nutrition
- **Procedure:** PDM/920
SECTION 8

PROGRAM DESIGN AND MANAGEMENT
Organization Service Plans

**Goal: Strategic Plan**

**Objective:** Establish a strategic plan to guide program goals, operations and monitoring for delivery of excellent program services.

- **Performance Standard:** 1304.50(d), 1304.51(a)
- **Periodicity:** Quarterly
- **Position Responsible:** Director
- **Procedure:** PDM/001, PDM/020, PDM/018.a

**Goal: Effective Program-wide Communication**

**Objective:** To ensure proper communication that effectively allows information to flow to and from parents, staff, governing bodies, delegate agencies and community groups.

- **Performance Standard:** 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e)
- **Periodicity:** Ongoing
- **Position Responsible:** All Staff

**Goal: Continuation Grant**

**Objective:** To plan for continuing program services by assessing current practice and making needed changes and submit resulting reports for grant continuation.

- **Performance Standard:** 1304.51(a), 1304.51(h), 1304.51(i)
- **Periodicity:** Annually
- **Position Responsible:** Director
- **Procedure:** PDM/012, PDM/010, PDM/011, PDM/013, PDM/014, PDM/015, PDM/018.a

**Goal: Self-Assessment**

**Objective:** To assess program performance to ensure quality services to families and children.

- **Performance Standard:** 1304.51(a)
- **Periodicity:** Annually
- **Position Responsible:** Director
- **Procedure:** PDM/018.a

**Goal: Confidentiality**

**Objective:** Ensure that all information regarding children, families and/or staff is held in strictest confidence.

- **Performance Standard:** 1304.52(h)
- **Periodicity:** Ongoing
- **Position Responsible:** All Staff
- **Procedure:** PDM/156, PDM/156.a
**Goal:** Ethics

**Objective:** To respect the dignity of children, families and staff and their culture, customs, and beliefs

**Performance Standard:** 13.042(h)

**Periodicity:** Ongoing

**Position Responsible:** All Staff

**Procedure:** PDM/157

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**Goal:** Address community complaints

**Objective:** Maintain an effective procedure and timely process of receiving community complaints and civil rights complaints with a focus on fair and prompt resolution.

**Performance Standard:** 1304.50(i), 1304.23(b), 1304.40(g)

**Periodicity:** As needed

**Position Responsible:** Director

**Procedure:** PDM/017, Child and Adult Care Food Program Manual

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**Goal:** Form and maintain an active Policy Council

**Objective:** Have an established policy group and a well-functioning governing body that are empowered to actively participate in the shared decision making process.

**Performance Standard:** 1304.50(a), 1304.50(b), 1304.50(c), 1304.50(d), 1304.50(e), 1304.50(f), 1304.50(g), 1304.50(h)

**Periodicity:** Annually and ongoing

**Position Responsible:** Director

**Procedure:** PDM/020, PDM/022, PDM/023, PDM/024, PDM/025, PDM/026.a, PDM/026, PDM/027, PDM/028, PDM/029.a PDM/029, PDM/030, PDM/031, PDM/032.a, PDM/032, PDM/033, PDM/103-PC
Fiscal Service Plans

Goal: A certified accounting system is utilized
Objective: To ensure that appropriate internal controls for safeguarding assets, checking the accuracy and reliability of accounting data and promoting operating efficiency North Idaho College Head Start follows the accounting policies and procedures of our grantee, North Idaho College, unless Federal guidelines are more restrictive.

Performance Standard: 1301.13
Periodicity: Ongoing
Position Responsible: Program Specialist
Procedure: PDM/099

Goal: Program Budgets

Objective: Through a grant planning process a budget is developed for the up-coming program year. Done in conjunction with Policy Council.

Performance Standard: 1304.51(a), 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e), 1304.51(g), 1304.51(h), 1304.51(i)
Periodicity: Annually
Position Responsible: Program Specialist

Goal: Budget Monitoring

Objective: Budgets are maintained and monitored at Center and Program levels.

Performance Standard: 1304.51(a), 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e), 1304.51(g), 1304.51(h), 1304.51(i)
Periodicity: Ongoing
Position Responsible: Program Specialist
Procedure: PDM/100.a, PDM/100, PDM/107.a, PDM/107, PDM/108.a, PDM/108, PDM/109.a

Goal: Staff hours are monitored and recorded

Objective: To track staff hours worked in order to ensure appropriate use of staff time and to ensure timely payment of staff contracts.

Performance Standard: 1304.51(f), 1304.51(h)
Periodicity: Monthly
Position Responsible: Program Specialist
Procedure: PDM/110.a, PDM/111-A.a, PDM/111-A
**Goal:** Meet Non-Federal Share requirements

**Objective:** The amount of in-kind that needs to be generated to meet non-federal share requirements is calculated, staff are informed of necessary amounts and given information regarding the methods of gathering and documenting the needed in-kind.

- **Performance Standard:** 1301.20, 1304.51(a), 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e), 1304.51(g), 1304.51(h), 1304.51(i)
- **Periodicity:** Annually, ongoing
- **Position Responsible:** Program Specialist
- **Procedure:** PDM/118, PDM/100.a, PDM/100, PDM/101, PDM/102, PDM/103.a, PDM/103-P, PDM/103-V, PDM/104, PDM/106, PDM/107.a, PDM/107

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**Goal:** Administrative Cost is in compliance with Federal regulations

**Objective:** Administrative costs are allocated and kept at 15% or lower.

- **Performance Standard:** 1301.32
- **Periodicity:** Annually
- **Position Responsible:** Program Specialist
- **Procedure:** PDM/111, PDM/113.a, PDM/113

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**Goal:** Procurement of equipment, materials, supplies, services and facilities meets Federal, State and local regulations

**Objective:**

- **Performance Standard:** 1301.13, 1304.51(a), 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e), 1304.51(f), 1304.51(g), 1304.51(h), 1304.51(i)
- **Periodicity:** Ongoing
- **Position Responsible:** Program Specialist
- **Procedure:** PDM/129, PDM/107.a, PDM/107, PDM/108.a, PDM/108, PDM/109.a, PDM/128, PDM/130.a
Monitoring Service Plans

Goal: Establish and maintain efficient and effective record-keeping systems to provide accurate and timely information regarding children, families and staff.

Objective: To utilize effective systems to provide information needed to individualize programs for children and families, to monitor the quality of program services, to assist in program planning and management, and to ensure the delivery of quality services.

Performance Standard: 1304.51(a), 1304.51(b), 1304.51(c), 1304.51(d), 1304.51(e), 1304.51(f), 1304.51(g), 1304.51(h), 1304.51(i)

Periodicity: Annually and ongoing

Position Responsible: Program Specialist, Director

Procedure: PDM/135, PDM/136, PDM/138.a, PDM/138.b, PDM/139, PDM/140.a, PDM/140.b, PDM/140.c, PDM/141.a, PDM/141.b, PDM/142.a, PDM/142, PDM/144, PDM/143.a, PDM/143, PDM/145.a, PDM/145, PDM/147.a, PDM/147, PDM/148.a, PDM/148, PDM/149, PDM/149, PDM/150.a, PDM/150, PDM/151.a, PDM/080, PDM/080.a, PDM/081.a, PDM/081, PDM/082, PDM/084.a, PDM/084
Professional Development Service Plans

**Goal:** Continuous improvement through training and development

**Objective:** Professional development opportunities (training and development) for staff, volunteers, Policy Council and Governing Board

**Performance Standard:** 1304.52(h), 1304.52(i), 1304.52(j), 1304.52(k)

**Periodicity:** Ongoing

**Position Responsible:** Program Specialists

Facilities Service Plans

**Goal:** Facilities, materials, and equipment are selected and maintained.

**Objective:** A learning environment is created that is safe, accessible, welcoming, comfortable, age-appropriate, culturally sensitive, individualized to meet the needs of children, families and local communities.

- **Performance Standard:** 1304.53(a), 1304.53(b)
- **Periodicity:** Ongoing
- **Position Responsible:** All Staff

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**Goal:** Provide appropriate space for activities

**Objective:** Opportunities for community agencies are provided for use of Head Start facilities.

- **Performance Standard:** 1304.40(b), 1304.51(g), 1304.53
- **Periodicity:** As needed
- **Position Responsible:** Administrative Coordinator
- **Procedure:** PDM/900, PDM/901.a, PDM/901, PDM/901-A, PDM/902, PDM/903, PDM/904.a, PDM/904, PDM/905.a
Staffing Service Plans

**Goal:** Recruit and select dynamic, well-qualified staff

**Objective:** Ensure that staff possesses the knowledge, skills, and experience needed to provide high quality, comprehensive, and culturally sensitive services to children and families in the program.

**Performance Standard:** 1304.52(a), 1304.52(b), 1304.52(c), 1304.52(d), 1304.52(e), 1394.52(g)

**Periodicity:** As needed

**Position Responsible:** Director

**Prioritization / Selection Policy**

**Selection of Children for Enrollment**

Criteria for Prioritization of Families policy:
North Idaho College Head Start serves families who have the greatest opportunity to benefit the most from our services. The point system provides a method of determining eligibility based on: family income, formal referral, child’s age, and/or disabilities.

<table>
<thead>
<tr>
<th>Criteria for Prioritization</th>
<th>Points Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Age (Four years old on or before September 1st of program year)</td>
<td>28</td>
</tr>
<tr>
<td>2. Formal Referral or Transition from Early Head Start* (Written documentation is required) Agency/Professional</td>
<td>10</td>
</tr>
<tr>
<td>3. Verified Disability (Under SDE Guidelines)</td>
<td>25</td>
</tr>
<tr>
<td>4. Suspected Disability</td>
<td>15</td>
</tr>
<tr>
<td>5. Foster Family</td>
<td>10</td>
</tr>
<tr>
<td>6. Verified Income (Percent below Poverty Guidelines**)</td>
<td>0-28</td>
</tr>
</tbody>
</table>

Points are determined through the application process. Children whose families have completed an Application prior to the enrollment selection date are placed on the Waiting List.

Principals select the children/families with the highest points for enrollment using the “HSFIS Prioritization Report”. Area Principals then fill enrollment slots to correspond with the Enrollment Policy (FCP/201).

When an opening occurs the family with the greatest total points on the HSFIS prioritization list (Waiting List) is immediately notified that they are accepted into the program and an enrollment appointment will be set. Notification can be by phone. (If no phone is available notification can be by mail.) At time of notification a family is considered accepted, (change HSFIS Status to Accepted). All enrollment vacancies are filled within three working days.

*Child must be three-years old according to NICHS criteria

**Percent below Poverty Guideline is:
- Between 0% and -24% = 7 points
- Between -25% and -49% = 14 points
- Between -50% and -74% = 21 points
- Between -75% and -100% = 28 points
- Over-income = 0 points

Policy Approved by Policy Council 5/23/08
Recruitment and Enrollment Policy

RECRUITMENT:

North Idaho College Head Start systematically recruits eligible children and families of all race, color, national origin, sex, religion, age, disability, sexual orientation, marital or familial status, political beliefs, parental status, receipt of public assistance, or protected genetic information from the areas served. Children and their families are actively recruited from those that can benefit most from our program services. The major thrust of recruitment is toward those children one year below public school age in each district served.

A. Area Principals, Family Service Workers, and Center Assistants have the prime responsibility for recruiting. They are assisted by other staff, past and present parents, and other volunteers.

B. Recruitment in our service areas ensures solicitation of all income eligible families.

C. A major recruitment effort is conducted in the spring and again in August. This is also an on-going process throughout the year. At the beginning of the school year, each center and site is expected to have a waiting list that is greater than funded slots.

D. A family becomes part of our waiting list when they show interest by giving the program the following information: parent's and child's names, address, family income for the last 12 months year or last calendar year, and child's birth date.

E. Recruitment is on-going and each Center uses the Recruitment Plan and Report procedure (FCP/204.a). All resources listed on the Recruitment Report must be utilized.

F. Disability Services:

1. In conjunction with collaborative Child Find activities, major efforts are made to recruit children with disabilities to provide the minimum of 10% enrollment. The Criteria for Disabled Children (DIS/514 in Disability Manual) is followed, and written documentation from a multidisciplinary team (MDT) is obtained. The sources on the mailing list are contacted for referrals to Head Start (DIS/548).

2. No child may be denied admission to Head Start solely on the basis of the nature or extent of a disability unless, as indicated on the child’s Individual Education Plan (IEP) or Individual Family Service Plan (IFSP), Head Start is not the least restrictive environment. This includes all exceptional children as defined by law. Evaluation and services for the disabled child shall be free of cost to the family.

SELECTION of PARTICIPANTS:

A. A Criteria for Prioritization of Families Committee for selection of program participants is formed by December 30th each year which consists of a minimum of three Policy Council Members and the Program Specialist: Family and Community Partnerships. The committee reviews the current screening process, the Recruitment and Enrollment Policy, and presents any changes to the Policy Council board by the May Policy Council Meeting. Approved changes are effective July 1st.

B. Recruitment in August ensures complete enrollment by the first class day of the current school year.
C. Staff completes applications for each potentially eligible family on Head Start Family Information System (HSFIS). Completion of applications continues weekly throughout the school year to assure eligible families are immediately available for enrollment in the program when a vacancy occurs.

D. Approval by Program Specialist: Family and Community Partnerships is needed prior to acceptance of children/families that are over-income.

E. Area Principals select from all income eligible four-year-old applicants first. Program Specialist: Family and Community Partnerships must approve acceptance of three-year-olds with exceptional needs (child or family); exceptional need may warrant acceptance of these three-year-olds. A child is considered a four-year-old if his/her fourth birthday is on or before September 1 of that school year. After January 15th, a center may consider three-year-olds equal with four-year-olds for enrollment.

PRIORITIZATION and SELECTION OF APPLICANTS:

A. Area Principals follow the Criteria for Prioritization of Families Procedure.

B. Each classroom is filled using the HSFIS Prioritization Report, for the area it serves.

C. Using the HSFIS Prioritization Report, 10% of funded program slots enrolled may be over-income.

D. Area Principals follow the Waiting List Procedure and contact all applicants regarding their status.

E. A Waiting List is maintained at all centers (HSFIS).

ENROLLMENT:

A. The majority of enrollment appointments with families are scheduled early to ensure all funded slots are full on or before first day of class of each program year. Enrollment is completed by following the Enrollment Procedure (FCP/250).

B. Ongoing recruitment ensures vacancies are filled as early as possible. (see filling a vacancy below)

C. Over enrollment must be approved by the Program Specialist: Family and Community Partnerships.

D. A child with a written transition plan and placement indicated on their IEP that is age eligible may be accepted into the program with approval by the Program Specialist: Family and Community Partnerships.

FILLING A VACANCY:

A. When a vacancy occurs, the family highest on the prioritization list is immediately notified of their acceptance of enrollment into the program. Exception: the Program Specialist: Family and Community Partnerships approves all over-income families before acceptance occurs.
B. Vacancies are filled within three working days, unless approved for an extension of time not to exceed three weeks, by the Program Specialist: Family and Community Partnerships.

C. Approval by the Program Specialist: Family and Community Partnerships is needed to enroll a family after when there are only 60 calendar days remaining until the end of class in the current program year.

Policy Council Approval  5/23/08
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 implement Head Start Performance Standards, 45 CFR part 1304 Subpart D. Program Design and Management dated 11/5/96. Policy Council is responsible to work with the governing body and staff to establish and maintain procedures for hearing and resolving community complaints about the program, and to be part of the decision making process prior to the point of seeking approval, for planning and coordinating the Head Start program in the counties of Kootenai, Shoshone, Boundary, Bonner, and Benewah in the State of Idaho.

The governing body, North Idaho College Board of Trustees, has established a liaison, the Vice-President of Administrative Services, to act on their behalf with Policy Council in any and all joint decisions.

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. Section II Selection Parent Representatives After reviewing the community assessment, the Policy Council approves the locations of Head Start centers and assures that they meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using 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 of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help 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 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.
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 work program while the program is in operation.
13. Assist and develop a plan to help in recruiting volunteer services from parents, community residents, and community organizations, and assist in mobilization of community resources to meet identified needs.

14. Conduct a yearly self-evaluation of the program.

15. Be a liaison between the community resources and Head Start parents.

16. To follow Mediation Procedures, Article VI.

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. Each Head Start Parent Committee shall select a voting representative: 1 representative for 0-30 families enrolled; 2 representatives 31-60 families enrolled; and 3 representatives for 61-90 families enrolled. One alternate is also selected from each Center Parent Committee. Representative(s) and the alternate are elected before the October Policy Council Meeting.

<table>
<thead>
<tr>
<th>Centers /Sites-Parent Committees</th>
<th>Children Enrolled</th>
<th>Parent Representative</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center A</td>
<td>61-90</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Center B</td>
<td>31-60</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Center C</td>
<td>0-30</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Section II Selection Parent Representatives

1. Each Head Start Center Parent Committee shall elect Policy Council representative(s), and one alternate by the first Friday in October before the October Policy Council meeting. Center Parent Committees are comprised exclusively of the parents of children currently enrolled at the center. This allows for their attendance and training at the October meeting.

2. Their term of office will be October through October.
   - This will allow for the October meeting to have experienced members from the previous program year present to run the meeting with voting rights. Voting rights for the current program year members will begin in November.
   a. Members elected during the year will be seated at the first possible meeting after their election with their term going through the following October meeting.

3. No grantee staff or members of their immediate families may serve on Policy Council except for parents who occasionally substitute for regular Head Start staff.

Section III Selection Community Representatives

1. Representatives from the community may include 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
   f. A representative from Grantee Board of Trustees
   g. 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 Nominations may be submitted to the Policy Council. As needed nominations for community representative will be submitted throughout the program year.

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 three (3) years.

Section V Meetings
1. Regular meetings of this Policy Council will be held monthly with date, time, and place to be decided by the 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 Staff Recorder will be the North Idaho College Head Start Administrative Coordinator and 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 Administration office and the Staff Recorder sends out copies of minutes to each member, the NIC Board of Trustee Liaison, and the NIC Board of Trustees Chair. The staff recorder will have 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 the Policy Council must be present (or have sent an alternate) to constitute a quorum for regular meetings or special meetings to transact business, no less than 51% must be parents.
7. Voting Rights - Each Policy Council representative shall have one (1) vote. Alternates have voting rights only in the absence of their center Policy Council representative.
8. Policy Council parent members, in order to participate fully, may receive, when necessary, reimbursement for reasonable expenses incurred by the members.

Section VI Duties of Representatives/Alternates
1. Arrive on time for all Policy Council and committee meetings.
2. Notify Center Principal/Manager when unable to attend.
3. Actively participate in meetings by reading the agenda prior to the meeting and discussing matters to be considered with the group he/she represents.
4. Notify the Council if they can no longer serve as a Policy Council Member.
5. Keep informed of the Policy Council's purpose, plans, and progress.
6. Community representatives shall provide written reports to Policy Council at each Policy Council meeting.
7. Parent representative shall meet with Center Principal/Manager and prepare a center report for Policy Council prior to each Policy Council meeting.
8. Parent representatives report back to their Center Committees any actions taken by the Council that have not been declared confidential.
9. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.
10. Serve on committees as established by Policy Council.
Section VII Attendance
1. Roll is taken at each meeting.
2. Representatives/Alternates should be present at all meetings.
3. Policy Council minutes will reflect all absences. When one of the representatives has two (2) absences, it shall be the duty of the Chair to contact that representatives/alternates Center Principal/Manager, within three (3) business days, to discuss continuation of services as a Policy Council member. By the following second meeting it shall be the duty of the Policy Council to determine whether or not the representative/alternate should be retained. This decision will be determined by a 2/3 vote of the quorum of the seated members at the Policy Council meeting.
4. If it is the decision of the Policy Council to replace the non-participating representative a new representative will be elected through Parent Center 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
All officers shall be elected for a one (1) year term at the November meeting. Term of office begins at the December meeting. Officers can only serve in one officer position.

Section III Duties of Officers
1. Chair
   a. Shall preside at all regular and special Policy Council meetings.
   b. Shall have a clear understanding of the By - Laws of the Policy Council.
   c. Shall explain each motion before it is voted upon.
   d. Shall call the meeting to order and formally close it.
   e. Shall note whether a quorum is present.
   f. Shall call special meetings when necessary.
   g. Shall appoint committee chairperson and supervise committee appointments if needed.
   h. Shall prepare an agenda for each regular meeting and see that it is distributed to representatives.
   i. Shall serve on the Staff Development Committee and on the Scholarship and Award Committee.
   j. Shall receive and handle all mail addressed to the Policy Council and shall be responsible for all official correspondence.
   k. May delegate duties as needed to Vice Chair.
   l. Shall contact Center Principals/Managers after a representative’s/alternate’s second absence to discuss continuation of services as a Policy Council member.
   m. A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of the quorum of seated members at the Policy Council meeting.

2. Vice-Chair
   a. Shall preside over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
   b. In the case of resignation of the Chair, shall assume the office of Chair until the Policy Council elects a permanent Chair.
c. Shall keep a Policy Council notebook that includes: A copy of the Bylaws, list of Policy Council voting representatives and alternates, list of unfinished business, the agenda and the minutes for the last twelve (12) months.
d. Shall chair the Bylaws Committee.
e. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of the quorum of the seated members at the Policy Council meeting.

3. Secretary
a. Shall ensure that the Policy Council notebook is at all Policy Council meetings.
b. Shall see that nametags are available for all meetings.
c. Shall maintain records of Policy Council member attendance and report to the Policy Council Chair when a representative has two absences.
d. Shall serve as official Policy Council correspondent as needed.
e. Assist chair as Time keeper.
f. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of the quorum of the seated members at the Policy Council meeting.

4. Treasurer
a. Complete 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. Shall chair 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 quorum of the seated members at the Policy Council meeting.

Section IV – Delegates
1. State Representative
a. One delegate to the Idaho Head Start Association, who is a representative/alternate of Policy Council in good standing, 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 or alternate at the time they are elected.
c. Delegates may serve up to two, one-year terms.
d. One 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. The alternate will automatically fill the delegate’s vacancy if needed for the remainder of the elected term. A new alternate will be elected to finish the current term.
e. Election of the delegate and the alternate shall occur at the November Policy Council meeting.
f. Term of office shall be one year from December to November.
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 delegate or alternate who fails to perform his/her duties may be removed from position by a 2/3 vote of the Policy Council.

ARTICLE V Committees
Section I Personnel Committee
1. Refer to Personnel Policies Section 3.03 hiring of staff.
2. This committee shall consist of a Policy Council representative from each center and other members as stated in the Personnel Policies (3.03).

Section II Children’s Screening Committee
1. Committee shall consist of three (3) representatives.
2. The committee shall design the recruitment and enrollment criteria to be used for enrolling families in the Head Start program.

Section III Program Self Assessment Committee
1. Consist of not less than one current parent from each center.
2. Members will attend Self-Assessment training prior to conducting the program self-assessment.

Section IV Grant Planning Committee
1. Consist of the administration team, (1) one staff representative from each center, (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 Policy Council Vice-Chair and two (2) Policy Council Representatives.
2. Meets at least once during the school year and when needed to review all By - Laws and make recommendations for revision.

Section VI Program Operation and Monitoring System Committee
1. Consist of all administration team, designated staff from each component, and Policy Council representatives.
2. This committee recommends changes for the following year.

Section VII Policy Council Budget Committee
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 and no later than October 31.
4. Review and update as needed Childcare and transportation Policy.

Section VIII Scholarships and Awards Committee
1. Consists of Policy Council Chair, Staff Development Chair and Staff Development Vice Chair.
2. Distribute to Principals updated Scholarship and Award information packets yearly.
3. Review all applications for Scholarships and Awards.
4. Select and submit all finalist application to the Idaho Head Start State Association complying with time line.
5. Plan for recognition and celebrations for all applicants

Section IX Special Committees
1. The chairperson or Policy Council appoints special Committees as the need arises.
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:
• 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 Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.
• 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.
• 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 day for Policy Council is hiring for said position. If hired this will terminate their membership as a Policy Council Representative.

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 policy shall be given to all Policy Council Representatives, through the Policy Council notebooks.

ARTICLE VII Mediation Procedures
Head Start grantees must inform the responsible ACF Regional Office as soon as possible 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. This notification must be made within ten days of the grantee becoming aware of the conflict and in the case of a Policy Council proposing not to approve the grantee’s refunding application, such notification must be made at least 90 days prior to the grantee’s refunding date. If the situation leading to the Policy Council’s decision to withhold its approval occurs within 90 days of the grantee’s refunding date, the grantee must notify its responsible Regional Office immediately.

The Regional Administrator, or a Regional staff member designated by the Regional Administrator, will hold one or more meetings, as appropriate, which the Grantee’s Executive Director, the Grantee’s Head Start Director, and the Policy Council Chair are required to attend. The attendance of grantee board members at any or all of these meetings is encouraged. The purpose of these meetings is to attempt to resolve the issues between the grantee and the
Policy Council to the mutual satisfaction of both parties and thus avoid the possibility of an adverse action against the grantee.

If the meetings are not successful in resolving the issues between the grantee and the Policy Council, the Grantee should, within 10 days of the meeting, submit the dispute to the offices of a professional mediator. The Regional Office will provide assistance to the grantee in selecting a mediator. The grantee is requested to advise the Regional Office of the time and location of the first scheduled meeting. 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, in which case the Regional Administrator may extend the current Head Start grant. 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.

ARTICLE VIII Amendments

These By - Laws 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 __9/26/2007__

North Idaho College Board of Trustees Approval __5/30/2007__
<table>
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<th>COMMITTEE/COMPONENT STAFF</th>
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<th>DATE FOR ACTION</th>
<th>TYPE OF ACTION</th>
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<td>Review / Approve</td>
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Personnel Policies and Procedures

Program Year
2008-2009
Personnel Policies
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These policies may be changed or deleted as needed.
1.00 General Policy Statement

North Idaho College Head Start’s policy is to employ capable and responsible personnel who are of good character. While the requirement of a high level of education and prior experience is essential to performance in certain capacities, consideration will be given to furthering the education of people who are willing to learn to perform new functions. The Head Start program will follow recruiting procedures that give opportunity for the hiring and advancement of people who have participated in the Head Start program.

1.01 American with Disabilities Act

As an integral part of its mission to provide a fair and caring environment for its students and employees, North Idaho College Head Start commits to be in compliance with both the letter and the spirit of any federal or state legislation or directives regarding equitable treatment for people with disabilities. Compliance with the Americans with Disabilities Act is a priority. The administration is charged with taking prompt action to implement the requirements of the Act and in doing so shall solicit the involvement of individuals in the community with disabilities in the self-evaluation and the setting of priorities for compliance. A grievance procedure shall be established so that in the event that any student, employee or member of the public believes that any activity, program, service or facility of the program does not conform with the letter or intent of the Americans with Disabilities Act, he or she can voice that concern in a mutual effort to reach reasonable accommodation.

1.02 Affirmative Action Policy

North Idaho College Head Start’s policy is to prohibit and eliminate discrimination on grounds of race, color, national origin, religion, sex, age, disability, or status as a veteran pursuant to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Idaho Code Chapter 73 of Title 18, Chapters 16 and 17 of Title 44, and Chapter 59 of Title 67, Executive Order 11246 as amended, the Rehabilitation Act of 1973, The Vietnam Era Veteran’s Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other relevant statues that guarantee equal opportunity for all persons and groups within our society.

In furtherance of this policy, North Idaho College Head Start pledges the following:

A. To recruit, employ, compensate, train, and promote people in all areas of work force (administration, faculty, staff, and students) on an equal and impartial basis regardless of race, religion, color, national origin, age handicap status or sex, except where sex is a bona fide occupational qualification as defined in regulations.

B. To base employment decisions on the principles of equal opportunity.

C. To ensure that promotion decisions are in accordance with principles of equal opportunity by imposing only documented, job related requirements for promotional opportunities.
D. To ensure that all personnel matters, such as compensation, benefits, transfers, layoffs, returns from layoff, leave, North Idaho College Head Start sponsored professional development, education, tuition assistance, and social and recreational programs, are administered without regard to the factors specified above.

E. To take affirmative action on behalf of members of the federally designated groups in order to eliminate the continuing effects of past discrimination in employment by actively recruiting members of these groups for employment.

It is the responsibility of all staff and volunteers to incorporate these equal opportunity principles in all program and personnel decisions, and to be fair and equitable in protecting the rights of employees, volunteers, and beneficiaries.

Individual employees and volunteers also share in the responsibility to support this effort through their own conduct and personal sensitivity to the rights of co-workers and all others with whom they interact. All individuals are held in high positive regard.

1.03 Affirmative Action Grievance Procedures

Reasonable steps are taken by North Idaho College Head Start Administrative Team to ensure that no individual shall intimidate, threaten, discriminate, or coerce any other individual.

A. Any member of North Idaho College Head Start as well as any individual seeking employment at North Idaho College Head Start who believes that she/he has been subjected to discriminatory practices or procedures may informally or formally register a complaint with the Head Start Director.

1. The formal or informal complaint should be made within 14 days of the incident.

2. The formal complaint should be a written statement alleging the incident, the person, and/or office perpetrating the discriminatory act and listing witnesses, if any. This complaint should include identification of the portion of the Affirmative Action Policy violated and the complainant’s desired resolution of the incident.

B. Action by Head Start Director

1. Informal Investigation: Upon receipt of a formal complaint, the Head Start Director will hold an informal investigation within ten working days with all parties concerned in an endeavor to resolve the matter.

2. Forwarding Complaint to the North Idaho College Human Resources Director for Grievance Review: Should the complainant so desire, the Head Start Director will forward the formal complaint to the Director of the North Idaho College Human Resources Office. A copy of the letter and the formal complaint is furnished to the person or office against whom the complaint is being made.

2.00 Organization
North Idaho College Head Start is administered by a Director hired by the Grantee Board of Trustees with approval of the Policy Council. Under the general direction of the North Idaho College Grantee Board of Trustees, the Director is responsible for the administration of the organization in accordance with the rules, regulations and policies approved and set forth by the grantee with the Policy Council approval. Staff lines of authority are outlined on an organizational chart, PDM/002.

3.00 Selection and Hiring of Personnel

All positions are open to the public and staff for competition who meet the qualifications for the job.

The North Idaho College Human Resources office staff processes all advertising and recruiting efforts with the Director determining salary parameters and working conditions for all positions. Compliance with North Idaho College Head Start's Affirmative Action Procedures is required. Employment contracts, Letters of Understanding, or Memorandums of Agreement for these positions are issued in coordination with the North Idaho College Human Resources Department.

3.01 Initiation of Position Openings

A. Area Principals notify the Director as soon as they become aware of the need to fill a position. The Director then notifies the Program Specialists and Administrative Coordinator.

B. The Administrative Coordinator, Director, and the Director of Human Resources, in accordance with affirmative action principles and procedures, develop the position advertisement.

C. For each position, the advertisement must include the job description, minimum qualifications, proposed starting date, starting salary range, and the closing date for applications. To receive full consideration, applications must be received in the North Idaho College Human Resources Office by the closing date specified.

D. All vacant positions are announced in the Week’s Worth bulletin. The Administrative Coordinator distributes announcements of Position Openings to each Head Start Center. Position announcements are posted at each Head Start Center for at least five (5) working days.

E. The Human Resources Office advertises and recruits through available resources to include the Idaho Department of Employment, local newspaper Help Wanted advertisements, and North Idaho College’s website. All recruiting advertisements are processed through the Human Resources Office. The cost of off campus recruiting and advertising is the responsibility of North Idaho College Head Start.

3.02 Order of Consideration of Applicants

A. Stage 1: First consideration is given to applicants who are on a layoff roster for the type and salary range of the position open.
B. Stage 2: All other candidates, current staff, students, previous staff and the general public compete at the same time.

3.03 Hiring Process

A. Paper screening and determining semi-finalists for interviews is based on the applicants’ qualifications. Applicants with the qualifications best suited for the position are referred for an interview with the Interview Committee.

B. The Interview Committee consists of no fewer than three and no more than five members which at least 50% must be parent representatives from Policy Council or Head Start parents. The remainder of the committee may consist of staff representatives appointed by the supervisor.

C. The Interview Committee interviews applicants, qualified after paper screening and recommends approximately three, depending on qualifications, to the Director for the final interview.

D. The Director selects a candidate to recommend to Policy Council for approval. In the event the Director is unable to arrive at a final decision, he/she may repeat the hiring process. The Director may recommend to underfill a position if he/she determines appropriate. (See 3.05.02 Underfill Policy)

E. When the selection procedures are completed, the North Idaho College Head Start Director must complete the Confirmation of Job Offer form supplied by the North Idaho College Human Resources Office. The form is signed by the Director and forwarded to the Director of Human Resources.

F. All employees are issued an employment notice as specified in Section 5.00 Employment Agreements.

G. The official college personnel file for these employees is held in the North Idaho College Human Resources Office files. A copy of the information specified in Section 3.11 is kept in a secondary personnel file in the North Idaho College Head Start Central Office.

H. In the case of hiring for the Director position, the Interview Committee is made up of the North Idaho College Board of Trustees Liaison, one elected member of Policy Council and the Chair of the Staff Development Committee. The recommendation of the Interviewing Committee is submitted to Policy Council, the Grantee Board of Trustees, and Office of Head Start Region X for approval.

I. Termination of the Head Start Director must be approved by the Grantee Board of Trustees and Policy Council.

J. All employment offers are tentative until approved by the North Idaho College Head Start Policy Council.
3.04 Interview and Moving Expenses – Reimbursement to Applicants

North Idaho College Head Start does not reimburse applicants' expenses, such as interview or moving expenses.

3.05 Initial Appointment/ New Appointment/ Initial Probation

A. North Idaho College Head Start Central Office notifies all rejected applicants of the final decision by mail within five days of decision. North Idaho College Head Start Central Office notifies all rejected paper-screened applicants and initial interviewed applicants within five days of screening or interview.

B. New employees appointed to all positions or employees appointed to new positions in the North Idaho College Head Start program are on probationary status. A new position in the organization is considered a new appointment.

C. Each employee must successfully complete a six (6) month probationary period. In rare cases this may be extended up to an additional ninety (90) calendar days at the discretion of the North Idaho College Head Start Director.

The purpose of the probationary period is to further determine the employee’s qualifications for the position, to provide a period of adjustment for a new employee and to dismiss those employees whose performance does not meet the expected performance.

D. At the conclusion of the probationary period, formal action is taken. Notification is given in writing from the employee’s immediate supervisor, and a copy is placed in the employee's personnel file. The written notification either:

1. Confirms appointment to a regular full-time or part-time position.
   Or
2. Places the employee on special probation.
   Or
3. Dismissal.

E. At any time during the initial probationary period, the supervisor may recommend, in writing and with reasons, to the North Idaho College Head Start Director that the employee be dismissed or re-assigned. The Head Start Director with approval from Policy Council may dismiss an employee, or recommend the employee be reassigned to a job commensurate with his/her capabilities. In the event an employee is reassigned during a probationary period, a new period of probation begins on his/her first day in the new position.

In the case of the Head Start Director position, the North Idaho College Board of Trustees Liaison may recommend, in writing and with reasons, to the Board of Trustees and Policy Council, the employee be dismissed or re-assigned.

3.05.01 Initial Record-keeping

A. The Statement of Agreement (PDM/059), signed by the employee, is placed in the employee's file.
B. All new employees, appointees, and regular volunteers follow the Confidentiality Policy (PDM/156). In the event that child abuse or neglect is suspected, anyone acting as a North Idaho College Head Start representative is exempt from the confidentiality requirement and is required by Idaho Mandatory Reporting Law (16-1619) to report the incident(s).

C. All new employees, appointees, and regular volunteers follow the State of Idaho Child Care Licensing procedure (Idaho Code 39-1105) for fingerprinting and background checks. Background checks and fingerprinting are initiated prior to or on the first day of employment (PDM/065 and PDM/065.a)

D. Supervisors complete three performance evaluations a year for new employees at regularly spaced intervals, the last being in May, using North Idaho College Head Start Performance Review (PDM/175).

E. All North Idaho College Head Start staff have a physical exam within thirty (30) days of hire and a letter of physical health (PDM/066) from the physician added to their personnel file. Periodic follow-up physicals will take place when the physician deems necessary.

F. All North Idaho College Head Start staff have a TB test within thirty (30) days of hire.


3.05.02 Underfill Policy

An applicant who has not attained the preferred qualifications may be hired as an underfill. The underfill employee is paid at a rate 15% below the entry-level rate of pay for the position. When an employee hired as an underfill attains the preferred qualifications for their position, they are placed at entry level for that position as reflected on the wage scale.

3.06 Regular Position

A. Following successful completion of initial probation, the employee is granted regular position status.

B. Employees receiving an appointment to a regular position may not be dismissed except for cause. (See Section 3.12 and Section 3.12.01)

1. Dismissal for cause is construed as a breach of contract by the Employee and no further salary shall be due.

2. The Employer has no duty to renew the contract at the expiration of its term. Notification of this action will be sent to the employee by letter from the North Idaho College Head Start Director.

3.07 Temporary Position

A. The Director may create temporary positions.

B. These positions last for no more than four months.
C. Temporary employees are not eligible for benefits.

D. An individual appointed to a temporary position is subject to the same rules as an individual appointed to a regular position.

E. The temporary appointee has the opportunity to apply for regular appointment to that position.

F. A temporary employee who works between 20-40 hours per week for four consecutive months and terminates as of the cut off date in the fourth month can be re-employed as a new hire on or after the first day of the sixth month. There can be no days worked and no pay check in the fifth calendar month of dismissal following the end of the four month temporary appointment period.

3.08 Part-Time Position

A. An employee who works less than 20 hours per week is not eligible for benefits.

B. An employee who works 20 hours or more per week is a classified benefited employee who is entitled to receive all benefits offered by North Idaho College Head Start.

3.09 Initial Probation - See Section 3.05

3.10 Special Probation - See Section 3.13 # 3

3.11 Maintenance of Individual Personnel Records

The Administrative Coordinator establishes a confidential personnel and medical file for each employee at the time he/she is employed. All copies of any portion of these files are kept in a locked cabinet at the North Idaho College Head Start Central Office. The Administrative Coordinator maintains the personnel system. The original application, original contracts, appointments or agreements, emergency contact and change of address forms, confirmation of job offer, and performance reviews are kept at the North Idaho College Human Resources Office.

A. Files maintained at the Head Start Central Office contain:

**Individual Employee Personnel File contents:**

**Section 1:**

a. Employee Information Data Sheet
b. Employee Emergency Contact and Medical Provider
c. Change of Address/Telephone Number
d. Key check-out form

**Section 2:**

a. Copy of application
b. Confirmation of Job Offer (PDM/056)
c. Wage Scale Placement/Salary Changes (PDM/057)
d. Employment Contract, Letter of Appointment, or Memorandum of Agreement
e. Promotions or transfer documentation
Section 3:
   a. New Employee Orientation Checklist (PDM/062)
   b. New Employee Orientation Completed by Supervisor (PDM/062-A)
   c. Statement of Agreement/Declaration (PDM/059)
   d. Drug Free Workplace Statement (PDM/063)
   e. Employee’s Rights and Responsibilities (PDM/064)

Section 4:
   a. Proof of educational status: official transcripts for all positions requiring degrees or certifications
   b. Unofficial copies of transcripts based upon professional development plan
   c. Training/Professional Development certificates

Section 5:
   a. Confirmation of probation completion
   b. Copy of initial, probation, and annual Performance Reviews (PDM/175)
   c. Supervision meeting form (PDM/176) when applicable
   d. Special probation notice when applicable
   e. Dismissal notice when applicable

Section 6:
   a. Professional Development plan, Staff Workshop Record, and corresponding certificates
   b. Professional Development requests

Section 7:
   a. Criminal History/background check information

Section 8:
   a. Copy of required certifications: CPR, First Aid, Food Handler’s card

Individual Employee Medical File contents:
   a. Physical exam statement, medical releases, workman’s comp claims and TB test results

B. All information contained in personnel files remains confidential. No unauthorized person has access to information contained in the personnel files. All persons having access to the personnel files shall be reminded of the confidential nature of such information and be charged with the responsibility of maintaining same. Failure to maintain confidence in personnel matters results in disciplinary action.

C. Each employee has access to their personnel file, may designate (in writing) someone to inspect their file, and may designate someone to copy contents of their file.

D. Once a document has been filed in a personnel file it may not be removed or destroyed. The employee may request portions of Personnel files be sealed. Sealed documents are kept in the official personnel file only, and can be opened only by the Director. All copies of the sealed document are destroyed.
3.12 Resignations, Reduction in Work Force & Recalls

A. Resignations

An employee seeking to resign must submit a Letter of Resignation to the Director. For exempt, professional staff this must be received at least one month prior to the resignation date and two weeks for all other staff. All necessary payroll adjustments occur with the final paycheck. In the absence of a letter of resignation from the employee, the employee's immediate supervisor sends a certified letter on letterhead confirming the verbal resignation.

B. Reduction in Work Force

North Idaho College Head Start strives to provide a stable and secure environment in which to work. However, circumstances occasionally arise that necessitate reductions in the work force which may occur due to budget constraints, changing conditions or community needs requiring reorganization of the program or centers.

Expect in cases of extraordinary circumstances because of financial necessity, a 60 day written notice of reduction in work force shall be given to affected employees. The notice provides the effective date of the layoff and the reason.

C. Recalls

1. An employee is recalled if the position becomes available within twelve calendar months. If the employee chooses not to return, then voluntary dismissal procedures are initiated.

2. Employees on layoff status may apply for other North Idaho College Head Start employment during Stage One of the employment process.

3.12.01 Dismissals & Suspensions & Demotion

Dismissal means termination of the employment contract, letter of appointment, memorandum of agreement, or probationary employment. Suspension means an enforced period of absence with or without pay for disciplinary purposes or pending investigation of charges made against an employee. Dismissal and suspension are matters that may be considered under employee grievance procedures.

A. Dismissal with Notice

Whenever the Director considers it necessary to dismiss an employee, the employee receives written notification clearly setting forth the specific reasons for the dismissal. Two weeks written notice is given to the employee, including those on probation. A copy of the dismissal notice is placed in the employee's personnel file.

B. Dismissal without Notice

The Director may dismiss an employee without notice if physical/mental condition or negligent performance of duties jeopardizes the safety of North Idaho College Head Start children, parents, employees or property, such as being on duty under the influence of alcohol or drugs, impaired ability to operate equipment, or neglecting vital job responsibilities. The employee
receives written notification clearly setting forth the specific reasons for the dismissal. A copy of the dismissal notice is placed in the employee's personnel file.

C. Suspension on Felony Charges

The Director may place an employee on suspension, with/without pay, upon the issuance of an indictment for felony charges relating to conduct outside employment and upon notification of the employee when the felony charges directly affect the nature of the job or the employee’s relationship with North Idaho College Head Start. Such suspension may remain in effect during the time such charges are pending. Full reinstatement of all benefits and salary to which the employee would have otherwise been entitled is provided to the employee upon a subsequent finding that the charges or information were without grounds or were dismissed.

D. Suspension for Investigation

The Director may place an employee on suspension with pay, pending investigation of charges that, if substantiated, would constitute proper cause for dismissal. Under these circumstances, the employee may be suspended immediately without prior notice.

The employee receives written notification clearly setting forth the specific reasons for the suspension. A copy of the suspension notice is placed in the employee's personnel file.

E. Disciplinary Suspension

The Director may place an employee on immediate suspension, without pay. Such suspensions must not exceed thirty (30) calendar days. The employee receives written notification clearly setting forth the specific reasons for the disciplinary suspension. A copy of the suspension notice is placed in the employee's personnel file.

F. Grounds for Dismissal or Suspension

Any employee may be dismissed or suspended for any of the following causes that occur during the period of employment:

1. Misstatement or deception of material fact in the application for North Idaho College Head Start employment.

2. Failure to perform the duties and carry out the obligations imposed by North Idaho College Head Start rules and regulations.

3. Inefficient, incompetent, or negligent performance of duties.

4. Failure on the part of a staff member directly responsible for the supervision of children, to provide continuous and ongoing supervision of all children for whom they are responsible.

5. Physical or mental incapacity for performing assigned duties.

6. Reporting to work under the influence of alcohol or drugs.

7. Refusal to accept a reasonable and proper assignment from an authorized supervisor.
8. Any activity that has the purpose or effect of disrupting the working relationships between employees, employees and their supervisors, or employee groups.

9. Any activity that has the purpose or effect of disrupting the working relationships between North Idaho College Head Start or North Idaho College Head Start employee groups and non-North Idaho College Head Start cooperating agencies, such as suppliers, other educational institutions, and state agencies.

10. Any verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual or group’s work performance or creating an intimidating, hostile, or offensive work environment.

11. Habitually failing to report for duty at the assigned time and place, or to work the assigned scheduled hours.

12. Repeated misuse of sick leave.

13. Absence without notifying the appropriate supervisor.

14. Careless, negligent, or improper use/unlawful conversion of North Idaho College Head Start property, equipment, or funds.


16. Unauthorized disclosure of confidential information from official records.

17. Conviction of a crime involving moral turpitude (wrong doing).

G. Demotion

Demotion is the reassignment of an employee to a position with a lower pay rate. The demoted employee may be returned to a previous position with no probationary period or may be placed in a new position for which the employee has minimum qualifications. If the demotion involves assignment to a new position, the employee begins a new probation period.

1. A change in job description (new or existing) involving a new title and diminished responsibilities and/or duties requires that compensation be adjusted accordingly.

2. An employee may be demoted upon his/her own request, subject to the approval of the Director.

3. An employee must be given written notice of a demotion of at least fifteen calendar days before its effective date.

4. When an employee is demoted, the salary is reduced to a lower pay grade as recommended by the Director.

5. A supervisor may recommend demotion of any employee for the following reasons:
a. The elimination of the employee’s position because of a lack of work or lack of funds.

b. The displacement of the employee because another employee who is entitled to the position returns to duty.

c. The failure of the employee to successfully complete the probationary requirements of a higher position.

d. Disciplinary action for causes not so severe that suspension or dismissal would be warranted.

3.13 Corrective Action Process

North Idaho College Head Start strives to provide its employees with an employment structure that helps individuals grow and improve in their careers. North Idaho College Head Start personnel are expected to meet certain standards of performance on the job, to adjust to changes in work assignment and schedules when necessary, and to be willing to learn new skills and apply them where they are most critically needed. The corrective action process is intended to improve the employee’s performance to a sustained acceptable level and to provide a process that allows supervisors and employees to work together.

A. Corrective Action

Following is the process that may be used by supervisors when dealing with unacceptable performance. Although most situations will generally follow the process described below, it is recognized that some cases of unacceptable performance may require immediate suspension and/or dismissal as an alternative to following this process. The process is not applicable to employees in probationary appointments.

1. Step One: Verbal Discussion

A supervisor verbally discusses the areas of performance that are in question with the employee. The employee is thus given an opportunity to correct the problem before a formal written warning is issued. Counseling, training, professional development, and other referral services available may be discussed with the employee when appropriate. The supervisor documents this discussion.

2. Step Two: Written Warning

If a resolution acceptable to the supervisor is not reached within a specified time after the verbal discussion, a written warning given to the employee using Supervision Meeting (PDM/176), which documents the need for immediate improvement. This document becomes part of the employee’s official personnel file in the Human Resources Office. This warning references the previous verbal discussions, identifies the performance expectations, provides a time line for achieving the performance expectations, and indicates that failure to sustain an overall acceptable level of performance may lead to further corrective action. Actions including counseling, training, professional development, or mentoring should also be documented and filed in the Human Resources Office.

3. Step Three: Special Probation

Failure to achieve acceptable performance may result in the employee being placed on probation for a specified period. This action is documented in writing. The probation document is prepared by the supervisor and delivered to and signed by the employee.
This document becomes part of the employee’s official personnel file in the Human Resources Office, and a copy is forwarded to the Director. The document should reference any previous verbal discussions, written warnings, and state that unless immediate and significant improvement is made and maintained over a designated period of time, which is established by the immediate supervisor, dismissal of employment results. Probation may include a mandatory suspension without pay. When satisfactory completion of the probationary period is reached, a documented release form from said probation is given to the employee and a copy placed in the individual’s Head Start personnel file and the official personnel file in the Human Resources Office.

a. Those employees who have been placed on special probation are:

   i. Notified in person by the Director, or designee, that they are being placed on probation and the reasons for which the action was taken. They shall also be informed in writing (within 5 days) of the reasons for the probation. A copy, signed by the employee, is placed in the Head Start personnel file and the official personnel file in the Human Resources Office.

   ii. Involved with their immediate supervisor or Director in the writing of their expected performance or behavior standards.

   iii. Evaluated at least once a month by their appropriate supervisor and/or Director, using the Probationary Employee Performance Improvement Plan (PDM/177), during the probationary period as determined by Director.

   iv. Counseled and coached on an on-going basis by a designated supervisor, Program Specialist, and/or the Director to insure that the employee is provided every opportunity to meet prescribed expectations. Written records of counseling, signed by all participants, are kept in the employee’s personnel file.

   v. Encouraged to make every effort to improve and cooperate so that he/she successfully completes probation and return to regular status.

b. Special probation does not exceed one hundred eighty (180) calendar days. At the end of the probationary period, the individual returns to regular status or dismissal proceedings begin.

   Special probation cannot be applied more than twice in a three (3) year period. Dismissal follows.

3.14 Dismissal Process

Should the employee fail to meet the improvements/s as outlined in the probation document within the specified time period, the supervisor meets with the employee to explain the consequences (possible dismissal) of the failure to perform as expected and the evidence relied upon by the supervisor. The employee may offer other evidence or explanation for failing to meet the performance standards. Following the meeting, if the supervisor remains unsatisfied as to expected performance, a recommendation for dismissal of employment results. Dismissal must have the review of the Director and the approval of Policy Council. A brief notice of dismissal and its basis, which summarizes the meeting, warning and probationary actions taken
before should be presented to the employee and a copy of the notice, placed in the employee’s Head Start personnel file and the official personnel file in the Human Resources Office.

A. Appeal
Within ten (10) days of the issuance of the notice of dismissal, the employee may appeal the dismissal in writing to the Director. Within thirty (30) days of receiving the notice of appeal, the Director in conjunction with the Policy Council Personnel Committee shall conduct a review of the dismissal. The review may consist of a hearing where the employee may represent himself/herself; a review of the written record, and/or a fact-finding process conducted by a third party. Within fifteen (15) days from the conclusion of the review the Director issues a decision, which is final.

4.00 Code of Conduct – Confidentiality

A. All employees conduct themselves in a professional manner recognizing that the nature of the relationships established with children and families requires staff to behave in a responsible and ethical manner.

B. All employees respect the privacy of the people he or she serves and give precedence to his or her professional responsibility over his or her personal interests.

C. All employees recognize that working with North Idaho College Head Start families is a public trust that requires compassion, belief in the dignity and worth of human beings, respect for individual differences, a commitment to service, and a dedication to truth.

D. All employees receive a copy of and adhere to the North Idaho College Head Start Ethics policy (PDM/157).

E. No volunteer is left alone with a child or groups of children.

F. Each and every North Idaho College Head Start employee who has direct or indirect access to data pertaining to the application, enrollment, and disposition of any and all children or families receiving services from Head Start maintain that information with the strictest confidentiality.

Confidentiality is defined as holding-in-confidence any and all information obtained from an employee, child, parent, or family member or contained in the employee, child or family file. This includes but is not limited to, personally identifiable information, disability records, and financial data.

Any unauthorized releasing or casual discussion of such information shall be considered to be a violation of the employee’s, child’s, or family’s privacy and shall be considered gross misconduct and subject to immediate disciplinary action.

Temporary employees appointed for long term assignments may be granted access to confidential data on a case by case basis when approved by the Director.

All employees and volunteers will follow the Confidentiality Procedure (PDM/156.a)
4.01 Performance of Duties

Each employee of the North Idaho College Head Start program performs all duties assigned to him/her in a manner that is described in the Statement of Agreement, Job Descriptions and Operations and Monitoring System. Employees shall:

A. Show courtesy, cooperation, diligence and tact in dealing with supervisors, fellow workers, persons being supervised, the North Idaho College Head Start participants and the general public.

B. Safeguard all information of a confidential nature and refrain from disclosing any petition thereof, except in the manner and to the extent authorized.

C. Economically utilize, protect and conserve supplies, property and equipment with which he/she is entrusted.

4.01.01 Diminished Performance

A. If a decline in the productivity or effectiveness of an employee's performance is observed, the employee's supervisor should consider the variety of possible causes, other than mere application of effort on the employee's part that might be responsible for the change. Possible causes include health problems (both physical and mental or emotional), social problems (involving marital or other interpersonal relationships), financial problems, and abuse of alcohol or other substances. It is not the supervisor's role to diagnose the problem, but to suggest sources of appropriate professional help and to encourage the employee to seek such help. Furthermore, the supervisor should insure that the employee is aware of provisions for financial support under the health care and benefit program. In creating this policy for mutual trust and support, employees should feel confident that open and direct discussion of a real or potential problem will be handled with discretion and empathy. The conditions for self review and for initiating a program to rehabilitate should be such that the fear of disciplinary and/or dismissal actions would not be initiated prior to all reasonable efforts to correct the situation.

B. Employees affected by such problems may obtain referral information and advice from the North Idaho College Counseling Center or the Student Health Service or, in case of the benefits plan, the North Idaho College Business Office.

C. The restoration of an employee’s effectiveness in assigned or reassigned duties is in North Idaho College Head Start’s interest as well as that of the employee. Nonetheless, either incompetence in the performance of assigned or reassigned duties or failure to perform them is cause for dismissal. Thus, after reasonable efforts to assist the employee and a reasonable allowance of time for the employee to meet the performance expectations, and even though the employee may be blameless under the circumstances, the procedures for dismissal may be set in motion.

4.02 Sexual Harassment

A. Definition of Sexual Harassment: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of a sexual nature, and/or discrimination based on gender differences when:
1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or creating an intimidating, hostile, or offensive working environment.

4. Sexual harassment is a form of sex discrimination. As such, it is recognized both by the Equal Employment Opportunity Commission as a violation of the Civil Rights Act of 1964, as amended, and by the Office of Civil Rights as a violation of Title IX of the Education Amendment of 1972.

5. Sexual harassment is primarily an issue of power. It exploits the power inherent in a supervisor’s relationship to his/her subordinates. Through the manipulation of wages, recommendations, job status, and the like, a supervisor can have a decisive influence on an employee’s success and future career at North Idaho College Head Start and beyond.

B. While sexual harassment most often takes place in a situation of power differential between the persons involved, this policy recognizes that sexual harassment may occur between persons of:

1. The same employment status (i.e.; direct service staff - direct service staff, administration-administration).

2. Differing employment status (i.e.; direct service staff - administration).

C. North Idaho College Head Start discourages consensual sexual relationships between employees and their subordinates. Persons in positions of power, authority, or control over others should be aware of and sensitive to problems that may arise from those relationships.

D. Implementation:

1. North Idaho College Head Start will use both informal and or formal procedures to investigate each complaint of sexual harassment in a prompt, timely, and confidential manner.

   a. Because complaints of sexual harassment might be brought that have no merit, procedures should be implemented so that employees are protected against false and mischievous complaints.

   b. North Idaho College Head Start requires that the rights and concerns of both complainant and accused be fully assured. The college shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them.

2. Prompt, appropriate, corrective action will be taken against any employee of North Idaho College Head Start who violates this policy.
a. Violation of this policy will lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop sexual harassment. Depending on the circumstances, and following due process, the punishment may include, but is not limited to, verbal and written reprimands, suspension with pay, suspension without pay, demotion, or dismissal.

b. Persons with supervisory responsibilities for employees/volunteers are expected to report and/or take appropriate supervisory action when they know of sexual harassment.

4.03 Sexual Harassment Complaints Procedures

A. Sexual harassment is against the law.

B. If you believe sexual harassment has occurred, contact the Director immediately.

C. If the allegation pertains to the Director contact the Director of Human Resources at North Idaho College.

D. A complainant may also file a complaint with federal and state agencies, such as the following agencies:
   - Idaho Human Rights Commission
     450 W. State Street
     Boise, ID 83720
     (208) 334-28732910
   - U.S. Office for Civil Rights
     Department of Education
     3rd Avenue, Mail Stop 106
     Seattle, WA 98101
     (206) 442-1636

4.04 Malicious Harassment

Malicious harassment, the legalistic term for hate (or bias) crime, is defined as any act of intimidation, harassment, physical force, or threat of physical force against a person when motivated by that person's race, color, ethnicity, nationality, religion, gender, sexual status, age, disability, or status as Vietnam-era veteran. Malicious harassment subverts the mission of North Idaho College Head Start, and threatens, in both obvious and subtle ways, the well-being of students and staff, and is not tolerated at North Idaho College Head Start.

North Idaho College Head Start will use both informal and/or formal procedures to investigate in a prompt, timely, and confidential manner, each complaint of malicious harassment.

A. Because complaints of malicious harassment might be brought that have no merit, procedures should be implemented so that students and employees are protected against false and mischievous complaints.

B. North Idaho College Head Start requires that the rights and concerns of both complainant and accused be fully assured. The college shall make every effort to assure and protect these rights, and shall undertake no action that threatens or compromises them. Prompt, appropriate, corrective action will be taken against any employee or student of North Idaho College Head Start who violates this policy.
Depending on the circumstances, and following due process, the punishment may include, but is not limited to, verbal and/or written reprimands, suspension with pay, suspension without pay, demotions, expulsion, or dismissal. Persons with supervisor’s responsibilities for employees/students are expected to report and/or to take appropriate supervisory action when they know of malicious harassment. It is understood that this policy does not deny the individual the right to appeal to the North Idaho College Head Start Director.

**4.05 Civil Rights**

Discrimination is defined as any practice or regulation that discriminates on the basis of race, color, ethnicity, nationality, religion, gender, sexual status, age, disability, or veteran status, as each of these bases are defined by law. Discrimination subverts the mission of North Idaho College Head Start, and threatens, in both obvious and subtle ways, the well-being of students and staff. Denial of human dignity is unacceptable and will not be tolerated at North Idaho College Head Start Head Start. Practices or regulations that discriminate on the basis of race, color, ethnicity, nationality, religion, gender sexual status, age, disability, or status as Vietnam-era veteran, as each of these bases are defined by law, are neither condoned nor permitted in any area of North Idaho College Head Start operations. This includes personnel appointments, student admissions, disciplinary regulations, housing assignments, classrooms, or other facilities, or in any activities of the employees, or students that may be commonly regarded as sponsored or sanctioned by North Idaho College Head Start.

No functions, business transactions or official actions by any organization, division, department, or other unit of North Idaho College Head Start may be held or undertaken at any facility, lodge, club, or organization that has as its policy the practice of discrimination on any of the bases specified above. The policy does not presume to discourage classifications based on the difference between males and females or between other classes or groups so long as the classifications are not irrational, capricious or arbitrary. The policy supports classifications intended to accomplish lawful purposes such as: women's or men's living groups can exclude persons of the opposite sex, students with sub-standard grades can be denied membership in honor societies or other groups having minimum grade requirements. The policy does not in any way prevent any person, acting as a private citizen, from joining an organization that is found to discriminate, or from speaking or participating in events that are held in facilities belonging to such an organization.

The Head Start Director is responsible for enforcing this policy. See Community Complaints Procedure.

**5.00 Employment Agreements**

A. All employees receive one of the following employment agreements based upon the type of position held.

<table>
<thead>
<tr>
<th>Type of staff positions:</th>
<th>Type of employment notices:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Staff - Exempt status</td>
<td>Employment Contract – Professional Staff</td>
</tr>
<tr>
<td>Classified Staff - Non-exempt status</td>
<td>Letter of Understanding – Classified Staff</td>
</tr>
<tr>
<td>Part-time Classified Staff – Non-exempt status</td>
<td>Memorandum of Agreement</td>
</tr>
</tbody>
</table>
1. All benefit eligible professional and classified staff are issued employment notices prepared by the North Idaho College Human Resources Office within 30 days of the program receiving the Federal Grant award letter.

2. All non-benefit eligible classified staff are issued memorandum of appointment prepared by the Head Start Administrative Coordinator within 30 days of the program receiving the Federal Grant award letter.

3. All employment notices are approved by the Head Start Director.

B. Exempt/Non-Exempt Employees

1. A professional, exempt employee is defined as an employee who: is paid at least $23,660 per year; is paid on “salary basis”; whose primary duty is doing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study; possesses an advanced academic degree or technological expertise. And whose: primary duty is the performance of the professional work; work performed requires consistent exercise of discretion and judgment; and work predominantly intellectual and varied in nature.

2. Exempt professional employees are contracted for a specific number of days per contract year. A normal workday consists of eight (8) hours with the understanding that flexibility is needed to perform the requirements of the position. To accommodate flexibility, a minimum of four (4) hours work is required to record a workday.

3. The Director, Program Specialists, Area Principals, and Administrative Coordinator are classified as professional, exempt employees. All other staff members are classified as non-exempt, hourly employees.

4. All other Head Start positions are non-exempt employees.

C. Staff hours or days per position are designated in each grant. Staff is informed of the hours or days expected on their yearly employment agreements.

D. A normal workday consists of not more than eight (8) hours. However, special circumstances may be specified by the employee’s immediate supervisor with prior approval.

E. All employees shall report to work promptly at the time agreed upon by the employee and supervisor. Habitual tardiness, absenteeism or misuse of leave time is grounds for disciplinary action and/or dismissal.

F. Staff who attend required training/professional development or required committees which takes them away from their centers claim on their record of time the hours for the training/professional development or committee meeting, including travel time.

G. Staff with school age children may arrange their schedules to volunteer in their child's school up to one day a month with their supervisor's approval. Volunteer time is not paid.
5.00.01 Overtime Pay / Flexible Time

A. A standard workweek begins at 12:01 a.m. Sunday and extends through 11:59 p.m. Saturday. Hours actually worked more than forty (40) hours in a standard week are considered overtime and paid at one and a half (1.5) times the regular hourly rate for non-exempt employees.

B. Non-exempt staff is not allowed to work over forty hours (40) per week without the prior approval of their supervisor. Violation of this regulation is grounds for disciplinary action and/or dismissal.

C. Flexible Time Policy
North Idaho College Head Start recognizes that management and professional positions are demanding and often require work beyond that normally expected of other employees. Supervisor’s approval must be obtained prior to working extended hours for compensatory time. (PDM/111-A.a)

Flexible (compensatory) time for extended hours of work on a workday or work on a legal holiday, a Saturday or a Sunday may be accrued only upon the prior approval of the appropriate supervisor. In no event will flexible (compensatory) time be used as the basis for additional compensation.

5.01 Center Hours of Operation

Center hours are maintained according to general policies.

A. Regular hours of operation depend on the Center model. Area Principals designate staff to open and close the center in order to maintain regular hours of operation. Area Principals notify Director of regular center hours of operation.

B. A variance of time in center daily schedules must be arranged in advance with the Director.

C. Classroom staff and parents work together to keep the schedule so class starts on time. Children should arrive no earlier than five (5) minutes before class is scheduled to begin, and picked up within five (5) minutes of class end time.

D. Center Closures: The Central Office is notified promptly by the Area Principal if the Center is closed. Appropriate center staff promptly notifies parents. Each Center needs to ensure all class contact days are made-up.

1. Area Principals after consultation with the Program Specialist and/or Director reports school closure due to health reasons to local Panhandle Health District office.

E. Inclement Weather: All Head Start Centers follow school closure day of local school districts. However, the most important issue is the health and safety of children and it is the responsibility of each Area Principals to determine the need to close the Center due to adverse weather conditions on an individual basis.
1. Area Principals/Center Assistants may work on snow days in order to make sure that all parents and staff are notified of the snow day and all necessary business at the center is taken care of.

2. All class days missed due to Center closures must be made up to ensure that the required number of class days as specified in the Health and Human Services (Head Start) grant are completed.

3. Closure days for Center staff are non-paid. Exception: Each Center or Central Office may have staff that is required to be at work. Time worked is time paid. Non-exempt staff may work only with permission from their supervisor.

4. The Central Office is only closed, when, due to weather conditions the North Idaho College campus is closed.

5.02 Team Teaching Assignments

North Idaho College Head Start makes team assignments based upon the strengths and needs of individual staff members with the intent of creating a strong, complimentary, and well balanced classroom teaching team. The program’s pursuit of excellence is the primary consideration made when determining classroom teams.

In Centers with more than one classroom, the following procedure is followed:

A. Area Principal gathers staff input on possible team assignments.

B. Area Principal proposes classroom teaching assignments and the rationale for such assignments to the Program Specialist: Education assigned to the Center.

C. The Program Specialist: Education reviews the proposed assignments and presents them to the Director for approval.

5.02.01 Administrative Transfer

North Idaho College Head Start Director retains the right to transfer an employee from one center, site, or position within a center to another to meet the staffing needs of the program. Written record of the reasons for such transfer is shared with the employee and retained in the employee’s personnel file. An employee may request an administrative transfer in writing to the Director.

5.03 Expectations of Staff

A. Staff shall be aware of the rules that affect them including but not limited to personnel policies, performance standards, job description, and North Idaho College Head Start Operations and Monitoring System.

B. Staff shall abide by the Ethics Policy (PDM/157) and follow the Code of Conduct (Personnel Policies, Section 4.0)
C. All staff are considered employees of North Idaho College Head Start until a resignation has been received, following Section 3.12, or a person is dismissed, or a contract is not renewed.

D. The Director is responsible for all actions of employees that are related to Head Start in any way. Specific actions that may affect the program must be approved by the Director.

E. Staff attend required training/professional development.

F. Head Start employees are responsible for their own property. Head Start insurance does not cover the loss of personal property.

G. Employees are accountable for damage to or loss of Head Start program monies or properties for which they are responsible when the loss is due to negligence, carelessness or improper use. The employee may be required to pay for items lost or damaged. All lost or stolen property is reported to the Central Office immediately. All items in centers are to be included on the inventory. If the article is of value the Director reports it to the insurance company.

H. If employees remove any property valued at more than $50 from the Center or Central Office an equipment check-out form (PDM/904-A) must be completed.

I. All official correspondence to North Idaho College Head Start employees is received at the Center or Central Office and not at the personal address of employees unless approved by Director.

J. After an employee completes a class that North Idaho College Head Start has contributed resources (books and/or tuition) a copy of transcripts or grade report is placed in the employee’s personnel file within 60 days of the class completion date.

If the employee does not successfully complete the class or file a transcript grade report all North Idaho College Head Start resources expended are returned in full to North Idaho College Head Start.

Successful completion of a class shall be defined as obtaining a grade of “C” or better. North Idaho College Head Start resources may be recouped through direct payment by the employee; a payroll deduction 60 days following the completion date of the class; a payroll deduction from the employee's final paycheck.

Materials obtained at workshops and other professional development events paid for by North Idaho College Head Start belong to North Idaho College Head Start.

K. North Idaho College Head Start may restrict outside employment by employees that interferes with employee’s performance of program related duties and responsibilities, including outside employment that constitutes a real or apparent conflict of interest. All outside employment must be reported to the employee’s immediate supervisor who will then inform the Director who will determine whether or not a restriction will be put in place.
5.04 Official Use of Letterhead.

North Idaho College Head Start letterhead is for official use only. Employees submit all letterhead correspondence to their immediate supervisor for review. Copies of all correspondence completed using North Idaho College Head Start letterhead are retained on file where generated.

5.04.01 Media Releases

Press releases are approved by the Director before release.

5.05 Political Activity

A. Political activity during working hours is strictly prohibited.

B. An employee of North Idaho College Head Start who has filed a declaration of candidacy for a partisan office or is officially nominated by any party may not continue his/her employment with the grantee.

C. Pursuant to Head Start Act Sec.656.[42U.S.C.]B(3) North Idaho College Head Start is not conducted in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel, in a manner supporting or resulting in the identification of such program with:

1. Any partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or political party office.

2. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election.

D. Any and all lobbying activities conducted by North Idaho College Head Start employees will comply with the Hatch Act (posted at each Center and the Central Office).

5.05.01 Unlawful Disturbances

No employee shall, in performance of duties as an employee, plan, initiate, participate in or otherwise aid or assist in the conduct of any unlawful demonstration, rioting or civil disturbance.

5.06 Drug-Free Workplace Policy

This policy reflects our conviction that the use of illegal or abused substances within the context of this community is inappropriate and counter productive to the education, moral, and developmental objectives of North Idaho College Head Start. Any employee of North Idaho College Head Start found in violation of this policy is subject to disciplinary action.

A. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited on Head Start owned or controlled property. This policy applies equally to North Idaho College Head Start staff, enrolled families, and volunteers.
B. No employee is to perform his or her work while under the influence of alcohol or illegal mood altering substances.

C. Smoking and any other use of tobacco or tobacco products is not allowed in any North Idaho College Head Start facility, grounds, vehicle, or on any North Idaho College Head Start premise.

D. It is the responsibility of the employee to check with his/her physician, dentist, or pharmacist as to whether or not a prescription or over-the-counter drug impairs performance and to notify his/her supervisor of the impairment and the period of time the medication will be used. An employee is not allowed to work if there is a risk of impairment of performance of duties.

E. North Idaho College Head Start follows the North Idaho College Drug-Free Workplace Policy and Procedure.

1. North Idaho College shall be responsible for establishing a Drug-Free Awareness Program to inform employees about:
   a. The dangers of drug abuse in the work place and educational environment.
   b. The institution’s policy of maintaining a drug-free work place.
   c. The availability of drug counseling and rehabilitation programs.
   d. The penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the work place.

2. As a condition of employment all employees:
   a. Abide by the terms of the policy.
   b. If found to be in violation of the policy, be subject to disciplinary action that may include, but not be limited to warnings, reprimands, suspension, expulsion, demotion, dismissal, or a requirement to participate in a drug rehabilitation or treatment program as a condition of continuing employment. Such action is initiated by the Director or designee within three days of the infraction; and
   c. Notify his/her immediate supervisor of any criminal drug statute conviction, in a court of law, occurring in the work place no later than five days after that conviction.

3. Within thirty days of receiving notice that an employee has been convicted of a drug-related crime the Director or designee initiates and takes one or both of the following actions:
   a. Take personnel action against such an employee, up to and including dismissal; and/or:
   b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency.
5.07.00 Employee Relations

Efforts are made to encourage and maintain satisfactory employer-employee relationships in order to achieve highly productive, professional, and enthusiastic employee cooperation in furtherance of all Head Start programs, and at the same time, establish the highest possible level of employee efficiency, morale, and mutual respect.

5.07.01 Conflict Resolution

The first step is to attempt to resolve the issue between the involved parties. The employee is obligated to discuss the issue with his/her immediate supervisor and work together to reach a resolution.

5.07.02 Grievance Policy/Procedure

Definition

A grievance is defined as a substantial unresolved conflict or complaint concerning the conditions of employment, including implementation of North Idaho College Head Start written policies, procedures, or Head Start Performance Standards.

Procedure

Step 1.
The employee is obligated to discuss the issue with his/her immediate supervisor, unless a threat or intimidation is perceived, and to work together to reach a resolution at this level. This step must be taken prior to committing the grievance to writing. The recognition of the event or condition disputed must have occurred within twenty (20) working days of this step.

Step 2.
After reasonable effort has been made to settle the issue and has failed, the grievant may commit to writing his/her dispute, citing the policy or procedure specific to the dispute and how the policy or procedure has not been followed or applied properly. In the case of a condition of employment violation, the grievant must clearly define the situation, the harm done, the specific facts upon which the grievance is based, and a suggested resolution. The results from the attempts to resolve this in Step 1 must be detailed. This formal written grievance is presented to the North Idaho College Head Start Director. The grievant must inform his/her supervisor of the intent to do so prior to submitting the formal grievance, as well as provide the supervisor with a copy of the written grievance. The written grievance must be filed within five (5) working days after attempts to resolve the issue using Step 1 have failed.

Step 3.
The Head Start Director reviews the facts of the grievance and provides a written decision with fifteen (15) working days after the grievance is received. The decision of the Director is final.

Note: In the event that the Head Start Director is a party to the grievance, the issue is immediately addressed to the North Idaho College Director of Human Resources.
The timelines may be extended with the written and signed mutual agreement of the parties involved.

5.08 Conflict of Interest

All North Idaho College Head Start employees shall avoid any conflict between their personal interests and the interests of North Idaho College Head Start in dealing with suppliers and all other organizations or persons doing or seeking to do business with North Idaho College Head Start. In furtherance of this policy, North Idaho College Head Start requires that a competitive process be used in the procurement of materials, supplies, equipment and contractual services as specified by Idaho Code.

5.09 Employment of Relatives

A North Idaho College Head Start employee may not function as a judge or advocate or immediate supervisor in specific situations involving members of his/her immediate family, such as the employee’s spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, son-in-law, or daughter-in-law. Employees of NICHS should neither initiate nor participate in institutional decisions involving a direct benefit, such as initial appointment, supervision, retention, promotion, salary, or leave of absence, to members of their immediate families. Exceptions to the policy may occur with approval of the Director.

6.00 Performance Appraisal

The purpose of this appraisal is to recognize job strengths, identify challenges, areas for next steps for job improvement. This performance appraisal form (PDM/175) helps to identify and record the employee’s strengths, challenges, and next steps.

The supervisor completes a performance appraisal for staff who have been granted regular position status at least once a year in May with a follow up review to evaluate progress on goals and/or projects the following January. Supervisors complete three performance appraisals a year for new employees at regularly spaced intervals, the last being in May.

6.01 Professional Development

North Idaho College Head Start recognizes the importance of continual individual and professional growth of its employees through educational opportunities and professional development.

A. All employees complete yearly training/professional development as prescribed by Federal Head Start Performance Standards.

B. Staff submits a Professional Development Request (PDM/192) in accordance to the selection for professional development criteria as part of the Professional Development System (PDM/189).

C. All employees complete an annual professional development assessment with their supervisor as part of the Performance Review and Planning Guide (PDM/175.1).
D. The Staff Development Committee develops an annual professional development plan based on individual interests and needs according to results of staff performance reviews, North Idaho College Head Start Professional Development Plan (PDM/188), and program needs.

7.00 Employee Benefits

North Idaho College Head Start is committed to attracting and retaining highly qualified staff. Toward this end, Head Start offers a competitive package of fringe benefits. While North Idaho College Head Start has worked to create as many benefited positions as possible, some positions are benefited, while others are not.

In general, North Idaho College Head Start employees who are employed 20 hours or more, for five months or more, are entitled to participate in the benefits program. Benefit enrollment takes place on the first day of employment and benefits begin the first of the following month. While some features of this benefit program will vary, major components include the following:

A. All employees qualify for State and Federal Benefits. North Idaho College Head Start participates in a variety of state and federal benefit programs including Social Security, Workman’s Compensation, and Unemployment Insurance.

1. Social Security (FICA) – The employee contributes 7.65% of their gross earnings to Social Security and NICHS also contributes 7.65%. This is a retirement benefit in addition to the PERSI retirement.

2. Workman’s Compensation – NICHS pays the entire amount for this benefit. The benefit is provided through the State Insurance Fund for medical costs and for partial replacement of lost income due to job-related accident and/or injury. The employer amount varies from one-quarter to one-half of a percent based upon the type of position.

3. Unemployment Compensation – NICHS pays the entire amount of this benefit. The program is administered by the State of Idaho providing unemployment benefits to former employees who qualify (length of service, reason for termination, etc.).

B. Employees who work more than 20 hours a week for at least 5 months qualify for Health Care and Life Insurance. North Idaho College Head Start provides a comprehensive health and life insurance program.

Medical, Dental, Vision Insurance – North Idaho College administers the insurance programs and contracts with several providers which allows staff to tailor the insurance benefits to best meet their needs. NICHS pays 71% of the total premium for all staff members and their families. The 29% balance is deducted monthly from the employee’s paycheck before taxes are assessed. The insurance and premium includes medical, dental, vision and employee assistance coverage.

<table>
<thead>
<tr>
<th>Costs based on the highest providers</th>
<th>Employee Share – 29%</th>
<th>NICHS Share – 71%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee only</td>
<td>$132.56</td>
<td>$324.55</td>
</tr>
<tr>
<td>Employee + 1 dependent</td>
<td>$295.36</td>
<td>$723.11</td>
</tr>
<tr>
<td>Employee + 2 or more dependents</td>
<td>$364.03</td>
<td>$891.26</td>
</tr>
</tbody>
</table>
Selection of the medical insurance program requires enrollment in the long-term disability and life insurance plan.

C. Life Insurance and Long-term Disability Insurance.

1. Life insurance is offered to staff and their dependents. The plan, offered through Standard Insurance, provides $40,000 life insurance for the employee with an additional $40,000 accident benefit. The Dependent Life option provides $6,000 life insurance benefit for the employee’s spouse and dependent children.

2. Long-term disability is provided on the same policy as life insurance. The plan pays approximately two-thirds of the employee’s gross salary at the time of disability, with a maximum benefit of $4,000 per month, after a two month waiting period or after any accrued sick leave has been exhausted (whichever is longer). Coverage lasts until the employee reaches the age of 65 or returns to work. This benefit does not extend to an employee’s dependents.

3. Enrollment Information – the Life and Long-term Disability policies cannot be separated. Any employee selecting one is automatically enrolled in both. The cost is $8.87 per month for single policies (employee only), or $9.36 per month for the employee plus dependent life insurance (29%). If an employee chooses not to enroll in this program at the time of hire, they may not apply for the benefit until the college changes insurance carriers, at which time coverage may be denied by the carrier based on pre-existing medical conditions. NICHS pays 71% of the total premium.

D. To access a complete list of insurance benefits go to www.nic.edu – go to Employment (left side of page) and under employment click on benefits.

E. All employees are afforded coverage by Professional Liability Insurance. NICHS provides professional liability insurance for all employees – 100% employer paid.

F. PERSI: Employees who work more than 20 hours a week for at least 5 months qualify for Public Employees Retirement System. State regulations determine which North Idaho College Head Start employees are eligible to participate in the Public Employees Retirement System of Idaho (PERSI). The employee makes a tax-deferred contribution of 6.23% of their gross pay, deductible monthly. NICHS contributes 11.04%. After five (5) years of service, the employee is vested in the PERSI system which gives the employee a right to a monthly retirement benefit at retirement age if funds are not withdrawn upon separation from NIC. If, at any time, the employee leaves NIC and withdraws their money in a lump sum from PERSI, they are only entitled to their own contributions plus accrued interest (subject to tax penalties).

G. FMLA: For employees who work more than 20 hours a week for at least 5 months plus meet federal criteria the Family Medical Leave Act (FMLA) provides up to 12 weeks of unpaid, paid leave or a combination of paid/unpaid for employees meeting the federal criteria of working for 12 months with 1250 hours of work or more.

H. Continuation of Insurance Benefit (work more than 20 hours a week for at least 5 months) North Idaho College Head Start employees who meet the eligibility requirements may remain as members of the college medical under the COBRA insurance program.
I. Educational Benefits:

1. For employees who work more than 20 hours a week for at least 5 months North Idaho College Head Start offers employees tuition waivers for tuition and fees for credit courses. Fees are not waived for special interest, i.e. non-credit, courses. Special fees for some courses, such as lab fees, are not waived. The spouse and dependent children of benefited employees may attend North Idaho College at approximately half the regular price.

2. Tuition reduction for Lewis and Clark State College and University of Idaho is offered through a reciprocity agreement with North Idaho College.
   a. LCSC: $20 per semester registration, $5.00 per credit tuition, $11.00 per credit program fee, No limit of credits/semester
   b. U of I: $20 per semester registration, $5.00 per credit tuition, 6 credits max per semester and 3 credits max for summer

3. North Idaho College Head Start offers tuition, fees and book reimbursement on individual basis for staff participating in on-going education programs based upon individual professional development plans.

4. Perkins Loan Forgiveness Program for North Idaho College Head Start employees accessed through individual college financial aide office by employee (federal criteria applies).

J. Additional Benefits:

1. North Idaho College ID Card – The NIC ID card is the employee’s pass to free admission to athletic games and reduced fees to college-sponsored events, and also serves as the employee’s library card. All full time employees may sign up for an ID card.

2. Lake City Playhouse provides a limited number of complimentary tickets for the opening weekend of every show and an entire house for a selected show. The tickets are free and available to all Head Start employees and families on a first come request basis.

3. Discount membership fee at COSTCO for all employees.

4. Direct Deposit – Employees may choose to have their paychecks deposited directly to either their checking or savings accounts. Funds will be deposited once per month, usually on the last working day of the month.

5. Reimbursement Accounts – An optional “Cafeteria Plan” is available to benefited employees of North Idaho College Head Start. This is a tax-planning device which allows the employee to deposit part of their pre-tax earnings into accounts for unreimbursed medical expenses, dependent care, or private health insurance premiums. These accounts are then used to reimburse participants with pre-tax dollars for eligible expenses paid throughout the plan year (July 1 – June 30).

6. 403b Tax Sheltered Retirement Accounts – NIC maintains a list of companies to which benefited employees may contribute by payroll deduction. 403b’s are optional, and
NICHS does not contribute to them. An employee may sign up for a 403b deduction at any time during the year, as this benefit is not subject to open enrollment restrictions.

7. Sick Leave – based upon the number of days or hours worked during the year. See NICHS OMS Personnel Manual Section 7.03.

8. Continued Insurance Benefits for Retirees:
   Section One – Eligibility Criteria: The employee shall have completed a minimum of ten (10) continuous years or fifteen (15) cumulative years with only one break from employment as a benefited employee at North Idaho College Head Start (NICHS) prior to the time of retirement. An unpaid leave of absence during these time periods will not disqualify an employee from early retirement. However, time spent on unpaid leave does not count toward the 10-year continuous or 15-year cumulative employment eligibility requirement.

   1. As per PERSI Guidelines, the employee shall be at least 55 years of age and shall end any and all employment with NICHS at the time of retirement.
   2. The employee must use his/her sick leave balance on account with PERSI until it is depleted to pay for the first period of insurance coverage upon leaving NICHS at retirement.
   3. The employee shall have received benefits from NICHS for the entire one-year period prior to retirement. The employee shall not have been terminated during that one-year period, nor shall he/she have received notice of future termination for the current or upcoming program year.
   4. No exceptions to the above criteria for eligibility will be considered.

Section Two. Retiree’s Insurance Coverage

   1. Retirees with 10 or more years of continuous service may remain on the NICHS medical insurance program and will pay 100 percent of the cost of this insurance coverage for themselves and their eligible dependents after all of their accrued sick leave balance has been used.
   2. The monthly insurance premium is due to NIC by the 20th of each month preceding the month of coverage. If regular, on-time payments are not made, the retiree health insurance may be canceled and the retiree will not have the option of re-enrolling for NIC health insurance. Notification will be sent to the retiree prior to any cancellation.
   3. The monthly insurance premium will be adjusted annually per contract changes between NIC and insurance carriers.

Section Three: Additional Dependent Coverage and Termination of Coverage

   1. Retirees may cover their spouses and dependents on their health insurance during the extended coverage period if they were also covered at the time of retirement.
   2. If a Qualifying Event(s) per existing Federal law occurs, a retiree may add dependents to their insurance coverage.
   3. The retiree (and dependents) may continue coverage on NICHS’s active-employee health insurance policy until the first day of the month in which the retiree turns 65, or until the retiree is eligible for Medicare, whichever occurs last. Once a retiree reaches the age of 65 or is Medicare eligible, whichever occurs
last, the retiree may choose to continue on NICHS’s retirees’ Blue Cross of Idaho’s Medicare Supplement Decathlon plan.

4. Once the retiree is no longer eligible for health insurance as listed above, the dependents will be eligible for COBRA insurance at 100 percent of the cost for the continued coverage.

5. In accord with COBRA, a 36-month period from the date of retirement will allow retirees, during open enrollment or under a life “qualifying event” to switch their medical insurance carrier. After this 36-month period, there will be no open enrollment period for retiree insurance coverage. This means that the health insurance plans in effect at the time of retirement will be the only plan(s) available to the retiree, unless that group plan is terminated by NIC, or a new plan instituted in which case a substitution will be made.

6. If the retiree dies while on this coverage, the dependent(s) will be eligible for COBRA continuation coverage at 100 percent of the premium cost.

K. What do benefits mean to the employee when paid by the employer?

Example: Employee earning a monthly salary of $1,222.00 with medical insurance and 1 dependent:

Employer contribution on a monthly basis:

- FICA (Social Security) $ 93.48
- Workman’s Comp $ 6.48
- PERSI $ 134.93
- Medical Insurance $ 723.11
- Long Term Life/Disability $ 22.77

Total $ 980.77

Earns sick leave $ 63.76
Total $1,044.53

The year total paid by NICHS for employee benefits in this example: $12,534.36

7.01 Holidays

A. For staff members that work 260 days or more the following are paid holidays: Independence Day, Labor Day, Thanksgiving Break, Christmas Day, New Year’s Day, Martin Luther King Day, Presidents’ Day, and Memorial Day.

B. Holidays that fall on a Sunday are observed the following Monday. Holidays that fall on Saturday are observed on the preceding Friday.

7.02 Annual Leave

Only full-time employees (contracted for 260 days annually) accrue annual leave. Currently no Head Start employment agreement meets or exceeds 260 days.
7.03 Paid Leave

No program funds may be used to pay for benefits related to payment of health care in addition to the benefit offered by North Idaho College Head Start.

Employees may choose to use sick leave in the following situations.

A. Sick leave is accrued monthly by benefited employees beginning with the first full calendar month of employment based upon the number of annual contract hours as follows:
   Number of annual contract hours multiplied by .0058 (FTE of 12 months divided by 2080 hours per year) multiplied by number of work months as specified on contract.

   **Example:** 1408 contract hours multiplied by .0058 (FTE) = 8.16 hours per month
   8.16 hours per month multiplied by 9 work months = 73.50 hours sick leave earned per year

B. Sick leave may be used in cases of actual illness or disability on the part of the employee. Medical certification by a recognized practitioner may be required. Sick leave may also be taken in the case of illness of a member of the employee's immediate family as directed by the Family and Medical Leave Act of 1993.

C. Any employee taking sick leave must notify his/her immediate supervisor as soon as possible before or as near the beginning of the day as possible.

D. Sick leave shall be charged against sick leave and contract hours.

E. Unused sick leave may be carried forward from year to year.

F. When an employee is dismissed or voluntarily resigns, he or she is not reimbursed for any unused sick leave.

G. All employees, prior to returning to work after an extended three (3) working days or more illness or injury is required to submit to their immediate supervisor, a doctor’s release (PDM/084) accompanied by a job description for the employee signed by the physician.

H. Employees may use up to three (3) sick leave days per year for personal leave.

I. At retirement, unused sick leave may be credited towards health and life insurance per state law. This benefit is available to PERSI retirees.

   North Idaho College Head Start reports the employee’s unused sick leave in a dollar amount to PERSI. PERSI then creates a sick leave balance account in the employee’s name to pay for health and life insurance. This sick leave account will be used to pay for the employee’s medical, dental, and life insurance until it runs out. If the employee becomes eligible for Medicare and still has money left in this account, it may be used to pay for a Medicare supplement.

   The number of days available for an employee’s sick leave account is as follows:

   If the employee has worked:
1. More than 5 years of service, ½ of the sick leave balance to a maximum of 52.5 days.
2. More than 10 years of service, ½ of sick leave balance to a maximum of 60 days.
3. More than 15 years of service, ½ of sick leave balance to a maximum of 67.5 days.
4. More than 20 years of service, ½ of sick leave balance to a maximum of 75 days.

If the employee has over 150 days of sick leave at the time of retirement, any amount over 150 days will be paid to the retiree at the rate of ¼ day for each full day.

J. Maternity leave is considered sick leave and may be used during the period of physical incapacitation caused by pregnancy, delivery, and/or post-partum recovery as certified by a licensed physician.

K. In the event of a death in an employee’s immediate family an employee may take up to 10 days Bereavement Leave. This leave may consist of a combination of Sick Leave, Annual Leave, Non-Duty Days, or Leave of Absence (without pay). Before taking Bereavement Leave an employee must notify and coordinate leave with their immediate supervisor.

7.04 Other Leaves

A. Family and Medical Leave
1. In accordance with the Family and Medical Leave Act of 1993, North Idaho College Head Start provides covered employees up to 12 weeks of unpaid leave for a variety of reasons related to family and medical care. Eligible employees are those who have worked for at least 12 months for the employer from whom leave is requested, and for at least 1250 hours during the 12 months preceding the start of the leave. The law allows eligible employees - male or female- to take up to 12 work weeks for leave, during any 12-month period:
   a. For the birth of a child, or the placement of a child with the employee for adoption or for foster care. Leave cannot be taken more than 12 months after the arrival of the child and must be taken as a consecutive period unless the supervisor agrees otherwise.
   b. To care for a spouse, significant other, son, daughter, or parent with a serious health condition. Leave may be taken intermittently when medically necessary.
   c. For the employee’s own serious health condition.

   For purposes of tracking FMLA leave use and eligibility, the 12 month period within which an employee may qualify for up to 12 weeks of FMLA leave, are measured forward from the date an employee first uses FMLA.

2. Procedure
   a. Establish Eligibility: To be eligible for up to 12 weeks of Family Medical Leave (FMLA leave), the employee must have:
      i. Worked for the employer for at least 12 months
      ii. Worked for the employer for at least 1,250 hours over the previous 12 months (approximately 22 hours per week)
      iii. Worked at a location where at least 50 employees employed by the employer within 75 miles. FMLA regulations include special rules regarding length of leave, if a husband and wife work for the same employer.
b. Requirements: In addition to submitting the leave request form, employees are required to:
   i. Give North Idaho College Head Start 30 calendar days notice of the need for leave when it is foreseeable.
   ii. Use all compensatory time before going on leave without pay.
   iii. Obtain medical certification of serious health conditions using the U.S. Department of Labor form available at the North Idaho College Human Resources office.
   iv. Pay their share of the insurance premiums for the medical/dental/vision plans. The employer is obligated to maintain the employee’s health insurance benefits during a period of FMLA leave. If the employee does not pay his/her portion of the insurance premiums and the employee is then dropped from the coverage, the employee may regain coverage upon returning to work, provided the employee re-enrolls within 30 days of returning to work. If the employee does not return from leave, the college has the right to retrieve the college’s contributions to the employee’s insurance for the period of unpaid leave.
   v. Schedule treatment of a serious health condition to avoid undue disruption of their normal work.
   vi. Provide periodic reports on health status and their intentions with regard to returning to work.
   vii. Provide certification of fitness-to-return-to-work prior to returning to work if the leave was for their own medical condition. This certification should include a signed job description.

B. Military Leave
1. In accordance with The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994, North Idaho College Head Start does not discriminate against any employee or prospective employee with regard to hiring, retention, or promotion, or any benefits of employment because of past, present, or future application for, or membership in, a uniformed service. Upon returning from service, members of the armed services and its reserve components must be reinstated to their private civil jobs without loss of seniority or benefits and without any break in service for pension purposes.

2. North Idaho College Head Start pays the employee’s salary while on military leave, not to exceed 15 workdays per fiscal year.

3. An individual on military leave, and their dependents, may continue enrollment in a group health plan for up to 18 months of service. Employees are required to pay only the amount they would have paid if length of service is 31 days or less. An employee may be required to pay 102% of the group rate if length of service exceeds 31 days.

C. Leave for Jury Duty
Employees receive time off with pay for required appearances in court or hearings resulting from a call to jury duty or subpoena to appear to testify where the employee is not personally involved in the action as the Plaintiff, the Defendant, or the object of the investigation. The employee is entitled to keep fees and mileage reimbursement paid by the court in addition to his/her regular salary. Travel expenses in connection with this duty are not subject to reimbursement by North Idaho College Head Start.
D. Leave of Absence
A leave of absence without pay may be granted in individual cases at the discretion of the Director for an initial period of one day up to one year. This arrangement shall be in the form of a written contract signed by both parties. Staff may be requested to declare their intentions within an appropriate time for re-hiring.

8.00 Travel

A. Head Start staff may be reimbursed for travel as authorized by their supervisor and according to the Travel Policy (PDM/112). It is the responsibility of the Director to keep current records of travel expenditures and to maintain a level of expenditures so that the total amount does not exceed approved funds. The Director shall authorize all travel expenses.

B. Cellular phones may not be used while operating a motor vehicle while performing North Idaho College Head Start job duties implied or not. Any cellular phone usage conducted from a motor vehicle may occur only when the vehicle is legally parked.

C. North Idaho College Head Start has program cars available for use by staff and consultants.

1. When a Head Start owned vehicle is used, the driver and passengers are covered by the Head Start liability insurance policy. All staff members and consultants using a program vehicle follow the NICHS Program Vehicle Use Procedures.

2. When an employee of North Idaho College Head Start uses his/her personal automobile, his/her insurance is the primary carrier even though he/she is on Head Start business. All staff members using a personal automobile on NIC Head Start business must have valid vehicle insurance policy and follow the NICHS Program Vehicle Use Procedures.

D. Staff Travel:

1. Employees who have a valid driver's license and have documentation possessing current vehicle insurance may transport Head Start parents or children in personal vehicles. However, employees are to assist parents in developing necessary transportation systems, which will last beyond Head Start services.

2. Employees and Policy Council members are reimbursed mileage for official business travel in the area. In most cases, mileage is paid from the Center and return to the Center. Evening meetings mileage is paid from the employee’s home. The Director will have final authorization of mileage payments. See PDM/112.

3. Employees submit a signed mileage voucher showing odometer readings and reason for travel to the central office by the designated date each month. Mileage must be submitted within sixty days of travel. Failure to submit for reimbursement within sixty days may be cause for denial of reimbursement.

4. The Program Specialist: Fiscal authorizes mileage vouchers and submits them for payment.

5. Parents or community representatives may submit mileage vouchers for attending Policy Council meetings or other required functions. Mileage payment for training/professional
development sessions is made at the discretion of the Director. The same procedure should be followed in submitting claims as for employees. Staff and parents are encouraged to travel together whenever possible.

6. All out of area travel is authorized in advance by the Director. All necessary training/professional development request forms are completed.

a. Requests are submitted at least two weeks in advance.

Staff Travel:

1. **Travel Authorization** form PDM/125 must be completed and approved before the trip. Attach applicable brochures, itineraries and conference information that is pertinent to the reason for the trip.

2. When traveling by airplane, train, or bus where a ticket must be purchased in advance of the travel the Central Office will make purchase with approval by the Director.

3. **After Travel Recap** form PDM/126 must be completed and submitted to the Central Office for review and forwarding to the Business Office by the Program Specialist: Fiscal for processing of a reimbursement check or collection of any unused funds from a pre-trip draw. All After Travel Recap forms must be submitted within 2 weeks after the completed travel.

4. **Pre-Trip Draw** of funds may be initiated by the Program Specialist: Fiscal using a Payment Request form and submitting this document along with the Travel Authorization form. Pre-trip draw funds must be accounted for by using the After Travel Recap form. Funds not documented in a timely manner can be withdrawn from the employee's wages.

**Allowable Charges Schedule:**

1. **Lodging expenses** for standard or modestly priced [ask for government rate] accommodations will be fully reimbursed upon submission of the appropriate receipt attached to the After Travel Recap form. Lodging reservations are arranged through the Central Office.

2. **Limousine or Taxi** fares incurred on essential Head Start business will be refunded in full. Where necessary, expenses of transportation, handling and storage of baggage will be covered. Other items such as toll bridges or other necessary fees will be reimbursed. An accurate record of such expenses should be kept to support the subsequent claim on the After Travel Recap form.

4. Long distance telephone calls for official business should be billed to the central office phone. A statement of calls made and billed is presented to the Director upon returning.

5. **Meal Expenses** incurred while the staff member is traveling on duly authorized college business will be reimbursed according to the following daily [per diem] schedule.

   Breakfast $  8.00
Lunch $10.00
Dinner $16.00
Total of all meals not to exceed: $34.00

Daily meal reimbursement shall be allowed according to the following departure and return times.

<table>
<thead>
<tr>
<th>Departure Day/Time</th>
<th>Meals Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:01 a.m. to 7:00 a.m.</td>
<td>Breakfast, Lunch, Dinner</td>
</tr>
<tr>
<td>7:01 a.m. to 12:00 noon</td>
<td>Lunch, Dinner</td>
</tr>
<tr>
<td>12:01 p.m. to 6:00 p.m.</td>
<td>Dinner</td>
</tr>
<tr>
<td>6:01 p.m. to 12 midnight</td>
<td>No Meal Allowance Provided</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Return Day/Time</th>
<th>Meals Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:01 a.m. to 7:00 a.m.</td>
<td>No Meal Allowance Provided</td>
</tr>
<tr>
<td>7:01 a.m. to 12:00 noon</td>
<td>Breakfast</td>
</tr>
<tr>
<td>12:01 p.m. to 6:00 p.m.</td>
<td>Breakfast, Lunch</td>
</tr>
<tr>
<td>6:01 p.m. to 12 midnight</td>
<td>Breakfast, Lunch, Dinner</td>
</tr>
</tbody>
</table>

Under extraordinary circumstances where the staff member is to visit a high-cost area, he/she may request advance approval from the Head Start Director to receive actual reimbursement in lieu of the daily [per diem] allowance schedule listed above. In such case reimbursement above the per diem schedule will be allowed only upon submissions of actual receipts of all meals each day. The receipts must be attached to the After Travel Recap form and submitted to the Head Start Director and forwarded to the Program Specialist: Fiscal and the Controller.

**Gratuities:** Waitperson gratuities up to a maximum of 10% of the check may be claimed as part of meal costs (per diem).

**Alcoholic beverages** may not be claimed for reimbursement.

**Banquets** when scheduled as an official part of a conference or convention may be reimbursed at the actual cost upon presentation of the proper receipt. Such reimbursement will be in lieu of the dinner allowance ($16.00) for that day.

**Parking fees** incurred on duly authorized Head Start business will be reimbursed in full upon submission of the appropriate receipt.

**Mileage:** Reimbursed at current mileage rate. Complete and submit PDM/112. No mileage reimbursement provided using Head Start vehicles.

*Meal expenses paid do not exceed the listed per diem amount per day, without prior approval of the Director.*

If no advance is given, receipts are submitted for all claims for reimbursement except meals. Claims must be submitted within two (2) weeks of travel or they are not paid.

### 8.01 Classification and Wage Scale

A. The Staff Development Committee makes recommendations to the Director and the Grant Planning Committee, regarding annual revisions to Job Descriptions and the Wage Scale. The Grant Planning Committee decides which of these recommendations, or revisions of
these recommendations, are included in the operations grant. The Director submits the grant to Policy Council for approval.

B. The salary range for each position is listed on the Wage Scale PDM/005 for that position along with the qualifications needed for placement on each level.

C. Wage scale placement is determined upon receipt of official transcripts.

D. Wage increases are granted at the time when documentation is submitted to verify that qualifications are met, and contracts are changed to reflect the revised wage scale placement.

E. Each applicant based upon their qualifications upon hire is placed at the entry level for the position.

F. When a current employee is hired for a position, which is a promotion, they are afforded pay protection and receive at least a 5% raise in pay.

G. Pay protection does not apply when an employee is hired for a position that constitutes a demotion.

H. Individual position job descriptions are distributed in the Employee Handbook. All program job descriptions are available to review in the PDM component of the Operations and Monitoring System. Contracts are updated when there is a change in employee classification.

I. Pending Grant Planning Committee and Policy Council approval, a cost of living raise (COLA) is granted to all employees based upon the rate specified in the notification for submission of continuation funding application from the Region X Administration for Children and Families office.

J. The Staff Development Committee makes recommendations to the Grant Planning Committee regarding raises within the scale to reward staff for experience and knowledge gained during their tenure.

K. If funding permits, longevity raises are given to all employees using the following criteria:

1. Longevity raises are prioritized by the Grant Planning Committee.

2. For every three years of continuous employment a 1% salary increase is received.

3. For purposes of start up all employees, who have three years or more of continuous employment as of July 1, current program year, will receive a 1% salary increase. (If an employee has been employed for 10 years they would only receive a 1% raise.

4. When the Grant Planning decides that funding is not available during any employee’s three-year cycle than the 1% increase will be applied accumulatively. If an employee has six years accumulated without the 1% increase being applied and funding becomes available they would get a 2% increase at the beginning of their 7th year.

5. These increases cannot exceed the top end of the wage scale.
8.02 Pay Periods

A. Each employee submits a signed record of time showing the days or hours worked. See PDM/110.a.

B. Each employee's record of time is signed by their supervisor.

C. The Administrative Coordinator submits hourly payroll to the business office of the Grantee.

D. Pay checks are issued the last working day of the month.

9.00 Employment References

A. The response to any and all inquiries from other entities seeking a reference for a former or current North Idaho College Head Start employee includes only the dates of employment, a job description, and salary. The response is generated from the North Idaho College Head Start Central Office.

B. North Idaho College Head Start employees may not write letters of reference for past or current Head Start employees using Head Start letterhead. Personal reference letters must be clearly identified as such.

C. The North Idaho College Head Start Director may write a letter of reference for past or current Head Start employees.

9.01 Administrative Team Responsibilities

A. The adjustment of employees to their work situations is not the sole responsibility of employees but is shared with supervisory personnel through each step in the organization's structure.

B. All employees must notify their supervisor of all health and safety concerns within 24 hours.

C. All health and safety concerns must be addressed within 24 hours of their occurrence or discovery. The Program Specialist: Health is responsible for correcting all health and safety concerns within 24 hours.

D. The North Idaho College Head Start Administrative Team at each level is responsible for providing information to employees about organizational functions, Personnel Policies, job duties. In support of the employee relations, the Administrative Team observes the following obligations:

1. The person to whom the employee is responsible is clearly designated. Refer to North Idaho College Head Start Organization Chart PDM/002.

2. Each employee shall be furnished a copy of his or her position's Job Description. The responsibilities, requirements, and related duties of the position shall be thoroughly explained to the employee by the immediate supervisor.
3. The employee is given an individual orientation to assist him or her in adjusting to the employment situation and on-the-job or special training/professional development.

4. It shall be the responsibility of each supervisor to conduct an orientation for his or her new employee, to include: an introduction to appropriate personnel, a review of Job Descriptions, a tour of facilities, and familiarization with North Idaho College Head Start policies, procedures, and standards. At the conclusion of orientation, all new employees are required to sign a Statement of Agreement (PDM/059) to verify they have read and understand the North Idaho College Head Start Personnel Policies and Procedures.

5. Employees are afforded opportunity and expected to make suggestions for improving efficiency and working conditions through North Idaho College Head Start Staff Development Committee.

6. Leave is arranged on a planned basis to ensure job responsibilities are being fulfilled.

7. The employee is encouraged to fully exercise the authority delegated to him or her in keeping with the responsibilities of the job.

8. Employees are advised of their responsibilities to management regarding conduct.

9.02 Computer Use Policy

North Idaho College Head Start employees comply with the following:

A. North Idaho College Head Start strives to provide all computer users with privacy and a fair share of technical resources. All computer users have the responsibility to use the North Idaho College Head Start computer resources in an efficient, effective, ethical and lawful manner consistent with the rules and regulations of North Idaho College, Head Start, and local, State and Federal statutes. North Idaho College Head Start does not necessarily endorse the viewpoints or vouch for the accuracy or authenticity of electronic information.

B. North Idaho College Head Start has an obligation to respect and protect the privacy of a user's files, electronic mail, and printer listings to the best of its ability. Thus North Idaho College Head Start seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In order to make every reasonable effort to protect the integrity of its computing systems, North Idaho College Head Start will exercise its responsibility to monitor its computing resources. Thus the following provisions govern computer users:

1. Abide by all software licenses, Head Start copyright and intellectual property policies and applicable Federal and State laws.

2. Safeguard one's user identification password.

3. Use the Internet for professional usage.

4. Perform tasks/assignments given to you and/or arranged with your immediate supervisor (such as projects, newsletters, memos, reports).
5. Basic skills training (use of tutorials) in small blocks of time.

6. Browse through software and become familiar with its functions/features.

7. Practice/experiment with “graphics”, “word processing”, “spreadsheets”, “fonts”, etc.

8. Email/conference as needed to communicate with other staff in an appropriate manner in small blocks of time.

9. Use for personal purposes is allowed during non-work time (such as lunch break, before or after regular work hours) for short periods of time.

10. The following are unacceptable uses of the computer:
   a. Producing or working on personal material during your regular work hours.
   b. Using of profanity, distasteful, or disrespectful manner to or about another person.
   c. Spending long periods of time (more than 20 minutes) on Email/Conference or Internet unless specifically requested of you.
   d. Bringing in personal software (loading/downloading) or using unlicensed software.
   e. Removing a computer or other piece of equipment from your site/center - e.g. take to your home during the summer months.
   f. Seeking, providing or modifying information in or obtain copies of files, programs, or passwords belonging to other computer users without appropriate permission. Individuals who: intentionally abuse accounts and privileges, degrade system performance, misappropriate computer resources or interfere with the operation of the computer and/or telecommunication facilities are subject to disciplinary action.
   g. Using electronic communications for the unauthorized transmission of commercial or personal advertisements, solicitations, promotions, destructive programs, (e.g. viruses), and/or campaign material.
   h. Connecting to other systems through the network unless properly authorized by the owners of those systems.

North Idaho College Head Start provides computing resources that enable electronic mail communication by staff. The use of electronic mail is expected and encouraged to facilitate the exchange of useful information in support of the mission. Members of the North Idaho College Head Start community are expected to use the privilege of electronic communications in a responsible and ethical manner. The following policy provisions cover the use of North Idaho College Head Start electronic mail:

1. Ownership of Electronic Mail System
   Electronic mail systems at North Idaho College Head Start are Head Start owned facilities. Head Start reserves the right to operate the email system as needed for its educational and administrative services.

2. Allowable Use
   Electronic mail must be related to North Idaho College Head Start business including academic and professional pursuits. The use of email for teaching and learning is encouraged. Incidental and occasional personal use of electronic mail may occur when such use does not increase costs for North Idaho College Head Start. Such incidental use is subject to the provisions of this policy.

3. Uses Not Allowed
Electronic mail must be used in an ethical and responsible manner. The following uses of electronic mail are prohibited.

a. Use to threaten, harass, or intimidate others.
b. Use for purposes prohibited by law, regulation, or NIC Head Start policy
c. Use to send email to appear to be from someone else (“spoofing”)d. Use to violate the privacy of any parent or employee
e. Use to assist in breaching computer system security
f. Use to conduct private business operations not connected with Head Start projects.
g. Use for electoral or issue-oriented political campaigning.
h. Use to send large volumes of unsolicited electronic mail (“spam”) across systems

4. Message Monitoring
North Idaho College Head Start respects the privacy of electronic mail users. It does not wish to inspect or monitor electronic mail routinely or to be the arbiter of message content. However, messages and data stored on program computers may be accessed at any time for these purposes:

a. Complying with legal requests for information
b. Rerouting or disposing of undeliverable mail
c. Maintenance of computer system security
d. Investigating reports of violation of policy or law.

e. Troubleshooting hardware and software problems.

5. Message Retention
The nature of digital messages makes them difficult to rely upon as a permanent record. However, the use of electronic mail should be aware that messages should be assumed to be permanent. Also, the confidentiality of any message should not be assumed. Even when a message is deleted, it is still possible to retrieve and read that message. North Idaho College Head Start reserves the right to retrieve messages for lawful purposes.

9.03 Revision of Personnel Policies

These policies are reviewed annually and revised as necessary by the Head Start Director, Staff Development Committee, and approved by Policy Council and the Governing Board. Changes are made available to staff.

Policy Council Approval: June 13, 2008
Job Descriptions
Component
Program Year 2008-2009
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Policy Council Approval: 6/13/2008
Job Description

Position Title: Area Principal
Employment Type: Contract
Length: July 1 through June 30
FLSA Status: Exempt
Supervised By: Director
Supervises: Center Assistants, Classroom Team Leaders, Classroom Assistants, Cook Aides, Cook/Nutrition Educators, Disability Services Aide, Family Service Workers and Janitors.

Position Summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Area Principal, while exercising independent judgment and discretion, is responsible for center-based operations and monitoring and facility maintenance and repair.

Essential Duties and Responsibilities:
1. Supervise and support center staff to ensure implementation of the Operations and Monitoring System including classroom observations, home visit observations, and monitoring electronic computer and hard copy files.
2. Assist the Program Specialist in the development of all interagency agreements and community based services, in their service area, to secure services for children and families.
3. Assist staff in the Individual Education Plan process and implementation for disabled children and their families.
4. Responsible for maintenance and repair of facility.
5. Develop, maintain, and disseminate resources, research and literature to provide professional development to staff, parents and volunteers consistent with program/center goals and in keeping with current best practices and Idaho State’s Child Abuse and neglect Laws.
6. Oversee implementation of marketing Head Start and recruitment and enrollment of children and families including door-to-door solicitation, direct mailings, community outreach and local advertising.
7. Implement the hiring process within the Center under the direction of Supervisor.
8. Conduct professional development needs assessments and performance reviews for Center staff.
9. Provide expert advice to the Central Office regarding Center operations and program component areas.
10. Serve as a mentor and coach to employees, apprentices and volunteers.
11. Coordinate staff meetings.
12. Assess the needs of the Center, requests all forms needed for family files, submits plans for improvements, conducts inventories, and manages the Center.
13. Participate as part of the management team in the development of practices that ensure the delivery of quality services.
14. As part of the Administrative team assist in designing, and developing operation, management, and record keeping systems. This includes but is not limited to functional and up to date policies and procedures that assure full compliance with Performance Standards and all applicable rules and regulations.
15. Register with “Idaho Stars”.
Responsible for Monitoring:
- Staff performance
- Hard copy child/family files
- Electronic child/family files
- Child outcome reports
- Site meal service
- Production records
- Facility Maintenance
- Center and USDA Budgets

Responsible for the following Reports:
- Monthly/Annual Program Information Report
- Monthly Follow-up and Comments Report
- Fiscal/Budget Reports

Responsible for documenting and maintaining the following records:
- Employee performance
- Facility Log
- Monthly Monitoring and Observation Forms

Responsible for attending the following meetings:
- Monthly staff meetings
- Bi-Monthly Support Team meetings
- Monthly Administrative Team meetings
- Pre and In-service training
- Monthly Parent meetings
- Parent Education meetings

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet Terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
Principal I:
- Bachelors degree in Early Childhood Education or Early Childhood Special Education.
- OR
- Bachelors degree in Business Administration, Health Services, Human Resources, Organizational Management, Social Work, or Family Studies and six courses in early childhood education totaling 18 semester credits.

Principal II:
- Masters in Early Childhood Education or Early Childhood Special Education.
- OR
- Masters degree in Business Administration, Health Services, Human Resources, Organizational Management, Social Work, or Family Studies and six courses in early childhood education totaling 18 semester credits.
Skills and Experience
• Proficient use of personal computers
• Working knowledge of printers and copiers
• Working knowledge using Microsoft Office including Word, Excel and Outlook
• Working knowledge using the “Head Start Family Information Systems” software
• Fiscal or budgeting experience.
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in management and supervision, with preference given to Head Start experience. Obtain Health & Welfare Food Handler Card within 14 days of employment via the Idaho Health and Welfare Food Protection Program website.
• Maintain current food handler card.
• Have or obtain through employment CPR/First Aid certification by the end of the second month of employment with North Idaho College Head Start.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes for the purpose of monitoring.
• Work in a variety of environments including shared office space and classrooms.
Job Description

Position Title: Administrative Coordinator
Employment Type: Contract
Length: July 1 through June 30
FLSA Status: Exempt
Supervised By: Director
Supervises: Center Assistant – Harding, Receptionist, Interns, Work study students, and other Central Office volunteers

Position Summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Administrative Assistant, while exercising independent judgment and discretion, manages the operations and maintenance of the Harding Family Center, assists in maintenance and repair of outlying center facilities and supports central office staff in meeting program requirements.

Position Description:
1. Greet the public, clients, contractors, and families in a professional manner.
2. Provide office support for central office staff.
3. Provide general office assistance in absence of Receptionist/Office Specialist.
4. Maintain Operating and Monitoring System Components.
5. Consult with program administration in implementing the Operations and Monitoring System.
6. Participate in program wide planning, goal setting, grant planning, budget development, and provide input of staffing requirements for the program.
7. Assist in the development and preparation of grants and Community Assessments.
8. Assist with the development, coordination and preparation of the program’s professional development plan with input from staff and in coordination with the Administrative Team that is consistent with program goals for parent involvement, education, child development and disabilities and family services by using best practices and Performance Standards.
9. Create and implement systems to ensure appropriate and legal rental use of the Harding Family Center facilities.
10. Maintain clear and orderly operations of this facility, this includes but is not limited to development of rental agreements, billing for rental use, receipt of rents and the overall coordination of facility use.
11. Investigate and resolve facility issues and concerns.
12. Represent the program in hearing complaints regarding facility use.
13. Responsible for building security, monthly fire drill, and maintenance at Harding Family Center.
14. Provide consultation to Principals in the development of rental agreements; quotes for maintenance and repair of facilities; and request for proposals for contracted services.
15. Record, prepare, and distribute minutes for meetings.
16. Develop and implement human resource component by providing recruitment, interview process coordination, final documentation for staff hiring and the approval process, completion of required personnel documents (Datatel), benefits, background check, and file monitoring system.
17. Assure new employee orientation is completed.
18. Fulfill payroll requirements through North Idaho College Business Office and Human Resource Office.
19. Prepare staff salary structure and initial staff contracts through North Idaho College Human Resources Office.
20. Maintain personnel files and coordinate file documents with NIC Human Resources and Director.
21. Recruit, coordinate, supervise and train assigned work-study and intern students.
22. Complete reference checks of finalist applicants for open positions and send candidate notification letters.
23. Develop and provide training for center assistants and receptionist.
24. Assist staff in obtaining tuition waivers through North Idaho College.
25. Provide training and support in use of office equipment.
Responsible for Monitoring:
  Employee timesheets, sick leave balance
  Effectiveness of center assistant training through on-site visits

Responsible for the following Reports:
  Monthly Employee Hours/Days, Sick Leave and Annual Leave Reports distributed to North Idaho
  College Business Office and Administrative Team
  Meeting minutes

Responsible for documenting and maintaining the following records:
  Harding Center facility log
  Personnel files (hard copy and electronic)
  Interviews for new hires

Responsible for attending the following meetings:
  Policy Council
  Administrative Team
  Support Team
  Grant Planning
  Strategic Planning
  Health Services Advisory Committee.

Program Duties and Responsibilities:
  • Attend mandatory in-service and professional development learning opportunities, which may
    require out-of-area travel.
  • Plan work knowing that flexibility is required to meet the unique needs of Head Start.
  • Represent North Idaho College Head Start at appropriate local, state and national meetings or
    advocacy groups.
  • Perform other duties as assigned by Supervisor.
  • Meet Terms of Employment Contract and Statement of Agreement and complete fingerprinting
    and background check.

Qualifications/Education:
  Level I:
    • Associates degree in Business Field
    OR
    • Applied Associates degree in Administrative Assistant or Secretarial Program

  Level II:
    • Bachelors degree in Business Field

Skills and Experience
  • Proficient use of personal computers
  • Working knowledge of printers and copiers
  • Working knowledge using Microsoft Office including Word, Excel and Outlook
  • Working knowledge using the "Head Start Family Information Systems" software
  • Strong leadership and management skills.
  • Thorough knowledge of program, financial, and human resources management in a human
    services organization.
  • Working knowledge of local community needs and resources.
  • Working knowledge of regulatory environment.
  • Excellent oral and written communication skills.
  • Diplomacy and human relations skills.
  • Organizational skill.
• One year demonstrated experience working in a clerical or office assistant position that included computer use, with preference given to Head Start experience.
• Substantial problem solving in response to legislative action and political pressure.
• Substantial trans-disciplinary decision-making in the execution of program delivery.
• Ability to apply principles of leadership and management in daily practice.
• Ability to act quickly in emergency situations.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
Job Description

Position Title: Center Assistant
Employment Type: Contract
   Length: July 1 to June 30
   FLSA Status: Non-Exempt
Supervised By: Area Principal
Supervises: N/A

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance standards and North Idaho College Head Start policies and procedures the Center Assistant is to perform office and center duties necessary to maintain efficient and orderly office operations. Provide support to center staff, program families, and area principal. Identify center facility needs. Maintain and build community relations.

Essential Duties and Responsibilities:
1. Serve as primary receptionist by answering the phone, forwarding calls to appropriate person or appropriate person’s voice mailbox, taking messages and providing general information to public.
2. Greet public, client’s contractors and families in a polite and professional manner.
3. Prepare meeting agendas, meeting minutes, flyers, monthly newsletters, and calendars using Microsoft Word, Microsoft Publisher, and other computer programs.
4. Distribute mail and all deliveries.
5. Perform office duties including word processing, filing, copying, data entry, and mailings.
7. Maintain petty cash.
8. Perform duties necessary to maintain efficient and orderly center operations including monitoring and evaluating center operations for consistency effectiveness, and quality.
9. Inform Area Principal of staff and center issues and concerns.
10. Ensure all staff duties are being carried out on a daily basis and provide input to the area principal for performance reviews.
11. Assist in implementation of marketing Head Start and recruitment and enrollment of children and families including door-to-door solicitation, direct mailings, community outreach and local advertising.
12. Responsible for the maintenance of and ordering of office equipment and training of staff on proper operation of equipment.
14. Assess the needs of the Center, requests all forms needed for family files, submits plans for improvements, conduct inventories, and manages the Center.
15. Assist in monitoring Child and Adult Care Feeding Program (CACFP) intake records, production sheets, cook’s budget.
16. Distribute monthly newsletter and menu to families.
17. Responsible for maintaining accurate and up-to-date child applications and children on wait list.
19. Help build community partnerships by participating in community service as a member on a local board or committee.
20. Coordinate with Area Principal for scheduling and facilitating Center meetings and activities.
21. Assist the area Principal in the development of all interagency agreements in the Center service area to secure services for children.
22. Participate in the hiring process within the Center under the direction of the area Principal.
23. Serve on the Administrative Team, attending administrative meetings, and assisting with projects as needed.
Responsible for Monitoring:
- Monitor daily staff work hours/patterns, time sheets, and year to date staff hours report and notify the area principal of any discrepancies.
- Monitor and ensure adequate Center Inventory, along with tracking and distributing Center supplies.
- Assist Area Principal monitor daily operations of the Child and Adult Care Feeding Program (CACFP) intake records, production sheets, cook’s budget, and menu distribution for CACFP compliance.

Responsible for the following reports:
- Assist in completing MPIR.
- Assist in completing monthly Fiscal reports
- Assist in completing monthly Nutrition reports

Responsible for maintaining the following records:
- Electronic application and enrollment information.
- Electronic child/family data.
- Facility log

Responsible for attending the following meetings:
- Monthly Staff meetings
- Quarterly Administrative Team meetings
- Monthly Parent meetings
- Parent Education programs

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet Terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
**Level I:** High School Diploma or equivalent

**Level II:** ½ Receptionist/Office Specialist Professional Technical Program (15 credits)

**Level III:** Receptionist/Office Specialist Professional Technical Program

**Level IV:** An Associates or Applied Associates degree in Administrative Assistant, Business Administration, Accounting, or Business or Office Technology

Obtain and maintain Health & Welfare Food Handler Card within 14 days of employment via the Idaho Health and Welfare Food Protection Program.

Have or obtain through employment CPR/First Aid certification by the end of the second month of employment with North Idaho College Head Start.

Skills and Experience
- Proficient use of personal computers
- Working knowledge of printers, copiers, adding machines, multi-line phone system.
- Working knowledge using Microsoft Office including Word, Excel and Outlook.
• Working knowledge using the “Head Start Family Information Systems” software.
• Ability to relate positively to the public including pre-school children, parents, and staff.
• Preference given to Head Start experience.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
• Shared office space; classroom environment
Position Title: Center Assistant - Harding Center

Employment Type: Appointment
Length: July 1 through June 30

Wee ksa and hours determined by Central Office

FLSA Status: Non-exempt

Supervised By: Administrative Coordinator

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance standards and North Idaho College Head Start policies and procedures the Center Assistant is to perform office and center duties necessary to maintain efficient and orderly office operations. Provide support to center staff, program families, and area principal. Identify center facility needs. Maintain and build community relations.

Essential Duties and Responsibilities (in order of priority/importance)

1. Serve as Central Office and Harding Family Center receptionist by answering the phone, forwarding calls to appropriate person or appropriate person's voice mailbox, taking messages and providing general information to public.
2. Greet the public, clients, contractors and families in a polite and pleasant professional manner.
3. Perform secretarial duties as assigned by supervisor including typing data entry, word-processing, filing, copying, mailings, and preparing business cards.
4. Distribute USPS mail and NIC mail daily, and other deliveries, as necessary, through internal mail system.
5. Maintain copy room which includes keeping supplies and machines ready for use.
6. Coordinate and schedule timely periodic maintenance for all Central Office equipment.
7. Train staff in proper operations of central office equipment.
8. Perform duties necessary to maintain efficient and orderly center operations including monitoring and evaluating center operations for consistency effectiveness, and quality.
9. Inform Supervisor of tenant, staff and center issues and concerns.
10. Prepare and distribute weekly building schedule.
11. Maintain Program Management Calendar. Print and distribute yearly.
12. Coordinate arrangements and set-up for program meetings.
13. Coordinate special recognition for staff.
14. Coordinate festivals and activities for Harding Family Center.
17. Prepare and distribute program forms, employee handbooks, and Policy Council and Staff Development notebooks.
18. Maintain inventory and distribute program supplies.
19. Coordinate ordering of paper and custodial supplies for all centers.
21. Enter changes to the Operations and Monitoring System as directed.
22. Coordinate the distribution and destruction of child files as required, under the direction of the Program Specialist and Operations Manager.
23. Prepare and distribute program newsletter.
24. Maintain Program bulletin board at Harding Family Center.
25. Help build community partnerships by participating in community service as a member on a local board or committee.
26. Coordinate with Supervisor for scheduling and facilitating Center meetings and activities.
27. Secure professional providers and consultants to ensure operation and maintenance of the automobile fleet to meet safety.
28. Prepare and maintain any necessary reports or records regarding ongoing maintenance records for each vehicle, projections of needed ongoing services, repairs and maintenance for each vehicle and a computerized tracking system of such repairs and maintenance.

**Program Duties and Responsibilities:**
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

**Required/Qualifications/Education**

**Level I:** High school diploma or GED

**Level II:** Office Receptionist Certificate

**Level III:** A.A.S. Administrative Assistant or AA/AS in Business field

**Skills and Experience**

- Proficient use of personal computers
- Working knowledge of printers and copiers
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the "Head Start Family Information Systems" software
- Strong leadership and management skills.
- Excellent oral and written communication skills.
- Ability to multi-task and organize time and projects.
- One year demonstrated experience working in a clerical or office assistant position that included computer use, with preference given to Head start experience.
- Certificate in Office Receptionist (2 semesters).

**Work Environment/Physical Demands:**

- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Shared office space
Position Title: Classroom Assistant  
Employment Type: Appointment  
Length: July 1 through June 30  
Weeks and hours established by center model  
FLSA Status: Non-exempt  
Supervised By: Area Principal  
Supervises: Not Applicable

Position Summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Classroom Assistant under general direction assists the Classroom Team Leader in the implementation of a comprehensive child development program, including but not limited to curriculum preparation and implementation.

Essential Duties and Responsibilities:
1. Assist in maintaining a safe, clean, healthy learning environment.  
2. With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.  
3. Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.  
4. Encourage family involvement within the program.  
5. Support the development of relationships between children and their families.  
6. Conduct classroom hours each week per center model.  
7. Register with Idaho Stars  
8. Have or obtain through employment CPR/First Aid Certification by the end of the second month of employment with North Idaho College Head Start.

Responsible for Monitoring: Not Applicable

Responsible for the following Reports: Not Applicable

Responsible for documenting the following:
- Assist in collecting anecdotal observations  
- Assist in data collection for Behavioral Tracking forms  
- Assisting gathering portfolio entries

Responsible for maintaining the following records: Not Applicable

Responsible for attending the following meetings:
- Center Staff meetings  
- All Staff meetings and professional development opportunities  
- Participates in various North Idaho College Head Start committee meetings as assigned

Program Duties and Responsibilities:
1. Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.  
2. Plan work knowing that flexibility is required to meet the unique needs of Head Start.  
3. Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.  
4. Perform other duties as assigned by Supervisor.  
5. Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.
Qualifications/Education:
Level I: High School Diploma

Level II: Child Development Associate Certification (CDA)

Level III: An Associate in Early Childhood Education, or Child Development OR an Associates degree in any other field of study AND:
  1. A major in Early Childhood Education or Child Development.

Skills and Experience:

• Proficient use of personal computers
• Working knowledge of printers and copiers
• Working knowledge using Microsoft Office including Word, Excel and Outlook
• Working knowledge using the “Head Start Family Information Systems” software
• The ability to work effectively as a team member and relate to children, parents, staff and collaborating agencies.
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds

Work Environment/Physical Demands:

• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
  1. Perform duties and responsibilities within a classroom of 20 children, recognizing the possibility of shared classroom and workroom space.
Job Description

Position Title: Classroom Team Leader
Employment Type: Appointment
  Length: July 1 through June 30
  Weeks and hours established by center model
FLSA Status: Non-exempt
Supervised By: Area Principal
Supervises: Not Applicable

Position Summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Classroom Team Leader under general direction exercises discretion and independent judgment in the implementation of developmentally appropriate Early Childhood curriculum.

Essential Duties and Responsibilities (in order of priority/importance):
1. Establish and maintain a safe, clean healthy learning environment.
2. Using program selected curriculum, plan and implement with the classroom team, learning experiences that advance the intellectual, physical, and social-emotional development of children.
3. Responsible for completion of screenings, assessments, and goal setting for each child including the collection of anecdotal entries and completion of child portfolio.
4. Encourage family involvement within the program.
5. Support the development of relationships between children and their families.
6. Conduct bi-yearly home visits with all families as well as bi-yearly parent conferences conducted at Head Start centers.
7. Keep ongoing up-to-date documentation and records in each child file, hard copy and/or the electronic file.
8. Provide referrals, follow-up and documentation as needed for both children and families, including mental health under the guidance of the Mental Health Specialist.
9. Conduct classroom hours each week per center model.
10. Staff weekly with Family Service Worker on families and children.
11. Serve as a mentor and coach to new employees, apprentices, and volunteers.
12. Register with Idaho Stars.
13. Participate in recruitment activities.
14. Participate in a program committee and/or community service assignment as assigned.
15. Have or obtain through employment CPR/First Aid certification by the end of the second month of employment with North Idaho College Head Start.

Responsible for Monitoring:
- Accurate component specific data entry into the Head Start Family Information System (HSFIS).

Responsible for the following Reports:
- Monthly Program Information Report
- Quarterly Child Assessment reports
- Bi-annually Mental Health Assessment reports.
- Child Portfolios
- USDA Meal Count
Responsible for documenting and maintaining the following records:

- Child Development Plans
- Electronic and hard copy Child Education records
- Family File

Responsible for attending the following meetings:

- Center Staff meetings
- All Staff meetings
- Networking opportunities as designated by supervisor
- Multi-Disciplinary Team (MDT), Individualized Education Plan (IEP) and Transition Meetings

Program Duties and Responsibilities:

- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:

**CTL I:**
- An Associates degree in Early Childhood Education, or Child Development, OR
- An Associates degree in any other field of study AND:
  The equivalent of a major in Early Childhood Education or Child Development

**CTL II:**
- A Bachelors degree in Early Childhood Education, Family Studies, Early Childhood Special Education, or Child Development, OR
- A Bachelors degree in any other field of study AND:
  The equivalent of a major in Early Childhood Education or Child Development

Skills and Experience:

- Proficient use of personal computers
- Working knowledge of printers and copiers
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the “Head Start Family Information Systems” software
- The ability to work effectively as a team member and relate to children, parents, staff and collaborating agencies.
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- One year experience (256 hours minimum) as a staff or volunteer in a preschool classroom with at least 10 children, with preference given to Head Start experience. Note: This experience excludes practicum or student teaching hours.

Work Environment/Physical Demands:

- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on a regular basis.
- Be able to get in and out of a car and navigate entrance and exit of centers and/or families’ homes.

Perform duties and responsibilities within a classroom of 20 children, recognizing the possibility of shared classroom and workroom space.
Position Title: Cook/Nutrition Educator  
Employment Type: Appointment  
Length: July 1 through June 30  
Wee ks and hours established by center model  
FLSA Status: Non-exempt  
Supervised By: Area Principal  

Position Summary:  
In compliance with all local, state and federal regulations (including the Child and Adult Care Food Program and USDA); Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Cook/Nutrition Educator prepares healthy meals for young children ages 3 to 5 years old; and, provides nutritional education for children, their parents and staff.

Essential Duties and Responsibilities (in order of priority/importance):
1. Prepare and serve food family style with sanitati o n best practice methods, per requirements of the “Child and Adult Care Food Program” (CACFP) and in light of early childhood development best practices.  
2. Use standardized monthly menus for meals to prepare breakfast, lunch and snack meals each class day which may include special diets.  
3. Purchase food and supplies weekly through local or commercial vendors using purchase orders. Purchase using the best cost options to maximize the food budget.  
5. Review and plan for special diets and food allergies with parents and appropriate staff and consultant.  
6. Clean all serving utensils, dishes, serving bowls, kitchen equipment, appliances, storage areas, and ensure that the classroom eating areas are sanitized using the most current practices.  
7. Work cooperatively with the education staff in implementing nutrition education using the Creative Curriculum through food preparation activities involving children twice a month.  
8. Attend CACFP/USDA and State Department of Education professional development opportunities as offered and required.  
10. Distribute menus to families monthly.  
11. Participate in three meal services during each school year to model appropriate eating behavior and appropriate conversation.  
12. Review/read the Child and Adult Care Food Program Manual for center sponsors by the Idaho Department of Education and follow guidelines.  
13. Participate in center staff meetings or activities as needed.  
14. Serve as a mentor and coach to new employees, apprentices, volunteers and staff.  
15. Participate in various North Idaho College Head Start committee meetings as assigned.

Responsible for Monitoring:  
- Family choice meals  
- Parent meeting nutrition activities  
- Classroom nutrition activities  
- Food temperatures  
- Mealtime

Responsible for the following reports:  
- Monthly Menu  
- Monthly Meal count report  
- Monthly Refrigerator and freezer temperatures report.  
- Monthly Budget reports, review for accuracy
Responsible for documenting and maintaining the following records:

- Daily meal counts
- Daily production records
- Daily food/refrigerator/freezer temperatures
- Sanitation checks
- Child Nutrition assessments (electronic)
- Purchase orders and invoices/receipts

Responsible for attending the following meetings:

- Center Staff Meetings
- Parent Meetings, as needed

Program Duties and Responsibilities:

- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Required Qualifications/Education:

Level I:

- High School Diploma or GED
- Complete the Hepatitis A vaccination series if not fully immunized for Hepatitis A upon hire.
- Obtain Health & Welfare Food Handler Card within 7 days of employment via the Idaho Health and Welfare Food Protection Program website.
- One-year experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Completion of Serving It Safe through State of Idaho Department of Education within first year of employment.

Level II:

- High School Diploma or GED
- Complete the Hepatitis A vaccination series if not fully immunized for Hepatitis A upon hire.
- Current Health District or Health and Welfare Food Protection Program Food Handler Card.
- Three -years experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Completion of Serving It Safe and HACCP through State of Idaho Department of Education within first year of employment.
- Certification by the School Nutrition Association – Level 1
- Complete NIC class: Health and Safety

Level III:

- High School Diploma or GED
- Current Hepatitis A Vaccination series
- Complete the Hepatitis A vaccination series if not fully immunized for Hepatitis A upon hire.
- Current Health District or Health and Welfare Food Protection Program Food Handler Card.
- Five years experience in food handling and food preparation for groups as a kitchen manager or supervisor.
- Certification by the School Nutrition Association – Level 1 minimum
- Completion of the following NIC classes: Child Guidance Theory and Early Childhood Curriculum

Skills and Experience
• Proficient use of personal computers
• Working knowledge of printers and copiers
• Working knowledge using Microsoft Office including Word, Excel and Outlook
• Working knowledge using the "Head Start Family Information Systems" software

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis and twenty (20) pounds regularly.
Job Description

Position Title: Director
Employment Type: Contract
Length: July 1 through June 30
FLSA Status: Exempt
Supervised By: Board of Trustees Liaison
Supervises: Program Specialists, Administrative Coordinator, Area Principals

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Director provides overall leadership in the planning, design, implementation, and evaluation of all program components. He/she represents the agency in the local, regional, and national communities, promoting sound organizational and management innovations.

Essential Duties and Responsibilities (in order of priority/importance):
1. Provide vision, motivation and leadership to all Head Start employees, families, and volunteers.
2. Devise and implement a participatory management system which pushes decision making and accountability down to all levels of program operation.
3. Empower and evaluate professional employees, using reflective supervision techniques; encourage and support developmental opportunities in keeping with new organizational structure.
4. Maintain an overview of the organization to assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards, and congruent with organizational philosophy, mission, and values.
5. Model behaviors which support the overall philosophy and design of the organization.
6. Establish and maintain effective working relationships with the members of the Board of Trustees, the Policy Council, and Head Start staff.
7. Assure the adequate flow of information in all directions so that each group is well informed and well heard.
8. Represent Head Start in the local, state, regional, and national communities. Act as a conduit for input and information, promote innovation at all levels, and be an effective advocate for staff, families and children.
9. Track the preparation of grant applications to assure adequacy and timeliness.
11. Request preparation of financial reports for Board of Trustees and Policy Council.
12. Oversee the efforts of Program Specialists and Area Principals in the monitoring and control of component budgets; identification and interpretation of Head Start and community needs; conformance to performance standards and other regulatory requirements.
13. Attend professional development activities as appropriate, which may require out of area travel.
14. Telephone, e-mail, and in-person contact with Policy Council members, Board of Trustee members through the Board Liaison, staff, parents, community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.
15. Written correspondence, issue papers, memos and grant application materials to generate revenue, and disseminate general information and educational materials.
16. Formal presentations to community groups, Board of Directors, funding sources and staff.
17. Balance budget while embracing constraints within a context of growing service needs.
18. Redesign the organization to promote a self-managed work environment.
19. Effective agency advocacy within a commitment to the larger community.
20. Negotiate within a volatile political climate.
21. Manage resistance to change.
22. Waive or deviate from established policies and procedures as deemed necessary.
23. Perform other duties as assigned by supervisor.

Responsible for Monitoring:
• All program operations
• Budget vs. expenditures
• Program Information Report (PIR)
• Professional Development Plan
• Strategic Plan
• Program Improvement Plan
• Staff Development Committee
• Health Services Advisory Committee
• Development of website and other methods of program communication to the greater community.
• Facilities

Responsibility for the following Reports:
• Monthly Director’s report to Policy Council and the Board of Trustees
• Annual State of Head Start report to the Board of Trustees
• Annual report that includes the elements required in the Improving Head Start for School Readiness Act of 2007.

Responsibility for documenting/maintaining the following records:
• Community Assessment
• Self Assessment
• Overseeing maintenance of all program records

Responsibility for attending the following meetings:
• Policy Council
• Administrative Team
• Support Team
• Area Principal
• Grant Planning
• Board of Trustees (when requested)
• Staff Development (when requested)
• Health Services Advisory Committee (when requested)

Program Duties and Responsibilities:
• Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Perform other duties as assigned by Supervisor.
• Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.
Qualifications/Education:
Level I:  
- Baccalaureate degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management
Level II:  
- Masters degree in educational administration, business administration, early childhood education, early childhood special education, adult education, health services, social work, or organizational management

Skills and Experience
- Proficient use of personal computers
- Working knowledge of printers and copiers
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the "Head Start Family Information Systems" software
- Strong leadership and management skills.
- Thorough knowledge of program, financial, and human resources management in a human services organization.
- Working knowledge of local community needs and resources.
- Working knowledge of regulatory environment.
- Excellent oral and written communication skills.
- Diplomacy and human relations skills.
- Substantial problem solving in response to legislative action and political pressure.
- Substantial trans-disciplinary decision-making in the execution of program delivery.
- Ability to apply principles of leadership and management in daily practice.
- Ability to act quickly in emergency situations.
Job Description

Position Title: Disability Services Assistant
Employment Type: Appointment
Length: July 1 through June 30
Weeks and hours established by center model
FLSA Status: Non-exempt
Supervised By: Area Principal
Supervises: Not Applicable

Position Summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Classroom Assistant under general direction assists the Classroom Team Leader in the implementation of a comprehensive child development program, including but not limited to curriculum preparation and implementation.

Essential Duties and Responsibilities:
1. Assist in maintaining a safe, clean, healthy learning environment.
2. With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
3. Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
4. Encourage family involvement within the program.
5. Support the development of relationships between children and their families.
6. Conduct classroom hours each week per center model.
7. Register with Idaho Stars
8. Have or obtain through employment CPR/First Aid Certification by the end of the second month of employment with North Idaho College Head Start.

Responsible for Monitoring: Not Applicable

Responsible for the following Reports: Not Applicable

Responsible for documenting the following:
- Assist in collecting anecdotal observations
- Assist in data collection for Behavioral Tracking forms
- Assisting gathering portfolio entries

Responsible for maintaining the following records: Not Applicable

Responsible for attending the following meetings:
- Center Staff meetings
- All Staff meetings and professional development opportunities
- Participates in various North Idaho College Head Start committee meetings as assigned

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.
Qualifications/Education:

**Level I:** High School Diploma

**Level II:** Child Development Associate Certification (CDA)

**Level III:** An Associate in Early Childhood Education, or Child Development OR an Associates degree in any other field of study AND a major in Early Childhood Education or Child Development.

Skills and Experience:

- Proficient use of personal computers
- Working knowledge of printers and copiers
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the “Head Start Family Information Systems” software
- The ability to work effectively as a team member and relate to children, parents, staff and collaborating agencies.
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds

Work Environment/Physical Demands:

- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Perform duties and responsibilities within a classroom of 20 children, recognizing the possibility of shared classroom and workroom space.
**Position Title:** Family Service Worker  
**Employment Type:** Appointment  
**Length:** July 1 through June 30  
**Weeks and hours established by center model**  
**FLSA Status:** Non-exempt  
**Supervised By:** Area Principal

**Position Summary:** In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Family Service Worker implements all aspects of family services.

**Position Description:**
1. Conduct home visits, per local program model, with all families to assess strengths and needs, assist in development and completion of child and family goals and objectives and provide crisis support and assistance as needed.
2. Recruit and enroll families/children including door-to-door solicitation, direct mailings and community outreach and local advertising.
3. Participate in the classroom on a weekly basis.
4. Keep ongoing, up-to-date documentation and records in each family file both computer and hard copy.
5. Complete required reports.
6. Participate in child screenings as needed.
7. Provide referrals, follow-up and documentation as needed for families.
8. Encourage and support parental involvement in all aspects of the program.
9. Provide advocacy and support to families through awareness of local resources available and work cooperatively with other agencies (including but not limited to attendance at IEP, IFSP & MDT meetings).
10. Refer children and/or families for mental health assessment and consultation as needed, under the guidance of the Mental Health Consultant.
11. Conduct or participate in parent volunteer educational opportunities.
12. Serve as a mentor and coach to new employees, apprentices and volunteers.
13. Staff weekly with classroom team leader on families and children.
14. Help build community partnerships by participating in community service as a member on a local board or committee.
15. Assist in planning monthly parent meetings and training events.
16. Recruit community involvement.
17. Register with “Idaho Stars”.
18. Serve on the program Community Resource Committee.
19. Work in the classroom while the Classroom Assistants who work in both a morning and afternoon class take a half hour lunch break.
20. Have or obtain through employment CPR/First Aid certification by the end of the second month of employment with North Idaho College Head Start.

**Responsible for Monitoring:**
- Accurate component specific data entry into the Head Start Family Information System (HSFIS).

**Responsible for the following Reports:**
- Monthly Program Information Report
- Monthly Follow-up and Comments Report
Responsible for documenting and maintaining the following records:
- Activity and family service tracking (electronic and hard copy)
- Family Files

Responsible for attending the following meetings:
- Center Staff meetings
- Networking opportunities as designated by supervisor
- Multi-Disciplinary Team (MDT), Individualized Education Plan (IEP) and Transition Meetings

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
FSW I: Associates degree in Social Services.
FSW II: Bachelors degree in Social Services.
FSW III: Masters degree in Social Services.

Skills and Experience:
- Proficient use of personal computers
- Working knowledge of printers and copiers
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the “Head Start Family Information Systems” software
- The ability to work effectively in a team and to relate to children, parents and staff.
- Social Service Equivalent (SSCBT) Intro to Social work and Social Work Generalist Practice
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Two courses, one each in child development and behavior management, to be completed within two years of hire.
- One-year experience (256 hours minimum) in the Social Service field, with preference given to Head Start experience.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Shared office space, classroom environment
Job Descriptions

Position Title: Information Systems Technician
Employment Type: Contract
Length: July 1 through June 30
Wee ks and hours determined by Central Office
FLSA Status: Non-Exempt
Supervised By: Program Specialist: Information Systems/Finance

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Information Systems Technician, under general supervision, assists the Program Specialist in maintaining all Information Systems for North Idaho College Head Start.

Essential Duties and Responsibilities:
1. Assists in the setup, configuration and staging of computers.
2. Troubleshoots and resolves problems with desktop computer hardware and software and phone systems for the North Idaho College Head Start staff.
3. Provides computer support and user-friendly customer service to all staff.
4. Implements backup procedures.
5. Maintains local area and virtual private networking.
6. Documents processes involved with hardware, software and network setup and configuration.
8. Develops training/support documents.
9. Performs routine repairs of supported hardware.
10. Records and maintains asset records for supported computer hardware and peripherals.
11. Performs initial diagnoses of hardware and software problems over the telephone, resolving problems and documenting calls.
12. Troubleshoots and resolves problems with e-mail, network access and use of phone systems.
13. Consults with vendor support representatives on hardware/software matters.
14. Assists with staff training.
15. Maintains a positive, helpful, constructive attitude and work relationship with their supervisor, staff, and the community.

Program Duties and Responsibilities:
• Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Perform other duties as assigned by Supervisor.
• Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
Level I:
• A+ certification or 2 years comparable work experience
Level II:
• AA degree in Information Systems or a Computer field.
Level III:
• BA degree in Information Systems or a Computer field.

Skills and Experience:
• Standard industry certification.
• Excellent technical oral and written skills.
• Ability to interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram, or schedule form and plan approaches that respond to problems or challenges.
• Ability to find alternative solutions by weighing alternatives and developing action plans.
• Ability to multi-task projects and duties.
• Working knowledge of setup and installation of personal computers
• Working knowledge of setup and installation of printers and copiers
• Working knowledge using Microsoft Office including Word, Excel and Outlook
• Working knowledge using the “Head Start Family Information Systems” software
• The ability to work effectively as a team member and relate to staff.
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.

Work Environment/Physical Demands:
• Must be able to bend and stoop as well as able to lift up to fifty (50) pounds.
• Regularly required to use fingers and hands to keyboard or type, and to handle materials.
• Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
• Able to get in and out of a car and navigate entrance and exit of centers.
Position Title: Janitor
Employment Type: Appointment
Length: July 1 through June 30
FLSA Status: Non-exempt
Supervised By: Principal

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Janitor, under general supervision, maintains a clean and sanitary working environment for staff and families and children.

Essential Duties and Responsibilities:
1. Implement basic sanitation and infection control procedures using cleaning equipment and products for all areas of facility including but not limited to offices, classrooms, kitchen, bathrooms and storage areas.
2. Vacuum or sweep daily.
3. Empty all wastebaskets daily.
4. Clean bathroom daily including sinks and toilets.
5. Spot mop daily and mop thoroughly weekly.
6. Fill soap dispensers, paper towel dispensers, and toilet paper holders as needed.
7. Report and/or repair any noticed safety hazard to Center Manager/Principal.
8. Clean windows and carpets as necessary.
9. Sweep entrances and exits.
10. Shovel snow and use de-ice products at entrances and exits as needed.

Program Duties and Responsibilities:
• Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Perform other duties as assigned by Supervisor.
• Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
• High school diploma or GED.

Skills and Experience
• Head Start volunteer and experience.

Work Environment/Physical Demands:
• Must be able to bend, stoop and kneel as well as able to lift up to fifty (50) pounds on a regular basis.
Job Description

Position Title: Mental Health Consultant
Employment Type: Contract
Length: July 1 through June 30
FLSA Status: Exempt
Supervised By: Program Specialist: Health and Nutrition Services

Position Summary:
Exercises independent judgment and discretion in carrying out major assignments including but not limited to Mental Health Services, performance standards, rules and regulations, policies and procedures that apply to the operation of a Head Start program, by providing professional development opportunities, monitoring, and systems management for the Head Start program.

Position Description:
2. Provide mental health classroom observations and debrief with staff.
3. Provide mental health resource information to parents at Parent Orientations.
4. Consult with Supervisor in designing and developing operations, management and record keeping systems, with input from staff and parents.
5. Develop, maintain, and disseminate mental health resources, research and literature in each community.
6. Network with Children’s Mental Health Board in each county.
7. Serve as content expert for the mental health including professional development and monitoring.
8. Provide professional services as outlined in the NICHS Mental Wellness Plan.

Responsible for monitoring
- Monitor services of the NICHS Mental Wellness Plan

Responsible for the following documentation:
- Mental Health Services provided through Parent Orientation, classroom observations, mental health referrals

Responsible for maintaining the following records:
- Mental Health observations and referrals

Responsible for attending the following meetings:
- All Staff

Qualifications/Education
Level I:
- Baccalaureate degree in Social Work, Human Services, or Family Studies.

Level II:

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
• Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

**Skills and experiences:**

- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Experience in strategic planning and project management
- Proficient use of personal computers
- Working knowledge using Microsoft Office including Word, Excel, and Outlook
- Working knowledge using the “Head Start Information Systems” software

**Work Environment/Physical Demands:**

- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
Job Description

Position Title: Program Specialist: Education/Disability Services

Employment Type: Contract

Length: July 1 through June 30

FLSA Status: Exempt

Supervised By: Director

Supervises: Not applicable

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Program Specialist exercises independent judgment and discretion in carrying out major assignments including but not limited to: the provision of disability services and education and early childhood development by providing professional training opportunities and mentor coaching. Serves as an advisor and provides reflective conferencing for Classroom Team Leaders and Classroom Assistants to assure all Head Start Outcomes and Performance Standard requirements are met.

Essential Duties and Responsibilities:

1. Assess the training needs of staff and parents and develop and coordinate professional development in areas of early education, child development, and children with disabilities.
2. Develop, maintain, and disseminate early literacy outcomes, research, and literature.
3. Consults with the Director in designing and developing operations, management and record keeping systems with input from teaching staff.
4. Participate in program wide planning, goal setting, grant planning, and budget development and provide input as to the staffing requirements of the program. Coordinate with Administrative Team program goals for education, child development, disabilities, and literacy services by using best practices and Performance Standards.
5. Develop, maintain, and disseminate child development, disabilities, family services and parent involvement resources, research and literature.
6. Serve as content expert for the child development and disability and family services including professional development and monitoring.
7. Participate in the annual Self Assessment.
8. Support Administrative Team in their efforts to mentor, develop and improve program center operations.
9. Monitor and approve community involvement by all staff.
10. Develop interagency agreements between local school districts, the Department of Health and Welfare, and other entities as appropriate to secure services for children and families.
11. Evaluate all classrooms using the Early Childhood Environment Rating Scale (ECERS) and assist in developing improvements plans.
12. Manage program monitoring and center operations via site visits.
13. Support the efforts of the program to move to reflective practice by providing guidance and mentoring to improve techniques for professional conferencing.

Responsible for Monitoring:

- Monitor classroom literacy activities via direct modeling, reflective conferencing, and providing resources.
- Monitor the implementation, distribution and the budget and expenses for the First Books Grant.
- Monitor and approve community involvement by all staff
Responsible for attending the following meetings:

- Program Specialists
- Support Team
- Administrative Team
- Grant Planning
- Strategic Planning
- Self Assessment

Qualifications/Education:

Level I:

- Baccalaureate degree in Early Childhood Education, Early Childhood Special Education, child Development, or Family Studies.
  OR
- Baccalaureate degree in any related field and 6 semester courses totaling 15 credits in Early Childhood Education.

Level II:

- Masters degree in Early Childhood Education, Early Childhood Special Education, and Child Development.
  OR
- Masters degree in a related field and at least 6 semester courses totaling 15 credits in Early Childhood Education.

Program Duties and Responsibilities:

- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Skills and Experience:

- Proficient use of personal computers.
- Working knowledge of printers and copiers.
- Working knowledge using Microsoft Office including Word, Excel and Outlook.
- Working knowledge using the “Head Start Family Information Systems” software.
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds
- One year demonstrated experience in assisting to administer an Early Childhood program, with preference given to Head Start administrative experience.
- Excellent writing and organizational skills.
- Experience planning, developing and conducting workshops.
- Understanding of theories of early childhood education and child and family development including early literacy development.
- Experience in project management.

Work Environment/Physical Demands:

- Able to lift up to lift (50) pounds on an occasional basis.
- Shared office space, classroom environment
Job Description

Position Title: Program Specialist: Family Community Partnerships
Employment Type: Contract
Length: July 1 through June 30
FLSA Status: Exempt
Supervised By: Director
Supervises: Not Applicable

Position summary: In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Family Partnership Community Partnership Specialist exercises independent judgment and discretion in carrying out major assignments including but not limited to: Family and Community Partnerships, ERSEA(Eligibility, Recruitment, Selection, Enrollment and Attendance) compliance by providing professional development opportunities, monitoring, and systems management for the Head Start program. Serves as an advisor and provide technical assistance to Policy Council to assure all governance and Performance Standard requirements are met.

Essential Duties and responsibilities:
1. Consults with the Director in designing and developing operations, management and record keeping systems, with input from staff and parents.
2. Serves as advisor to Policy Council and parent groups to assure compliance with Performance Standards.
3. Assures ERSEA compliance including approving all over-income enrollments.
4. Monitors the recruitment and enrollment of applicants to the Head Start Program
5. Monitors all Family Services, Parent Involvement, and Community resource development and participation
6. Develop, maintain, and disseminate family services and parent involvement resources, research and literature
7. Serve as content expert for family and community partnerships, including professional development and monitoring.
8. Provide consultation and technical assistance consistent with Program goals
9. Participate in program wide planning, goal setting, grant planning, budget development, and provide input as to the staffing requirements of the program.
10. Assist with the development and coordination of the program’s professional development plan with input from staff and in coordination with the Administrative Team that is consistent with program goals for parent involvement, and family services by using best practices and Performance Standards.
11. Assist in the assessment of the professional development needs of staff and incorporate them into the Professional Development plan.
12. Provide learning opportunities and technical assistance consistent with program goals and in keeping with current best practices and Performance Standards.
13. Monitor and approve community involvement by all staff
14. Program Specific Duties:
15. Participate in the annual Self Assessment
16. Support Administrative Team in their efforts to mentor, develop and improve program center operations.

Responsible for monitoring
- Monitor centers operations via monthly site visits, monthly review of Monthly Program Information Report (MPIR) and review of family files
- Family services, parent education plans and parent involvement activities
Responsible for the following documentation:
- Monthly site visits
- Family file monitoring,

Responsible for maintaining the following records:
- Family Files at the Harding Center
- Policy Council applications and information

Responsible for attending the following meetings:
- Program Specialists
- Support Team
- Administrative Team
- Policy Council
- Grant Planning
- Strategic Planning
- Self Assessment

Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Required Qualifications/Education
Level I: Baccalaureate degree in Social Services, preferably Social Work
Level II: Masters degree in Social Services, preferably Social Work.

Skills and experiences:
- Proficient use of personal computers
- Working knowledge using Microsoft Office including Word, Excel, and Outlook
- Working knowledge using the "Head Start Information Systems" software
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Experience in strategic planning and project management

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
- Shared office space
Job Description

Position Title: Program Specialist: Health, Mental Health, Child Abuse & Neglect, Nutrition

Employment Type: Contract

Length: July 1 through June 30

FLSA Status: Exempt

Supervised By: Director

Supervises: Mental Health Consultant

Position Summary:
Exercises independent judgment and discretion in carrying out major assignments including but not limited to Health Services (mental health, oral, physical health, child abuse and neglect), Nutrition and Child and Adult Care Feeding Program (CACFP), performance standards, rules and regulations, policies and procedures that apply to the operation of a Head Start program, by providing professional development opportunities, monitoring, and systems management for the Head Start program.

Position Description:
1. Assure implementation of all Head Start Performance Standards, Regulations, Policies, and Procedures for Health Services, Nutrition, Child Abuse and Neglect and CACFP.
2. Consult with the Director in designing and developing operations, management and record keeping systems, with input from staff and parents.
3. Participate in program wide planning, goal setting, grant preparation, budget development and expenditures, annual audit, and provide input as to the staffing requirements of the program.
4. Assist with the development and coordination of the program’s professional development plan with input from staff and in coordination with the Administrative Team that is consistent with program goals for parent involvement, education, child development and disabilities and family services by using best practices and Performance Standards.
5. Assist in the assessment of the professional development needs of staff and incorporate them into the Professional Development plan.
6. Provide learning opportunities and technical assistance consistent with program goals and in keeping with current best practices and Performance Standards.
7. Develop a Memorandum of Understanding for health consultant services with Panhandle Health District.
8. Develop, maintain, and disseminate physical health, dental, mental health, child abuse/ neglect and nutrition resources, research and literature.
9. Serve as content expert for the health/safety and nutrition including professional development and monitoring.
10. Participate in a lead role for the annual program self-assessment.
11. Support Area Principals in their efforts by providing mentoring and technical assistance to improve center operations and staff knowledge.
12. Formulate, interpret, implement, and guide the development of program operation, recording and management systems.
13. Develop interagency agreements as appropriate to secure services for children and families.
14. Assist in the coordination of Support Team and Administrative Team meetings in conjunction with the Director.
15. Responsible to complete the CACFP/USDA grant application and monthly financial reporting information to the Idaho State Department of Education, CACFP (Child and Adult Care Feeding Program).
16. Oversee monitoring of CACFP intake records, menus and production records for CACFP and Performance Standards compliance.
17. Coordinate training and monitoring of cooks and centers for CACFP/USDA compliance.
18. Coordinate with the University of Idaho Extension Nutrition Program Contract to implement site reviews and nutritional evaluations of each child based on performance standards. Monitor the contract for compliance.
19. Supervise Mental Health Consultant for professional services as outlined in the NICHS Mental Wellness Plan, and monitor mental health services.
20. Monitor the USDA and Mental Health services budgets with the Program Specialist: Finance.
21. Recruit and maintain a joint Early Head Start and Head Start Health Advisory Committee, and facilitate a minimum of two meetings per year.
22. Support Administrative Team in their efforts to mentor, develop and improve program center operations.
24. Serve as the Program’s Integrated Pest Management Coordinator.
25. Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.

**Responsible for monitoring**
- Monitor centers operations via monthly site visits, monthly review of Monthly Program Information Report (MPIR) and review of family files
- Family services, parent education plans and parent involvement activities

**Responsible for the following documentation:**
- Monthly site visits, family file monitoring,

**Responsible for maintaining the following records:**
- Family Files at the Harding Center
- Policy Council applications and information

**Responsible for attending the following meetings:**
- All Staff, Program Specialist, Support Team, Administrative Team, Self Assessment, Grant Planning

**Preferred Qualifications:**
- Demonstrate strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Demonstrate critical thinking with the ability to solve problems by gathering data, reasoning logically, and drawing valid conclusions.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing, data collection and management.
- Two year demonstrated management skills, administrative experience with preference given to Head Start experience.
- Strong leadership, management skills.
- Demonstrated written, oral, and organizational skills.
- Understanding of management theories and child and family development including family systems.
- Working knowledge of regulatory environment.
- Experience in strategic planning and project management.

**Level I:**
- Baccalaureate degree in Social Work, Human Services, or Family Studies.
  OR
- Baccalaureate Degree in Educational Administration, Healthcare Administration, Business Administration with an emphasis on Management, Adult Learning, or Organizational Leadership.

**Level II:**
  OR
- Masters Degree in Educational Administration, Healthcare Administration, Business Administration with an emphasis on Management, Adult Learning, or Organizational Leadership.

**Program Duties and Responsibilities:**
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

**Skills and experiences:**
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Working knowledge of computers and commonly used software for Internet and e-mail access, word processing and data collection and management.
- Two year demonstrated experience in assisting to administer a Social Service program, with preference given to Head Start administrative experience.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Experience in strategic planning and project management
- Proficient use of personal computers
- Working knowledge using Microsoft Office including Word, Excel, and Outlook
- Working knowledge using the “Head Start Information Systems” software

**Work Environment/Physical Demands:**
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds on an occasional basis.
**Job Description**

**Position Title:** Program Specialist: Information Systems/Fiscal  
**Employment Type:** Contract  
**Length:** July 1 through June 30  
**FLSA Status:** Exempt  
**Supervised By:** Director  
**Supervises:** Information Systems Technician

**Position Summary:**
Exercises independent judgment and discretion in the operation of the Information Systems/Financial portion of the program and

**Position Summary:**
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures; and in accordance with Generally Accepted Accounting Principles (GAAP) and Office of Management and Budget (OMB) Circulars the Program Specialist: Information Systems/Fiscal develops functional policies and procedures for all information systems and finance components. Oversees and administers the operation of computer/phone systems and networks and agency related software. Responsible for the fiscal management functions of North Idaho College Head Start including all grants and funding received by agency.

**Information Systems:**
1. Provide the lead support for all Head Start data collection, Operations and Monitoring System, computer applications, and network configuration.
2. Consult with variety of technical, professional and lay personnel regarding computer technology.
3. Configure and install networked and remote computers and peripheral equipment.
4. Administer industry standard software and updates.
5. Identify resources to provide technical assistance consistent with strategic plan and industry standards.
6. Create and maintain technology system log, operations documentation, and equipment records.
7. Provide learning opportunities for staff in system access, e-mail access, other software use, and procedures.
8. Troubleshoot and solve software, hardware, and communication systems problems.
9. Execute backup and recovery strategy for networked and remote systems.
10. Schedule and execute system database, Intranet and e-mail maintenance.
12. Develop web page, brochures and various documents for program use.

**13. Finance:**
14. Evaluate and develop recommendations to increase cost-effectiveness.
15. Create, analyze, and maintain spreadsheets and other tracking systems to prepare monthly budget.
16. Develop and implement financial policies and procedures to ensure compliance with Federal Head Start Regulations, OMB Circulars, Performance Standards and North Idaho College policies and procedures for the management of all fiscal functions.
17. Provide monthly internal financial reports for all grants to the Director, Policy Council and other management personnel.
18. Design program budget, prepare GABI documentation for grant submission.
19. Implement and maintain purchase order system using internal forms and Datatel System.
20. Review all account payables (AP’s) for accuracy, submit payment requests, reconcile purchase orders, allocate costs, and complete budget reports.
21. Deposit account receivables (AR’s) including billing, rental income, grant funds and reconcile.
22. Assist Administrative Assistant in the fulfilling payroll requirements through North Idaho College Business Office and Human Resource Office.
23. Assist Administrative Assistant in the preparation of staff salary structure and initial staff contracts through North Idaho College Human Resources Office.
25. Prepare and distribute yearly in-kind amount schedule and monitor monthly in-kind reports.
26. Maintain all fiscal documentation required for yearly audit.
27. Maintain system for program equipment inventory.
28. Develop Policy Council, Principals, and Center Parent Groups capacities to understand budgets processes and requirements.
29. Assist the Operations Manager: Health/Nutrition in completing the CACFP/USDA grant application and monthly financial reporting information to the Idaho State Department of Education, CACFP (Child and Adult Care Feeding Program).
30. Assist with the development and coordination of the program’s professional development plan with input from staff and in coordination with the Administrative Team that is consistent with program goals for parent involvement, education, child development and disabilities and family services by using best practices and Performance Standards.
31. Assist in the assessment of the professional development needs of staff and incorporate them into the Professional Development plan.
32. Participate in program wide planning, goal setting, grant planning, budget development and provide input of staffing requirements for the program.
33. Participates in the annual Self Assessment.

Responsible for Monitoring:
- All information systems, phone systems
- Program Budgets, Center Budgets, USDA Budget

Responsible for the following Reports:
- Monthly Program Budget, Center Budgets, USDA Budget
- Monthly Program Information report
- Annual Program Information report
- USDA Reimbursement
- Head Start Early Alert
- Program Grant
- Yearly Program Inventory

Responsible for documenting/maintaining the following records:
- System Security information
- Backup procedures/logs
- Inventory procedures
- Phone System information
- Head Start Family Information System software configuration/maintenance
- Software configuration/maintenance
- Program Inventory

Responsible for attending the following meetings:
- Support Team
- Administrative Team
- Policy Council
- Grant Planning
- Strategic Planning
- Self Assessment
- Staff Development
Program Duties and Responsibilities:
- Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
- Perform other duties as assigned by Supervisor.
- Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
Level I:
- Bachelor degree in Information Systems, Accounting or Business Administration.

Level II:
- Masters degree in Information Systems, Accounting or Business Administration.

Skills and Experience:
- Advanced working knowledge of computers/hardware and commonly used software for Internet and e-mail access, word processing, data collection and management.
- Working knowledge using Microsoft Office including Word, Excel and Outlook
- Working knowledge using the “Head Start Family Information Systems” software
- Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
- Two years demonstrated experience on the job in computer science or electrical fields including but not limited to the use of Windows OS, Windows NT, Hardware/Software troubleshooting and cabling, with preference given to Head Start experience.
- Three years of work experience using a personal computer to develop, analyze, and report on financial data/documents.
- Completion of Master Guide Certification within one year of employment.
- MSCE, CNE and A+ certifications.

Work Environment/Physical Demands:
- Must be able to bend and stoop as well as able to lift up to fifty (50) pounds.
- Regularly required to use fingers and hands to keyboard or type, and to handle materials.
- Required to walk; sit; reach with hands and/or arms and stoop, kneel, crouch, climb or crawl.
- Able to get in and out of a car and navigate entrance and exit of centers.
Job Description

Position Title: Receptionist

Employment Type: Appointment
Length: July 1 through June 30
FLSA Status: Non-exempt
Supervised By: Administrative Assistant

Position Summary:
In compliance with all local, state and federal regulations; Head Start Performance Standards; Head Start framework; and North Idaho College Head Start policies and procedures the Receptionist is to perform reception and office duties necessary to maintain efficient and orderly office operations.

Essential Duties and Responsibilities (in order of priority/importance):
1. Serve as Central Office and Harding Family Center receptionist by answering the phone, forwarding calls to appropriate person or appropriate person’s voice mailbox, taking messages and providing general information to public.
2. Greet the public, clients, contractors and families in a polite and pleasant professional manner.
3. Perform secretarial duties as assigned by supervisor including typing data entry, word-processing, filing, copying, mailings, and preparing business cards.
4. Distribute USPS mail and NIC mail daily, and other deliveries, as necessary, through internal mail system.
5. Maintain copy room which includes keeping supplies and machines ready for use.
6. Coordinate and schedule timely periodic maintenance for all Central Office equipment.
7. Maintain a current openings notebook.
8. Assist in coordinating special recognition for staff.
9. Maintain Program bulletin board at Harding Family Center.
10. Assist with preparation and distribution of program newsletter.
11. Assist Center Assistant with ordering inventory, tracking, and distributing central office supplies.
12. Assist in coordinating ordering of paper and custodial supplies for all centers.
13. Assist in preparing and distributing program forms, employee handbooks, and Policy Council and Staff Development notebooks.

Program Duties and Responsibilities:
• Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
• Perform other duties as assigned by Supervisor.
• Meet terms of Employment Contract and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
Level I: High school diploma or GED
Level II: Office Receptionist Certificate

Skills and Experience
• Proficient use of personal computers
• Working knowledge of phone systems
• Working knowledge of printers and copiers
• Working knowledge using Microsoft Office including Word, Excel and Outlook
• Excellent oral and written communication skills.
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
• Ability to multi-task and organize time and projects.
• One year demonstrated experience working in a clerical or office assistant position that included computer use.
• Preference given to Head Start work or volunteer experience.

Work Environment/Physical Demands:
• Must be able to bend and stoop.
• Must be able to lift up to fifty (50) pounds on an regular basis.
• Shared office space
SUBJECT
Aging and Adult Services

BACKGROUND
Each year at this time, an annual report is presented before the board by the director of Aging and Adult Services, Ms. Pearl Bouchard. North Idaho College is the umbrella agency and the fiscal agent for Aging and Adult Services in the five northern counties of Idaho.

DISCUSSION
Because the board of trustees is the governing board of North Idaho College, it is important for them to understand the programs under their purview. Rolland Jurgens, the vice president for administrative services, is the executive director of Aging and Adult Services for the five northern counties.

COMMITTEE ACTION
None

FINANCIAL IMPACT
There is no financial impact on North Idaho College as state and federal government, private gifts, and donations fund Aging and Adult Services.

REQUESTED BOARD ACTION
No action is recommended at this time.

Prepared by
Rolland T. Jurgens
Vice President for Administrative Services