Dear Trustees,

We’re nearing the end of the fall semester and it’s been an active time for us all. Before I tell you about some of our activities over the past month, I’ll provide you an update to our strategic plan theme for December.

NIC Strategic Plan  
Theme I: Programs  

**Goal 1:** Improve and expand educational opportunities, programs, and courses for the student population and community.

**Objective:** Expand program offerings, and accelerate the implementation of new professional-technical and workforce training at NIC that meet the needs of students, business, and industry.

**Action Items:**
1. Idaho POST Council approval of NIC POST Patrol Academy. (Status: Pending)
   
   Two very successful POST Patrol Academy classes have graduated through the NIC program. An evaluation is currently being completed by an outside third party and results will be presented to the POST Council in January or February 2010. Early indications show that the evaluation will be very favorable to NIC.

2. Assure that all NIC instructional spaces meet minimum technology standards. (Status: In progress)
   
   The IT department has created an aggressive plan for bringing several classrooms to the standard for instructional technology during the 2009-2010 academic year. Classroom improvements were scheduled during non-class times of the calendar year including holiday breaks and spring break. By the end of the academic year, only a small number of classes will remain on the list of classrooms in need of technology.

**Goal 4:** Create program schedules that maximize the use of available facilities, and take advantage of new and alternative facilities as appropriate.

**Objective:** Develop scheduling alternatives to maximize room utilization.

**Action Items:**
1. In almost every academic discipline offered at NIC, division chairs have identified alternate scheduling models. Scheduling alternatives include the open entry/open exit option of the flexible learning center, flip scheduling in some of the professional technical programs and hybrid sections within general studies disciplines, and internet classes. Through these alternatives, classroom space was freed up for other instructional opportunities. (Status: complete and on-going)
2. New classroom plan and organization in Seiter Hall. (Status: Complete - construction pending)

Dean of General Studies Bob Murray has led the effort to develop a remodel plan for Seiter Hall. Through a highly collaborative effort involving several instructors and student services staff, the remodel plan actually results in increased instructional space while preserving all of the functions currently being undertaken in Seiter Hall.

Other news and events happening at NIC:

Legislator Send Off:
I’m delighted to report that the annual legislator send off event hosted by the college’s Legislative Committee on Tuesday, December 8 was a great success. This year’s event featured a format change. In past years the event included a formal presentation of the legislative agenda and our new format this year of a more informal reception was extremely well received by all who attended. I was happy to see many college participants including members of the President’s Cabinet, constituent group leaders, and Legislative Committee members. We achieved our goal of providing an opportunity for our legislators to meet and talk with faculty, staff and students in a relaxed atmosphere. Six north Idaho legislators attended and each had very positive comments about the format change.

Federal Appropriation for Physical Therapist Assistant (PTA) program:
Our PTA appropriation request continues to work its way through Congress. The earmark for this project received $100,000 in the omnibus appropriations bill, which was passed by the House/Senate conference committee on December 8. This was a significant action since the earmark was only in the Senate bill and there were no guarantees it would make the final version of the bill. We anticipate quick action on it as Congress tries to pass all the appropriations in two large omnibus bills before the end of the year.

NIC Foundation:
NIC will be the recipient of a $1 million Idaho Go On grant from the J.A. and Kathryn Albertson Foundation. The Albertson Foundation is distributing $11 million in targeted, statewide scholarships to help Idaho improve college opportunities and increase post-secondary participation and completion.

On December 7, the North Idaho College Foundation announced the recipients of $55,000 in grant funds awarded this year through the NIC Foundation Grant Program.

Of the 21 grants submitted this year from NIC faculty, staff and student organizations, 10 grants were awarded. A committee of representatives from the ASNIC, Staff Assembly and Faculty Assembly, Student Services, Administrative Services, Instruction and the NIC Foundation chose the recipients based on each grant proposal’s relationship to the college’s strategic plan and its potential to advance the vision and mission of NIC.
The grant recipients are as follows:

- $19,845 to the Welding program for the purchase of two Oxarc welders and the building materials and labor to build five additional welding booths.

- $1,000 to the NIC Children’s Center for the purchase of age appropriate books that cover specific topic areas such as math, science, social-emotional and cultural diversity.

- $8,050 to the Communications-Speech Department to upgrade the video capturing system through the purchase and installation of a video and sound system for two classrooms that will allow greater access and ease for the recording of student speeches. The system will also allow instructors to record lectures and upload them online.

- $591 to the Dean of Students Office for the purchase of acrylic sign holders to expand the distribution of the Potty Press, which is a newsletter of student news posted inside restroom stalls on campus.

- $4,240 to the eLearning and Outreach Department for the purchase of a Macintosh MacBook Pro and software applications to create and edit media and to use for training presentations on the Macintosh platform.

- $7,849 to the Health Professions and Nursing Department for the purchase and implementation of the Qwisdom Interactive Learning System to increase student engagement in the classroom by providing each student with a handheld remote, which allows them to respond to and communicate with the instructor.

- $1,625 to the Instructional Technology and Math departments for the purchase of four Smart Wireless Slates (electronic pens) for faculty members to use with the Sympodium displays, which were funded by a NIC Foundation grant last year. The technology will allow instructors to prepare lectures in their offices using their office computer for later use in the classrooms with Sympodium displays.

- $5,585 to the Professional, Technical and Workforce Education Department for the purchase of the Amatrol eLearning education and training program to offer to students and businesses throughout the service region. Amatrol is a skill-based, interactive technical learning program.

- $4,628 to the Registrar’s Office for the purchase of a kiosk for students to use outside of the Registrar’s Office in Lee-Kildow Hall that would allow students to independently access services within close proximity to assistance from Registrar’s Office staff.

- $1,587 to the Silver Valley Center for the purchase of a laptop computer, video camera, tripod and headphones as a means of informing current and future students about the Adult Basic Education program offerings in the Silver Valley. The equipment could also be utilized by eLearning speech students to record speeches.
The fall 2009 Excellence & Opportunity Campaign kicked off recently as an end of year giving appeal for the college’s greatest needs ranging from technology and equipment to student scholarships.

North Idaho College recently received a $6,899 grant from the Verizon Foundation for software that will track attendance and appointments in the college peer tutoring program. The grant covers the purchase of a campus-wide license for the AccuTrack data collection program, which will replace clipboards and other cumbersome computer tracking programs with a program capable of managing all participant- and staff-related data for the peer tutoring program. AccuTrack can collect and report data on traffic patterns, peak hours, visitor demographics, attendance and staffing needs.

**Student Services**
The NASFAA Program Review was finished in November. While the final written report is not yet available, it was encouraging to note that all of the 130 recommendations were items that had been identified by our interim director in the last two months as needing attention. A plan is in place to work on these issues.

NIC has retained the firm of Spelman & Johnson to conduct the search for a new Financial Aid director. NIC’s own search was met with candidates not well suited for the position. S&J has a great track record at finding qualified candidates and they expect the process to be wrapped up in mid-spring. Until that time, we will keep our interim director to help with the transition.

**Meetings**
The following is an overview of meetings and events that I attended over the past month:

- **Nov 19** Visited Ponderay and Bonners Ferry Outreach Centers with executive leaders from President’s Cabinet. Met with CEO of Bonner General Hospital Sheryl Rickard and CEO of Boundary Community Hospital Craig Johnson to discuss healthcare programming needs.

  Opera Coeur d’Alene board meeting

- **Nov 20** Rotary

  Excel Foundation’s annual Big Event at the Coeur d’Alene Inn in support of School District 271.

- **Nov 21** Men’s and Women’s basketball games versus Salt Lake City CC

- **Nov 23-Dec 2** Vacation

- **Dec 3** Foundation board meeting

  Visit College Skills Division with Chair Michele Jerde

  Presented Sterling Silver Award to employee of the month Alex Harris of Student Services

- **Dec 4** Soroptimist Luncheon

  NIC Employee holiday reception in the Ts’elusm Dining Room
Dec 6  NIC Music Department’s Christmas Concert – Schuler Auditorium

Dec 7  Lunch with Kathryn Roth of Mountain West Bank. Discussed the Workforce Training Center, customized training and other business and professional program resources available to members of the business community.

Dec 8  Mayor Bloem’s State of the City address at the Coeur d’Alene Chamber’s Upbeat Breakfast
        Stopped into the SUB for coffee and informal chat with students, staff and faculty who were passing through
        Visit and tour Math, Computer Science, and Engineering Division with Chair Susanne Bromley
        Legislative reception in Edminster Student Union Building

Dec 9  Executive Round Table monthly meeting at Century 21Beutler & Associates
        Women’s Gift Alliance holiday luncheon
        Retirement reception for Judy Hodge and Denise Clark in Seibert Hall
        Fort Ground Homeowner’s Association meeting with VP Rolly Jurgens to address their concerns about the use of the mill site.
        Opera Coeur d’Alene Annual Meeting

Dec 10  Stopped into the SUB for coffee and informal chat with students, staff and faculty who were passing through
        Region 1 Principals and Athletic Directors meeting on campus. Spoke briefly and took some questions then enjoyed a performance by the Coeur d’Alene High School Chamber Choir.
        Met with Director of E-learning and Outreach Jamie Green and Garry Lough of the Idaho Education Network to discuss some of IEN’s projects.
        Faculty Assembly meeting
        Coeur d’Alene Tribe holiday celebration at Circling Raven Golf Course

Dec 11  NIC Employee Day
        Rotary
        KTEC monthly meeting at Midtown Center

Upcoming meetings:
Dec 12  NIC Wrestling vs. Southwestern Oregon Community College

Dec 14  Visit and tour Coeur d’Alene ABE-GED and Head Start Centers with members of President’s Cabinet.
        Monthly meeting with Constituent Leaders
Dec 15  Monthly Education Corridor city meeting with stakeholders
Informal get together with board chair

Dec 16  Meeting with Phil Baker of Hecla Mining to discuss fundraising opportunities

Dec 17  Visit Silver Valley Outreach Center with executive leaders of President’s Cabinet.
Conference call with presidents of College of Southern Idaho and College of Western Idaho to discuss Physical Therapist Assistant program.
Opera Coeur d’Alene board meeting

Dec 18  Rotary

Dec 20  Coeur d’Alene Summer Theater’s presentation of Nuncrackers – Schuler Auditorium

Dec 25-Jan 1  NIC Winter Break
Jan 2  NIC men’s basketball vs. North Idaho All-stars

Jan 3-6  Mountain States Association of Community College Presidents winter conference in Scottsdale, Arizona

Jan 7  Foundation board meeting

Jan 8  Possible joint board retreat with College of Southern Idaho and College of Western Idaho

Jan 8-9  NIC men’s and women’s basketball vs. College of Southern Idaho

Jan 13  Coeur d’Alene Chamber’s Executive Roundtable hosted by Shelter Associates at Scharelant Retreat

Jan 14  Meet with Phi Theta Kappa Delta Kappa Chapter President Patty Murk to discuss the Chapter’s goals.
NIC men’s and women’s basketball vs. Colorado Northwestern College

Jan 15  25th Annual Coeur d’Alene and Post Falls School Districts’ Fifth Grader’s Dr. Martin Luther King, Jr. Children’s program – Schuler Auditorium

Jan 18  Pasta and Pizza lunch with legislators in Boise

Jan 19  Monthly Education Corridor city meeting with stakeholders
4:00 p.m.

**CALL TO ORDER**
- Verification of Quorum

**EXECUTIVE SESSION**
- Idaho Code Sections 67-2345 (b), (c), (f)

6:00 p.m.

**RECONVENE BOARD MEETING**
- Verification of Quorum/Introduction of Guests
- Minutes Review/Approval
- Public Comment
- Celebrating Success: Writing Center

**CONSTITUENT REPORTS**
- Senate: Laurie Olson-Horswill
- Faculty Assembly: Pat Lippert
- Staff Assembly: Heather Erikson
- ASNIC: Jack Vanderlinden

**OLD BUSINESS**
- Tab 3: ACTION: Purchase Sale Agreement for Prairie Property
- Tab 4: ACTION: Acceptance of Grant Deed on 719 Military Drive

**NEW BUSINESS**
- Tab 5: First Reading/ACTION Policy #5.06 Student Code of Conduct
- Tab 6: ACTION: NIC Head Start Overview
- Tab 7: FY11 Budget Development Timeline

**INFORMATION ITEMS**
- Kootenai Technical Education Campus (KTEC): Ron Vieselmeyer
- Education Corridor: Priscilla Bell/Mic Armon
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 27, 2010
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 AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 4:05 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees:  Rolly Williams
           Ron Vieselmeyer
           Christie Wood
           Mic Armon

Also present:  Priscilla Bell, President
               Marc Lyons, Attorney for North Idaho College

EXECUTIVE SESSION
Motion was made by Trustee Armon, seconded by Trustee Vieselmeyer, to go into executive session under Idaho Code § 67-2345(b), (c) and (f) for the purpose of discussing issues related to specific personnel matters, matters related to the acquisition of property not owned by a public agency and consultation with legal counsel regarding litigation. Roll call vote was taken as follows:

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

At 5:55 p.m., a motion was made to return to open session by Trustee Williams, seconded by Trustee Vieselmeyer. The meeting was recessed by Chair Wood to reconvene in the Driftwood Bay Room.

RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood recalled the meeting to order at 6:04 pm and verified that a quorum of the board was present.

ATTENDANCE
Trustees:  Ron Vieselmeyer
           Rolly Williams
           Christie Wood
           Mic Armon
Also present: Priscilla Bell, President
                John Martin, Vice President for Community Relations and Marketing
                Jay Lee, Vice President for Instruction
                Rolly Jurgens, Vice President for Administrative Services
                Eric Murray, Vice President for Student Services
                Marc Lyons, Attorney for North Idaho College

APPROVAL OF MINUTES

Chair Wood called for remarks regarding the meeting minutes. There were no remarks.

Motion was made by Trustee Armon and seconded by Trustee Williams to approve the minutes of the meeting held October 28, 2009. The motion passed unanimously.

PUBLIC COMMENT

Justin Knoles, a North Idaho College student, made comment regarding the Instructor Initiated Withdrawal policy. He stated that he believes it is the students’ sole responsibility to withdraw themselves from class. He continued by stating that a student who lacks adequate study techniques will probably not improve his study habits when an instructor withdraws him in order to save him from receiving a failing grade. He believes that a failing grade on a student’s transcript will have more impact on study habits. He further remarked that instructors may, at times, withdraw a student from class for behavior that is disruptive to the rest of the class and he feels that if disruptive students are kept in class, then other students can learn how to deal with distractions, as they may have to in the workplace.

Victoria Day, a North Idaho College student next expressed her concerns with the Instructor Initiated Withdrawal policy stating that students know better than anyone whether they need to withdraw from class and it is the student’s decision to be willing to receive a failing grade and deal with the consequences. She commented that in her experience at North Idaho College, she has never experienced a class with a disruptive student or one in which the instructor wasn’t able to control the class.

CELEBRATING SUCCESS

Susanne Bromley, chair of the Mathematics, Computer Science and Engineering Division, shared information about the recent 28th Annual North Idaho College Mathematics Contest held on November 3, 2009. She informed the board that the questions for the contestants are taken from the areas of algebra, geometry, trigonometry and probability and logic to test basic mathematic skills or creative problem solving. She stated that winners are awarded prizes including tuition waivers to NIC for the coming year and tools such as graphing calculators and laptop computers. Competing Division I high schools include Coeur d’Alene, Lake City, Post Falls, Coeur d’Alene Charter, Sandpoint and Lakeland and Division II high schools include Timberlake, Potlatch and Kootenai. She expressed her appreciation for the high level of students that compete each year.

Trustee Armon asked what other curriculum areas from the college reach into the high schools to bring students in the way this math contest does. Vice President Murray responded that music organizes multiple events during the year, math holds two events, the Tech Prep group organizes some specific events with health sciences and there is a drafting
Trustee Armon asked if there is a way to track participants in those events to determine how many actually return to attend NIC. Chair Bromley responded that the information was tracked one year and it was found that 14% of the participants became NIC students.

NIC Wrestling Coach Pat Whitcomb reported on the team’s record and recent 600th win. He began by thanking the board for allowing him to be a part of the school as a student athlete, assistant coach and head coach. He continued by announcing that NIC’s wrestling team to date has 604 wins, 59 losses and three ties for a 91% winning ratio against two-year and four year institutions. Additionally the team has 13 national titles, 194 All Americans, 49 individual national champions and this year the team will go over their 6,000 book given away in the reading program with which they’re involved. He explained that he and his coaches teach wrestlers how to get around failure without quitting.

Trustee Armon commended Coach Whitcomb and Athletic Director Al Williams for bringing in great student athletes and for the quality programs that exist at North Idaho College. He commented that it seems wrestling is going away on many campuses and he asked the coach where he sees wrestling programs going in the next five years with budget cuts. Coach Whitcomb reported that four years ago junior colleges teams were down to about 40 in the nation and now there are about 50 teams. He commented that participation in high school wrestling teams has increased because it is a fairly inexpensive sport and that helps the numbers. He also commented that during hard economic times, programs have to be creative in order to survive.

Trustee Williams recalled the match when Coach Whitcomb was a student wrestler and he pinned his competitor from the Russian National team.

**Senate**

Chair Laurie Olson-Horswill reported that at their upcoming meeting there would be a second reading of the Committees policy and the Student code of Conduct policy which now includes professional standards for clinical or internship experience. She added that they will also be considering revisions to the procedures for the Sabbatical policy and discussions will continue about revisions to the Senate bylaws to provide for equalized membership of faculty and staff. She mentioned that the ad hoc committee that was assigned to revise the bylaws has developed a good draft that has been reviewed by both Faculty and Staff Assemblies.

She continued her report by summarizing two meetings she held recently regarding the Instructor Initiated Withdrawal policy. She reported that she met on November 8 with the Senate Executive Committee and it was agreed that Senate had completed a thorough process for redrafting the policy and procedure; considering three different proposals last year and ultimately recommending that the board suspend the policy last spring until it could be revised. She added that all constituent groups were involved throughout the revision process and the college attorney had reviewed it and provided input.

She then reported that a meeting was held on November 10 that involved the four constituent group leaders in which they discussed their views, and although faculty supports the policy and ASNIC remains opposed to it, there was general agreement to recommend the policy be approved by the board for a test period beginning next semester. Chair Olson-
Horswill commented that at this meeting, she assured ASNIC that discussions would be reopened next school year and the policy would be re-evaluated then taking into consideration information received from this spring semester and input from all constituent groups to determine its impact and its long term future.

She stated that students need to be made aware of the provisions of the policy and their continuing right to withdraw themselves from class and she continued to say that faculty need to be made aware of the revised definitions in the policy and its more extensive procedures in the event an instructor wants to apply the policy for academic reasons; the policy does not cover withdrawal for behavioral issues.

She concluded by commenting on a recent editorial in the Sentinel newspaper regarding their support of the revised policy.

Trustee Armon asked for clarification on the evaluation process for the policy if it is instituted. Chair Olson-Horswill responded that Senate would be responsible for evaluating information from the registrar's office regarding the number of withdrawals that are actually made by faculty under the provisions of the policy, getting feedback from faculty on whether the process works for them, and getting student feedback about the process.

**Faculty Assembly**
Chair Pat Lippert reported that during the last Faculty Assembly meeting, he queried the Assembly once more regarding the Instructor Initiated Withdrawal policy and found that Faculty remains in support of the policy, in general, because it provides a process for dealing with student nonattendance or nonparticipation when student attendance and participation are deemed necessary for completion of the course. He continued by stating that Faculty recognizes and approves of the new procedures seeing them as essential to the legality and preservation of students’ rights. He also commented that Faculty understands that if the policy is passed that it will be for a trial period and agree to make whatever improvements are necessary or consider rescinding the policy if that is the outcome of the evaluation next fall.

**Staff Assembly**
Chair Heather Erikson reported that the committee organizing Employee Day (formerly Professional Development Day) has established a final schedule which includes opportunities for professional and personal development and the flexibility for departments to use this time as they feel necessary. Feedback will be gathered from participants in order to expand offerings and secure more resources for future years.

She then reported that Staff Assembly is teaming with ASNIC for their St. ASNIC Christmas giving program and will be collecting food and turkeys for participating families.

She commented that the Instructor Initiated Withdrawal policy does affect staff, most notably those in Student Services, but Staff Assembly has deferred judgment to those most impacted by its passage – faculty and students.
ASNIC President Jack Vanderlinden read resolution passed recently by the ASNIC Board regarding the Instructor Initiated Withdrawal policy:

“After much consideration and debate of the Instructor Initiated Withdrawal Policy Procedure #5.04.02, ASNIC stands firm in its opposition against it. ASNIC finds the bottom line philosophy of this policy to violate the rights of students that they deserve for paying tuition. We, ASNIC, also believe that this policy is not necessary in order to fulfill the mission statement of North Idaho College. We will continue to speak out against this policy as we see no realistic compromise.”

President Vanderlinden commented that although ASNIC does not support the policy, if it is passed, they believe evaluation and reconsideration by the College Senate after a trial run is a must. He continued by stating that the Sentinel does not represent a majority of any constituent group and he is not aware of them consulting any student for an opinion before writing their recent editorial.

He continued to report that ASNIC had a successful open house last month and they reached their target attendance of 100 students and he reported on the upcoming St. ASNIC Christmas event. He stated that the ASNIC office is undergoing some renovations and their newly purchased recycle bins are on the way.

OLD BUSINESS
Revised Instructor Initiated Withdrawals Policy #5.04.02
Dr. Bell addressed concerns made by students that this policy would be used in cases of disruptive behavior by students. She commented that disruptive behavior is specifically excluded from this policy and that there is a different policy already in place that addresses how the institution deals with student disciplinary issues. She continued by stating that this policy has had legal review and gone through an exhaustive rewrite process utilizing NIC’s participatory governance model. She continued that the policy proposal is much more focused on participation and attendance than the version that was suspended in the spring and it also assures that a student continues his property rights in the course until the entire process has been concluded. She reminded the board that the suspension of the current policy ends at the conclusion of the fall semester, so if they do not pass the revised policy, in December they will either have to pass it, permanently rescind the existing policy or extend the suspension of the existing policy.

Trustee Armon commented that he agreed with ASNIC as he believes in student rights, and he asked for circumstances that would make it difficult for a person attending a class to continue to learn on an equal basis. Pat Lippert responded that he feels the policy is meant primarily for those classes where participation is endemic to successful learning and classes consisting of small table teams or work partners in which a particular student’s lack of attendance may disrupt the others’ ability to learn. Trustee Armon asked how those situations are handled currently and Mr. Lippert responded that in his classes, he and the student work it out between themselves and a withdrawal is typically decided upon mutually.
Laurie Olson-Horswill responded that typically faculty will make great attempts to contact students who are not attending before withdrawing them and she continued by stating that if a student is withdrawn he will receive a “W” on his transcript which does not affect his grade point average the way a failing grade does.

Dr. Bell added that a “W” on a student’s transcript may be punitive to a student, particularly in cases where Veterans Affairs is concerned because the VA can require the student to complete a certain number of credits in order to be eligible for the funding they are providing the student to attend school. She added that withdrawals must also be monitored by the financial aid office in order to comply with the return of Title IV funds for those students who do not complete a course.

Trustee Armon commended the constituent leaders for their efforts in the process and commented that he will vote to approve the policy because the board needs to ensure there is something legal on the books so the school is protected and because of the compromise and agreement to ensure it is reviewed next fall.

Motion: 11-18-09 65: Trustee Williams moved to accept the Instructor Initiated Withdrawal policy #5.04.02 with the provision that it is reviewed after one semester. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

NEW BUSINESS

Election of Officers

Chair Wood commented that each year at this time the board elects its officers for the coming year. She thanked the board for the opportunity to have served as chair for the past year and she expressed her appreciation for Trustee Meyer’s role as secretary.

Motion: 11-18-09 66: Trustee Williams moved to retain the officers that are now serving in their present positions on the board of trustees for the next year. The motion, seconded by Trustee Vieselmeyer, carried unanimously.

Legislative Agenda

Vice President John Martin reviewed the legislative agenda prepared by the Legislative Committee for the upcoming legislative session. He stated that the agenda had been reviewed by Dr. Bell and President’s Cabinet. The agenda includes critical building needs for Trades and Industry programs, expansion of the Meyer Health & Science Building and a joint use building for NIC, University of Idaho and Lewis-Clark State College for FY12, and a reallocation of funding for the POST Academy on the NIC campus.

Trustee Wood asked if University of Idaho and Lewis-Clark State College had both agreed on the funding request for the joint use facility. Dr. Bell responded that all three schools had agreed that this request was a priority for FY12.

VP Martin reported that the agenda also includes funding requests for a Physical Therapist Assistant Program that would be a consortium of the College of Southern Idaho and the College of Western Idaho with NIC taking the lead, as well as a request for the state to fully
fund Promise B and Opportunity Scholarships providing financial aid for students. Chair Wood asked that the wording be changed in the financial aid item to specify the amount NIC is recommending the state continue to fund.

VP Martin added that the agenda requests continued legislative support for the state’s allocations for Professional Technical Education to ensure funding remains high enough to maintain federal matching funds. He concluded the review with a reminder to the legislature that NIC continues to seek additional resources to attract and retain quality employees.

Dr. Bell restated her commitment to NIC faculty and staff that the administration will do everything possible to prepare a budget that includes compensation increases. She added that she feels it critical for the college to attract and retain quality faculty and staff who have continued to work hard to meet student demands and this item in the legislative agenda is a reminder to the legislature that this is a critical point for NIC.

Trustee Vieselmeyer commented that he attended both POST Academy graduation ceremonies and he feels the graduates of our program will serve the state well.

**Motion: 11-18-09 66:** Trustee Armon moved to approve the Legislative Agenda for 2009-10 with changes as noted. The motion, seconded by Trustee Williams, carried unanimously.

**INFORMATION ITEMS**

**Kootenai Technical Education Campus (KTEC):**
Trustee Vieselmeyer reported on activities from the November 13 meeting of KTEC including news that the infrastructure grant had been reviewed and clarifications about NIC’s role were made. He added that NIC’s purchase of the Meyer property was discussed, and that Kootenai Perspectives will develop marketing materials utilizing the KTEC logo adopted by the group earlier in the year. He continued to report that the fundraising committee reported that they will have 50% of the funds by the end of 2009 for the portion of the property being purchased by the school districts and they plan to have the remaining funds by April 2010 in order to run a levy in August 2010. He stated that the Architecture Committee reports that there are several architects looking at the proposed building and a decision on a firm will be made in the near future. He added that the Program Committee is proposing that students and parents be surveyed to determine what programs are most in demand that can be provided through KTEC, and John Goedde suggested that the committee confer with the department of labor to determine the best programs to provide. He concluded by saying that Freeman Duncan submitted to the group, a draft of the legal documents for the foundation’s incorporation.

Chair Wood commented that she had the opportunity to sit on the interview panel for the Coeur d’Alene Chamber’s new chief executive and she found that one of the two candidates was involved in the capital campaign for the COSSA facility in southern Idaho and would be able to provide his experience to the KTEC project.

**Education Corridor**
Dr. Bell reported that monthly meetings continue with the Mayor and stakeholders and during a recent meet that she and Trustee Armon attended, discussion focused on road
placement and a conceptual layout for roads through the mill site opening up ingress and egress to the college through at least two more access points. She reported that there seemed to be some general consensus that this is a feasible roadmap and they will continue to work with city engineering and Gordon Dobler to get a consensus on the placement of roads so a request can be made to LCDC for funding.

REPORTS
College President
Dr. Bell reminded the board that she is working with the presidents of the College of Southern Idaho and the College of Western Idaho to bring the boards of the three colleges together in Coeur d’Alene on January 8. She added that she is also talking with Bert Glandon of CWI on a joint board activity during JFAC week in Boise.

Dr. Bell continued by reporting that she and members of President’s Cabinet would be traveling to the Bonners Ferry and Ponderay Outreach Centers the next day and during those visits she would also meet with the CEOs of the two area hospitals.

She concluded by mentioning a few items for trustees calendars.

Board Chair
Chair Wood asked trustees about their availability to attend the upcoming legislative send off luncheon hosted by the Post Falls and Coeur d’Alene Chambers. Several trustees responded they would be available to attend.

REMARKS FOR THE GOOD OF THE ORDER
None.

ADJOURNMENT
At 7:40 p.m. Chair Wood adjourned the meeting.

------------------------------------------------------------------------
Board of Trustees Chair                               Board of Trustees Secretary

8
Call to Order and Verification of Quorum
Board Chair Christie Wood called the meeting to order at 6:35 p.m. and verified that a quorum of the board was present.

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

Executive Session
Following call of the meeting to order, motion was made by Trustee Williams, seconded by Trustee Armon, to go into executive session under Idaho Code § 67-2345(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. Roll call vote was taken as follows:

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

At 8:10 p.m., a motion was made to return to open session by Trustee Armon, seconded by Trustee Vieselmeyer. Unanimously approved. Chair Wood adjourned the meeting.

---

Board of Trustees Chair  Board of Trustees Secretary
SUBJECT
Prairie Property Acquisition

BACKGROUND
As was reported and discussed during previous board meetings, the Meyer family gave North Idaho College an option to purchase certain property on the Rathdrum Prairie. That option was exercised in November and applied to 40 acres. The potential use of this property is for trade and industry training and education in coordination with high schools and area manufacturers. The amount necessary to purchase the property was already included in the current year’s budget.

DISCUSSION
The attorneys have prepared a Purchase and Sale Agreement to acquire the property. Because the property may not be developed for some time, it may be prudent for the college to lease the property for farming. The Meyer family is interested in such an arrangement. Any such farm lease would be consistent with other farm leases in the area and would be reviewed annually. While the intent is to use the property for educational purposes, the Meyer family has asked for a first right of refusal in the event the greater site is not developed and the college decides to sell the property. The right of first refusal is limited to the first ten years and will expire after that time. Allowing the Meyer family a right of first refusal does not impair the college’s ability to use and develop the property and does not limit the college’s ability to sell the property if necessary. The Meyer family is interested in closing the transaction before the end of December and there does not appear to be any reason to delay this closing. Individual representatives of the college should be authorized to execute the Purchase and Sale Agreement, and any other documents necessary to close this purchase. Consistent with past practices, we are requesting that if the board approves the Resolution, the College President and Board Chair will be authorized to sign the necessary documents.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
The purchase of the property is estimated to have a financial impact of $900,000. Monies to acquire this property are already included in the budget.

REQUESTED BOARD ACTION
The board is requested to consider and approve a resolution authorizing the College President and Board Chair to execute the documents necessary to complete this transaction.

Prepared by
Marc A. Lyons
North Idaho College Attorney
RESOLUTION NO. 2009-03

A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH IDAHO COLLEGE, KOOTENAI COUNTY, IDAHO, AUTHORIZING THE PURCHASE OF CERTAIN PROPERTY REFERRED TO AS THE PRAIRIE PROPERTY.

NORTH IDAHO COLLEGE
Kootenai County, Idaho

WHEREAS, North Idaho College, a community college district organized pursuant to the laws of the State of Idaho (the “College”), by and through its Board of Trustees, has the legal authority to acquire real property to further the educational mission of the College;

WHEREAS, the College previously acquired an option to purchase certain property (identified in Exhibit A attached hereto and otherwise referenced as the “Prairie Property”) on the Rathdrum Prairie from the Meyer Family and previously gave notice to the Meyer Family of the College’s intent to exercise said option;

WHEREAS, the College has already budgeted all funds necessary to purchase and acquire the Prairie Property; and

WHEREAS, the College by and through its Board of Trustees, has determined that it is in the best interests of the students, residents and taxpayers of Kootenai County to purchase the above-identified Prairie Property from the Meyer Family for potential expansion of College programs related to technical training;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NORTH IDAHO COLLEGE, Kootenai County, Idaho, as follows:

The Chair of the Board of Trustees and the President of the College are hereby authorized to execute the Purchase and Sale Agreement and all other related documents necessary to complete the purchase of the Prairie Property for the College.

This Resolution shall be in full force and effect immediately upon adoption.

PASSED AND ADOPTED by the Board of Trustees of North Idaho College, Kootenai County, Idaho, this 16th day of December, 2009.

NORTH IDAHO COLLEGE

ATTEST:

_______________________________
Christie Wood, Chair
Board of Trustees

_______________________________
Judy Meyer, Secretary
THE WEST 967.13 FEET OF THE NORTHEAST QUARTER OF SECTION 7, TOWNSHIP 51 NORTH, RANGE 4 WEST, BOISE MERIDIAN, KOOTENAI COUNTY, IDAHO;

EXCEPT THE SOUTH 803.65 FEET THEREOF;

ALSO EXCEPT ANY PORTION LYING WITHIN THE RIGHT OF WAY OF LANCASTER ROAD, THE SOUTH LINE OF SAID RIGHT OF WAY BEING 25 FEET FROM THE NORTH LINE OF SAID NORTHEAST QUARTER.
SUBJECT
719 Military Drive

BACKGROUND
In 2005, the North Idaho College Foundation purchased certain property at 719 Military Drive, Coeur d’Alene. The Foundation secured a loan obligating only the Foundation and the property was leased to the college for its use. The lease agreement contemplated that if the Foundation’s debt was ever repaid, the Foundation would gift the property to the college.

DISCUSSION
The indebtedness incurred by the Foundation has been repaid and the Foundation is gifting the property to the college subject to the college’s acceptance of the property. The property is free of encumbrances and can be transferred to the college at this time. We are requesting a motion authorizing acceptance of the gift of this property to the college.

COMMITTEE ACTION
No committee action is necessary.

FINANCIAL IMPACT
The transaction does not have any direct financial impact other than to increase the value of the assets of the college. As owner of the property, the college will be responsible for typical costs associated with maintenance and ownership of real property.

REQUESTED BOARD ACTION
The board is requested to consider and approve a motion accepting the Foundation’s gift of the 719 Military Drive property and to authorize the College President and Board Chair to execute any documents necessary to complete this transaction.

Prepared by
Marc A. Lyons
North Idaho College Attorney
SUBJECT
First Reading: Student Services Policy #5.06 updated regarding Code of Conduct

BACKGROUND
This fall it was determined that the Code of Conduct policy fell short of covering a vital area of behavior management. The Code covers general behavior of students and the code covers academic integrity. The Code previously did not cover expectations set forth for students engaging in clinical work, practicums, or internships.

The Code was revised to reflect this omission. The discussion section below outlines the importance of this additional section.

DISCUSSION
Many NIC students engage in academic activities off campus. With these activities come certain behavioral expectations set forth by the profession they are studying and expectations of NIC’s partners. As an example, nursing students engaging in clinical work at the hospital and are expected to follow the standards set forth by the hospital and the practice standards of the nursing profession. Should a student fail to meet these standards, NIC has no recourse. Likewise, if a student feels they are falsely accused, they have no formal appeal process. The standards set by these external agencies and their respective professional standards may be stricter than NIC’s Code, or may cover different expectations.

As revised, the Code now informs students that they will be held responsible for expectations set forth by these agencies and their professional standards. These are approved by the student’s NIC instructor and presented to the student before the off-campus engagement.

Should a student fail to follow these standards, they will be afforded due process and appropriate sanctions as outlined by the NIC code.

COMMITTEE ACTION
The attached policy has been reviewed and approved by the College Senate, the Dean of Students’ Office and the president.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
As this is a first reading, no action is required at this time.

Prepared by
Eric W. Murray, Ph.D.
Vice President for Student Services
NIC shall maintain a Student Code of Conduct that specifically addresses prohibited behavior and assures due process for alleged violations. The Code of Conduct shall make clear possible sanctions for such actions. This document is a codification of disciplinary regulations enacted to govern the conduct of students on campus or at authorized NIC activities on or off the campus.

Acts in violation of federal, state, or municipal statutes come under violation of this code. In such cases, findings of fact in the civil process shall not be re-determined by the NIC Judicial Board. Though the student is subject to both civil law and NIC regulations, the NIC Judicial Board accepts jurisdiction when the student behavior in question affects the operation or performance of NIC. Claiming ignorance of the contents of this code will not exonerate a student charged with a violation. In special circumstances, NIC may apply this code to student behavior occurring off-campus when such behavior endangers the welfare of other members of the campus community.

Prohibited behaviors shall typically fall into categories as outlined below and covered in other NIC policies and procedures that are referred to in the procedures accompanying this policy but that may include behaviors not otherwise listed:

- Academic Integrity
• Physical Abuse, Sexual Offenses, Hazing, or Harassment
• Campus Disorders & Disruption
• Physical Safety and Welfare
• Computer Misuse, Abuse
• Weapons
• Discrimination
• Drugs and Alcohol
• Aiding, Solicitation, and Attempt
• Students Living on Campus
• Professional standards for clinical or internship experiences

The NIC Judicial Board shall be responsible for hearing appeals by students of their culpability and/or assigned sanctions. Students shall follow the process for appeals as stated in the procedures for this policy.

The Judicial Board shall be made up of equal representation from the staff, faculty, and students with three representatives each. The VPSS shall be responsible for training and administratively assisting the board.

NIC endorses a range of sanctions as determined by the VPSS and/or the Judicial Board, including, but not limited to:

• educational opportunities;
• counseling;
• assessment for drug, alcohol, or other psychological disorder;
• warning;
• fees or restitution;
• community service;
• disqualification from activity, class, or specific privilege;
• disciplinary probation;
• special sanctions deemed appropriate and reasonable;
• interim suspension;
• suspension;
• expulsion.

Sanctions must be applied in a manner that protects the institution while in some cases allowing the violators of the code to learn from their behavior. Idaho Code, (Sections 33-3715 and 33-3716) recognizes unlawful campus disorders across the nation that are disruptive of the educational process and threaten health, safety, and property. The Code further states that higher education institutions may establish “standards of conduct, scholastic and behavioral, reasonably relevant to their lawful missions, process, and function,” and may “invoke appropriate discipline for violations of such standards.”
SUBJECT
Head Start Update

BACKGROUND
This is an annual report given to the board by the director of Head Start, Ms. Beth Ann Fuller. North Idaho College is the umbrella agency for Head Start in the five northern counties of Idaho.

DISCUSSION
Because 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 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 electing Policy Council members
Attachment E: Personnel Policies
Attachment F: Job Descriptions

Additional items will require board action in March, 2010 and include the annual Health and Human Services operations grant which includes the annual budget, and the Program Improvement Plan resulting for the Annual Self Assessment.

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start
North Idaho College Head Start – Service Plans
Component

North Idaho College
Head Start
# Service Plans
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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

---

**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

---

**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

---

**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
**Early Childhood Development Service Plans**

**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

---

**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

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

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

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)

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

---

**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

---

**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

---

**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

**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

**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

**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

**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

---

**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

---

**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

---

**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

**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

**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

**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
SECTION 5

HEALTH & SAFETY
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

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

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

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

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**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
- **Procedure:** PDM/115.a, PDM/115, PDM/116, PDM/116-A, PDM/118, PDM/119

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**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

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**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/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, PDM/148.a, PDM/148, PDM/149.a, 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>20</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>
<tr>
<td>7. Homelessness</td>
<td>10</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 “PROMIS 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 PROMIS 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 PROMIS 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 __4/24/09__
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 Program Resources and Outcomes Management Information System (PROMIS). 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 PROMIS Prioritization Report, for the area it serves.

C. Using the PROMIS 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 (PROMIS).

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  4/24/09
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. 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 operations and monitoring system 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.

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<tr>
<td>Center C</td>
<td>0-30</td>
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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.
   a. 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.
   b. 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 or alternates of Policy Council must be present to constitute a quorum for regular meetings or special meetings to transact business, no less than 51% must be parents.
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 or Center Assistant 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 representative’s/alternate’s Center Principal, within three (3) business days, to discuss continuation of services as a Policy Council member. By the second meeting following the absences 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 members in attendance 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 October meeting. Term of office begins at the November 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 receive Staff Development Committee report for general business and will serve 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 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 members in attendance 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 members in attendance 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 members in attendance 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 members in attendance 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 November to October.
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 members in attendance at the Policy Council meeting.

ARTICLE V Committees
Section I Personnel Committee
1. Refer to Personnel Policies Section 3.03 hiring of staff.
2. This committee shall consist of at least three (3) Policy Council representatives including the Chair and other members as stated in the Personnel Policies (3.03).

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

Section V Bylaws Committee
1. Consist of Policy Council Vice-Chair and at least three (3) 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 at least three (3) Policy Council representatives.
2. This committee meets at least quarterly and 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.
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 timeline.
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:
   a. Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict,
      between the private interests and official responsibilities of a Policy Council
      Representative.

Procedures:
Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy
Council in all conflicts of interest, including but not limited to the following:
   a. A Policy Council Representative is related to a staff member by blood, marriage or
domestic partnership.
   b. A Policy Council Representative stands to benefit from an NICHS transaction receives
      payment from NICHS for any subcontract, goods, or services other than reimbursement
      for reasonable expenses incurred as provided in the bylaws and NICHS policy.
   c. A Policy Council Representative who is formally considering employment with NICHS
      must notify the Policy Council Chair (or Vice chair if it is the chair) and will not participate
      on the hiring committee nor as a voting member during the 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 __10/23/09__

North Idaho College Board of Trustees Approval ________________
## Personnel Policies
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<td>23</td>
</tr>
</tbody>
</table>
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. Individuals seeking accommodation or who have questions or complaints should contact NIC’s Human Resources Department for assistance.

1.02 Equal Opportunity Employment

North Idaho College Head Start is an equal opportunity employer. It is our policy to prohibit and eliminate discrimination on grounds of race, color, national origin, religion, sex, age, disability, veteran status, or any other protected class status pursuant to Titles VI and VII of the Civil Rights Act of 1964 and all other related state and federal laws. We are committed to providing an environment free from unlawful discrimination.

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 workforce (administration, faculty, staff, and students) on an equal and impartial basis regardless of race, religion, color, national origin, age, disability status, gender, or any other protected class status.

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.
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.

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 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.

B. The Program Specialist: Facilities/HR, Director, and Human Resources 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 Program Specialist: Facilities/HR 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. 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 Hiring Process

A. 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 will be determined by the Head Start Director and/or follow standard procedures. Typically, an interview committee consists of no fewer than three 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.

C. The Interview Committee interviews applicants, qualified after screening, and recommends an appropriate number of candidates, depending on qualifications, to the Director for final selection.

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 underfilling 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 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.
3.03 Interview and Moving Expenses – Reimbursement to Applicants

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

3.04 Initial Appointment/ New Appointment/ Initial Probation

A. North Idaho College Head Start Central Office notifies all rejected finalist applicants of the final decision by mail following the decision. North Idaho College Head Start Central Office notifies all rejected applicants following screening or initial 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 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 medical file maintained at the North Idaho College Human Resources Office. 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.


3.05.01 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 3.04

3.10 Special Probation - See Section 3.13 # 3

3.11 Maintenance of Individual Personnel Records

The Program Specialist: Facilities/HR establishes a confidential personnel 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 Program Specialist: Facilities/HR 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. All medical related information is maintained at the North Idaho College Human Resources Office in a separate, individual medical personnel file.

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 status updates and clearance letter

Section 8:

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

Individual Employee Medical File contents (maintained at NIC Human Resources Office:  
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 may result 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.
3.12 Resignations, Reduction in Work Force

A. Resignations

An employee seeking to resign must submit a Letter of Resignation to the Director. For exempt, professional staff this should 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 letter 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. Employees will be provided as much notice as possible should it become necessary to engage a reduction in work for one or more individual(s).

3.12.01 Dismissals & Suspensions & Demotion

Dismissal means termination of the employment agreement. 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. 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 negligent performance of duties jeopardizes the safety of North Idaho College Head Start children, parents, employees or property, including, but not limited to, examples 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 or 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 is given to the employee. 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 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. 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.

   iv. 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.

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 (up to and including 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 NIC Human Resources. Within thirty (30) days of receiving the notice
   of appeal, NIC Human Resources in conjunction with the Head Start Director and Policy
   Council Personnel Committee shall conduct a review of the dismissal. 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.

4.02 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. 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.

4.03 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.

B. 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. Any employee who feels that he/she is subject to sexual harassment, either directly or indirectly via a hostile work environment, should contact the Director of Human Resources immediately to lodge a complaint. The complaint will be evaluated and appropriate action initiated with a timely manner.
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 may lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop sexual harassment.

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

4.04 Sexual Harassment Complaints Procedures

If you believe sexual harassment has occurred, contact your supervisor, the Director, or Human Resources immediately.

4.05 Malicious Harassment

A. Malicious harassment, 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, veteran status, or any other protected class. 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.

B. Any employee who feels that he/she is subject to malicious harassment, either directly or indirectly via a hostile work environment, should contact the Director of Human Resources immediately to lodge a complaint. The complaint will be evaluated and appropriate action initiated with a timely manner.

C. Violation of this policy may lead to disciplinary action which is appropriate to the circumstances and which addresses the goal of prompt and effective action to stop the harassment.

5.00 Employment Agreements

A. All employees receive an employment agreement: Professional Staff – exempt status; Classified Staff – non-exempt status.

1. All benefit eligible professional and classified staff are issued employment agreements 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 employment agreements prepared by the North Idaho College Human Resources Office within 30 days of the program receiving the Federal Grant award letter.

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

C. 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.

D. 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.

E. 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.

F. 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 interfere 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 grantees.

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. Such action is initiated by the Director or designee; 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 Procedure

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.

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 NIC Human Resources Department.

   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 alleged discrimination and the complainant’s desired resolution of the incident.
3. Human Resources shall conduct a timely and thorough investigation to resolve all matters.

Procedure

Step 1.
The employee should 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.

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.

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 Review

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

The supervisor completes a performance review 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 reviews 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. 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 as per North Idaho College benefits program. 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.

B. Life Insurance and Disability Insurance.

1. Life insurance is offered to staff and their dependents.

2. Long-term disability is provided on the same policy as life insurance.

C. 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).

D. To access a complete list of insurance benefits go to www.nic.edu – click on Faculty and Staff (left side of page), then Human Resources to check benefits.

E. Educational Benefits: To access a complete list of educational benefits go to www.nic.edu – click on Faculty and Staff (left side of page), then Human Resources to check benefits.

F. 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. Discount membership fee at COSTCO for all employees.

3. 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.

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

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.

J. In the event of a death in an employee’s immediate family an employee may take up to 5 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 and Military Leave – follow NIC’s policy.

B. 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.

C. 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.

D. 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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$ 8.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$10.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$16.00</td>
</tr>
</tbody>
</table>
   | 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.

### 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 Program Specialist: Facilities/HR submits hourly payroll to the NIC 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 user 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: 

Board of Trustees Approval: 

Job Descriptions
Component

Program Year 2009-2010
# Job Descriptions and Duties Component
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**POLICY COUNCIL APPROVAL**

**BOARD OF TRUSTEES APPROVAL**
Job Description

Position Title: Area Principal
Employment Type: Employment Agreement
  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 Agreement 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: Center Assistant
Employment Type: Employment Agreement
    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 Agreement and Statement of Agreement and complete fingerprinting and background check.

**Qualifications/Education:**

**Level I:** High School Diploma or equivalent

**Level II:** 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
Job Description

Position Title: Center Assistant - Harding Center
Employment Type: Employment Agreement
Length: July 1 through June 30
Weeks 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 Agreement 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
Job Description

Position Title: Classroom Assistant
Employment Type: Employment Agreement
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 Agreement and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
   Level I: 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.
Job Description

Position Title: Classroom Team Leader

Employment Type: Employment Agreement
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 Agreement and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:
Level 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

Level 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

Level III:
• A Masters degree in Early Childhood Education, Family Studies, Early Childhood Special Education, or Child Development, OR
• A Masters 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.
Job Description

Position Title: Cook/Nutrition Educator
Employment Type: Employment Agreement
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 (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 sanitation 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 Agreement and Statement of Agreement and complete fingerprinting and background check.
- Obtain and maintain current a Health & Welfare Food Handler Card within 7 days of employment via the Idaho Health and Welfare Food Protection Program website.

**Required Qualifications/Education:**

**Level I:**
- High School Diploma or GED
- Complete the Hepatitis A vaccination.
- One year experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Complete ONE of the following courses: Serve It Safe, Healthy Edge, or HACCP.

**Level II:**
- Completion of Level One requirements, PLUS
- Three years experience in food handling and food preparation for groups, with preference given to Head Start experience.
- Complete TWO of the following courses: Serve It Safe, Healthy Edge, HACCP, or an equivalent State of Idaho Department of Education Class.
- Certification by the School Nutrition Association – Level 1.

**Level III:**
- Completion of Level Two requirements, PLUS
Five years experience in food handling and food preparation for groups, with preference given to Head Start experience.
Certification by the School Nutrition Association – Level 2.
Complete THREE of the following courses: Serve It Safe, Healthy Edge, HACCP, Gold Standard Meals, or an equivalent State of Idaho Department of Education Class.

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: Employment Agreement
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

**Responsible 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

**Responsible for documenting/maintaining the following records:**
- Community Assessment
- Self Assessment
- Overseeing maintenance of all program records

**Responsible 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 Agreement 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:** Employment Agreement  
**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:**
9. Assist in maintaining a safe, clean, healthy learning environment.
10. With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
11. Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
12. Encourage family involvement within the program.
13. Support the development of relationships between children and their families.
14. Conduct classroom hours each week per center model.
15. Register with Idaho Stars
16. 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:**
6. Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
7. Plan work knowing that flexibility is required to meet the unique needs of Head Start.
8. Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
9. Perform other duties as assigned by Supervisor.
10. Meet terms of Employment Agreement and Statement of Agreement and complete fingerprinting and background check.

Qualifications/Education:

**Level I:** 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 Agreement and Statement of Agreement and complete fingerprinting and background check.

**Qualifications/Education:**
**Level I:** Associates degree in Social Services.

**Level II:** Bachelors degree in Social Services.

**Level 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 Description

Position Title: Information Systems Technician
Employment Type: Employment Agreement
    Length: July 1 through June 30
    Weeks 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 Agreement 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.
Job Description

Position Title: Janitor
Employment Type: Employment Agreement
   Length: July 1 through June 30
   Weeks and hours established by center model
   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 Agreement 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: Employment Agreement
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:**

2. Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
3. Plan work knowing that flexibility is required to meet the unique needs of Head Start.
4. Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
5. Perform other duties as assigned by Supervisor.
6. Meet terms of Employment Agreement 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: Employment Agreement
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 Agreement 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: Employment Agreement
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 Agreement 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: Employment Agreement
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:
10. Consult with the Director in designing and developing operations, management and record keeping systems, with input from staff and parents.
11. 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.
12. 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.
13. Assist in the assessment of the professional development needs of staff and incorporate them into the Professional Development plan.
14. Provide learning opportunities and technical assistance consistent with program goals and in keeping with current best practices and Performance Standards.
15. Develop a Memorandum of Understanding for health consultant services with Panhandle Health District.
16. Develop, maintain, and disseminate physical health, dental, mental health, child abuse/ neglect and nutrition resources, research and literature.
17. Serve as content expert for the health/safety and nutrition including professional development and monitoring.
18. Participate in a lead role for the annual program self-assessment.
19. Support Area Principals in their efforts by providing mentoring and technical assistance to improve center operations and staff knowledge.
20. Formulate, interpret, implement, and guide the development of program operation, recording and management systems.
21. Develop interagency agreements as appropriate to secure services for children and families.
22. Assist in the coordination of Support Team and Administrative Team meetings in conjunction with the Director.
23. 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).
24. Oversee monitoring of CACFP intake records, menus and production records for CACFP and Performance Standards compliance.
25. Coordinate training and monitoring of cooks and centers for CACFP/USDA compliance.
26. 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.
27. Supervise Mental Health Consultant for professional services as outlined in the NICHS Mental Wellness Plan, and monitor mental health services.
28. Monitor the USDA and Mental Health services budgets with the Program Specialist: Finance.
29. Recruit and maintain a joint Early Head Start and Head Start Health Advisory Committee, and facilitate a minimum of two meetings per year.
30. Support Administrative Team in their efforts to mentor, develop and improve program center operations.
32. Serve as the Program’s Integrated Pest Management Coordinator.
33. 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:**

7. Attend mandatory in-service and professional development learning opportunities, which may require out-of-area travel.
8. Plan work knowing that flexibility is required to meet the unique needs of Head Start.
9. Represent North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.
10. Perform other duties as assigned by Supervisor.
11. Meet terms of Employment Agreement 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: HR/Facilities
Employment Type: Employment Agreement
    Length: July 1 through June 30
    FLSA Status: Exempt
Supervised By: Director

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 Agreement 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.
**Position Title:** Program Specialist: Information Systems/Fiscal  
**Employment Type:** Employment Agreement  
**Length:** July 1 through June 30  
**FLSA Status:** Exempt  
**Supervised By:** Director  
**Supervises:** Information Systems Technician, Receptionist/Accounting Clerk

**Position Summary:**  
Exercises independent judgment and discretion in the operation of the Information Systems/Financial portion of the program and

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:**
11. Provide the lead support for all Head Start data collection, Operations and Monitoring System, computer applications, and network configuration.  
12. Consult with variety of technical, professional and lay personnel regarding computer technology.  
13. Configure and install networked and remote computers and peripheral equipment.  
14. Administer industry standard software and updates.  
15. Identify resources to provide technical assistance consistent with strategic plan and industry standards.  
16. Create and maintain technology system log, operations documentation, and equipment records.  
17. Provide learning opportunities for staff in system access, e-mail access, other software use, and procedures.  
18. Troubleshoot and solve software, hardware, and communication systems problems.  
19. Execute backup and recovery strategy for networked and remote systems.  
20. Schedule and execute system database, Intranet and e-mail maintenance.  
22. Develop web page, brochures and various documents for program use.

**Finance:**
23. Evaluate and develop recommendations to increase cost-effectiveness.  
24. Create, analyze, and maintain spreadsheets and other tracking systems to prepare monthly budget.  
25. 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.
26. Provide monthly internal financial reports for all grants to the Director, Policy Council and other management personnel.
27. Design program budget, prepare GABI documentation for grant submission.
28. Implement and maintain purchase order system using internal forms and Datatel System.
29. Review all account payables (AP’s) for accuracy, submit payment requests, reconcile purchase orders, allocate costs, and complete budget reports.
30. Deposit account receivables (AR’s) including billing, rental income, grant funds and reconcile.
31. Assist Administrative Assistant in the fulfilling payroll requirements through North Idaho College Business Office and Human Resource Office.
32. Assist Administrative Assistant in the preparation of staff salary structure and initial staff contracts through North Idaho College Human Resources Office.
33. Ensure accurate and timely vendor payments and budget reporting following North Idaho College Business Office’s accounting procedure.
34. Prepare and distribute yearly in-kind amount schedule and monitor monthly in-kind reports.
35. Maintain all fiscal documentation required for yearly audit.
36. Maintain system for program equipment inventory.
37. Develop Policy Council, Principals, and Center Parent Groups capacities to understand budgets processes and requirements.
38. 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).
39. 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.
40. Assist in the assessment of the professional development needs of staff and incorporate them into the Professional Development plan.
41. Participate in program wide planning, goal setting, grant planning, budget development and provide input of staffing requirements for the program.
42. 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 Agreement 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/Accounting Clerk
Employment Type: Appointment
Length: July 1 through June 30
Weeks and hours determined by Central Office
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/Accounting Clerk is to perform reception and financial data entry 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 accounting data entry for Program Specialist-Finance.

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 Agreement 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.
• One year demonstrated accounting or bookkeeping experience.
• 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 a regular basis.
• Shared office space
SUBJECT
Budget Development Timeline for FY 10-11

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, 2010.

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; however this schedule is subject to change depending on legislative action.

COMMITTEE ACTION
Various groups are, or soon will 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 FY11, 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, potential new hires, 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 take into consideration, the financial condition of the state. Possible holdbacks for FY10 and FY11 must be taken into account for the budget development for FY11.

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:** June 24, 2009  
**Subject:** Budget Schedule

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 1, 2009</td>
<td>Lines Items Due to SBOE</td>
</tr>
<tr>
<td>June 12, 2009</td>
<td>Initial DPW Request for Capital and Maintenance &amp; Repair Due</td>
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<tr>
<td>July 1, 2009</td>
<td>Begin FY 11 Budget Request for MCO Items.</td>
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<tr>
<td>July 10, 2009</td>
<td>Final DPW Request for Capital and Maintenance &amp; Repair Due</td>
</tr>
<tr>
<td>August 1, 2009</td>
<td>Initial FY 2011 Budget Request Due to SBOE and DFM</td>
</tr>
<tr>
<td>August, 2009</td>
<td>SBOE Approves Final Budget Request to Submit to DFM</td>
</tr>
<tr>
<td>September 1, 2009</td>
<td>Final FY 2011 Budget Request Due to SBOE &amp; DFM</td>
</tr>
<tr>
<td>October 6, 2009</td>
<td>DPW Budget Hearings for Capital and Maintenance Request</td>
</tr>
<tr>
<td>December 1, 2009</td>
<td>Finalize Budget Calendar for FY 2012</td>
</tr>
<tr>
<td>January 5, 2010</td>
<td>DPW List Presented to Pres. Cab.</td>
</tr>
<tr>
<td>January 20, 2010</td>
<td>SBOE Line Items (Program Improvements) for SBOE Prepared</td>
</tr>
<tr>
<td>January 27, 2010</td>
<td>Board Material Mailed</td>
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<tr>
<td>February 2, 2010</td>
<td>Board of Trustees Meeting</td>
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<tr>
<td>February 16, 2010</td>
<td>Property Tax Estimates Presented</td>
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<td>Tax Increases/Rates Estimated</td>
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<td></td>
<td>Employee Benefits/Insurance &amp; Rate Changes</td>
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<tr>
<td></td>
<td>Personnel Requests Finalized and Sent to Meet &amp; Confer</td>
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<tr>
<td>Date</td>
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| February 23, 2010 | Tax Increases/Rates  
                                    Tuition and Fees Rates for Next Fiscal Year Discussed  
                                    Enrollment Estimates for Next Fiscal Year  
                                    Meet & Confer Recommendations Received by Pres. Cab |
| February 24, 2010 | Board of Trustees Meeting                                                                         |
| March 2, 2010   | Salary Changes Proposed  
                                    M & O Budgets Reviewed                               |
| March 9, 2010   | Present Requests for Plant Fund Budgets  
                                    Remodeling Requests  
                                    Capital Purchases  
                                    Initial Revenue Budgets Prepared  
                                    Balance Expenditure Budgets to Revenue              |
| March 15, 2010  | JFAC Budget Decision  
                                    Develop Budget Request Line Items for SBOE          |
| March 16, 2010  | Finalize Tuition and Fee (and Class Fees) Rates  
                                    Prepare First Reading of Budget for FY 10           |
| March 17, 2010  | Board Material Mailed                                                                            |
| March 24, 2010  | Board of Trustee Meeting (1st Reading of Budget including Tuition & Fees)                      |
| March 30, 2010  | Adjustments from Board decisions                                                                 |
| March 31, 2010  | VPs prepare Departmental Budgets                                                                 |
| April 6, 2010   | VPs Finish DPW and Line Item Requests to BOT and SBOE                                           |
| April 13, 2010  | 2nd Reading of Budget & Tuition & Fees Finalized                                                  |
| April 14, 2010  | Board Material Mailed                                                                            |
| April 21, 2010  | Board of Trustee Meeting-Tuition & Fees and FY11 Budget Approved                                 |
| May 5, 2010     | VPs send Departmental Budgets to Business Office and Reconciliation                             |
| May 26, 2010    | Board of Trustees Review DPW and Line Item Requests to SBOE                                      |