Dear Trustees,

It’s hard to believe that we’ve come to the end of fall semester already, but the snow is falling outside and students and faculty are winding up for finals week, so it must be so. We’ve had a busy first semester and an even busier month since we last met. I’ll bring you up to date on a few recent happenings as well as our monthly update to the strategic plan. Also, please take a few moments to review the most recent update to the 9-Point Agreement with the Coeur d’Alene Tribe that has been included in your board materials.

**NIC Strategic Plan**  
**Theme VI: Diversity and Human Rights**

**Goal 1:** Promote diversity and human rights, including respect for all elements of the college.

**Objective 1:** Develop a comprehensive employee diversity initiative focused on improving awareness and inclusion throughout the campus.

**Action Item 1:** Develop hiring practices and strategies that attract applicants who reflect global diversity. – Human Resources

**Status:** The college remains committed to promoting diversity among employees. Throughout the past several months, initiatives have been supported that encourage acceptance and tolerance among employees from all walks of life. A review of all hiring processes was recently completed to ensure legal compliance with all non-discrimination laws.

**Action Item 2:** Incorporate diversity awareness, inclusion and education in formal training provided to employees. – Human Resources

**Status:** The Management Institute and Leadership Academy both provided training and direction among attending managers and supervisors regarding employee relations, working through challenges, and managing to build and support a respectful and inclusive work environment. Ongoing management training will continue to support this approach.

**Action Item 3:** Update the college Affirmative Action Plan / Program to ensure legal compliance. – Human Resources

**Status:** Eighteen months ago, HR undertook an initiative to provide workplace diversity and harassment-prevention training among all employees and continue to provide this training to all new hires. This spring, HR will create an updated training segment to include not only harassment and discrimination, but also proactive ways to promote acceptance and diversity throughout the college environment. Additional pieces will include training on FERPA, HIPPA, and other laws relating to student and employee privacy, which helps to create a more accepting environment within which employees can thrive.

**Objective 2:** Explore international educational opportunities for students, faculty and staff.

**Action Item 1:** Develop Study Abroad resources. – VP for Student Services

**Status:** Action Item 1 has been combined with Action Item 2 with shared responsibility between the VPSS and the VP for Instruction.

**Action Item 2:** North Idaho College has joined Inland Northwest Consortium for Study Abroad (INCSA). Through involvement with this consortium, the college hopes to learn about
international faculty exchange options and international student exchange from other colleges within the region that already enjoy success in these areas.

**Status:** Ongoing

**Objective 3:** Promote cross-cultural understanding, diversity, and human rights in the curriculum.

**Action Item 1:** Identify themes that classes/curriculum should incorporate. VPI, division chairs, deans

**Status:** North Idaho College has identified and defined nine general education “abilities.” The abilities were established to define a curriculum framework that will guide students to “the development of individuals who are active, productive, and personally-fulfilled members of a highly diverse, ever-changing society.” Two of the abilities are (1) Historical, Cultural Environmental and Global Awareness, and (2) Social Responsibility/Citizenship. Courses passing through the college’s curriculum process are screened and eventually approved as having the qualities related to these abilities. Several courses have been identified in each of the two above abilities. Completed

**Objective 4:** Reflect NIC’s commitment to diversity and human rights in extra-curricular activities and events.

**Action Item 1:** Develop multi-cultural community guide. – Dean of Students

**Status:** The Dean of Students Office continues to work on this project. We are not identifying many resources for students, but we intend to still complete a guide, by March 31, 2011, with information on what services can be identified.

**Action Item 2:** Develop faculty/staff advising and support group for Spanish speaking students. – dean of students

**Status:** The dean and assistant dean of students met with Joyce Lider and Gini Hickman to determine their sense of need for a specialized group. No one has made any reference to a need for such a group. We did all agree to talk with Hispanic students to ask them and a focus group made of students that self ID as Hispanic/Latino will be created by March 1, 2011 to further assess the need for such a group and other factors that would improve their experience at NIC.

**Action Item 3:** Revisit recommendations from Diversity & Human Rights Steering Committee and prioritize for future implementation. VPSS & dean of students

**Status:** Alan Lamb and Linda Michal have met to discuss the new structure for the Diversity Steering Committee. Chairs for each of the subcommittees have been identified and there will be an initial meeting by February 15, 2011.

**Action Item 4:** Develop and maintain diversity training for faculty and staff. - VPSS & dean of students

**Status:** This is on hold until the Diversity Steering Committee meets early next semester.
Other news and events happening at NIC:

2011 All-USA/Coca-Cola/Guistwhite Scholarships
Two of the officers from NIC’s chapter of Phi Theta Kappa, Jessi Barbee and Samantha McGill, have been nominated for All-USA/Coca-Cola/Guistwhite Scholarships. These well-deserving applicants have excellent grades, have overcome personal challenges, have been very involved in volunteer community projects, and are active officers in PTK. They spent numerous hours discussing, writing and re-writing their applications for submission we’re very hopeful that we are going to have a good result!

Outgoing Calls from Campus
After years of false 911 calls caused by a “double touch” when campus callers dialed long distance by pressing 9 for an outside line then stuttering on the 1 digit, we were asked to research a change. Although we had contacted our service provider, Cisco, in the past and asked how our phone system could best be programmed, they told us it was fine. Recently, Don Murphy in IT tested and implemented the Star Solution which uses the star key on the touch pad to signal an outside line rather than using the 9 key. Through the cooperation of many on campus, we are converting this month to the Star Solution to obtain an outside line. Eventually, we will eliminate the 9 option which will end the false 911 calls that we have been experiencing for the last four years.

Spring 2011 Enrollment
Spring 2011 looks to be another record setting semester for North Idaho College. As of December 5, 2010, NIC Division Chairs have added 130 additional sections and over 2,000 additional classroom seats to accommodate our anticipated enrollment. Over 70 percent of all available classroom seats are currently occupied and with over five weeks to go before the start of the semester, it appears that Instruction is ready serve another record breaking semester.

<table>
<thead>
<tr>
<th></th>
<th>Spring 2010 as of 12/6/09</th>
<th>Spring 2011 as of 12/6/10</th>
<th>Percentage change</th>
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<tr>
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<tr>
<td>FTE</td>
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<table>
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<th></th>
<th>Spring 2010 (Final)</th>
<th>Spring 2011 as of 12/5/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of different courses</td>
<td>551</td>
<td>594</td>
</tr>
<tr>
<td>offered</td>
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</tr>
<tr>
<td>Number of sections offered</td>
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<td>Total number of class seats</td>
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<tr>
<td>Total number of seats taken</td>
<td>23,625</td>
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<td>70.5%</td>
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<tr>
<td>taken</td>
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<tr>
<td>Average class size</td>
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<td>15</td>
</tr>
<tr>
<td>Number of evening sections</td>
<td>115</td>
<td>128</td>
</tr>
</tbody>
</table>

Retirements Require Adjustments
The Office of Instruction is adjusting to two retirement announcements. Nils Rosdahl will retire after an award winning career as the faculty advisor for the college newspaper at the end of the 2010 Fall Semester. Division Chair Max Mendez chaired the search committee to find a replacement and Geoffrey Carr of Statesboro, Georgia, was selected to serve in that important role. He brings with him a great excitement for teaching and expertise in the latest technology related to the field of journalism.

Also retiring is Dual Credit Coordinator Steve Casey. After a career with the Coeur d’Alene School District and then leading the NIC WINGS Program to new standards of ever-increasing enrollment, Steve will retire to spend more time with his family. The Office of Instruction is
currently seeking input on the future of its Dual Credit operation and how we will replace an employee that has a great record of success.

**I-BEST Receives Funding**
When NIC held its first I-BEST session in fall 2010, it was done on the fly and with little financial support. The program is designed to assist adult basic education students through professional–technical programs. Through the work of Mike Mires and Sara Fladeland, NIC's I-BEST program now has the funding necessary to expand the program, provide the needed staff to monitor the students and the learning outcomes, and the equipment and supplies necessary to keep the offerings current with the job market. Mike and Sara wrote an Albertson Foundation grant application that was granted initial approval, and that allowed for additional clarification. After the additional work was done, Albertson increased the actual grant award to a total of $552,000. This funding will allow NIC to expand the program to include training in four areas; Machining, Certified Nursing Assistance, computer applications, and Welding. NIC’s new version of I-BEST will be rolled out in fall 2011.

**Accreditation Update**
North Idaho College is aggressively moving forward on the new NWCCU accreditation requirements. Karen Ruppel and the accreditation executive committee have been working on the draft of the Year One Report due in March 2011. This report will be shared with the college’s Management Team in December and the final draft report will be shared with the board in January (with an opportunity for further editing). The Year One Report focuses on the college’s mission and core themes of Student Success, Instructional Excellence and Community Engagement. Each theme carries specific goals, objectives and performance indicators

**Foundation/Development Department**
The NIC Alumni Association recognized the 2010 Alumni Award recipients at the NIC Foundation Scholarship Celebration on November 18, 2010. Recipients of the awards included Alumni of the Year, Don Pischner, and Distinguished Alumni Achievement recipient and Honorary Alumna, Rhena Cooper.

NIC Foundation hosted the Donor & Friends Social on Monday, December 6 for major donors, volunteers and friends. A grand time was had by all at Barrel Room No. 6 in Coeur d’Alene.

Please plan to join us as we celebrate the announcement of Foundation Grant recipients Monday, December 13, 2010 at 11:00 a.m. in Driftwood Bay Room of the Edminster Student Union. Thanks to generous donations by the employees and community at large this year, the Foundation will distribute $55,000 for greatest needs at NIC.

**Reception for Legislators**
I’m delighted to report that the annual legislator send off event hosted by the college’s Legislative Committee on Tuesday, December 7 was a great success. This year’s event continued our new format of a more informal reception. It was, once again, 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. Ten north Idaho legislators, including three of the four newly elected members, attended and each had very positive comments about the event. Many thanks to all the board members for attending.
Meetings
The following is an overview of meetings and events that I attended over the past month:

Nov 18
- Attend Student Services all staff meeting
- Address NIC’s Leadership Academy
- Participate in a higher education panel hosted by Leadership Coeur d’Alene
- NIC American Indian Advisory Committee meeting
- Foundation Scholarship Celebration

Nov 19
- Rotary
- Post Academy graduation ceremony
- Excel Foundation’s “Big Event” benefiting Coeur d’Alene School District 271

Nov 22
- Meeting with new trustee, Ken Howard.
- Visited with faculty and staff in Boswell Hall
- CASA Board meeting

Nov 23-29
- Vacation

Nov 30
- President’s Cabinet retreat at Scharelant Retreat

Dec 1
- Visited Workforce Training Center and attended their staff meeting
- Met with local business owner to discuss fundraising opportunities
- Presented the Sterling Silver Award to the December employee of the month, Annie McKinlay, a Communications instructor in the Communications, Fine Arts, and Humanities Division.
- Interviewed by a Sentinel reporter on NIC’s I-BEST program

Dec 2
- Foundation Board meeting
- Met Katie Kelso, a therapeutic counselor in the student health services office, for coffee and discussion about NIC’s counseling services
- Observed presentations by Leadership Academy participants
- Discussed drafts of staff sabbatical policy and procedure with Staff Assembly chair and vice chair.
- Met with senator elect Raul Labrador while he was in town for the day
- CASA Fundraising event at Angelo’s Restaurant

Dec 3
- Rotary
- NIC’s all employee holiday party

Dec 5
- NIC’s Sounds of Christmas musical production
- Men’s basketball game vs. Community Colleges of Spokane

Dec 6
- Visit the SUB for coffee and conversation with students, faculty and staff
- Met with local business person to discuss fundraising opportunities
- Foundation’s friends and donors social at Barrel Room no. 6
Dec 7  Jobs Plus Board meeting
Met with local business leader to discuss fundraising opportunities
NIC’s legislative send off reception in the SUB

Dec 8  Visit faculty and staff in Meyer Health and Sciences Building
Coffee with Mike Patrick from the Coeur d’Alene Press
Wrestling team donation to Susan G. Komen Race for the Cure

Dec 9  NIC hosting the State Board of Education for their regularly scheduled meeting
Coeur d’Alene Tribe’s holiday celebration at Circling Raven Golf Club

Dec 10  Met with local business person to discuss fundraising opportunities
Rotary

Upcoming meetings and events that I will attend:
Dec 13  Visit SUB for coffee and conversation with employees and students
Participate in announcement of Foundation Grant winners
Opera Gala Committee meeting

Dec 14  Management Team meeting

Dec 15  Chamber Executive Roundtable meeting
Monthly meeting with Constituent Leaders
Coeur d’Alene Chamber’s legislative send-off luncheon

Dec 16  Welcome remarks for the Business Professionals of America event on campus
Met with local business person to discuss fundraising opportunities
Coffee with board chair
Opera Coeur d’Alene board meeting

Dec 17  Rotary

Dec 18  Opera Coeur d’Alene special board meeting

Dec 19  Coeur d’Alene Summer Theater’s production of Plaid Tidings – Schuler Auditorium

Dec 21  Post Falls Mayor’s State of the City Address – Templin’s Red Lion
Education Corridor monthly meeting with the city
Meeting with Nancy Mabile from the Panhandle Area Council to discuss EDA grant

Dec 24-Jan 1  NIC winter break

Jan 4  Jobs Plus Board meeting

Jan 6  Foundation Board meeting

Jan 7  Rotary

Jan 14  Rotary
Mission statement: North Idaho College is committed to student success, teaching excellence and lifelong learning. As a comprehensive community college, North Idaho College provides educational opportunities that expand human potential and enhance the quality of life for the students and the communities it serves.

5:00 p.m.
CALL TO ORDER
Verification of Quorum

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

6:00 p.m. Driftwood Bay Room
RECONVENE BOARD MEETING
Verification of Quorum/Introduction of Guests
Minutes Review/Approval
Public Comment
Special Recognition of Jim Coleman
Celebrating Success: Sentinel Awards

CONSTITUENT REPORTS
ASNIC
Faculty Assembly
Staff Assembly
Senate

OLD BUSINESS
None

NEW BUSINESS
Tab 3: ACTION: NIC Head Start Overview
Tab 4: ACTION: Resolution for Area Agency on Aging - Endowment Funds

INFORMATION ITEMS
Employee Opinion Survey Results
Accreditation Update
Legislative Report
Kootenai Technical Education Campus (KTEC)
Education Corridor

REPORTS
College President
Board Chair

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 19, 2011
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
            ___________ Howard
            ___________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Christie Wood called the meeting to order at 5:10 p.m. and verified that a quorum of the board was present at the meeting.

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

Also present: Priscilla Bell, President  
Marc Lyons, Attorney for North Idaho College  
Ron Dorn, Vice President for Resource Management

EXECUTIVE SESSION
Motion was made by Trustee Meyer, 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 to consider pending litigation. Roll call vote was taken as follows:

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

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

RECALL TO ORDER AND VERIFICATION OF QUORUM
Chair Wood recalled the meeting to order at 6:00 pm and verified that a quorum of the board was present.

ATTENDANCE
Trustees: Ron Vieselmeyer  
Rolly Williams  
Mic Armon  
Christie Wood  
Judy Meyer
Also present: Priscilla Bell, President
John Martin, Vice President for Community Relations and Marketing
Jay Lee, Vice President for Instruction
Ron Dorn, Vice President for Resource Management
Sheldon Nord, Vice President for Student Services

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 Vieselmeyer to approve the minutes of the
   meeting held October 27, 2010, as presented. The motion
   carried unanimously.

PUBLIC COMMENT
None.

SPECIAL RECOGNITION
Chair Wood recognized Foundation Board Member, Steve Meyer, for his long time support of the
college and she thanked him on behalf of the board for his guidance and generosity over the years.

SPECIAL BUSINESS
Canvass of the Board of Trustees Election
Vice President Ron Dorn canvassed the results of the trustee election held on November 2, 2010.

   Motion was made by Trustee Williams to accept the canvass
   of the trustee election held on November 2, 2010. The motion,
   seconded by Trustee Meyer, carried unanimously.

At this time, VP Dorn administered the oath of the office to Trustee Christie Wood and to newly
elected trustee, Ken Howard. Trustee Howard was then seated at the dais.

Election of Board Officers
Chair Wood conducted the election of officers for the coming year and nominations were as follows:

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

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

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

Trustee Vieselmeyer nominated Trustee Armon as Board Chair. The nomination was seconded
Trustee Meyer and nominations were closed. Vote was unanimous for Trustee Armon as Board
Chair.
Trustee Vieselmeyer took this opportunity to thank all the candidates who ran for an office of trustee of North Idaho College and he thanked voters.

Trustee Wood turned the gavel over to newly elected Chair Armon to conduct the remainder of the meeting.

**CONSTITUENT REPORTS**

**ASNIC**

ASNIC Vice President, Fatima Madrid, provided the ASNIC report in place of President Jenna Betts. Madrid reported that the St. ASNIC Tree of Giving program will take place on December 6 at 7 p.m. She reported that the Awareness Committee submitted an article to the Sentinel to update students about ANSIC activities and she added this submittal will continue in future issues of the newspaper. She reported that ASNIC representatives attended a conference on student unions recently at the University of Montana. She closed by reporting that Senator Chantilly Burtiss will be continuing a monthly program entitled “Monthly Motives” to promote awareness of a different cause each month and she added that November is diabetes awareness month.

**Staff Assembly**

Chair Alex Harris reported on productive discussions about Employee Day and stated that HR Director, Wade Larson, attended their last meeting and provided an overview of the results from the recent employee opinion survey. He next reported that a draft of a staff sabbatical policy had been submitted to Dr. Bell for her review and stated that they hope to present a final draft to Senate by the end of the calendar year.

**Faculty Assembly**

Chair Pat Lippert congratulated Trustees Wood and Howard on winning the election and thanked them for their willingness to serve the college. Lippert reported that the last Faculty Assembly meeting was an opportunity for the group to review and recap all the activity from the past several meetings. He then reported that a new sub committee was formed to enhance connections and communication with faculty at the Outreach Centers. He next reported that the assembly is discussing the creation of a resolution supporting Vice President Lee’s efforts to restructure the health professions and also affirming the importance of having equivalent dedication to creating whatever full-time teaching positions the expansion of the college may require.

**Senate**

Chair Erin Norvell reported that at their November meeting, the Senate will review the Tenure Procedure for a final time.

**OLD BUSINESS**

**Mill Site Infrastructure Plan**

Brad Marshall of JUB Engineering presented the board with the preliminary infrastructure design for mill site and Education Corridor. He highlighted project goals, tasks and benefits and a provided a detailed layout of the infrastructure plan for the property. Marshall outlined the estimated construction cost for each phase and next steps and stakeholder action items needed on the project.

**Staff Recruiting and Retention Compensation Structure**

Human Resources Director Wade Larson presented the board with a proposal for a revised staff compensation structure. He explained that following an exhaustive study and internal job analysis, the existing structure, which consists of 80 separate pay grades, had been restructured to comprise
32 pay grades. He went on to say that the proposed structure incorporates internal equity while maintaining market competitiveness and ensuring a greater difference between each grade for both exempt and non-exempt staff employees. Trustee Howard asked Larson if adoption of the new structure would have any immediate impact. Larson responded that the current salaries are already falling within the new ranges so adoption, at this time, would have no immediate financial impact.

**Motion was made by Trustee Wood to adopt the staff compensation structure, as presented, with implementation to be determined. The motion, seconded by Trustee Vieselmeyer, carried unanimously.**

**NEW BUSINESS**

**Amendment to the FY11 Budget - Mill Site Acquisition**
VP Dorn reviewed the way in which the college can save approximately $149,000 now by utilizing available resources from both the dedicated and undedicated fund balances to purchase the mill site property from the NIC Foundation. He added that if the board chooses to exercise this option, the dedicated fund balance will be reduced by $2,050,000, the undedicated fund balance by $250,000 subsequently increasing the operating budget by $2,300,000 to cover the purchase.

**Motion was made by Trustee Wood to open the budget and move $2,050,000 from the dedicated fund balance and move $250,000 from the undedicated fund balance into the operating budget. The motion, seconded by Trustee Meyer, carried unanimously.**

Trustee Wood made a motion to authorize and direct the administration to utilize the budgeted funds to complete the acquisition of the mill site property from the NIC Foundation. The motion, seconded by Trustee Meyer carried unanimously.

**Legislative Agenda**
Vice President John Martin reviewed the items on which NIC is focusing and keeping the legislature apprised, as funding priorities. He stated that the top priorities remain the joint use building and reallocated funding for NIC’s POST Academy.

**Motion was made by Trustee Vieselmeyer to approve the NIC Legislative Agenda for the 2011 session. The motion, seconded by Trustee Wood, carried unanimously.**

**INFORMATION ITEMS**

**FY12 Budget Development Timeline**
VP Dorn reviewed the process for budget planning for FY12 stating that he had begun meeting with the vice presidents and other budget managers in order to determine the basis from which the budget will be developed. He stated that a preliminary budget should be ready in January for review by President’s Cabinet and ready for a first reading by the board in March.

**Kootenai Technical Education Campus (KTEC)**
Trustee Vieselmeyer reported that as of a month ago the regular KTEC group is no longer meeting, but a committee has been assembled to meet as needed with a focus on programming needs. Trustee Wood expressed concern with the lack of representation by NIC under the current
committee structure. Dr. Bell stated that she is in contact with the three school superintendents about setting up a meeting with all the curriculum specialists to discuss the articulation of the high school PTE programs with the college’s PTE programs from the perspective of Tech Prep and to discuss dual enrollment in those areas. She added that VP Lee will take the lead on those discussions and will be bringing up the possibility of joint use facilities.

**Education Corridor**
Chair Armon had nothing new to report but expressed his pleasure with the board’s decision to purchase the mill property from the Foundation.

**REPORTS**

**College President**
Dr. Bell let the board know that NIC’s Integrated Basic Education and Skills Training program was recently approved for $441,000 two year program grant from the Albertson Foundation.

Dr. Bell next announced that three staff members from Outdoor Pursuits, Jon Totten, Jacob Rothrock and Jessica Thompson, had all been recognized by the Department of Defense as a patriotic employer. She added that the nomination was made by their student employee who is a member of the Marine Reserves.

She closed by announcing some of NIC’s athletic standings and provided some items for trustees’ calendars.

**Board Chair**
Chair Armon had no report.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Wood thanked supporters during the election and expressed her pleasure to be able to serve the college another four years.

Trustee Meyer mentioned that the Idaho Business Coalition for Education Excellence meeting had occurred the day prior in Boise and they had discussed how state business leaders can advocate for education.

Chair Armon congratulated Trustee Wood on winning re-election and he thanked her for her service as board chair. He then welcomed Trustee Howard to the board.

**ADJOURNMENT**
At 7:50 p.m. Chair Armon adjourned the meeting.

________________________________________  ________________________________
Board of Trustees Chair                     Board of Trustees Secretary
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 grantee 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. Ron Dorn, vice president for Resource Management, is the board liaison with Head Start for the five northern counties.

COMMITTEE ACTION
Board Approval

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

REQUESTED BOARD ACTION
In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following 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, 2011 and include the annual Health and Human Services operations grant which includes the annual budget, and the Program Improvement Plan resulting from the Annual Self Assessment.

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

North Idaho College
Head Start
Service Plans
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Policy Council Approval:  06/18/2010
Board of Trustees Approval:  12/16/2009
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

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**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

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**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

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**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

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**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

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**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

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**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

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**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)

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**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

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**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

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**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

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**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

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**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

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**Goal: Parent Meeting Documentation/Newsletter**

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

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

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**Goal: Home Visit Planning Sheet Procedure**

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

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

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**Goal: Personal Safety in Home Visits**

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

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

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**Goal: Individual Family Partnership Agreements**

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

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

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**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/696.b, HS/696.c

Goal: Dental Services

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

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

Goal: Immunization Services

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

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

Goal: Program Health and Safety

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

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

Goal: Infectious Diseases letters to Parents

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

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

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

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

Goal: Mental Health Services for Children and Families
Objective: To provide services to children and families with assessment, curriculum and community mental health resources and family action team meetings.

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

Goal: Edinburgh Post Natal Depression Scale (EPDS)
Objective: Tool used to help identify depression in pregnant and post partum family's members in the program.

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

Goal: Delivery of Mental Health Curriculum
Objective: To provide curriculum based on Second Step and DECA to children and families.

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

Goal: Second Step Curriculum
Objective: Resource at each center to be used through the program year to assure preventive mental health.

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

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

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

Goal: Mental Health Classroom Observation

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

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

NUTRITION
Nutrition Service Plans

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

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

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

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**Goal:** Identify Special Dietary Concerns

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

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

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**Goal:** Food Allergies and Food Sensitivities

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

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

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**Goal:** Feeding young children.

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

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

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

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

**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

**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

**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
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.a, PDM/139, PDM/140.a, PDM/140.b, PDM/140.c, PDM/141.a, PDM/141, PDM/142.a, PDM/142, PDM/144, PDM/143.a, PDM/143, PDM/145.a, PDM/145, PDM/147.a, PDM/147, PDM/148.a, PDM/148, PDM/149.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
**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**

<table>
<thead>
<tr>
<th>Criteria for Prioritization</th>
<th>Points Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verified Income (Percent below Poverty Guidelines**)</td>
<td>0-28</td>
</tr>
<tr>
<td>2. Age (Four years old on or before September 1st of program year)</td>
<td>28</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. Formal Referral or Transition from Early Head Start* (Written documentation is required) Agency/Professional</td>
<td>10</td>
</tr>
<tr>
<td>6. Foster Family</td>
<td>10</td>
</tr>
<tr>
<td>7. Homelessness</td>
<td>10</td>
</tr>
<tr>
<td>8. Family Violence</td>
<td>5</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.

Center Supervisors select the children/families with the highest points for enrollment using the program’s child data collection system. Center Supervisors 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 prioritization 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; the child’s status then changes to reflect "accepted" into the program. All enrollment vacancies are filled within three working days.

All efforts are made to provide continuous enrollment when a family relocates to another community within the North Idaho College Head Start Service Area. Their acceptance for continued enrollment is based upon the families’ desire to remain enrolled in the program and the receiving Center having a concurrent open enrollment slot.

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

**Percent of Poverty Guideline is:
   - Between 0% and 25% = 28 points
   - Between 26% and 50% = 21 points
   - Between 51% and 75% = 14 points
   - Between 76% and 100% = 7 points
   - Over-income = 0 points

Policy Approved by Policy Council  5/21/10
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. Center Supervisors, Family Advocates, 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/614 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 Screening 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 Family and Community Partnerships Coordinator. 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 the program’s child data collection system. 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 Family and Community Partnerships Coordinator is needed prior to acceptance of children/families that are over-income.

E. Center Supervisors select from all income eligible four-year-old applicants first. Family and Community Partnerships Coordinator 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.

PRIORITIZATION and SELECTION OF APPLICANTS:

A. Center Supervisors follow the Criteria for Prioritization of Screening Procedure.

B. Each classroom is filled using the program's child data collection system Prioritization Report, for the area it serves.

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

D. Center Supervisors follow the Waiting List Procedure and contact all applicants regarding their status.

E. A Waiting List is maintained at all centers.

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 Family and Community Partnerships Coordinator.

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 Family and Community Partnerships Coordinator.

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 Family and Community Partnerships Coordinator 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 Family and Community Partnerships Coordinator.
C. Approval by the Family and Community Partnerships Coordinator 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. Section II Selection Parent Representatives After reviewing the community assessment, the Policy Council approves the locations of Head Start centers and assures that they meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Parent Committees in communicating with parents enrolled in all program options to insure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program.
7. Assist and develop a plan to help Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Collaboratively develop Personnel Policies with the Staff Development Committee and the Director. Approve Personnel Policies.
10. With the Director, establish criteria, procedure, and approval for the selection and release of all staff personnel.
11. Approve or disapprove request for funds and proposed work programs, based upon the recommendations of the Director.
12. Approve or disapprove major changes in the operating budget and 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.

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

Section II Selection Parent Representatives
1. Each Head Start Center Parent Committee shall elect Policy Council representative(s), and one alternate by the first Friday in October before the October Policy Council meeting. Center Parent Committees are comprised exclusively of the parents of children currently enrolled at the center. This allows for their attendance and training at the October meeting.
2. Their term of office will be October through October.
   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) terms, subject to any changes in Head Start Performance Standards and/or regulations.

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 Supervisor 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 Center Supervisor 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 Supervisor 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) unnotified absences or excessive absences, it shall be the duty of the Chair to contact that representative’s/ alternate’s Center Supervisor, 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. Officers demonstrate commitment to leadership duties and attendance at all meetings.

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 Supervisors 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
  1. Consists of Policy Council Treasurer as chair, two current parent representatives. The
     Fiscal Coordinator serves as an advisor.
  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 Center Supervisors 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:
- Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

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

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

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

ARTICLE VII Mediation Procedures
Head Start grantees must inform the responsible ACF Regional Office as soon as possible after becoming aware that there is a conflict between the grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant. This notification must be made within ten days of the grantee becoming aware of the conflict and in the case of a Policy Council proposing not to approve the grantee’s refunding application, such notification must be made at least 90 days prior to the grantee’s refunding date. If the situation leading to the Policy Council’s decision to withhold its approval occurs within 90 days of the grantee’s refunding date, the grantee must notify its responsible Regional Office immediately.
The Regional Administrator, or a Regional staff member designated by the Regional Administrator, will hold one or more meetings, as appropriate, which the Grantee’s Executive Director, the Grantee’s Head Start Director, and the Policy Council Chair are required to attend. The attendance of grantees’ 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 grantees are 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 _10/29/10_

North Idaho College Board of Trustees Approval [last approval date 12/16/2009] to be presented again December 2010
Personnel Policies and Procedures

PY 2010-2011

North Idaho College Head Start
# Personnel Policies

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These policies may be changed or deleted as needed.
1.00 General Policy Statement

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

1.01 American with Disabilities Act

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

E. Center Supervisors notify the Director as soon as they become aware of the need to fill a position. The Director then notifies the Component Area Coordinators.

F. The HR/Facilities Coordinator, Director, and Human Resources develop the position recruitment advertisement.

G. 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.

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

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 HR/Facilities Coordinator 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 HR/Facilities Coordinator maintains the personnel system. The original application, original contracts, appointments or agreements, emergency contact and change of address forms, confirmation of job offer, and performance reviews are kept at the North Idaho College Human Resources Office. 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, Component Area Coordinator, 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

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.
A. 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.

B. 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.

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

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

E. 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. Employees receive an employment agreement within 30 days of the program receiving the Federal Grant award letter.

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. Monday and extends through 11:59 p.m. Sunday. 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. Center Supervisors designate staff to open and close the center in order to maintain regular hours of operation. Center Supervisors 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 Center Supervisor if the Center is closed. Appropriate center staff promptly notifies parents. Each Center needs to ensure all class contact days are made-up.

1. Center Supervisors after consultation with the Director and/or Health Coordinator 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 Center Supervisors to determine the need to close the Center due to adverse weather conditions on an individual basis.

1. Center Supervisors/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. Center Supervisor gathers staff input on possible team assignments.

B. Center Supervisor proposes classroom teaching assignments and the rationale for such assignments to the Education Coordinator.

C. The Education Coordinator reviews the proposed assignments and presents them to the Director for approval.

5.02.01 Administrative Transfer

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

5.03 Expectations of Staff

A. Staff shall be aware of the rules that affect them including but not limited to personnel policies, performance standards, job description, and North Idaho College Head Start Operations and Monitoring System.
B. Staff shall abide by the Ethics Policy (PDM/157) and follow the Code of Conduct (Personnel Policies, Section 4.0)

C. All staff are considered employees of North Idaho College Head Start until a resignation has been received, following Section 3.12, or a person is dismissed, or a contract is not renewed.

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

E. Staff attend required training/professional development.

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

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

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

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

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

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

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

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

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

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

5.04.01  **Media Releases**

Press releases are approved by the Director before release.

5.05  **Political Activity**

A. Political activity during working hours is strictly prohibited.

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

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

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

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

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

5.05.01  **Unlawful Disturbances**

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

5.06  **Drug-Free Workplace Policy**

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

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

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

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

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

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

2. As a condition of employment all employees:
   a. Abide by the terms of the policy.
   b. If found to be in violation of the policy, be subject to disciplinary action. 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

Definition

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

Procedure

Step 1.

The employee 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 position employed 20 hours or more per week and for five months or more, are entitled to participate in the benefits program. While some features of this benefit program will vary, major components include the following:

A. A comprehensive benefits package through North Idaho College. Refer to the NIC Human Resources website for more information. (www.nic.edu –Faculty and Staff (left side of page), then Human Resources to check benefits.

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

1. Head Start employees follow the professional development request procedure found in the Operations and Monitoring System. All educational benefits (tuition waivers) are initiated through the Head Start HR/Facilities Coordinator.

C. 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.
   b. Follow the grantee’s Staff Travel and Allowable Charges Schedule http://www.nic.edu/adminprocman/administrative_services/20.08.05.htm.
   c. Submit document to the Head Start Fiscal Coordinator for processing.

8.01 Classification and Wage Scale

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

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

C. Wage scale placement is determined upon receipt of official transcripts.
D. Wage increases are granted at the time when documentation is submitted to verify that qualifications are met, and contracts are changed to reflect the revised wage scale placement.

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

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

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

H. Individual position job descriptions are distributed annually with the Employment Agreements. 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 HR/Facilities Coordinator 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 Health Coordinator 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: June 18, 2010

Board of Trustees Approval: 


Job Descriptions
Component

Program Year 2010-2011

North Idaho College
Head Start
# Job Descriptions and Duties Component

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**POLICY COUNCIL APPROVAL** __JUNE 18, 2010__

**BOARD OF TRUSTEES APPROVAL** ________________
North Idaho College Head Start

Assistant Teacher Job Description

Position Title: Assistant Teacher  Reports to: Center Supervisor
Length: July 1 through June 30  FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Assistant Teacher under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Assist in maintaining a safe, clean, healthy learning environment.
- With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
- Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
- Encourage family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct classroom hours each week per center model.
- Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
- Register with “Idaho Stars”.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

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
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic 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.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.

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.
- Regularly required to use fingers and hands 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 and/or families' homes.
• Work in a variety of environments including shared office space and classrooms.

I, ____________________________ have read this job description and understand its contents.

(print your name here)

________________________________________  __________________________
Employee’s Signature  Date
North Idaho College Head Start

Center Assistant Job Description

Position Title: Center Assistant
Reports to: Center Supervisor
Length: July 1 to June 30
FLSA Status: Non-Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Center Assistant is to perform office and center duties necessary to maintain efficient and orderly office operations, provide support to center staff and program families, identify center facility needs, and develop community relations.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Assist Center Supervisor to maintain efficient and orderly center operations in conjunction.
• Perform office duties including word processing, filing, copying, data entry, and mailings.
• Assist in maintaining center budget.
• Assist in compiling reports as assigned for use by Center Supervisor and Coordinators in a timely manner.
• Provide clerical support for Center Supervisor and serve as staff recorder.
• Responsible to maintain accurate and up-to-date child applications and wait-listed children.
• Set enrollment appointments for children/families.
• Assist in recruitment and the maintenance of enrollment and attendance records.
• Assist in implementation of marketing Head Start and recruitment and enrollment of children and families.
• Responsible for the maintenance of and ordering of office equipment and training of staff on proper operation of equipment.
• Correspond with staff and community agencies to gather and exchange information.
• Participate in an individualized continuing education plan including CPR and First Aid.
• Prepare and distribute meeting agendas, meeting minutes, flyers, monthly newsletters, and calendars.
• Assess the needs of the Center, requests all forms needed for family files, submits plans for improvements, and conduct inventories.
• Assist in monitoring Child and Adult Care Feeding Program (CACFP) intake records, production sheets, cook’s budget.
• Help build community partnerships by participating in community service as a member on a local board or committee.
• Coordinate with Center Supervisor for scheduling and facilitating Center meetings and activities.
• Carry out assigned duties with limited supervision.
• Inform Center Supervisor of staff and center issues and concerns.
• Serve on the Administrative Team, attending administrative meetings, and assisting with projects as needed.

Additional:
• Obtain and maintain Health & Welfare Food Handler Card within 14 days of employment.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in office setting, with preference given to Head Start experience.
• Working knowledge of commonly used computer software programs including data collection systems

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.
• Regularly required to use fingers and hands 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.
• Work in a variety of environments including shared office space and classrooms.

I, ___________________________ have read this job description and understand its contents.
(print your name here)

Employee's Signature ___________________________ Date ___________________________
North Idaho College Head Start

Center Assistant – Central Office Job Description

Position Title: Center Assistant – Central Office
Reports to: Director
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements
and in compliance with all local, state and federal regulations the Center Assistant – Central
Office is to perform office and center duties necessary to maintain efficient and orderly office
operations, provide support to center staff and program families, identify center facility needs,
and develop community relations.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Perform duties necessary to maintain efficient and orderly center operations in conjunction
  with Director.
• Perform office duties including word processing, filing, copying, data entry, and mailings.
• Assist in maintaining center budget.
• Assist in compiling reports as assigned for use by Center Supervisor and Content Area
  Coordinators in a timely manner.
• Provide clerical support for Director and Coordinators and serve as staff recorder for Staff
  Development and Health Services Advisory Council.
• Maintain copy room which includes keeping supplies and machines ready for use.
• Train staff in proper operations of central office equipment.
• Coordinate activities for center volunteers.
• Perform duties necessary to maintain efficient and orderly center operations including
  monitoring and evaluating center operations for consistency effectiveness, and quality.
• Coordinate rentals of Harding Family Center and inform Supervisor of tenant, staff and
  center issues and concerns.
• Coordinate arrangements and set-up for program meetings.
• Coordinate special recognition for staff.
• Coordinate festivals and activities for Harding Family Center.
• Data entry of purchase orders in Datatel system and reconcile purchase orders.
• Assist Program Specialist: Fiscal in monitoring in-kind.
• Prepare and distribute program forms, employee handbooks, and Policy Council and Staff
  Development notebooks.
• Maintain inventory and distribute program supplies.
• Coordinate ordering of paper and custodial supplies for all centers.
• Receive and compile hardcopy Monthly Program Information Report.
• Enter changes to the Operations and Monitoring System as directed.
• Coordinate the distribution and destruction of child files as required, under the direction of
  the Program Specialist and Operations Manager.
• Help build community partnerships by participating in community service as a member on a
  local board or committee.
• Secure professional providers and consultants to ensure operation and maintenance of the
  automobile fleet to meet safety.
• 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.
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in office setting, with preference given to Head Start experience.
• Working knowledge of commonly used computer software programs including data collection systems

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.
• Regularly required to use fingers and hands 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.
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

______________________________    ________________
Employee’s Signature              Date
North Idaho College Head Start

Center Supervisor Job Description

Position Title: Center Supervisor
Reports to: Director
Length: July 1 through June 30
Supervises: Center staff and volunteers.

FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations; the Center Supervisor, while exercising independent judgment and discretion, is responsible for center-based operations and monitoring and represents North Idaho College Head Start at appropriate local, state and national meetings or advocacy groups.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Coordinate and monitor center operations of Head Start services for children, families and staff. Solicit input from the Central Office as needed.
• Participate in program wide planning, goal setting, grant planning, budget development, and provide input of staffing requirements for the program.
• Responsible for oversight of maintenance and repair of facility, including the development of the center’s strategic plan.
• Responsible for oversight of the center budget and inventory.
• Facilitate the involvement of Head Start parents and community members in center committees and Policy Council.
• Arrange and facilitate the transportation of Head Start parents to center, regional and program wide Head Start activities.
• Utilize supervision strategies in the decision-making process to negotiate and encourage center staff and parent committee to reach common goals.
• Responsible for implementation of center recruitment plan.
• Responsible to maintain full enrollment and an adequate applied/wait list.
• Participate in the hiring process within the Center.
• Conduct performance reviews for Center staff utilizing the reflective supervision model.
• Serve as a mentor and coach to employees, apprentices and volunteers.
• Develop, enhance, and support community collaboration.
• Assist program Coordinators in the development of all community based interagency agreements/contracts in their service area.
• Represent center staff in the on-going improvement of the program’s operation and monitoring system.
• Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
• Participate in an individualized continuing education plan including CPR and First Aid certification.

Additional:
• Register with “Idaho Stars”.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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
• 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.
• Positive approach to Early Childhood Development programs, health and social services.
• Working knowledge of commonly used computer software programs including data collection systems

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.

I, __________________________ have read this job description and understand its contents.
(print your name here)

______________________________  __________________
Employee’s Signature          Date
North Idaho College Head Start

Classroom Teacher Job Description

Position Title: Classroom Teacher
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Classroom Teacher under general direction is responsible for the implementation of developmentally appropriate Early Childhood curriculum.

Essential Duties and Responsibilities:
- Establish and maintain a safe, clean healthy learning environment.
- Using program selected curriculum, plan and implement with the classroom team, learning experiences that advance the intellectual, physical, and social-emotional development of children.
- Responsible for completion of screenings, assessments, and goal setting for each child including the collection of anecdotal entries and completion of child portfolio.
- Encourage family involvement within the program.
- Support the development of relationships between children and their families.
- Conduct bi-yearly home visits with all families as well as bi-yearly parent conferences conducted at Head Start centers.
- Keep ongoing up-to-date documentation and records in each child file, hard copy and/or the electronic file.
- Provide referrals, follow-up and documentation as needed for both children and families, including mental health under the guidance of the Mental Health Specialist.
- Conduct classroom hours each week per center model.
- Staff weekly with Family Service Worker on families and children.
- Serve as a mentor and coach to new employees, apprentices, and volunteers.
- Assist in implementation of marketing Head Start and recruitment and enrollment of children and families.
- Participate in recruitment activities.
- Participate in a program committee and/or community service assignment as assigned.
- Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
- Register with Idaho Stars.
- Perform other duties as assigned by Supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Early Childhood Education, or Child Development, OR Associates degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development.
Level II: Bachelors degree in Early Childhood Education, or Child Development, OR Bachelors degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development

Level III: Masters degree in Early Childhood Education, or Child Development, OR Masters degree in any other field of study AND: the equivalent of a major in Early Childhood Education or Child Development

Skills and Experience:
- 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.
- Positive approach to Early Childhood Development programs, health and social services.
- Working knowledge of commonly used computer software programs including data collection systems.

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.
- Regularly required to use fingers and hands 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 and/or families' homes.
- Work in a variety of environments including shared office space and classrooms.

I, ______________________________ have read this job description and understand its contents.

(print your name here)

______________________________  ______________________
Employee’s Signature            Date
North Idaho College Head Start

Cook/Nutrition Educator Job Description

Position Title: Cook/Nutrition Educator
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Cook/Nutrition Educator prepares healthy meals for young children ages 3 to 5 years old; and provides nutritional education for children, families, and staff.

Essential Duties and Responsibilities:
• 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.
• Use standardized monthly menus for meals to prepare breakfast, lunch and snack meals each class day which may include special diets.
• Purchase food and supplies weekly through local or commercial vendors using purchase orders. Purchase using the best cost options to maximize the food budget.
• Maintain budget.
• Review and plan for special diets and food allergies with parents and appropriate staff and consultant.
• 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.
• Work cooperatively with the education staff in implementing nutrition education using the Creative Curriculum through food preparation activities involving children twice a month.
• Attend CACFP/USDA and State Department of Education professional development opportunities as offered and required.
• Maintain current food handler’s card.
• Distribute menus to families monthly.
• Participate in three meal services during each school year to model appropriate eating behavior and appropriate conversation.
• Review/read the Child and Adult Care Food Program Manual for center sponsors by the Idaho Department of Education and follow guidelines.
• Participate in center staff meetings or activities as needed.
• Serve as a mentor and coach to new employees, apprentices, volunteers and staff.
• Participate in various North Idaho College Head Start committee meetings as assigned.
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Register with “Idaho Stars”.
• Complete the Hepatitis A vaccination.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.
• 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.

Qualifications/Education:
Level I:
• High School Diploma or GED
• 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
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• One-year experience in food preparation for large groups, with preference given to Head Start experience.
• Working knowledge of commonly used computer software programs including data collection systems

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.
• Regularly required to use fingers and hands 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.
• Work in a variety of environments including shared office space and classrooms.

I, ______________________________ have read this job description and understand its contents.
(print your name here)

Employee’s Signature ______________________________________ Date ____________________________

North Idaho College Head Start
Job Descriptions Page 2 of 2
Cook/Nutrition Educator
Revised 06/2010
North Idaho College Head Start

Education/Disability Services Coordinator Job Description

Position Title: Education/Disability Services Coordinator
Reports to: Director

Length: July 1 through June 30
FLSA Status: Exempt

Position Summary:
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, the Education/Disability Services Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities and mentor coaching to the content area of education and early childhood development and disability services.

Essential Duties and Responsibilities: (Program)
- Treat Head Start participants, community members and fellow staff with positive regard.
- Participate as part of the management team in the development of practices that ensure the delivery of quality services to children, families, and staff.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and coordination of the program’s professional development plan.
- Manage program monitoring and center operations via site visits.
- Support staff in their efforts to mentor, develop and improve center operations.
- Assess the training needs of staff to develop and coordinate professional development.
- Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.
- Develop, enhance, and support community collaboration.
- Participate in an individualized continuing education plan including CPR and First Aid certification.

Education Content Area: (80%)
- Evaluate all classrooms using approved assessment tools and assist in developing improvements plans.
- Develop, implement, and monitor the program’s Education Services Plan.
- Develop, maintain, and disseminate early literacy outcomes, research, and literature.

Disabilities Content Area: (20%)
- Develop, implement, and monitor the program’s Disability Services Plan.
- Develop, maintain, and disseminate disabilities, resources, research and literature.
- Provide support to staff in the implementation and planning of Individual Education Plans in conjunction with the school district as the Lead Education Agency.

Additional:
- Perform other duties as assigned by supervisor.
- 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.
- Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Baccalaureate degree in Early Childhood Education, Early Childhood Special Education, Child Development, or Family Studies.

Level II: Masters degree in Early Childhood Education, Early Childhood Special Education, and Child Development, or Family Studies.

Skills and Experience:
• 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.
• Positive approach to Early Childhood Development programs, health and social services.
• Demonstrated written, oral, and organizational skills.
• Experience planning, developing and conducting professional development.
• Experience in strategic planning and project management.
• Understanding of theories of social work ethics, early childhood education and child and family development including family systems.

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.
• 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.
• Work in a variety of environments including shared office space and classrooms.

I, ______________________ have read this job description and understand its contents.

(print your name here)

________________________________________________________________________  Date

Employee’s Signature
North Idaho College Head Start

Family Community Partnerships Coordinator Job Description

Position Title: Family Community Partnerships Coordinator
Reports to: Director

Length: July 1 through June 30
FLSA Status: Exempt

Position summary: In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Family Partnership Community Partnership Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities to the content area of family services and community partnerships.

Essential Duties and responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
• Assist in the development and coordination of the program’s professional development plan.
• Manage program monitoring and center operations via site visits.
• Support staff in their efforts to mentor, develop and improve center operations.
• Assess the training needs of staff to develop and coordinate professional development.
• Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.

Content Area Specific Duties:
• Prepare and distribute yearly in-kind amount schedule and monitor monthly in-kind reports.
• Serves as advisor to Policy Council and parent groups to assure compliance with Performance Standards.
• Assures ERSEA compliance including approving all over-income enrollments.
• Monitors the recruitment and enrollment of applicants to the Head Start Program
• Monitor and approve community involvement by all staff.
• Monitors all Family Services, Parent Involvement, and Community resource development and participation
• Develop, maintain, and disseminate family services and parent involvement resources, research and literature

Additional:
• Perform other duties as assigned by supervisor.
• 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.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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:
- 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.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- 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.
- 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.
- Work in a variety of environments including shared office space and classrooms.

I, ___________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature ____________________________________ Date ____________________________
Position Title: Fiscal Coordinator  
Reports to: Director
Length: July 1 through June 30  
FLSA Status: Exempt

Position Summary:  
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, exercising independent judgment and discretion in the operation of the financial portion of the program the Financial Services Coordinator develops functional policies and procedures for finance components. Responsible for the fiscal management functions including all grants and funding received by agency.

Essential Duties and Responsibilities:  
- Treat Head Start participants, community members and fellow staff with positive regard.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and coordination of the program’s professional development plan.
- Manage program monitoring and center operations via site visits.
- Support staff in their efforts to mentor, develop and improve center operations.
- Assess the training needs of staff to develop and coordinate professional development.

Content Area Specific Duties:  
- 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.
- Prepare budget projections in all budget categories, related to the Head Start program. Provide ongoing budget analysis and recommend revisions.
- Create, analyze, and maintain spreadsheets and other tracking systems to prepare monthly budget. Provide monthly internal financial reports for all grants to the Director, Policy Council and other management personnel.
- Monitor fiscal procedures and expenditures for fiscal accountability, cost allocations, and accurate and timely payments. Maintain all fiscal documentation required for yearly audit.
- Coordinate with North Idaho College’s fiscal office and Head Start purchasers. Develop and provide fiscal training to Head Start staff on financial procedures.
- Prepare and monitor Head Start contracts.
- Assist in preparation of grant applications and administrative work plans. Design program budget, prepare GABI documentation for grant submission.
- Participate in the program planning and evaluations process.
- Provide technical assistance to Policy Council, center committees, and Head Start staff to ensure compliance with Head Start standards.
- Provide the Head Start Director with data analysis from which historical reference and strategic planning can be completed.
- Evaluate and develop recommendations to increase cost-effectiveness.
- Assist Human Resource Coordinator in the preparation of staff salary structure, initial staff contracts, and fulfilling payroll requirement through North Idaho College Human Resources and Business Office.
• Assist the Health Services Coordinator 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).
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Provide positive leadership in the Central Office.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Represent North Idaho College Head Start at appropriate meetings or advocacy groups.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Bachelor degree in Accounting or Business Administration.

Level II: Masters degree in Accounting or Business Administration.

Skills and Experience:
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• Technical mastery of federal financial requirements related to the Head Start program.
• Five years of work experience in the field of business, public administration or accounting.
• Work experience within the field of grants administration.
• Working knowledge of commonly used computer software programs including data collection systems.
• Completion of Master Guide Certification within one year of employment.

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.
• 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.
• Work in a variety of environments including shared office space and classrooms.

I, ___________________________ have read this job description and understand its contents.
(print your name here)

_________________________________  ____________________________
Employee’s Signature                  Date
### Health Services/Nutrition Coordinator Job Description

**Position Title:** Health Services/Nutrition Coordinator  
**Reports to:** Director  
**Length:** July 1 through June 30  
**FLSA Status:** Exempt  
**Supervises:** Mental Health Consultant  
**Coordinates:** Health Advocates

**Position Summary:**
In conjunction with the NIC Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Health Services Coordinator exercises independent judgment and discretion in carrying out major assignments including but not limited to: planning, monitoring, and providing professional development opportunities to the content area of health and mental health services, nutrition, and child abuse and neglect.

**Essential Duties and Responsibilities:**
- Treat Head Start participants, community members and fellow staff with positive regard.
- Participate in program planning and budget development, implement operations and monitoring systems to ensure program is utilizing best practice in meeting Performance Standards.
- Assist in the development and coordination of the program’s professional development plan.
- Manage program monitoring and center operations via site visits.
- Support staff in their efforts to mentor, develop and improve center operations.
- Assess the training needs of staff to develop and coordinate professional development.
- Develop interagency agreements between Head Start and other local agencies as appropriate to secure services for children and families.

**Health, Mental Health, Child Abuse and Neglect Content Area: (75%)**
- Provide learning opportunities and technical assistance consistent with program goals and in keeping with current best practices and Performance Standards.
- Develop, maintain, and disseminate physical health, dental, mental health, child abuse/neglect resources, research and literature.
- Supervise Mental Health Consultant for professional services as outlined in the NICHS Professional Development Plan, and monitor mental health services.
- Recruit and maintain a joint Early Head Start and Head Start Health Advisory Committee, and facilitate a minimum of two meetings per year.
- Serve as the Program’s Integrated Pest Management Coordinator.

**Nutrition Content Area: (25%)**
- Responsible to complete the CACFP/USDA grant application information to the Idaho State Department of Education, CACFP (Child and Adult Care Feeding Program).
- Oversee monitoring of CACFP intake records, menus and production records for CACFP and Performance Standards compliance.
- Coordinate training and monitoring of cooks and centers for CACFP/USDA compliance.
- Coordinate with the University of Idaho Extension Nutrition Program Contract to implement site reviews and nutritional evaluations of each child based on performance standards.
- Develop, maintain, and disseminate nutrition resources, research and literature.
- Serve as content expert for the nutrition including professional development and monitoring.
Additional:
- Perform other duties as assigned by supervisor.
- 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.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education
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: Masters in Social Work, Human Services, Family Studies, Early Childhood Special Education, or Child Development. OR Masters Degree in Educational Administration, Healthcare Administration, Business Administration with an emphasis on Management, Adult Learning, or Organizational Leadership.

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.
- Positive approach to Early Childhood Development programs, health and social services.
- Demonstrated written, oral, and organizational skills.
- Experience planning, developing and conducting professional development.
- Experience in strategic planning and project management.
- Understanding of theories of social work ethics, early childhood education and child and family development including family systems.

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.
- 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.
- Work in a variety of environments including shared office space and classrooms.

I, _______________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature   Date
North Idaho College Head Start

HR/Facilities Coordinator Job Description

Position Title: HR/Facilities Coordinator
Reports to: Director
Length: July 1 through June 30
FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the HR/Facilities Coordinator, while exercising independent judgment and discretion, coordinates human resources systems, oversee the operations and maintenance of program facilities, and supports staff in meeting program requirements.

Position Description:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Maintain Operating and Monitoring System Components.
• Participate in program wide planning, goal setting, grant planning, budget development, and provide input of staffing requirements for the program.
• Assist in the development and preparation of grants and Community Assessments.
• Assist with the development, coordination and preparation of the program’s professional development plan.
• Create and implement systems to ensure appropriate and legal rental use of all facilities.
• Investigate and resolve facility issues and concerns. Represent the program in hearing complaints regarding facility use.
• Provide consultation to Center Supervisors in the development of rental agreements; quotes for maintenance and repair of facilities; and request for proposals for contracted services.
• Provide support for Policy Council by recording meeting minutes. Oversee timely distribution of minutes to Policy Council members and the Governing Board.
• Support and implement human resource component by providing recruitment, interview process coordination, final documentation for staff hiring and the approval process, and completion of required documents.
• Prepare staff salary structure and initial staff contracts in conjunction with North Idaho College Human Resources office.
• Maintain personnel files and coordinate file documents with NIC Human Resources.
• Prepare and monitor personnel reports.
• Develop and provide training and professional development for program office staff.
• Assist staff in obtaining tuition waivers through North Idaho College.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Baccalaureate degree in business administration/management, human resource management, adult education, or organizational management.
Level II: Masters degree in business administration/management, human resource management, adult education, or organizational management.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
- Working knowledge of human resources management.
- Organizational and project management skills.
- One year demonstrated experience working in a business/human resource position, with preference given to Head Start experience.
- Ability to apply principles of problem solving to leadership and management.
- Working knowledge of commonly used computer software programs including data collection systems.

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.
- 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.
- Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

___________________________  ________________
Employee’s Signature                 Date
North Idaho College Head Start

Director Job Description

Position Title: Director
Reports to: Board of Trustees Liaison
Length: July 1 through June 30
FLSA Status: Exempt
Supervises: Content Area Coordinators, Central Office Staff, Center Supervisors

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Director provides overall leadership in the planning, design, implementation, and evaluation of all program components. The Director represents the program in local, regional, and national communities, promoting sound organizational and management innovations.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Provide vision, motivation and leadership to all Head Start employees, families, and volunteers.
• Assure that all programs, services, and systems are developed in accordance with Head Start Performance Standards and North Idaho College, and congruent with organizational philosophy, mission, and values.
• Responsible for monitoring and reporting program information in accordance regulations.
• Devise and implement a participatory management system which includes decision making and accountability at all levels of program operation.
• Responsible for program wide planning, goal setting, grant planning, budget development, and provide input of staffing requirements for the program.
• Evaluate employees using reflective supervision techniques that encourages and supports developmental opportunities.
• Model behaviors which support the overall philosophy and design of the organization.
• Establish and maintain effective working relationships with the members of the Board of Trustees, the Policy Council, and Head Start staff.
• Interact with community leaders and service providers to exchange information, promote the values of the agency and advocate for program participants.
• Research and develop grant proposals for program improvement and expansion of early childhood development and family services.
• Review audit reports and resolve negative findings. Coordinate implementation of corrective action and monitors progress.
• Analyze program financial report to assure financial accountability within the program.
• Responsible for facility management and plan for future facility needs.
• Participate in an individualized continuing education plan including CPR & First Aid certification.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.
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
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• Minimum three years of progressively responsible supervisory/management positions. including experience working with boards and advisory committees. Previous Head Start experience preferred.
• Positive approach to Early Childhood Development programs, health and social services.
• Commitment to inspire diverse factions toward shared goals.
• Ability to gain support of staff, funding sources, elected officials and community.
• Working knowledge of commonly used computer software programs including data collection systems.

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.

I, __________________________ have read this job description and understand its contents.

(print your name here)

______________________________________________  ________________
Employee’s Signature  Date
North Idaho College Head Start

Disability Services Assistant Job Description

Position Title: Disability Services Assistant    Reports to: Center Supervisor
Length: July 1 through June 30    FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Disability Services Assistant under general direction assists the Classroom Teacher with implementing a comprehensive child development program.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Assist in maintaining a safe, clean, healthy learning environment.
• With the classroom team, assist in planning and implementing classroom curriculum and learning experiences.
• Assist in completion of all screenings, assessments and goal setting for each child including collecting anecdotal records and portfolio entries.
• Encourage family involvement within the program.
• Support the development of relationships between children and their families.
• Conduct classroom hours each week per center model.
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Register with “Idaho Stars”.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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
• Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic 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.
• Positive approach to Early Childhood Development programs, health and social services.
• Working knowledge of commonly used computer software programs including data collection systems.

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.
• Regularly required to use fingers and hands 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 and/or families' homes.
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.
(print your name here)

____________________________   __________________________
Employee’s Signature               Date
North Idaho College Head Start

Family Advocate Job Description

Position Title: Family Advocate
Reports to: Center Supervisor
Length: July 1 through June 30
FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Family Advocate implements all aspects of family services.

Essential Duties and Responsibilities:
• 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.
• Recruit and enroll families/children including door-to-door solicitation, direct mailings and community outreach and local advertising.
• Participate in the classroom on a weekly basis.
• Keep ongoing, up-to-date documentation and records in each family file both computer and hard copy.
• Complete required reports.
• Participate in child screenings as needed.
• Provide referrals, follow-up and documentation as needed for families.
• Encourage and support parental involvement in all aspects of the program.
• 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).
• Refer children and/or families for mental health assessment and consultation as needed, under the guidance of the Mental Health Consultant.
• Conduct or participate in parent volunteer educational opportunities.
• Serve as a mentor and coach to new employees, apprentices and volunteers.
• Staff weekly with classroom team leader on families and children.
• Help build community partnerships by participating in community service as a member on a local board or committee.
• Assist in planning monthly parent meetings and training events.
• Recruit community involvement.
• Serve on the program Community Resource Committee.
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Register with “Idaho Stars”.
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

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:
• Strong interpersonal skills and the ability to work with people having divergent educational, socio-economic and experiential backgrounds.
• One-year experience (256 hours minimum) in the Social Service field, with preference given to Head Start experience.
• Positive approach to Early Childhood Development programs, health and social services.
• Working knowledge of commonly used computer software programs including data collection systems.
• Two courses, one each in child development and behavior management, to be completed within two years of hire.

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.
• Regularly required to use fingers and hands 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 and/or families’ homes.
• Work in a variety of environments including shared office space and classrooms.

I, ____________________________ have read this job description and understand its contents.
(print your name here)

______________________________________________________________________________
Employee’s Signature  Date
North Idaho College Head Start

Information Systems Technician Job Description

Position Title: Information Systems Technician
Reports to: Director
Length: July 1 through June 30
FLSA Status: Non-Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations, the Information Systems Technician, maintains program information systems.

Essential Duties and Responsibilities:
- Treat Head Start participants, community members and fellow staff with positive regard.
- Develop and update policies and procedures for the computer operating standards to comply with all legal aspects relating to computers.
- Configure and install networked and remote computers and peripheral equipment.
- Monitor and facilitate routine maintenance and repair of the Head Start computers.
- Troubleshoots and resolves problems with desktop computer hardware, software, e-mail, network access and communication systems.
- Consult with variety of technical, professional and lay personnel regarding computer technology.
- Create and maintain technology system log, operations documentation, training/support documents, and program equipment inventory records.
- Schedule and execute system database, Intranet and e-mail maintenance.
- Execute backup and recovery strategy for networked and remote systems.
- Maintains local area and virtual private networking.
- Assists with maintenance of the Operations and Monitoring System.
- Provide training and technical assistance to Head Start computer operators in regards to policies and procedures, data entry of the developed tracking systems, and software.
- Exchanging ideas, information and opinions with administration for development of future tracking needs.
- Make long-range projections and recommends procedures, guidelines and budget for computer system.
- Administer industry standard software and updates.
- Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of Head Start.
- Meet terms of Employment Agreement and Statement of Agreement.
- Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
Level I: Associates degree in Information Technology or Computer Application field.

Level II: Bachelors degree in Information Technology or Computer Application field.

Skills and Experience
- Strong interpersonal skills and the ability to work with people having divergent educational, socioeconomic and experiential backgrounds.
• 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.
• Working knowledge of setup and installation of personal computers and equipment.
• Working knowledge of commonly used computer software programs including data collection systems.
• Organizational and project management skills.
• One-year experience in management and supervision, 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.
• 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.
• Work in a variety of environments including shared office space and classrooms.

I, ______________________________ have read this job description and understand its contents.
(print your name here)

_________________________________________  ______________________________
Employee’s Signature                      Date
North Idaho College Head Start

Janitor Job Description

Position Title: Janitor  Reports to: Center Supervisor
Length: September through June  FLSA Status: Exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Janitor, under general supervision, maintains a clean and sanitary working environment for staff and families and children.

Essential Duties and Responsibilities:
• Treat Head Start participants, community members and fellow staff with positive regard.
• 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.
• Follow the Center janitorial schedule as provided in the Operations and Monitoring System.
• Report and/or repair any noticed safety hazard to Center Manager/Principal.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education:
• High school diploma or GED.

Skills and Experience
• Head Start volunteer and 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 and twenty (20) pounds regularly.
• Regularly required to use fingers and hands 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.
• Work in a variety of environments including shared office space and classrooms.

I, __________________________ have read this job description and understand its contents.

(print your name here)

Employee’s Signature  Date
North Idaho College Head Start

Mental Health Consultant Job Description

Position Title: Mental Health Consultant 
Reports to: Director
Length: July 1 through June 30  
FLSA Status: Non-exempt

Position Summary:
In conjunction with the North Idaho College Head Start mission, vision, and values statements and in compliance with all local, state and federal regulations the Mental Health Consultant provides mental health services to children, families, and staff by providing professional development opportunities, monitoring, and systems management related to mental health.

Position Description:
• Treat Head Start participants, community members and fellow staff with positive regard.
• Complete observations on a schedule of sufficient frequency to enable the timely and effective identification of and intervention in family and staff concerns about a child’s mental health.
• Assist with the implementation of all Head Start Performance Standards, Regulations, Policies, and Procedures for Mental Health Services.
• Provide mental health classroom observations and debrief with staff.
• Provide mental health resource information to families and staff.
• Consult with Supervisor in designing and developing operations, management and record keeping systems, with input from staff and parents.
• Develop, maintain, and disseminate mental health resources, research and literature in each community.
• Network with mental health agencies, leaders, and professionals.
• Serve as content expert for the mental health including professional development and monitoring.
• Provide professional services as outlined in the NICHS Professional Development Plan.
• Participate in an individualized continuing education plan including CPR and First Aid.

Additional:
• Perform other duties as assigned by supervisor.
• Plan work knowing that flexibility is required to meet the unique needs of Head Start.
• Meet terms of Employment Agreement and Statement of Agreement.
• Pass criminal background check including fingerprinting prior to first day of work.

Qualifications/Education
Level I:  Baccalaureate degree in Social Work or Counseling.

Level II: Masters in Social Work or Counseling.

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.
• Understanding of theories of social work ethics, early childhood education and child and family development including family systems.
• Demonstrated written, oral, and organizational skills.
• Experience planning, developing and conducting professional development.
• 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.
• Able to get in and out of a car and navigate entrance and exit of centers.
• Work in a variety of environments including shared office space and classrooms.

I, ___________________________ have read this job description and understand its contents.

(print your name here)

_________________________________________    ______________________________
Employee’s Signature                          Date
SUBJECT
Resolution No. 2010-02 – Area Agency on Aging Endowment Funds at Inland Northwest Community Foundation

BACKGROUND
The Area Agency on Aging of North Idaho (Agency) is under the fiscal responsibility of North Idaho College’s Office of Resource Management. In May of 2004 the Agency initiated a mail campaign as a means to address a lack of resources to meet the demand for services. Although the income generated from this source ($17,000 over six years) has helped, the income is not keeping pace with the growth of the aging population and their expressed needs. The next step in resource development for the Agency is to seek planned giving as a means to establish and build an agency endowment fund. The Agency will need to raise $10,000 to open the Agency endowment fund with Inland Northwest Community Foundation (INWCF), and the Agency plans to solicit regular donors to contribute $1,000 to be Founding Members.

DISCUSSION
The Agency has kept the NIC Foundation informed of their activities and consulted with them regarding possible interactions. Because the NIC Foundation is working toward a capital campaign and are engaged in other efforts that consume available staff resources, it has been recommended that the Area Agency on Aging seek alternative support to assist them in the creation and development of an endowment. The Agency has determined that INWCF offers a sound, secure, effective, and efficient alternative through their designated or agency fund.

- Agency designated funds are pooled with more than 50 organizations and other funds totaling $57 million
- R.V. Kuhns & Associates monitors performance of Consolidated Investment Fund
- Performance report is available
- Donor receives income tax deduction benefits when giving to a community foundation
- INWCF consults with potential donors, handles IRS reporting, and distributions from fund
- Fund fees = 1% annually
- Distributions are based on earnings and policies set by Agency

COMMITTEE ACTION
None

FINANCIAL IMPACT
There is no financial impact on North Idaho College.

REQUESTED BOARD ACTION
Approval of Resolution 2010-02 is requested at this time.

Prepared by
Ron Dorn
Vice President of Resource Management
RESOLUTION NO. 2010-02

AUTHORIZING ACTIONS REGARDING ENDOWMENT FUNDS AT INLAND NORTHWEST COMMUNITY FOUNDATION

A RESOLUTION OF THE BOARD OF TRUSTEES OF NORTH IDAHO COLLEGE, KOOTENAI COUNTY, IDAHO, APPROVING, AUTHORIZING AND DIRECTING VICE PRESIDENT FOR RESOURCE MANAGEMENT RON DORN, AND AREA AGENCY ON AGING OF NORTH IDAHO DIRECTOR PEARL BOUCHARD, TO ACT ON BEHALF OF THE NORTH IDAHO COLLEGE BOARD OF TRUSTEES IN ALL MATTERS RELATING TO ANY ENDOWMENT FUND AT INLAND NORTHWEST COMMUNITY FOUNDATION FOR WHICH THE AREA AGENCY ON AGING IS A BENEFICIARY, INCLUDING BUT NOT LIMITED TO RECEIVING DISTRIBUTIONS, ACCOUNTING FOR SUCH DISTRIBUTIONS AND REPORTING TO INLAND NORTHWEST COMMUNITY FOUNDATION ON THE USE OF SUCH DISTRIBUTIONS.

RESOLVED, FURTHER, that the secretary of the NIC Board of Trustees is hereby authorized to certify to Inland Northwest Community Foundation the names of the incumbent officers or persons who are authorized to perform the actions described in the preceding paragraphs;

WHEREFORE, I, Christie Wood, Secretary of North Idaho College Board of Trustees, a community college identified by Idaho Code, Sections 33-2101 through 33-2144, hereby certify that the foregoing is a true copy of the resolution duly adopted by the board of trustees of said community college at a meeting duly held on December 15, 2010, at which a quorum was present and voting, and that the same has not been repealed or amended and remains in full force and effect and does not conflict with the Bylaws of the Community College.

I further certify that the incumbent officers and persons empowered to act under this resolution are:

   Mic Armon, Chair
   Judy Meyer, Vice-Chair
   Christie Wood, Secretary
   Ron Vieselmeyer, Treasurer
   Kenneth Howard, Trustee

COLLEGE RESOLUTION (12/15/10)- 1
PASSED AND ADOPTED by the Board of Trustees of North Idaho College, Kootenai County, Idaho, this 15th day of December, 2010.

NORTH IDAHO COLLEGE

_______________________________
Chairman, Board of Trustees

ATTEST:

_______________________________
Secretary