Dear Trustees,

We’ve had another busy month at the college and I have several things to report to you from the past month along with the monthly update to the strategic plan.

NIC Strategic Plan
Theme V: College Image and Relations

The Communications and Marketing staff continues to win awards for their outstanding work. Earlier this year, Stacy Hudson and Heather Butler were recognized for their work at the Spokane Regional Marketing and Communication Association’s (MARCOM) annual competition. Hudson and Butler were also recipients of gold awards recently in the regional competition for the National Council for Marketing and Public Relations (NCMPR), a professional organization comprised of community college members. Hudson and Butler received a gold for the 2010-2011 Alumni Association newsletters and Butler received a second gold for the poster that was created for the April 2011 “The British Are Coming” NIC Wind Symphony concert.

The Communications and Marketing staff was also instrumental in providing continual updates about the mill site construction to ensure all stakeholders had the information that they needed to traverse to and from the college community during the construction phase of the project. Timely information was provided to our neighbors to keep them informed and the Education Corridor website included a webcam, photographs, and a continuous stream of information to enhance communication.

Similarly, a web presence was created for the Long Range Visioning and Planning project.

New electronic newsletters will soon be launched; the first is targeted to Region 1 high school employees with relevant information for their audiences regarding dual credit, tech prep, admissions, financial aid, registration, programs, college news, and other topics of interest. The newsletter will be distributed to as broad an audience as appropriate and will include links to various areas of the NIC website.

The second is a collaborative effort with Student Services and the other higher education schools to increase communication with our education partners. This version will be launched in January and will be distributed twice per semester.

The second edition of Career Focus magazine was delivered throughout our region this summer to share news and information about our programs and services. The Communications and Marketing staff also recently completed the 2010-2011 Report to the Community which is a comprehensive summary of the previous year’s highlights.

The staff has been deeply involved in the college’s TV show, NIC Today. CM staff work on topic and guest selection, script preparation, and guest orientation for each show. We continue to pursue other opportunities to use this medium to promote NIC. As a reminder, the show is televised on Time Warner cable channel 19, and for those not on that system, the show can be accessed via our website at www.nic.edu/YouTube.
Goal 1: Enhance community perception of NIC among targeted groups.

Objective: Promote the value of NIC and the credentials of the faculty to the community.

Action Item: Obtain and utilize testimonials from current students, graduates, and faculty in marketing campaigns and on the NIC website to promote how NIC has impacted them.

Status: This is an ongoing effort. The Communications and Marketing office routinely solicits student success stories and utilizes the NIC experience to promote the excellence of the learning and teaching environment. These stories and testimonials are used in a variety of ways throughout our broad communication and marketing channels which includes websites, publications, internal communications, and other venues.

Objective: Promote the value of NIC and the credentials of the faculty to the community.

Action Item: Promote and publicize community service projects and activities involving students, faculty, and staff.

Status: This is an ongoing effort. The Communications and Marketing office is proud to promote and publicize the many ways that faculty, staff, students, and student-athletes are involved in the community through community service projects. The many contributions of the college are shared with the public and our stakeholders through media, photography, the website, social media, our internal communications, and all of our major publications.

Objective: Develop strategies to involve community members in NIC activities and events.

Action Item: Expand upon the “Be Our Guest” program, which is designed to encourage community members to attend an NIC event.

Status: This program was initiated four years ago and continues to be utilized. Each fall guest passes, fine arts schedules, and athletics schedules are mailed to approximately 700 individuals, including Gold Card holders, media representatives, elected officials, high school administrators, senior citizen organizations, NIC Foundation Board members, NIC Alumni Association Board members, chamber representatives, and others. The promotions have been well received and have created an increase of phone calls to our office for people requesting a Gold Card. Be Our Guest cards are also distributed to various service groups throughout the year to encourage community members to attend an NIC event and educate them about the NIC experience.

Objective: Develop strategies to involve community members in NIC activities and events.

Action Item: Continue current process of promoting events and activities.

Status: The Communications and Marketing Department routinely sends news releases, calendar announcements, and photo opportunities to various regional and national media outlets. Posters, fliers, postcards, newsletters, the readerboard, and extensive social media venues are utilized daily. NIC has expanded its community involvement by sponsoring numerous events in the community including the Coeur d’Alene Arts Alliance Riverstone Park summer concert series, non-profit events, regional chamber events, business fairs, and more to reach out to the community to build goodwill and enhance our visibility. NIC also has an informational booth at Art on the Green, a display at the Sherman Square kiosk, literature racks throughout the community, and other venues.
**Objective:** Develop strategies to involve community members in NIC activities and events.

**Action Item:** Continue to send annual events list and season pass to targeted populations.

**Status:** Each fall a fine arts calendar, sports schedule, and letter inviting individuals to attend events on campus are sent to a targeted list of stakeholders. The targeted list includes Region 1 principals, athletic directors, counselors, Gold Card holders, friends of NIC, media representatives, senior citizen organizations, NIC advisory committees, economic development groups, regional chambers, and more. A new electronic events calendar will be developed along with new channels for communications and marketing events. Coverage of on-campus events has also been expanded.

**Goal 2: Promote awareness and recruitment through a strong marketing campaign.**

**Objective:** Market four-year degree opportunities that exist with partner institutions.

**Action Item:** Improve communication among employees of Coeur d’Alene higher education schools.

**Status:** Representatives of the consortium of higher education schools in Coeur d’Alene will be working together to develop content and distribution of a new e-newsletter that will launch in January 2012 with the goal of sharing information about programs, services, and initiatives. This project is being coordinated by the director of Communications and Marketing and the director of Student Development. Also, NIC staff members who serve on both IdahoGoes and the Student Services Task Force have begun to meet monthly to share information and coordinate projects.

**Objective:** Market four-year degree opportunities that exist with partner institutions.

**Action Item:** Coordinate with partner institutions on a once-a-semester public information event promoting cooperative programs.

**Status:** The IdahoGoes representatives from North Idaho College, University of Idaho, Lewis-Clark State College, Boise State University, and Idaho State University continue to host the annual College Info Night at NIC. A total of 280 individuals attended this year’s event which was held October 13 and included workshops on dual credit, financial aid, survival tips for parents, strategies for college success, information from Idaho Commerce and Labor on emerging job trends, how to apply to graduate school, how to explore career options, and how to search for scholarships. Due to demand, this year’s event was expanded to include more workshops.

The IdahoGoes team also visits area employers, has a presence at various community events, and networks actively with agencies and the NIC outreach centers in the five northern counties to promote higher education opportunities in North Idaho.

**Action Item:** Marketing representatives from partner schools’ North Idaho branches will meet periodically to coordinate strategies for marketing purposes.

**Status:** The IdahoGoes Team is comprised of recruiters and staff members from the IdahoGoes participating schools. The group has adopted a mission, vision, and marketing strategies and continues to meet on a monthly basis. Through collaborative advertising buys, marketing purchases, and sharing of both personnel and operating costs, the group continues to make progress at raising awareness about the IdahoGoes partnership and higher education opportunities.
Other events happening on campus:

*Complete College America*

The Idaho State Board of Education (SBOE) and Idaho Governor Butch Otter have joined the Alliance of States committed to the Complete College America initiative. In joining the Alliance (which includes 29 states), Idaho completed a self-assessment of five areas:

1. Completion Goals
2. Common Completion Metrics
3. Completion Strategies
4. Commitment to the Completion Agenda
5. Demonstrated Leadership

1. Completion Goals
A study done for the state of Idaho by the Georgetown University Center for Education and the Workforce found that 61 percent of Idaho jobs will require some form of postsecondary education or training by the year 2018. Based on this finding, the SBOE and the Governor’s Office set the Complete College Idaho goal of 60 percent of all Idahoans between the ages of 25-34 having a postsecondary degree or certificate by 2020. According to 2009 data, 34.4 percent of Idahoans, in that age bracket, currently hold postsecondary degrees or certificates.

The strategies developed to help Idaho reach this goal include an outcomes-based funding formula, alignment of agency and institutional goals and objectives with the SBOE strategic plan, increased access to Dual Credit, a restructured delivery model for remedial education, a seamless system of transfer articulation, and the reduction of time needed for degree and certificate completion.

2. Common Completion Metrics
In order to establish baseline metrics, the state must first assure the collection of sound data. The SBOE acknowledges that the state has not been successful in collecting data without duplication and without assurances of accuracy. To overcome this problem, the SBOE began the Statewide Longitudinal Data Study, an attempt to collect unduplicated student-level data at the system office.

The research that is available to the SBOE reveals retention numbers of concern. Of the students that begin their college experience at a two-year institution, 38 percent are still enrolled two years later. Of the students that start college at a four-year institution, only 33 percent are still enrolled at that institution four years later.

3. Completion Strategies
The strategies being developed under the leadership of the SBOE include performance funding for completion of critical metrics, reducing time to degree requirements (reduction in the number of credits required to complete degrees or certificates), transformation of remedial education delivery, inclusion of one-year certificates within the completion metric, and better accommodations for working students.
4. Commitment to the Completion Agenda
   The Governor’s Office, the state legislature, the SBOE, and the presidents of Idaho’s public higher education systems have pledged to lead the state in the development of goals and strategies, and in the successful completion of the established metrics.

5. Demonstrated Leadership
   The state has identified the team that will represent Idaho at the Complete College America Academy this month in Austin, Texas. All 29 states of the Alliance will be represented at the Academy. The Idaho team consists of:
   
   - SBOE Regent Don Soltman
   - SBOE Executive Director Mike Rush
   - SBOE Chief Academic Officer Selena Grace
   - College Access Challenge Grant Project Coordinator Jessica Piper
   - State Representative Mac Shirley
   - State Senator Russ Fulcher
   - University of Idaho Provost and Executive Vice President Doug Baker
   - North Idaho College Vice President for Instruction Jay Lee

   What does this all mean to NIC? It means that NIC will be joining the other higher education institutions of the state in changing the way we do our jobs. We will improve our retention efforts, rewrite our program-related curriculum, increase the number of Dual Credit classes we provide to region high schools, modify our method of delivering remedial education, and increase our graduation rates.

   After the tremendous enrollment growth we have experienced over the last four years, it would be a relief to not have to make significant adjustments in the way we do things (like we did for the fall 2011 semester), but it is clear that the state of Idaho has bigger plans for all of us.

Coeur d’Alene Rotary Honors NIC Student
   Vanesa Braun was recently named the Rotary Student of the Month for October. Braun is in her second year at NIC and is pursuing an associate’s degree with plans to eventually transfer and complete her bachelor’s degree in Business Administration. She currently holds a 4.0 GPA, earning a spot on the Dean’s List each semester. Due to her excellent GPA and people skills, she was selected to receive the presidential scholarship and was also selected to be an NIC Admissions Ambassador.

   Besides tackling a full course load each semester, Braun is involved in a variety of other activities and clubs on campus. She serves as a peer tutor for the TRIO program, helping students in a variety courses. Without fail, her students comment on her patience, knowledge, and her “adorable smile.” Braun is also involved in the Business Professionals of America (BPA) club, serving as vice president.

   She had an opportunity to travel to Boise last year and compete in a BPA state leadership conference, where she won first place in the Fundamental Accounting competition. She is a member of Phi Theta Kappa and was elected to serve as its fellowship officer. In her spare time, Vanesa teaches private piano lessons.
Meetings
The following is an overview of meetings and events that I attended over the past month:

Sep 24  Post Falls Chamber Gala

Sep 25  Susan G. Komen Race for the Cure with Cardinals Against Cancer Team
        Opera Coeur d’Alene’s production of Faust

Sep 26  Met with NIC student Derek Aujay
        Met with ASNIC President Chloe Van Zandt
        Met with Constituent Leaders
        Foundation Executive Committee meeting
        CASA Board meeting

Sep 27  Booster Club Luncheon – coach’s showcase

Sep 28  Discuss Foundation annual campaign with Executive Director Rayelle Anderson
        Visited the SUB for coffee and conversation with staff, faculty and students
        Met with VP for Student Services Sheldon Nord and ASNIC President Chloe Van Zandt

Sep 29  Met with CASA Executive Director Sandra Gunn
        NIC Board and NIC Foundation social

Sep 30  Che’nshish 2011 Scholarship Golf Scramble at Circling Raven Golf Club
        Rotary

Oct 1   Volleyball versus College of Southern Idaho

Oct 3   Interview candidate for Vice President for Community Relations and Marketing

Oct 4   Presidents’ Council meeting and Presentation to Permanent Building Fund Advisory Council – Boise

Oct 5   Interview candidate for Vice President for Community Relations and Marketing
        Lunch with Jeffrey Bell of Gallatin Affairs

Oct 6   Foundation Board meeting
        Interview candidate for Vice President for Community Relations and Marketing
        Record October NIC Today Television show

Oct 7   Met with CASA Executive Director and member of CASA Board of Directors
        Rotary
        Opera Development Committee meeting
Oct 8      Sunrise Rotary Auction

Oct 9      Men’s and women’s soccer versus Gonzaga University Club

Oct 10     Visited the SUB for coffee and conversation with faculty, staff and students
           Video recording for Idaho Goes
           Mayor’s Awards for the Arts – NIC Art Instructor Michael Horswill received the Mayor’s Excellence in the Arts Award
           Volleyball versus Community Colleges of Spokane

Oct 11-16  ACCT Annual Leadership Congress – Dallas, Texas

Oct 17     Monthly meeting with ASNIC President Chloe Van Zandt
           North Idaho Higher Education Collaboration social – Seasons Restaurant
           CASA volunteer recognition event

Oct 18     Coeur d’Alene Chamber Centennial Luncheon
           Education Corridor monthly meeting with the city
           PUD proposal meeting with Jon Mueller
           CASA Executive Committee meeting

Oct 19     Toured Trades and Industry programs with Division Chair Doug Anderson
           Met with American Indian Studies Instructor Kathy Lewis
           Opera Coeur d’Alene Fundraiser at Beverly’s

Oct 20     Presented NIC’s Performance Measures Report at the State Board of Education Meeting in Lewiston
           Opera Coeur d’Alene Board meeting

Oct 21     TESH Breakfast
           FY11 Audit Exit meeting with external auditors
           Rotary

Upcoming meetings and events:
Oct 24     Tour Women's Center in Spokane with Maggie Lyons
           Constituent Leaders meeting
           CASA Board meeting

Oct 25     Semi Annual Retiree Luncheon hosted by the NIC Alumni Association
           Host Foundation Honorary Board member to a tour of Meyer Health Sciences Building

Oct 26     Visit Boswell Corner Gallery featuring artist Christine Kimball
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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Oct 27</td>
<td>Foundation hosted “Lunch with the President”</td>
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<td>Oct 31</td>
<td>Greet trick or treaters from NIC Children’s Center</td>
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<td>Nov 1</td>
<td>Jobs Plus Board meeting</td>
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<td>Nov 3</td>
<td>Foundation Board meeting</td>
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<td></td>
<td>Record November <em>NIC Today</em> TV show</td>
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<tr>
<td>Nov 4-13</td>
<td>AACC Washington Institute, AACC Commission meeting and Council for Resource Development Annual Meeting – Washington, DC</td>
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<tr>
<td>Nov 14</td>
<td>Monthly meeting with ASNIC President Chloe Van Zandt</td>
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<td></td>
<td>Constituent Leaders meeting</td>
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<td></td>
<td>Education Corridor monthly meeting with the city</td>
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<td></td>
<td>Scholarship Celebration – SUB dining room</td>
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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.

6 p.m.

**CALL TO ORDER**

- Pledge of Allegiance
- Verification of Quorum/Introduction of Guests
- Minutes Review/Approval
- Public Comment
- Celebrating Success: Mayor’s Excellence in the Arts Awards

**CONSTITUENT REPORTS**

- ASNIC Chloe Van Zandt
- Staff Assembly Erin Norvell
- Faculty Assembly Kathie O’Brien
- Senate Joe Jacoby

**OLD BUSINESS**

- Tab 1: ACTION - Amendment to FY12 Budget Ron Dorn
- ACTION: Monument Sign Mic Armon

**NEW BUSINESS**

- Tab 2: ACTION - Property Acquisition Marc Lyons
- Tab 3: ACTION - FY11 External Audit Ron Dorn
- Tab 4: ACTION - NIC Head Start Annual Report Ron Dorn
- Tab 5: First Quarter FY12 Budget Review Ron Dorn
- ACTION: Contract for Presidential Search Ken Howard
- ACTION: Contract for Board Consultant Mic Armon

**INFORMATION ITEMS**

- KTEC Jay Lee
- Education Corridor Mic Armon
  - Community Garden
- Tab 6: Legislative Session Preview John Martin

**REPORTS**

- College President Priscilla Bell
- Board Chair Mic Armon

**REMARKS FOR THE GOOD OF THE ORDER***

**ADJOURN**

**EXECUTIVE SESSION** (if needed)

Idaho Code Sections 67-2345 (a), (c), (f)
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 Mic Armon called the meeting to order at 4:10 p.m. and verified that a quorum of the board was present at the meeting.

ATTENDANCE
Trustees: Mic Armon
Christie Wood
Judy Meyer
Ron Vieselmeyer
Ken Howard

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

EXECUTIVE SESSION
Motion was made by Trustee Wood, seconded by Trustee Meyer, to go into executive session under Idaho Code § 67-2345(a), (b), (c) and (f) for the purpose of considering hiring a public officer, employee, staff member or individual agent, 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:

Mic Armon aye
Christie Wood aye
Judy Meyer aye
Ron Vieselmeyer aye
Ken Howard aye

At 4:44 p.m. motion was made to return to open session by Trustee Vieselmeyer, seconded by Trustee Wood. Chair Armon recessed the meeting to reconvene in the Lake Coeur d'Alene Room.

CAPITAL PROJECTS WORKSHOP
Chair Armon opened the workshop and asked Dr. Bell to begin the discussion. Dr. Bell stated that a white paper had been developed outlining ideas for a number of capital projects and was subsequently sent to the trustees for their review and consideration. She added that information for the projects presented in the white paper was based on input and many hours of discussion by President’s Cabinet. She then asked VP Ron Dorn to review the list and help address trustee feedback.
VP Dorn reviewed the process and considerations undertaken by President’s Cabinet that were provided to Architect’s West to help them develop the white paper.

Trustee Howard stated that he felt the discussion should focus on projects that address existing properties and existing problems that can be solved with funding that is currently available and table discussions about other projects that are outside the scope of immediate needs.

Trustee Vieselmeyer commented that he would like to see a timeline for the projects presented.

Chair Armon commented that the board’s direction to the administration included consideration and prioritization of projects for substandard facilities and facilities that were currently leased. He went on to say that he felt the paper is a guide to provide the board direction as funds become available. He added that in his ten years on the board, he feels the board had been derelict in upgrading facilities or developing new facilities.

Trustee Meyer commented that she felt that facilities shouldn’t be discussed until program needs are first identified.

Dr. Bell commented that following her many discussions with VP Lee about the PTE facilities and Trades and Industry programming needs, they had the necessary information to provide justification for those related projects. She went on to say that that the administration could provide more data for other projects, but she would first need direction from the board about their interest in those projects. She added that she had anticipated that the board would review and discuss the ideas presented in the paper, then move into a longer workshop, at a later date, with more specific information about the projects the board was interested in having the administration attend to first.

Trustee Howard stated that he didn’t intend to discourage the administration from presenting projects they felt were a critical need, but that he hoped the administration would provide appropriate justification for those projects in order for the board to make a decision.

Trustee Vieselmeyer added that he felt the board and the administration should focus on the two most critical needs projects.

Trustee Wood asked if the administration could provide a presentation on the Professional-Technical facility since it was one project the board had previously asked the administration to research.

VP Lee discussed some existing space per student deficiencies and facilities deficiencies for the auto mechanics, welding and OPVR courses and stated he would provide wait list information, data for square footage needed per student and enrollment trends to justify the need for consolidating and improving facilities for those programs. He added that consideration was needed to determine how to properly align courses between the Riverbend facility and KTEC. More discussion took place about the placement of some PTE programs and the need for more concrete commitment from the KTEC Governing Board about NIC’s role in KTEC. VP Lee requested the board allow time for him to meet with Mark Cottner for discussions about programmatic needs for the facility and how to best align programs before NIC requests written commitment from KTEC.
Trustee Howard asked for an assessment of the safety issues of some of the current facilities for PTE programs as further justification for improvements.

Chair Armon commented that now is an opportune time to consider projects because construction costs and materials are currently less expensive. He added that the top three projects he sees on the list are the Professional Technical Education building, redevelopment of the Hedlund Building, including data on the square footage that would be freed up by moving programs from Hedlund, and student housing.

There was some discussion about the need for expanded health sciences space and the possibility for using some space that may be freed up in Hedlund for these types of classes. Dr. Bell commented that the expansion of space for health sciences is priority number two on the college’s request for DPW funds and a project that would be completed in phases if the state agrees to fund it.

In closing, Dr. Bell thanked the board for reviewing the paper and offering their feedback. She stated that she and members of President’s Cabinet would determine a timeline for pulling together the information requested after which she would recommend to Chairman Armon a date for a longer, more in depth workshop.

Chair Armon recessed the workshop.

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

ATTENDANCE
Trustees: Mic Armon
Ken Howard
Judy Meyer
Ron Vieselmeyer
Christie Wood

Also present: Priscilla Bell, President
Marc Lyons, Attorney for North Idaho College
John Martin, Vice President for Community Relations and Marketing
Jay Lee, Vice President for Instruction
Sheldon Nord, Vice President for Student Services
Ron Dorn, Vice President for Resource Management

Chair Armon led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees to the meeting.

APPROVAL OF MINUTES
Chair Armon called for remarks regarding the meeting minutes.
Motion was made by Trustee Wood and seconded by Trustee Vieselmeyer to approve the minutes of the meeting held August 24, 2011. Trustee Meyer requested the minutes be amended under Old Business, Planned Unit Development to reflect the board’s motion as follows:

"Trustee Wood moved to approve the general contents of the submittal, with changes made that include adding directional signage near the entry to campus, the exploration of the liability of utilizing river water versus city water for irrigation and removing specific labels or identifiers to the structures shown in the submittal and directing Landmark Landscape Architects to provide all necessary information to the city of Coeur d’Alene for a complete submittal by September 1, 2011. The motion, seconded by Trustee Meyer, carried unanimously."

Trustee Wood moved to amend her previous motion to amend the minutes, as noted. The motion, seconded by Trustee Vieselmeyer, carried unanimously. The original motion to approve the minutes, as amended, carried unanimously.

PUBLIC COMMENT
None.

CONSITUENT REPORTS

ASNIC
ASNIC President Chloe Van Zandt reported that ASNIC now has a full board and she introduced the newly elected officers. She went on to report on activities ASNIC had undertaken over the past month and she discussed various club activities.

Chair Armon asked each of the ASNIC members present to stand and introduce themselves.

Staff Assembly
Chair Erin Norvell reported that during their September 8 meeting they had a second reading of some changes to their constitution which would allow full participation of part time employees. She went on to say that Staff Assembly is pleased that they have been asked for their input into the Long Range Visioning and Planning process, but that some concerns had been expressed about their ability to participate in the focus groups that were offered.

Faculty Assembly
Chair Kathie O’Brien reported that Faculty Assembly had nearly completed their assignments to campus committees and there was active participation by faculty. She reported on the success, so far, of the mentoring process that is part of the new Tenure procedure. She next reported on faculty’s involvement with some of the processes and policies implemented this fall. She finished by commenting that faculty is interested in participating in the Long Range Visioning and Planning process.
Chair Joe Jacoby reported that during their September meeting, they had passed some changes to the new Tenure procedure. He commented that Senate was also interested in participating in the Long Range Visioning and Planning Process.

OLD BUSINESS
At this time Chair Armon asked for a motion to amend the agenda to eliminate Tab 3 Amendment to the FY12 Budget because the information is not available for discussion at this time.

The motion, made by Trustee Howard, was seconded by Trustee Meyer. Chair Armon stated that after more information was gathered, the item would be on the October 2011 meeting agenda. The motion carried unanimously.

NEW BUSINESS
Official Fall Enrollment
VP Sheldon Nord reviewed the fall enrollment numbers for credit bearing classes. He highlighted information on the overall population served, enrollment for general studies and professional technical programs and demographic information. He stated that headcount had increased 6.4% over fall 2010 and FTE had increased by 2.7% over fall 2010.

There was some discussion about NIC’s requirement for instructors teaching dual credit courses in the high schools to hold a master’s degree. Trustee Wood asked about our faculty acting as mentors to those high school instructors who teach dual credit classes and she wondered if the Faculty Assembly would be discussing the topic.

INFORMATION ITEMS
Kootenai Technical Education Campus (KTEC)
VP Jay Lee reported that the KTEC governing board did not meet over the past month and he reminded board members of the ground breaking ceremony scheduled for October 4 at the KTEC site on the Rathdrum Prairie. He added that the annexation agreement with the city of Rathdrum was completed.

Education Corridor
Chair Armon commented on the continuing infrastructure construction. He asked VP Dorn to verify progress on various stages of the project. VP Dorn stated that the second level of paving on River Road would be completed within the next week and paving would also be taking place on Hubbard up to the construction area at the intersection of Northwest Boulevard.

Some discussion took place about the usage of the various lots once infrastructure work is completed.

Update on Rosenberry Drive/Dike Road
VP Dorn provided an update on the Army Corps of Engineers flood control project along the dike road. He stated that at this time, NIC plans to work on some of the smaller obstacles identified in the Corp’s analysis such as signage, the boathouse and restrooms. He went on to say that the city is looking at costs and options for the dike other than removing trees.
NIC Foundation Report
NIC Foundation Executive Director Rayelle Anderson provided the board with the foundation’s annual update. She provided highlights of the Development Department’s activities including alumni relations, grants development and the foundation. She stated that contributions to the foundation of cash and in kind donations for the year ending June 30, 2011 were approximately $2.2 million and grant efforts netted approximately $1.7 million. She described the college programs and students impacted with these funds and described activities planned for the coming year’s campaign and fundraising efforts.

REPORTS

College President
Dr. Bell mentioned some items for trustees’ calendars and she provided an update on the search for the VP for community relations and marketing position. She finished her report by letting trustees know that she and VP Martin had been working with the college’s legislative advocate in Boise to identify issues of interest to the college for the legislative session. She went on to say that she and VP Martin will present the board with a preliminary report of those issues at the October board meeting.

There was some discussion about the National Rifle Association’s efforts to lobby heavily this year for the rights of citizens to carry guns on college campuses and the position of institutions of higher education in Idaho on this legislation.

Board Chair
Chair Armon commented on the upcoming conference of the Association of Community College Trustees that the board would be attending. He next reported that he had directed Trustee Howard and Trustee Wood to research national search firms to assist the board in finding and selecting Dr. Bell’s replacement. He finished his report by stating that the board chairs of three Idaho community colleges had hired a consultant to help the three institutions research and collectively work through issues such as guns on campus, dual enrollment and funding with the ultimate goal of ensuring students in Idaho receive the best from their community colleges.

REMARKS FOR THE GOOD OF THE ORDER
None.

Chair Armon adjourned the meeting at 7:35 p.m.
SUBJECT
Amendment to the FY12 Budget

BACKGROUND
North Idaho College received $1,795,000 in surplus funds from the state. The state designated these funds be allocated to support one-time expenditures related to enrollment growth.

DISCUSSION
North Idaho College plans to allocate $1,795,000 one-time funds from the state to support one-time expenditures identified by President’s Cabinet members across their divisions. The first level of approved expenditures came from lists submitted during the budgeting process that were not funded during that process. Other one-time expenditures that were not originally submitted as a part of the budgeting process were submitted to President’s Cabinet for discussion and were either approved or rejected, resulting in a comprehensive list of one-time expenditures.

With their allocation of $504,700, Instruction will upgrade or replace equipment in our professional-technical programs (Welding, Machining, and Maintenance Mechanic/Millwright) and in our science labs. In two cases, instructional program needs that could not be met through the regular FY12 budget process will now be satisfied. Professional development opportunities will be expanded for faculty and instructional staff within our Institutional Effectiveness and eLearning offices. Much needed facility improvements will be completed in several instructional areas, including the automobile mechanic program space, Boswell Hall and Molstead Library.

The state of Idaho’s contract with the learning module provider, Blackboard, was completed after the finalization of NIC’s FY12 budget. NIC’s contribution to this state contract will now be covered with these new funds without reducing the current budget allocations for IT and eLearning.

Additionally, the new funds will help NIC enhance connections with Region One high schools and enable us to expand dual credit classes in the high schools.

Student Services will use $351,000 to acquire software to increase retention efforts, automate the admissions application process, support student completion and transfer efforts, grade management and other student support services.

Other administrative areas will use $487,500 to improve employee development, training and performance evaluation, replace outdated equipment, purchase additional equipment, and remodel areas in some campus buildings to accommodate growth and departmental moves. Parking lots will be developed on the former mill site and funds will be used to support increased Informational Technology needs.

The remaining $451,800 will be allocated to the Plant Fund for additional one time expenditures including:

- $66,000 for snow removal equipment for the new infrastructure at the Higher Ed Corridor.
- $24,000 for construction change orders on the Higher Ed Corridor infrastructure (including fiber and geothermal pipes, tree removal, and water lines).
- $78,000 for the relocation of the Testing Center.
- $83,000 for the purchase, demolition and abatement of Jeffries TV.
- $200,800 for building access control systems and security cameras.
COMMITTEE ACTION
None.

FINANCIAL IMPACT
The budget will be revised upward by $1,795,000. The institutional budget will be impacted by the addition of $462,200 to maintenance and operations, $40,000 to personnel, and $1,292,800 to capital equipment. The division detail is as follows:

<table>
<thead>
<tr>
<th>Division</th>
<th>Maintenance &amp; Operations</th>
<th>Personnel</th>
<th>Capital Equipment</th>
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<td>Athletics</td>
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<td>Plant Fund</td>
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<td>$451,800</td>
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<td><strong>Total Institution</strong></td>
<td><strong>$462,200</strong></td>
<td><strong>$40,000</strong></td>
<td><strong>$1,292,800</strong></td>
<td><strong>$1,795,000</strong></td>
</tr>
</tbody>
</table>

REQUESTED BOARD ACTION
The board is requested to consider a motion to reopen the budget to consider the proposed revisions.

If the board agrees to revise the budget as addressed above, the board may also consider a motion to authorize and direct the president and administration to use the additional funds as per the President’s Cabinet recommendations.

Prepared by
Ronald Dorn
Vice President for Resource Management
SUBJECT
North Idaho College Property Acquisition

BACKGROUND
North Idaho College has been in discussions with Burlington Northern Santa Fe Rail Road (BNSF) to acquire certain real property north of River Avenue and adjoining the former Robin Hood Campground property. The subject property is approximately 1.39 acres and also in close proximity to the recently acquired mill site property. This property was appraised in March of 2010 for $730,000. The BNSF has agreed to sell this property to the college as a Bargain Sale for the amount of $265,000.

DISCUSSION
The BNSF property has the potential to be instrumental in a possible re-route of River Avenue for a direct intersection with Northwest Blvd. In addition, the property can be combined with the former Robin Hood Campground property to produce a potential building site for college use. The acquisition cost of this property is substantially below appraised value and will provide internal ownership integrity of the real property connected to the campus.

A Phase I Environmental Assessment has been completed on the property by Strata Geotech. Strata’s report did not identify any recognized environmental conditions. In Strata’s opinion, the subject property does not recommend additional investigation and notes that the previous use of the property resulted in what were generally considered de minimis conditions.

BNSF has requested that the college authorize representatives to enter into a Real Estate Bargain Sale Agreement involving the property. Assuming the NIC Board of Trustees agrees to acquire the property, BNSF has asked that the parties endeavor to close the transaction this year.

COMMITTEE ACTION
None

FINANCIAL IMPACT
The purchase price to acquire the property is $265,000. There will also be a $2,000 Administrative/Processing Fee to the seller’s broker. Other costs would be normal costs associated with college legal counsel review of the transaction documents.

REQUESTED BOARD ACTION
Assuming the board is in agreement, it is recommended that the board consider a motion to authorize the college president and board chair to execute the Real Estate Bargain and Sale Agreement and such other documents as are necessary to complete the transaction.

Prepared by
Marc A. Lyons
Attorney for North Idaho College
SUBJECT
ACTION: External Financial Audit for FY11

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit agency. The annual audit report is currently being done by Magnuson, McHugh, CPAs, P.A. of Coeur d'Alene. Copies of the audit will be provided to the board and others who wish them.

DISCUSSION
Toni Hackwith of Magnuson, McHugh will present the audit along with any findings. A detailed audit exit conference was conducted by Magnuson & McHugh, CPAs, P.A. on October 21, 2011, with members of the board of trustees, President Bell, Vice President Dorn, and Controller Sarah Garcia. Any questions as a result of the audit will be addressed and answered at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept the audit of FY2010-2011.

Prepared by
Ron Dorn
Vice President for Resource Management
SUBJECT
Head Start Semi-Annual Update

BACKGROUND
This is a semi-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. Federal Performance Standards requires the grantee agency through the board of trustees approve, annually, the NICHS Job Descriptions, Personnel Policies, Recruitment and Enrollment Policy, and the Criteria for Prioritization and Selection Policy.

DISCUSSION
Because NIC is the fiscal agent for Head Start locally, it is important for the board to have a semi-annual overview of the policies and procedures and 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.

The Job Descriptions and Personnel Policies were reviewed by Head Start Staff Development Committee, and Wade Larson, Executive Director of Human Resources at North Idaho College. These recommended additions, changes or deletions were presented and approved by Head Start Policy Council.

The Recruitment and Enrollment Policy and the Criteria for Prioritization and Selection Policy were reviewed by a Policy Council sub-committee. These recommended additions, changes or deletions were presented and approved by Head Start Policy Council.

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 D.

Attachment A: Job Descriptions
Attachment B: Personnel Policies
Attachment C: Recruitment and Enrollment Policy
Attachment D: Prioritization / Selection Policy

Prepared by
Beth Ann Fuller
Director, North Idaho College Head Start
Job Descriptions
Component

Program Year 2011-2012

North Idaho College
Head Start
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SECTION 1
NON-EXEMPT POSITIONS

<table>
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<tr>
<th>Position</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Teacher</td>
<td>PDM 008/AT</td>
</tr>
<tr>
<td>Center Assistant</td>
<td>PDM 008/CA</td>
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<td>Center Assistant – Central Office</td>
<td>PDM 008/CA-CO</td>
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<tr>
<td>Classroom Teacher</td>
<td>PDM/008/CT</td>
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<td>Cook/Nutrition Educator</td>
<td>PDM 008/CK-NE</td>
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<tr>
<td>Disability Services Assistant</td>
<td>PDM 008/DSA</td>
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<td>Family Advocate</td>
<td>PDM 008/FA</td>
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<td>Information Systems Technician</td>
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<td>Mental Health Consultant</td>
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SECTION 2
EXEMPT POSITIONS

<table>
<thead>
<tr>
<th>Position</th>
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<tbody>
<tr>
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<tr>
<td>Education/Disability Services Coordinator</td>
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<td>Family Community Partnerships Coordinator</td>
<td>PDM 008/FCP</td>
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<td>Fiscal Coordinator</td>
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<td>HR/Facilities Coordinator</td>
<td>PDM 008/HR-F</td>
</tr>
<tr>
<td>Director</td>
<td>PDM 008/D</td>
</tr>
</tbody>
</table>

POLICY COUNCIL APPROVAL MAY 20, 2011

BOARD OF TRUSTEES APPROVAL
SECTION 1
NON-EXEMPT POSITIONS
North Idaho College Head Start
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, and organized 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.
• Provide assistance as needed to ensure efficient center operations.

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
Job Description

Position Title: Center Assistant
Reports to: Center Supervisor
Length: July 1 to June 30
Coordinates: Office Volunteers
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, mailings, and
  purchasing process.
- 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.
- Participated in recruitment and the maintenance of enrollment 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
Job Description

Position Title: Center Assistant – Central Office
Length: July 1 through June 30
Coordinates: Office Volunteers
Reports to: Director
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, mailings, and purchasing process.
• 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
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 Advocate 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.
- Provide assistance as needed to ensure efficient center operations.

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

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
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.
• Provide assistance as needed to ensure efficient center operations.

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.

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.
- 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 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, and organized 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.
• Provide assistance as needed to ensure efficient center operations.

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  
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 including the implementation of the social/emotional curriculum.  
- 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.  
- Provide assistance as needed to ensure efficient center operations.  
- Assist families in the application process for scholarships and awards.  

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.

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
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
Job Description

Position Title: Janitor
Length: August through June
Reports to: Center Supervisor
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 Supervisor.

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
Job Descriptions
Page 1 of 1
Janitor
Revised 05/2011
North Idaho College Head Start  
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
SECTION 2
EXEMPT POSITIONS
North Idaho College Head Start  
Job Description

<table>
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<tr>
<th>Position Title:</th>
<th>Center Supervisor</th>
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<td>Reports to:</td>
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<td>Exempt</td>
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**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 planning.
- 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.
- Assist staff and community members in the application process for scholarships and awards.
- 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)

______________________________ Date

Employee’s Signature
North Idaho College Head Start
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
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 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

North Idaho College Head Start
Job Descriptions
Fiscal Coordinator
Page 2 of 2
Revised 05/2011
North Idaho College Head Start  
Job Description

Position Title: Health Services/Nutrition Coordinator  
Reports to: Director  
Length: July 1 through June 30  
FLSA Status: Exempt  
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  
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 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 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
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 planning.
• 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 ________________________________
Personnel Policies and Procedures

PY 2011-2012

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

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

C. To ensure that promotion decisions are in accordance with principles of equal opportunity by imposing only documented, job related requirements for promotional opportunities.

D. To ensure that all personnel matters, such as compensation, benefits, transfers, layoffs, returns from layoff, leave, North Idaho College Head Start sponsored professional development, education, tuition assistance, and social and recreational programs, are administered without regard to the factors specified above.
It is the responsibility of all staff and volunteers to incorporate these equal opportunity principles in all program and personnel decisions, and to be fair and equitable in protecting the rights of employees, volunteers, and beneficiaries.

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

2.00 Organization

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

3.00 Selection and Hiring of Personnel

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

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

3.01 Initiation of Position Openings

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 and date dismissal is effective. 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 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. Cell phone use during work hours shall not be intrusive to job duties or center operations.

C. Staff shall abide by the Ethics Policy (PDM/157) and follow the Code of Conduct (Personnel Policies, Section 4.0)

D. 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.

E. 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.

F. Staff attend required training/professional development.

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

H. 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.

I. 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.

J. 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.

K. 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.

L. 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. 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.

3. 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 next program year after documentation is submitted to verify that qualifications are met.

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: May 20, 2011

Board of Trustees Approval:
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 program year, each center and site is expected to have a waiting list that is greater than funded slots.

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

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

F. Disability Services:

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

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

SELECTION of PARTICIPANTS:

A. A Criteria for Prioritization of 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 program 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 program 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.

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. Enrollment appointments with families are scheduled to ensure all funded slots are full on or before the 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 soon as possible.(see filling a vacancy below)

FILLING A VACANCY:

A. When a vacancy occurs, the Center Supervisor along with the Family and Community Partnerships Coordinator (or designee) reviews the prioritization list and upon selection immediately notifies the eligible family of their acceptance of enrollment into the program.

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  04/22/2011

Board of Trustees Approval  ________
# Prioritization / Selection Policy

## Selection of Children for Enrollment

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

<table>
<thead>
<tr>
<th>Criteria for Prioritization</th>
<th>Points Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 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 (includes Relatives As Parents)</td>
<td>10</td>
</tr>
<tr>
<td>7. Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)</td>
<td>10</td>
</tr>
<tr>
<td>8. Family Violence (includes child abuse, neglect, or abandonment)</td>
<td>10</td>
</tr>
<tr>
<td>9. Incarceration</td>
<td>5</td>
</tr>
<tr>
<td>10. Deployed Parent</td>
<td>5</td>
</tr>
<tr>
<td>11. Substance Abuse / Mental Health issues</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. If the receiving Center does not have an open enrollment slot, the family is put on the Center’s waitlist.

*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

*If needed to maintain full enrollment, the income ratio between 101% and 130% may be considered. This income status would not count towards the allotted 10% over-income standard.*

Policy Council Approval: 4/22/2011 Board of Trustees Approval: ________

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North Idaho College Head Start  
Family and Community Partnerships  
Page 1 of 1  
FCP202  
Revised 04/20/11
SUBJECT
First Quarter Budget Review FY 11-12

BACKGROUND
Each quarter, current financial information is presented to the board of trustees.

DISCUSSION
- Attachment A, “FY12 Revenue Budget 9/30/11,” indicates the college’s budgeted revenue is $40,915,873.
- Attachment B, “Actual YTD vs. FY12 Revenue Budget,” indicates actual revenues received through September of $16,509,552 or 40% of budgeted revenues. This does not reflect the PTE revenue, which is billed at the beginning of October. Property tax revenue will be booked in January and will be reflected in the third quarter budget report.
- Attachment C, “FY12 Expense Budget 9/30/11,” indicates the expense budget is $40,915,873.
- Attachment D, “FY12 YTD Actual Expenses vs. Budget,” shows actual expenditures through September compared to the budget. Actual expenditures through September are $7,782,165 or 19% of budget.
- Attachments E and F, “Forecasted Revenue Budgets,” “Forecasted Expenses vs. Budget,” respectively indicate the forecasted FY12 revenue and expenses budgets. Currently, the projected expenditures are at 100% of budget. These will be revised for the second quarter based on additional historical information for the current fiscal year.
- Attachment G, “FY12 Actual Expenses vs. Budget,” reflects the dollar values for the actual and budgeted expenses by NACUBO category for FY12 in the bar graph. The line reflects data points of the actuals as a percentage of the budget.
- Attachments H and I, Auxiliary Services Budgeted Revenue,” and “Auxiliary Services Budgeted Expenses” show the budgeted FY12 revenue and expense totals, as well as percentages, for the Bookstore, Food Services, Residence Hall, and Student Union Operations. The revenue total is $5,078,289 and expense total is $4,961,691.
- Attachment J, “Auxiliary Services FY12 Budget by Expense Type,” shows the total FY12 budget for Auxiliary Services of $4,961,691 broken down into dollar values and percentages for Salary, Benefits, Cost of Goods Sold, Capital, and Maintenance & Operations.
- Attachments K and L, “Fee Based Budgeted Revenue,” and “Fee Based Budgeted Expenses” respectively reflect the total budgeted revenue and expenses for all fee-based budgets, including ASNIC, Athletics, Student Activities, and Recreation, Student Health Services, and Workforce Training. The total budgeted revenue in Slide K is $3,317,742. The total budgeted expenses in Slide L are $3,315,856.
Attachment M, "Fee Based Budgets by Expense Type," shows the total FY12 budget for fee-based budgets of $3,315,856 broken into dollar values and percentages for Salary, Benefits, Equipment, and Maintenance & Operations.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
No action is recommended

Prepared by
Ron Dorn, Vice President for Resource Management
**FY 12 Revenue Budget 9/30/11**

**North Idaho College**

- Tuition and Fees: $12,820,356 (31%)
- State Appropriation: $8,942,900 (22%)
- Property Tax: $13,987,907 (34%)
- PTE: $3,848,609 (10%)
- Other Revenue: $1,316,101 (3%)

**Total Revenue Budget**

$40,915,873

**FY12 YTD Actual Revenue vs Budget 9/30/11**

- Actual YTD Revenue = $16,509,552

- Tuition & Fees: 54%
- State Appropriation: 98%
- Property Tax: .01%
- PTE: 0%
- Other Revenue: 48%
**FY 12 Expense Budget 9/30/11**

Tab 5, Attachment C

**FY12 Total Expense Budget**

$40,915,873

- **Salary**: $22,885,448
- **Benefits**: $7,179,416
- **Capital**: $648,078
- **M&O**: $10,202,931

**FY12 YTD Actual Expenses vs Budget 9/30/11**

Tab 5, Attachment D

- **Actual YTD Expenses = $7,782,165**

- **Salary**: 18%
- **Benefits**: 17%
- **Capital**: 51%
- **M&O**: 20%
FY12 Forecasted Revenue Budgets 9/30/11

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<tr>
<th>Source</th>
<th>FY12 Budget</th>
<th>FY12 Forecast</th>
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<tr>
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<tr>
<td>State Appropriation</td>
<td>$12,000,000</td>
<td>$14,000,000</td>
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<tr>
<td>Property Tax</td>
<td>$10,000,000</td>
<td>$12,000,000</td>
</tr>
<tr>
<td>PTE</td>
<td>$8,000,000</td>
<td>$10,000,000</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>$6,000,000</td>
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<tr>
<td>Total</td>
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<td>$42,940,246</td>
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FY12 Forecasted Expenses vs. Budget 9/30/11

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<th>Category</th>
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<th>FY12 Forecast</th>
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<tr>
<td>Salary</td>
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<td>Capital</td>
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<tr>
<td>M&amp;O*</td>
<td>$5,000,000</td>
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</tr>
<tr>
<td>Total</td>
<td>$40,915,873</td>
<td>$40,915,873</td>
</tr>
</tbody>
</table>
FY12 Actual Expenses vs Budget 9/30/11
NACUBO Category
Tab 5, Attachment G

Auxiliary Services Budgeted Revenue 9/30/11
Tab 5, Attachment H

Total Revenue $5,078,289

- Bookstore $3,175,329
- Food Service $867,500
- Residence Hall $851,700
- Student Union Operations $183,760

Academic Instruction
PTE Instruction
Student Services
Institutional Support
Physical Plant
Student Aid
Public Service
Transfers
Auxiliary Services Budgeted Expenses 9/30/11

- Total Expenses: $4,961,691
  - Bookstore: $2,824,589 (17%)
  - Food Service: $867,262 (17%)
  - Residence Hall: $843,703 (17%)
  - Student Union Operations: $426,137 (9%)

Auxiliary Services FY12 Budget by Expense Type 9/30/11

- Total Budget: $4,961,691
  - Salary: $924,187 (20%)
  - Benefits: $352,839 (19%)
  - COGS: $2,698,098 (54%)
  - Capital: $16,000 (0%)
  - M&O: $970,567 (7%)
**Fee Based Budgeted Revenue 9/30/11**

*Tab 5, Attachment K*

- **Total Budgeted Revenue** $3,317,742

- **ASNIC** $280,625
- **Athletics** $1,396,661
- **Student Activities** $300,000
- **Student Health** $265,456
- **Workforce Training** $1,075,000

**Fee Based Budgeted Expenses 9/30/11**

*Tab 5, Attachment L*

- **Total Budgeted Expenses** $3,315,856

- **ASNIC** $280,625
- **Athletics** $1,396,661
- **Student Activities** $300,000
- **Student Health** $265,456
- **Workforce Training** $1,073,114
Fee Based Budgets by Expense Type  9/30/11

Total Fee Based Budgets
$3,315,856

- Salary
  $1,663,516
- Benefits
  $496,649
- Equipment
  $62,250
- M&O
  $1,093,441

Tab 5, Attachment M
SUBJECT
Legislative Agenda Update

BACKGROUND
Each year during the fall semester, the board of trustees adopts a Legislative Agenda that guides the president, the College Legislative Committee, and other college staff and NIC advocates as they prepare to participate in the upcoming legislative session.

DISCUSSION
A draft Legislative Agenda for the 2012 legislative session will be presented to the trustees for approval at the next board meeting.

COMMITTEE ACTION
The Legislative Committee, with John Martin chair, will meet regularly throughout the fall semester and the 2012 Idaho Legislative session.

FINANCIAL IMPLICATIONS
There may be actions taken by the Idaho Legislature which will have a major impact on the North Idaho College budget.

REQUESTED BOARD ACTION
No action is recommended at this time. It is anticipated that the trustees will be asked to approve a Legislative Agenda at the next meeting.

Prepared by
John Martin
Vice President for Community Relations and Marketing