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

4:00 p.m.
EXECUTIVE SESSION*  Ken Howard
Idaho Code Sections 67-2345(a), (b), (c), (f)

6:00 p.m. Lake Coeur d’Alene Room
RECONVENE BOARD MEETING CALL TO ORDER  Ken Howard
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Review Minutes
Public Comment**
Celebrating Success: TAACCCT Health Care Grant  10 minutes  Christy Doyle/
Sara Fladeland

SPECIAL BUSINESS  15 minutes  Chris Martin
Tab 1: Canvas of Board of Trustees Election and Oaths of Office
Tab 2: ACTION: Election of Officers  Ken Howard

SPECIAL REPORT
Idaho PTECH Network  15 minutes  PTECH Executive Director Alan Millar
Art on Bulkhead  10 minutes  Steve Anthony - City of Coeur d’Alene

CONSTITUENT REPORTS
ASNIC  5 minutes  Richard Fortman
Staff Assembly  5 minutes  Carol Jones
Faculty Assembly  5 minutes  Erin Davis
Senate  5 minutes  Chantel Black

PRESIDENT’S REPORT  15 minutes  Joe Dunlap

OLD BUSINESS
None
NEW BUSINESS
Tab 3: FIRST READING: Revised Head Start Policy Council Bylaws, Job Description and Revised Wage Scale, 2013-14 Annual Report Beth Ann Fuller
Tab 4: NIC Financial Audit for the Year Ending June 30, 2014 Scott Hoover
ACTION: Designate NIC Representative for KTEC Governing Board Joe Dunlap

BOARD CHAIR REPORT Ken Howard

REMARKS FOR THE GOOD OF THE ORDER**

ADJOURN

* Executive sessions may be called for the purposes of considering personnel matters; conducting deliberations regarding labor negotiations or acquisition of an interest in real property; to consider records that are exempt from public disclosure; to consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body; communicating with legal counsel regarding pending/imminently-likely claims; or to conduct labor negotiations.

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

UPCOMING EVENTS:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC/Joint Chamber Legislative Send Off</td>
<td>December 11 4:30-6:30 p.m. Garden Plaza - Mullan Ave. in Post Falls</td>
</tr>
<tr>
<td>Head Start Shared Governance Training</td>
<td>December 12 8:45-11:30 a.m. Harding Family Center 411 N. 15th CDA</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>December 16 – SUB Lake Coeur d'Alene Room</td>
</tr>
<tr>
<td>Idaho State Board of Education Meeting</td>
<td>December 17-18 – SUB CANCELLED</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>January 21 – SUB</td>
</tr>
<tr>
<td>JFAC Presentation</td>
<td>January 27 – Boise (more detail coming)</td>
</tr>
<tr>
<td>ACCT National Legislative Summit</td>
<td>February 9-12 – Washington, DC</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>February 21 – SUB</td>
</tr>
<tr>
<td>NIC Board Executive Session &amp; Meeting</td>
<td>March 25 - SUB</td>
</tr>
</tbody>
</table>
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:

_____ Consider personnel matters [Idaho Code § 67-2345(1)(a) & (b)]
_____ Deliberate regarding labor negotiations or acquisition of an interest in real property [Idaho Code § 67-2345(1)(c)]
_____ Consider records that are exempt from public disclosure [Idaho Code § 67-2345(1)(d)]
_____ Consider preliminary negotiations involving matters of trade or commerce in which this governing body is in competition with another governing body [Idaho Code §67-2345(1)(e)]
_____ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 67-2345(1)(f)]
_____ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 67-2345(1)(j)]
_____ Conduct labor negotiations [Idaho Code § 67-2345(2)]

Moved by ________ Seconded by ________           Carried:      Yes _______ No ______
Roll call:  ___________ Banducci
           ___________ Howard
           ___________ Meyer
           ___________ Nilson
           ___________ Wood
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 4:05 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees:  
Ken Howard
Christie Wood
Ron Nilson

EXECUTIVE SESSION
Motion was made by Trustee Wood, seconded by Trustee Nilson, to go into executive session under Idaho Code § 67-2345(a), (b) to consider personnel matters, (c) to deliberate regarding acquisition of an interest in real property and (f) to communicate with legal counsel regarding pending/imminently-likely litigation. Roll call vote was taken as follows:

Ken Howard  aye
Christie Wood  aye
Ron Nilson  aye

Trustee Banducci arrived at 4:10 p.m. At 4:55 p.m., a motion was made by Trustee Nilson to return to open session. The motion was seconded by Trustee Wood. Chair Howard adjourned the meeting.

BOARD WORKSHOP
The board received Title IX training from the college’s Title IX Coordinator Alex Harris and Title IX Investigator Erin Norvell. Training included defining the purpose of Title IX and college’s obligations and responsibilities to investigate, stop, prevent and remedy incidents of sex or gender based discrimination.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Howard called the meeting to order at 6:00 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees:  
Todd Banducci
Ken Howard
Judy Meyer
Christie Wood
Ron Nilson

Also present:  
Joe Dunlap, President
Marc Lyons, Attorney for North Idaho College
Mark Browning, Vice President for Communications and Governmental Relations
Lita Burns, Vice President for Instruction
Chair Howard led the board and meeting attendees in the Pledge of Allegiance. He then welcomed attendees and guests to the meeting.

**APPROVAL OF MINUTES**
Chair Howard called for any changes to the minutes from the meeting held on August 27, 2014. There being none, the minutes were accepted, as presented.

**PUBLIC COMMENT**
None.

**CELEBRATING SUCCESS**
Director of Workforce Development Marie Price and Wood Products Manufacturing Program Coordinator Michael Weller presented an overview of the Wood Products Manufacturing Center for Excellence.

**CONSTITUENT REPORTS**

**ASNIC**
ASNIC President Richard Fortman reported that all ASNIC board seats had been filled and he introduced members in attendance. He went on to report that they are finalizing committee assignments and he listed their plans for projects focused on the college’s mission, vision and values. He reported that they have been at work on a student recreation center and plan to make a presentation in January.

**Staff Assembly**
Chair Carol Jones reported on activities from the September 11 Staff Assembly meeting and she reported that staff committee assignments are currently underway.

**Faculty Assembly**
Chair Erin Davis reported on activities from the first Faculty Assembly meeting of the year and she stated that she and the FA Executive Committee are working on committee assignments. Trustee Banducci commented that when he attended the May Faculty Assembly meeting, he was asked to leave. He asked what the policy is for trustees and others to attend college or campus meetings. VP Mark Browning commented that Idaho Open Meeting Law pertains to publicly elected positions and college groups or clubs may set their own policies and guidelines are not subject to the open meeting law. Chair Erin Davis commented that Faculty Assembly exists for the welfare of faculty and provides them an opportunity to discuss issues of concern to faculty. She went on to say that it was her understanding that it has been an understood practice for members of President’s Cabinet or the board to make a request of the FA Chair, if they have an interest in attending a meeting. She added that this would be more clearly spelled out in the Faculty Assembly bylaws. Trustee Wood commented that she belongs to an employee affiliated group, which is outside her employment and similar to Faculty Assembly and whose meetings are also closed except by invitation. Davis expressed that there is a concern that the presence of someone in a position of authority who is not on the agenda may suppress discussion.
Chair Chantel Black reported that during the first Senate meeting of the year, they reviewed charges for three committees including the Cardinal Connections Committee, the HR Advisory Committee and e-Learning Advisory Council.

PRESIDENT'S REPORT
Dr. Dunlap asked VP Graydon Stanley to provide an update on enrollment. Stanley reported that the official date for fall enrollment is October 15, but that to date, FTE has decreased by 8.99% and headcount has decreased by 5.49%.

Dr. Dunlap asked VP Browning to provide an update on the Joint Use Facility. Browning reported that members of the Permanent Building Fund Advisory Council are receptive to the idea of this facility and he added that a formal presentation will be made to the Council by Dr. Dunlap and the presidents of UI and LCSC on October 7. He added that Kootenai Health has also been receptive to the concept and are anxious to help with kind equipment donations and expertise. He closed by stating that we will not know if our request will be approved until the Department of Public Works’ budget is approved and signed, which will be in late March.

At this time, Trustee Wood made a motion for the board to appoint her and Trustee Banducci as liaisons to the Joint Use Facility Committee. The motion was seconded by Trustee Banducci. Chair Howard recommended appointing an alternate to attend the meetings in place of one of the two appointed trustees in the event one of them is not available. Wood amended her motion as follows: The board appoint her and Trustee Banducci as liaisons to the Joint Use Facility Committee and for the Chair to appoint alternates in the event members cannot attend for both this committee and the Career Technical Educational Facility Committee. Trustee Banducci seconded the motion. Trustee Meyer asked how long a term would last. The board determined that a term would last until the facility is built. The motion carried unanimously.

Dr. Dunlap continued his report by asking VP Chris Martin to provide an update on the Career Technical Educational Facility. Martin stated that during the request for qualifications period, the college received submissions from six firms and the committee intends to narrow the selection and invite three of those firms to campus for interviews, following which the committee will make a final selection and hire a design firm in October.

Dr. Dunlap continued by reporting on a recent monitoring visit by the Department of Labor for the Aerospace Program from which the program received eight commendables and three areas for improvement including the need for a procedure for grant management, a policy for procurement and lastly that the college was not spending the funds fast enough. He added that the college has been granted a six month extension because the award came late.

He went on to review a letter from the chair of the KTEC Governing Board regarding enrollment figures for their programs and their process for adding a voting seat to their board for a member of NIC.

He next reviewed some NIC Foundation programs and initiatives and announced a current Department of Labor grant pursuit.

Trustee Banducci asked for an update on the college’s supplemental budget request. VP Browning stated that JFAC will not take up any supplemental requests until they are through the first ten days of the session and other general fund business is settled.
Trustee Wood commented on the significance with the letter from the KTEC Governing Board and she asked Trustee Nilson to pass along her comments. Trustee Nilson asked if there would be an opportunity for the three community colleges to take up the subject of changing the Professional Technical Education nomenclature to Career Technical Education at the state level as well as NIC leading the charge for the state to improve funding for these programs. Dunlap responded that he and Chair Howard will be meeting with the other two community college board chairs and presidents soon and will bring up the subject then.

**OLD BUSINESS**

*Revised Employment Policies:*

Human Resources Executive Director Laura Hill brought forward revisions to three employment policies for a second reading. Trustee Wood asked for clarification of the action the college may take as shown in Policy 3.02.05 Employment of Related Parties, stating she feels the action seems punitive. Hill explained that the actions stated in the policy are in place so that the college may act in cases where a relationship between two related parties is causing duress within the department or a difficult working environment and one or both of the parties will not agree to reassignment or some other measure in place in the policy. Hill also confirmed for Trustee Banducci that this policy applies to relationships of current employees as well as relationships of employees and individuals who may be applying for employment with the college.

Chair Howard stated that he had asked College Attorney Marc Lyons to review the policies and provide comment. Lyons recommended that in Policies 3.02.06 and 3.02.07 the change from “classified” to “non-faculty” should also include “non-tenured faculty” when referring to classes of employees. He then pointed out that in Policy 3.02.07, the definition of involuntary termination now includes “non-renewal of contract.” He stated that non-renewal of contract is for cause and may be grievable.

In response to a question from Trustee Nilson, Hill confirmed the reason for striking the language “Physical or mental incapacity for performing assigned duties” from 3.02.07 under grounds for termination or suspension. She stated that the language was stricken due to requirements of the Americans with Disabilities Act and that alternatives would be considered for these individuals instead of termination.

Trustee Wood referenced Policy 3.02.06 and asked why the statement was stricken under the Probation section that reads “the supervisor will perform a training assessment a minimum of two times, at least once every three months.” Hill responded that it was stricken, because it doesn’t occur. Wood asked why employees don’t conform to the policy as its written rather than striking the item just because it doesn’t occur and she added that the probationary period is a critical time for the employee and evaluation is important.

Wood commented further on Policy 3.02.06 under the section “Effect of Demotion on Salary.” She commented that it seems there is a lot of discretion left to the vice president in adjusting pay when an employee is demoted and she’s not confident that pay will actually be reduced appropriately. Hill responded that positions are tied to specific pay grades and if a person is demoted from one position to another, the salary scale won’t allow pay to remain the same as it was in the original position and pay grade.

There being no further questions, Chair Howard called for a motion to adopt Policy 3.02.02. Trustee Wood motioned to adopt Policy 3.02.02 Establishment of New Positions. The motion, seconded by Trustee Nilson, carried unanimously.
Chair Howard called for a motion on Policy 3.02.05. Trustee Wood made a motion to adopt Policy 3.02.05 Employment of Related Parties. The motion, seconded by Trustee Nilson, carried unanimously.

Chair Howard called for a motion on Policy 3.02.06 Probations, Promotion, Demotion, Transfer of Non-faculty Employees. Trustee Wood made a motion to table this policy for further review by the administration on the strike out of the assessment of probationary employees, and to ensure the alignment with other college policies for non-tenured faculty. The motion, seconded by Trustee Nilson, carried unanimously.

Chair Howard called for a motion on Policy 3.02.07 Resignations, Layoffs and Terminations. Trustee Wood made a motion to table the policy for further review by the administration to ensure the alignment with other college polices for non-tenured faculty and a recommendation from President Dunlap about the potential of grievances for non-renewal of contract. The motion was seconded by Trustee Banducci who then commented that he would like clarification on ADA policy and the need to strike the language in item 5 under grounds for termination or suspension. College Attorney Marc Lyons commented that if an employee is unable to perform the duties of their position due to a disability, then the college must follow a process outlined by the ADA or Section 504 of the Rehabilitation Act regardless of whether or not that statement is included in the policy. The motion carried unanimously.

Revised Instructional Policies:
VP Lita Burns brought forward, for a second reading, Policies 5.04 Grading and 3.02.09 Tenure, and she offered to answer any questions the board may have on either one. College Attorney Marc Lyons had no comment on either policy.

Chair Howard called for a motion on Policy 5.04. Trustee Nilson made a motion to adopt the policy. Trustee Wood seconded the motion. Trustee Banducci asked for clarification on the process for resolving incomplete grades. VP Burns responded that an incomplete grade is given to a student who has not completed all of the assigned work and the paperwork submitted with the incomplete is respective to the grade the student has earned for work that has been completed to that point. She went on to explain that the student has until six weeks into the next semester to complete the remainder of the work needed in order to receive a final grade and if the student does not complete the work, then the final grade remains as it was on the paperwork submitted with the incomplete. Banducci went on to ask about the relationship between incompletes and a faculty member’s policy for late work. Burns responded that an incomplete is normally given for extenuating circumstances and a negotiation is undertaken between the student and the faculty to resolve the incomplete. She went on to explain that an appeals process is in place for students who do not feel they have been treated fairly in grading. The motion to adopt Policy 5.04 passed unanimously.

Chair Howard called for a motion on Policy 3.02.09 Tenure. Trustee Wood made a motion to adopt the policy. The motion, seconded by Trustee Meyer, carried unanimously.

Revised Administrative Policies:
VP Browning brought forward, for a second reading, Policies 2.01.06 Retention of Records and 3.04.10 Campaigning for Public Office and he offered to answer any questions the board may have on either one. Marc Lyons stated that had no comments on either policy. Trustee Nilson made a motion to adopt Policy 2.01.06. The motion seconded by Trustee Wood, carried unanimously.
Trustee Nilson made a motion to strike Policy 3.04.10 since there is no record that it has ever been used, that it may cause confusion and that it has no value. Trustee Wood seconded the motion. Trustee Banducci asked what options are available for employees who do want to take a leave of absence to campaign. VP Browning responded that the college does have other policies and guidelines that allow for leaves of absence upon approval of supervisors and an employee’s chain. The motion carried unanimously.

NEW BUSINESS

Board Meeting at an Outreach Center:
Dr. Dunlap presented a proposal to schedule a future board meeting at an outreach center and he recommended scheduling it for the spring, if the board is agreeable. In response to a question by Trustee Banducci, he responded that a meeting could be scheduled at any of the three outreach centers, but his preference would be for Sandpoint as that community has been extremely supportive the college and the other two centers are quite small. Following some discussion about meeting format, logistics and the meetings held with the various city governments and the Coeur d’Alene Tribe over the last year, Trustee Nilson made a motion to schedule a monthly meeting in the spring with the date and location left to the discretion of the President and the Board Chair. The motion, seconded by Trustee Wood, carried unanimously.

INFORMATION ITEMS

Facility Usage by Community Groups
VP Graydon Stanley and Conference & Events Coordinator Kym Browning provided an overview of the processes undertaken in working with community entities that rent and utilize college facilities and grounds including rental rates, the nature of the college’s relationships with the various organizations and the levels of support the events may require. Browning reported that in FY14, nearly $700,000 in facility usage fees were waived for college departments and groups including the board of trustees, state agencies and community non-profit and for profit groups. She went on to state that the college demonstrates that it is good community partner by subsidizing many community events through administrative, custodial, security personnel and other related costs. She reported that business plans are being developed for special event parking and that facility rental pricing is being reviewed to ensure competitiveness without overpricing.

In response to a question from Trustee Nilson, Browning responded that capacity levels for each meeting space are available and dining services is available to cater campus events.

Trustee Wood commented that now that Conference and Events has been reestablished, it would be a good time for some outreach to recapture those community entities no longer utilizing college facilities that did at one time.

In response to a question from Trustee Banducci regarding special event parking, Browning responded that some discussion has taken place with the Chamber of Commerce for collaborative ways that parking for the 4th of July could occur. She went on to state that demographic information is being analyzed to determine the most thoughtful ways to capture costs associated with that event as well as Art on the Green.

Four Corners Project Update:
VP Browning reported that review began in August with interested parties including the Ft. Ground Homeowners Association, the Bureau of Land Management, the Museum of North Idaho, University of Idaho and others. He went on to say that there will be information gathering sessions through February from which ideas will be developed for the Four Corners area. Chair
Howard expressed concern that the college’s opportunity for ownership and the intended use of strip of land between Hubbard and River Avenues, currently owned by the BLM, may be lost through the processes of the transfer of the land to the city. Trustee Wood commented that it may be a good time for Chair Howard to write a letter to the city reviewing discussions between the two entities and the college’s understanding of what will occur with the land.

BOARD CHAIR REPORT
Chair Howard reported that he and Dr. Dunlap would be traveling to Boise on Friday to meet with the Idaho Association of Counties and the other community colleges to discuss out of county tuition. He stated the county commissioners have expressed that they would like the ability to prioritize their use of the state liquor fund. He added that during this meeting, they’ll also discuss legislation to correct historical problems with the cities’ funding of community colleges. He went on to report that they’ll also be meeting with the other community college presidents and chairs on October 15.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Wood complimented the Sentinel for the front page article on the college’s new School Resource Officer Gus Wessel. Trustee Banducci commented that the college Republican Club is hosting a candidate meet and greet on campus October 2 at 6:30. He then asked for a review of the college’s policy on open versus closed meetings on campus. Dr. Dunlap commented that there is no college level policy on this topic, but that Faculty Assembly is self-organized and they establish their own bylaws. Chair Howard recommended that Trustee Banducci make a motion to determine if the board is interested in reviewing the subject. Banducci responded that he would consider that.

The meeting was adjourned at 8:30 p.m.
SUBJECT
Canvass of the Board of Trustees Election
Oath of Office for Trustees

BACKGROUND
Idaho Statutes require the board of trustees to canvass the Trustee election held on November 4, 2014.

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

Following the canvassing of the election and the board’s acceptance of the election results, Vice President Martin, clerk of the election, will administer the oath of office to the newly elected members of the board. The original Oaths of Office will be sent to the Secretary of State.

COMMITTEE ACTION
None

FINANCIAL IMPACT
None

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

Prepared by
Chris Martin
Vice President for Finance and Business Affairs
SUBJECT
Election of board officers

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

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

Nominations for Treasurer: _____________________________________________

Vote Carried: Yes _____  No _____

Nominations for Secretary: _____________________________________________

Vote Carried: Yes _____  No _____

Nominations for Vice Chair: ____________________________________________

Vote Carried: Yes _____  No _____

Nominations for Chair: ________________________________________________

Vote Carried: Yes _____  No _____

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

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

Prepared by
Shannon Goodrich
NIC President’s Office
SUBJECT
Head Start Policy Council By-laws
Head Start Job Description and Wage Scale Modification
Head Start Annual Report

BACKGROUND
The Head Start Act and/or the Head Start Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council, to annually review and approve the Policy Council By-Laws and job descriptions. The Head Start Act and/or the Head Start Performance Standards also requires that an Annual Report be published and distributed to the community.

DISCUSSION
- By-Laws: Changes proposed to be more specific of Representatives expectations and to assure regular meeting attendance.
- Job description and wage scale modification: The program has had difficulties recruiting qualified candidates that meet the education requirement outlined in the Head Start Act. Adding an entry-level to the position with the education level as approved by the Head Start Act may help generate a career pathway and recruit a larger pool of applicants.
- Annual Report: Short presentation of key indicators for Program Year beginning July 1, 2013 and ending June 30, 2014.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
There is no financial impact to 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 C.

Attachment A: Head Start Policy Council By-laws
Attachment B: Head Start Assistant Teacher Job Description and Wage Scale
Attachment C: Head Start Annual Report

Prepared by
Beth Ann Fuller
Director, Head Start
Policy Council Bylaws

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

ARTICLE II Purposes and Functions

Section I Purpose
The purpose shall be to comply with the requirements of Improving Head Start for School Readiness Act of 2007, Section 642 and to implement Head Start Performance Standards, 45 CFR Subpart D Program Design and Management, 1304.50 Program Governance (1)
Grantee and delegate agencies must establish and maintain a formal structure of shared governance through which parents can participate in policy making or in other decisions about the program.

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

Section II Functions
The functions of the Policy Council:
1. Develop and approve the goals and objectives for Head Start within the agency, and establish ways to meet them within the Administration for Children and Families (ACF) guidelines.
2. Review the Community Assessment, approve the Target Service Areas, and assure that these meet the required standards.
3. Develop a plan for recruitment and selection of eligible children using the current ACF guidelines.
4. Establish the composition of Policy Council and determine committees for dealing with individual program procedures.
5. Serve as a link to the Center Parent Committees, Center Staff, North Idaho College Board of Trustees, public and private organizations, and the communities they serve.
6. Assist and develop a plan to help Center Parent Committees in communicating with parents enrolled in all program options to insure that they understand their rights, responsibilities, and opportunities in Head Start, and to encourage their participation in the program.
7. Assist and develop a plan to help Center Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and insuring that funds set aside from program budgets are used to support parent activities.
8. Establish and maintain procedures for hearing and resolving complaints about the program.
9. Collaboratively develop Personnel Policies with the Staff Development Committee and the Director. Approve Personnel Policies.
10. With the Director, establish criteria, procedure, and approval for the selection and release of all staff personnel.
11. Approve or disapprove request for funds and proposed work programs, based upon the recommendations of the Director.
12. Approve or disapprove major changes in the operating budget and operations and monitoring system while the program is in operation.
13. Participate with program staff to identify needs to provide assistance for recruitment for volunteers and community resources. Participate in a yearly self-evaluation of the program.
14. Be a liaison between the community resources and Head Start parents.
15. To follow Mediation Procedures, Article VII.

ARTICLE III Membership and Meetings

Section I Composition

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

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<tr>
<th>Centers / Parent Committees</th>
<th>Center Enrollment Slots</th>
<th>Number of Parent Representatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center A</td>
<td>61-90</td>
<td>4</td>
</tr>
<tr>
<td>Center B</td>
<td>41-60</td>
<td>3</td>
</tr>
<tr>
<td>Center C</td>
<td>21-40</td>
<td>2</td>
</tr>
<tr>
<td>Center D</td>
<td>0-20</td>
<td>1</td>
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</tbody>
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Section II Selection Policy Council Parent Representatives

1. Each Head Start Center Parent Committee elects Policy Council Representatives by the first Friday in October. Center Policy Council Representatives are comprised exclusively of the parents of children currently enrolled at the center. This allows for their attendance and training at the October meeting.
2. Their term of office will be October through October.
   a. This allows for the October meeting to have experienced members from the previous program year present to run the meeting.
   b. Policy Council Representatives, elected during the year will be seated at the first possible meeting after their election at the Center Parent Committee with their term going through the following October meeting.
3. No Grantee staff or members of their immediate families may serve on Policy Council.

Section III Selection Policy Council Community Representatives

1. Representatives from the community may include individuals selected from the following community groups by the Policy Council: Community representation will be considered from all our communities when positions are available.
   a. State service agencies
   b. Private service agencies
   c. Community organizations
   d. Public and private school personnel
   e. Parents of former Head Start children, including those holding an office with any of the following agencies: Idaho Head Start Association, Region X Head Start Association, or National Head Start Association
   f. A representative from Grantee Board of Trustees
   g. Health Care Professionals
   g.h. Recommended interested community citizens.
2. Prior to the October Policy Council meeting, permission is obtained from proposed representatives from the community to submit their names for nomination to the Policy Council. Policy Council members, Head Start staff, and Grantee Board may submit nominations to the Policy Council. Nominations for community representative will be submitted throughout the program year as needed.
Section IV Term of Office
Policy Council representatives shall serve for a term of thirteen (13) months beginning with the October meeting and ending with the October meeting. No representative shall serve on the Policy Council for more than three (3) terms, subject to any changes in Head Start Performance Standards and/or regulations.

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

Section VI Duties of Representatives
1. Due to the progressive nature of the work and responsibilities of Policy Council and to support informed decision-making, representatives shall maintain good standing. Representatives in good standing attend and arrive on time for all regularly scheduled Policy Council monthly meetings.
2. Representatives attend and selected and/or required committee meetings.
3. Notify Policy Council Vice-Chair, Area Supervisor / Center Manager or Policy Council Advisor when unable to attend.
4. Actively participate in meetings by reading the previous meeting minutes and agenda for the upcoming meeting prior to the meeting and discussing matters to be considered with the group he/she represents.
5. Notify the Policy Council Advisor if they can no longer serve as a Policy Council Representative.
   a. The Policy Council Advisor notifies the Area Supervisor / Center Manager when a vacancy occurs.
7. Community representatives shall provide written verbal reports to Policy Council at each Policy Council meeting.
8. Parent representatives shall meet with Area Supervisor / Center Manager or Center Assistant and prepare a center report for Policy Council prior to each Policy Council meeting.
8.9. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.

9.10. Submit agenda items to the chairperson at least eleven (11) days prior to the forthcoming meeting.

10. Serve on committees as established by Policy Council.

Section VII Attendance

1. Roll is taken at each meeting.

2. Representatives should be present at all regular monthly meetings and assigned sub-committee meetings.

3. Policy Council minutes will reflect all absences.

3.4. A representative in good standing will miss no more than three (3) meetings.
   a. When one of the representatives has two (2) un-notified absences it is the duty of the Vice-Chair to contact that representative’s Area Supervisor / Center Manager, within three (3) business days, to discuss the Representative’s continued services on Policy Council.
   b. At the next monthly meeting, it is the duty of the Policy Council to determine whether or not the representative should be retained. This decision will be determined by a 2/3 vote of members in attendance at the Policy Council meeting.
   c. When one of the representatives has three (3) un-notified absences, Policy Council will determine by a 2/3 vote of members in attendance at the Policy Council meeting whether or not the representative should be retained.
   d. The Policy Council retains the right to consider extenuating circumstances.
   e. The Policy Council Advisor notifies the respective Area Supervisor of Policy Council’s action to unseat a representative from a position.

   i. If it is the decision of the Policy Council to replace the non-participating representative, a new representative will be elected through the respective Center Parent Committee.

ARTICLE IV Officers and Delegates

Section I Officers

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

Section II Election and Term of Office

All officers shall be elected for a one (1) year term at the October meeting. Term of office begins at the November meeting. Officers can only serve in one officer position. Officers demonstrate commitment to leadership duties and attendance at all meetings.

Section III Duties of Officers

1. Chair
   a. Presides at all regular and special Policy Council meetings.
   b. Demonstrates a clear understanding of the Policy Council By-Laws.
   c. Explains each motion before it is voted upon.
   d. Calls the meeting to order and formally closes it.
   e. Calls special meetings when necessary.
   f. Appoints committee chairperson and supervises committee appointments if needed.
   g. Reviews and approves the agenda for each regular meeting and sees that it is distributed to representatives.
   h. Receives Staff Development Committee report for general business and serves on the Scholarship and Award Committee.
i. Receives and handles all mail addressed to the Policy Council and is responsible for all official correspondence.
j. May delegate duties as needed to Vice Chair.
k. Votes only in the case of a tie vote of the Policy Council representatives.
l. A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

2. Vice-Chair
   a. Presides over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
   b. In the case of resignation of the Chair, assumes the office of Chair until the Policy Council elects a permanent Chair.
   c. Chairs the Bylaws Committee.
   d. Notes whether a quorum is present.
   e. Maintains records of Policy Council member attendance and reports to the Policy Council Chair when a representative has two three (3) un-notified absences.
   f. Contacts Area Supervisors / Center Managers after a representative’s second absence to discuss continuation of services as a Policy Council Member.
   g. A Vice-Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

3. Secretary
   a. Keeps a Policy Council notebook that includes: A copy of the Bylaws, list of Policy Council voting representatives, list of unfinished business, the agenda and the minutes for the last twelve (12) months.
   b. Ensures that the Policy Council notebook is at all Policy Council meetings.
   c. Shall serve as official Policy Council correspondent as needed.
   d. Assist chair as Time keeper.
   e. A Secretary who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

4. Treasurer
   a. Reviews and signs all travel and childcare reports.
   b. Keeps an accurate record of the Policy Council’s expenditures.
   c. Distributes an itemized budget report covering all Policy Council expenditures.
   d. Chairs the Policy Council Budget Committee.
   e. A Treasurer who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

Section IV – Delegates

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

ARTICLE V Committees
Representatives select committees to serve on at Policy Council orientation. When
representatives/officers change, the committee roster is updated by the Staff Recorder.

Section I Personnel Committees
1. Center Personnel Committee: Policy Council Representatives and/or Center Parent
   Representatives are involved in the interview and selection process for hiring staff.
   (Refer to Personnel Policies Section 3.03)
2. Executive Personnel Committee: This committee shall consist of at least three (3) Policy
   Council representatives including the Chair and is called by the Head Start Director as
   needed.

Section II Criteria for Prioritization of Families Committee
1. Committee shall consist of at least three (3) Policy Council representatives.
2. The committee shall design the recruitment and enrollment criteria to be used for
   enrolling families in the Head Start program.

Section III Program Self Assessment Committee
1. Committee consists of at least two (2) Policy Council Representatives.
2. Members will attend Self-Assessment training prior to conducting the program self-
   assessment.

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

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

Section VI Program Policies Committee
1. Consist of all administrative team, designated staff from each component, and at least
   three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for
   the following year.
Section VII Policy Council Budget Committee
1. Consists of Policy Council Treasurer as chair and two current parent representatives. The Fiscal Coordinator serves as an advisor.
2. Complete an inclusive Policy Council budget with categories covering all areas of expenditures and present to the Council.
3. Meet to update budget at the beginning of each fiscal year.
4. Review and update, as needed, the Policy Council Childcare and Transportation Policy.

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

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

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

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

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

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS’s best interests.
This *Conflict of Interest* policy, as part of the Policy Council By-laws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council By-laws are also available through the Program’s Operation and Monitoring System (OMS).

**ARTICLE VII  Mediation Procedures**

Head Start Grantees must inform the responsible ACF Regional Office as soon as possible after becoming aware that there is a conflict between the Grantee agency and the Policy Council, especially those which, if not resolved, could lead to termination, or denial of refunding, of the Head Start grant. This notification must be made within ten days of the Grantee becoming aware of the conflict and in the case of a Policy Council proposing not to approve the Grantee’s refunding application; such notification must be made at least 90 days prior to the Grantee’s refunding date. If the situation leading to the Policy Council’s decision to withhold its approval occurs within 90 days of the Grantee’s refunding date, the Grantee must notify its responsible Regional Office immediately.

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

If the meetings are not successful in resolving the issues between the Grantee and the Policy Council, the Grantee should, within 10 days of the meeting, submit the dispute to the offices of a professional mediator. The Regional Office will provide assistance to the Grantee in selecting a mediator. The Grantee is requested to advise the Regional Office of the time and location of the first scheduled meeting. The Grantee and the Policy Council are expected to attend any meetings requested by the mediator.

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

**ARTICLE VIII  Amendments**

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

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

Policy Council Approval __ September 19, 2014 __

North Idaho College Board of Trustees Approval __To be presented at November 2014 meeting__
North Idaho College Head Start Job Description

Assistant Teacher

Position Title: Assistant Teacher
Reports to: Area 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 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.
- In absence of Classroom Teacher, take the lead responsibility for the classroom.
- Provide assistance as needed to ensure efficient center operations.

Additional:
- Register with "Idaho Stars".
- Maintain current CPR and First Aid.
- Perform other duties as assigned by supervisor.
- Plan work knowing that flexibility is required to meet the unique needs of the Head Start program and its participants.
- 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: A current Child Development Associate credential, AND enrolled in coursework to receive an AA/AS in Early Childhood Education or Child Development within two years.

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

Physical Demands:
• Must be able to bend, stoop, push and pull 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, public buildings, and/or families’ homes.

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

(print your name here)

Employee’s Signature ________________________________ Date ________________________________

Policy Council Approval: October 17, 2014
# North Idaho College Head Start
## Wage Scale PY 2014 - 2015

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Probationary Wage*</th>
<th>Entry Wage</th>
<th>Top Wage</th>
<th>Difference Entry-Top</th>
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<tr>
<td>Director I – Baccalaureate</td>
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<tr>
<td>Family Advocate II – Baccalaureate</td>
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<tr>
<td>Family Advocate/Classroom Teacher II – Baccalaureate</td>
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<td>$ 18.59</td>
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<td>Center Assistant III – Associates</td>
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<td>Center Cook I</td>
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<td>Center Cook II</td>
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<td>Center Cook III</td>
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<td>$ 16.82</td>
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<tr>
<td>Facility Technician</td>
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<td>$ 9.00</td>
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<tr>
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<td>Technology Technician III – Baccalaureate</td>
<td>$ 15.14</td>
<td>$ 15.94</td>
<td>$ 19.93</td>
<td>25%</td>
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</tbody>
</table>

*Probationary wage 5% below entry wage. Upon successful completion of probationary period wage will be increased to entry wage.
North Idaho College Head Start is a federally-funded program that provides services in the five northern counties of Idaho. The program promotes the school-readiness of children ages 3 to 5 from low-income families by enhancing their cognitive, social, and emotional development.

Head Start programs provide a learning environment that supports children's growth in:
- Language and Literacy
- Cognition and General Knowledge
- Physical Development and Health
- Social and Emotional Development
- Approaches to Learning

Comprehensive services are provided to enrolled children and their families, which include health, nutrition, social services and other services determined to be necessary by family needs assessments, in addition to education and cognitive development services. Head Start services are designed to be responsive to each child and family's ethnic, cultural, and linguistic heritage. Head Start emphasizes the role of parents as their child's first and most important teacher.

*North Idaho College Head Start is a school-readiness program that provides education and support for young children and their families.*
# Head Start Centers in North Idaho

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<thead>
<tr>
<th>Center Name</th>
<th>Address</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harding Head Start</td>
<td>411 North 15th Street</td>
<td>Coeur d’Alene, Idaho</td>
</tr>
<tr>
<td>Julien Bucher Early Learning Center</td>
<td>6653 Chippewa Street</td>
<td>Bonners Ferry, Idaho</td>
</tr>
<tr>
<td>Sandpoint Head Start</td>
<td>101 South Euclid</td>
<td>Sandpoint, Idaho</td>
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<tr>
<td>Lakeland Head Start</td>
<td>14797 North Kimo Court</td>
<td>Rathdrum, Idaho</td>
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<tr>
<td>Shoshone Head Start</td>
<td>123 West Mission</td>
<td>Kellogg, Idaho</td>
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<tr>
<td>Post Falls Head Start</td>
<td>106 West 9th Avenue</td>
<td>Post Falls, Idaho</td>
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<tr>
<td>St. Maries Head Start</td>
<td>1230 Main Street</td>
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</tr>
<tr>
<td>NIC Children’s Center</td>
<td>1000 West Garden Avenue</td>
<td>Coeur d’Alene, Idaho</td>
</tr>
</tbody>
</table>

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USDA is an equal opportunity provider and employer.

USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.
The Data Analysis Report shows the growth of 265 children—one-third of three year olds and 81% of four year olds; 21% with an Individual Education Plan (IEP) who completed the entire 2013-2014 school-year using the Creative Curriculum Teaching Strategies GOLD assessment tool.

These children were assessed on behaviors, knowledge, and skills that are most predictive of school success. The tool has 38 objectives, including 2 objectives related to English language acquisition.

During the 2013-2014 school-year, actual enrollment was maintained at 100% of funded enrollment each month.
North Idaho College Head Start educational opportunities for children and services to their families are made possible by funds received through the Department of Health and Human Services, Office of Head Start, United States Department of Agriculture (USDA) meal reimbursement, and Temporary Assistance for Needy Families, as well as rental income generated from the Harding Family Center, parent volunteer and community donations.


<table>
<thead>
<tr>
<th>Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Grant</td>
<td>$2,203,685</td>
</tr>
<tr>
<td>TANF Funding</td>
<td>$124,948</td>
</tr>
<tr>
<td>USDA Reimbursement</td>
<td>$156,361</td>
</tr>
<tr>
<td>Harding Family Center Income</td>
<td>$31,105</td>
</tr>
<tr>
<td>Donations / Miscellaneous</td>
<td>$3,735</td>
</tr>
<tr>
<td><strong>Total Income</strong></td>
<td><strong>$2,519,834</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$1,305,614</td>
</tr>
<tr>
<td>Fringe</td>
<td>$473,886</td>
</tr>
<tr>
<td>Travel</td>
<td>$2,925</td>
</tr>
<tr>
<td>Equipment</td>
<td>$3,099</td>
</tr>
<tr>
<td>Supplies</td>
<td>$122,271</td>
</tr>
<tr>
<td>USDA Budget</td>
<td>$130,298</td>
</tr>
<tr>
<td>Professional Development</td>
<td>$40,603</td>
</tr>
<tr>
<td>Medical Services for Children</td>
<td>$1,290</td>
</tr>
<tr>
<td>Other</td>
<td>$439,844</td>
</tr>
<tr>
<td><strong>Total Expense</strong></td>
<td><strong>$2,519,834</strong></td>
</tr>
</tbody>
</table>

Head Start families and community volunteers generated the following non-federal match (in-kind) to federal grant dollars through volunteer time and donations: $580,666 representing 104% of the required amount.
SUBJECT
External Financial Audit for FY14

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit firm. The annual audit report is currently being done by Magnuson, McHugh & Company, P.A. of Coeur d’Alene.

DISCUSSION
Scott Hoover of Magnuson, McHugh & Company will present the audit along with any findings. A detailed audit exit conference was conducted by Mr. Hoover on November 6, 2014, attended by Trustee Ron Nilson, Chris Martin, and NIC 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 of the audit of FY2013-2014.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs