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.

5:00 p.m.
Executive Session*
Idaho Code Sections 67-2345(a), (b), (c), (f)

Christie Wood

6:00 p.m. Lake Coeur d’Alene Room
Reconvene Board Meeting/Call to Order
Pledge of Allegiance
Verification of Quorum/Introduction of Guests
Review Minutes
Public Comment**
Celebrating Success: 1) Children’s Center 5-7 minutes
2) Men’s Soccer Team 5-7 minutes

Jolie Wenglikowski
Ken Thompson

Constituent Reports
ASNIC 5 minutes
Staff Assembly 5 minutes
Faculty Assembly 5 minutes
Senate 5 minutes

Richard Fortman
Carol Jones
Erin Davis
Chantel Black

President’s Report 15 minutes
Joe Dunlap

KTEC Board Report 5 minutes
Judy Meyer

Old Business
Tab 1: SECOND READING: Revised Head Start Policy Council Bylaws, Job Description and Revised Wage Scale, 2013-14 Annual Report
Beth Ann Fuller

New Business
Tab 2: FIRST READING: Amended Faculty Assembly By-laws
Erin Davis

Information Items
Enrollment Report
Graydon Stanley

Board Chair Report
Christie Wood

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:
NIC Board Executive Session & Meeting January 21 – SUB
JFAC Presentation January 27 – Boise (more detail coming)
NIC Board Executive Session & Meeting February 21 – SUB
NIC Foundation Bon Appetit Event March 14 – Hayden Lake Country Club
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
Vice Chair Judy Meyer called the meeting to order at 4:10 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Judy Meyer
           Christie Wood
           Ron Nilson
           Todd Banducci

EXECUTIVE SESSION
Motion was made by Trustee Nilson, seconded by Trustee Wood, 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:

        Judy Meyer  aye
        Christie Wood  aye
        Ron Nilson  aye
        Todd Banducci  aye

At 5:50 p.m., a motion was made by Trustee Nilson to return to open session. The motion was seconded by Trustee Banducci. The meeting was recessed to reconvene in Lake Coeur d’Alene Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Howard called the meeting to order at 6:05 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
              Chris Martin, Vice President for Finance and Business Affairs
              Graydon Stanley, Vice President for Student Services
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 September 24, 2014. Trustee Meyer made a motion to add the words “of command” to the next to the last sentence in the first paragraph on page 6. With that amendment, the sentence would read as follows: “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 of command.” The motion, seconded by Trustee Wood, carried unanimously and there being no other changes, the minutes were accepted, as amended.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Dean of Nursing and Health Professions Christy Doyle and NIC Grants Coordinator Sara Fladeland presented information on the college’s recent $6.4 million grant awarded through the Department of Labor Trade Adjustment Act Community College Career Training program. They explained that the grant will fund the Idaho Center of Excellence Healthcare Partnership to offer certificate and degree programs for which NIC will partner with Eastern Idaho Technical College, Lewis-Clark State College and Idaho State University College of Technology and several Idaho healthcare industry employers.

SPECIAL BUSINESS
Canvas of Board of Trustees Election and Oaths of Office
Vice President Chris Martin read the results of the recent trustee election, stating that Trustee Christie Wood had received 28,861 votes and Trustee Ken Howard had received 28,134 votes. Martin then administered the oath of office to both trustees for their new terms.

Election of Officers
Trustee Meyer made a motion to nominate Trustee Wood for the position of chair. The motion, seconded by Trustee Howard, carried unanimously.

Trustee Banducci made a motion to nominate Trustee Nilson for the position of vice chair. The motion, seconded by Trustee Wood, carried unanimously.

Trustee Wood made a motion to nominate Trustee Meyer for the position of secretary/treasurer. The motion, seconded by Trustee Howard, carried unanimously.

Following the officer elections, Chair Wood thanked Trustee Howard for his service as chair over the past two years and she continued with the proceedings of the meeting.

SPECIAL REPORTS
Idaho PTECH Network
Alan Millar, executive director of the Idaho PTECH Network provided the board an overview of the Network, which was formed through a grant by the Albertson’s Foundation to provide a pathway for high school students to prepare for careers in high tech and healthcare industries.
Art on the Bulkhead
Steve Anthony, recreation director for the city of Coeur d’Alene provided information about a recent call by the Coeur d’Alene Arts Commission for Northwest artists to submit proposals for an art installation for the bulkhead near the Centennial Trail on the north end of the NIC campus. He explained that the art will represent the culture and history of the Coeur d’Alene Tribe and the artist selection committee will have the representation of the Coeur d’Alene Tribe and the college.

Vice President Martin commented that a memorandum of understanding is being developed outlining the ownership of the property and maintenance of the art. Mr. Anthony added that the city will assume responsibility for maintenance of the art once it is erected and should the piece need to be moved at any point, the city will refer to its art decommissioning policy. He continued by saying that the piece is being funded through the city’s art fund and Lake City Development Corporation.

CONSTITUENT REPORTS

ASNIC
ASNIC President Richard Fortman reported on student activities including continued work on the proposal for a student recreation center, participation in a statewide student association meeting in Boise, participation in a national meeting for campus activities to help ASNIC with ideas for programs at NIC and the upcoming Thanksgiving dinner for the community that ASNIC is hosting on campus.

Staff Assembly
Chair Carol Jones reported on activities from the November Staff Assembly meeting, including a fall enrollment report and course overview for the ongoing General Education Matriculation process and she then announced that staff is supporting the food drive for the students’ upcoming St. ASNIC holiday event.

Faculty Assembly
Chair Erin Davis reported that during their last meeting they received an update on the General Education Matriculation process, they reviewed and discussed the Teaching Focus Policy and they voted on a resolution for presentation to the board. At this time, faculty representative John Trombold read the resolution aloud.

Senate
Chair Chantel Black reported that during their October meeting, Senate approved committee charges for three campus committees and they passed Campus Emergencies Policy #7.04 for a first reading.

PRESIDENT’S REPORT
Dr. Dunlap began by acknowledging Trustee Meyer for her service on the Idaho State Historical Society and for receiving the status of Trustee Emeritus with that organization. He also recognized VP Mark Browning for being designated Volunteer of the Year by the Coeur d’Alene Chamber. Dunlap then recognized NIC Entrepreneur Program student Gabe Cruz for taking third place out of 80 competitors in a recent entrepreneurship competition.

Dunlap continued by asking VP Browning to report on a recent meeting of the Association of Idaho Counties and community college presidents and board chairs regarding funding of out of county tuition as well as a report on the Four Corners Project. Browning reported that the colleges have presented a more standardized residency verification form to the Association of
Counties for use within the state and a concept is under consideration for a different way to distribute liquor funds to the institutions, which may result in new legislation this or next year.

Browning went on to update the board on the Four Corners Project stating that the city will schedule public meetings in early December for the area running from Independence Point to north of the Highway 95 Bridge. He reviewed several ideas under preliminary consideration, which may impact the college, including repositioning of Memorial Field to accommodate a soccer field, closing Mullan Avenue and completing Garden Avenue. At this time, Chair Wood requested that at the end of the President’s Report, Troy Tymesen from the city of Coeur d’Alene, who was in the audience, provide a brief update on the purchase of land that is currently owned by the Burlington Northern Santa Fe Railroad.

Dr. Dunlap next asked VP Chris Martin to provide an update on the college’s capital projects. Martin reported that Architects West had been selected to design the CTE facility and Young Construction Group was selected as owners’ representative for the project.

Dunlap went on to announce an upcoming legislative send-off scheduled for December 11 and he provided an update on efforts to propose a name change for the state’s Office of Professional Technical Education to the Office of Career Technical Education. He next announced that the Permanent Building Funding Advisory Council will recommend to the legislature, funding of $4 million for the joint use facility, which the college is pursuing with University of Idaho, Lewis Clark State College, Kootenai Health and Lake City Development Corporation. He went on to provide a status report for the review the college’s policy manual. He next announced the move of a Spokane-based aerospace related company, ATC, to Post Falls, adding that this company had also donated two CNC mills for use in the college’s Aerospace Technology program. He reported that the NIC Foundation has agreed to pursue a capital campaign in support of the new CTE facility and they will be conducting a feasibility study over the winter. He went on to report on a recent conference he attended with representatives from the NIC Foundation and he closed with an announcement of the men’s soccer team season record of 17-2-2.

Troy Tymesen from the city of Coeur d’Alene updated the board on the status of the city’s purchase of land currently owned by Burlington Northern Santa Fe Railroad. He stated that the City Council voted to move forward with an earnest money agreement for a parcel that is situated approximately midway to the Riverstone area from the end of the land that will be leased from the Bureau of Land Management and north toward Huetter. He added that the land was appraised at $4.3 million and the city negotiated the purchase price at $2.5 million in partnership with Lake City Development Corporation who will acquire the ends of the railroad line, and the sale should close in January 2015. Tymesen went on to say that the plan for the land adjacent to the college, which is owned by Bureau of Land Management, is for the city to enter into a lease with BLM once the city has in place, a master plan for public good, after which they’ll make a request to the federal government to turn the property over to the right entities. He added that as the city prepares to make the request to the federal government, they may seek the help of the college.

NEW BUSINESS
Revised Head Start Policy Council Bylaws, Job Description, Wage Scale and 2013-14 Annual Report:
Head Start Director Beth Ann Fuller presented revisions to the Policy Council Bylaws, a job description for an assistant teacher position and related wage scale as well as the 2013-14 Annual Report. She explained that finding qualified child development students is difficult, so
they are adding a child development credential level position for which the credential will be obtained at North Idaho College. Trustee Meyer made a motion to approve the revised Policy Council Bylaws, the job description and wage scale and the 2013-14 Annual Report. Trustee Howard seconded the motion then commented that moving the items on to a second reading allows the public the opportunity to comment on a topic before it is approved. The motion to approve failed and the items will be presented for a second reading at the next board meeting.

**NIC Financial Audit for year Ending June 30, 2014:**
Scott Hoover from Magnuson McHugh reported that the audit of the financial statements and major federal programs resulted in clean or unqualified opinions and the college’s internal control over financial reporting compliance resulted in one finding regarding recognition of grant revenue. VP Martin explained that a process has been established to properly account for grant revenue. Hoover went on to report that the college has a general fund unrestricted undesignated fund balance that falls within the minimums recommended by the Government Finance Officers Association.

Trustee Nilson expressed his confidence in the established processes in the business office and the work conducted by Controller Sarah Garcia and he moved to accept the audit, as presented, for the year ending June 30, 2014. Trustee Banducci asked how component organizations of the college are addressed in the audit and how they’ll be addressed in the audit going forward. Mr. Hoover responded that the NIC Foundation audit, conducted by Moss Adams, was included as a discreetly presented component in the college’s audit and after evaluation, it was determined that the NIC Booster Club audit was not significant enough to be included. VP Martin added that the business office does review the NIC Booster Club books monthly. Trustee Nilson restated his motion. The motion seconded by Trustee Howard, carried unanimously.

At this time, VP Martin commented that he had missed the opportunity to request a motion for the board to accept the canvas of the election result for the election held in November 2014. The motion, seconded by Trustee Nilson, carried unanimously.

**Designate NIC Representative for KTEC Governing Board**
Chair Wood thanked Trustee Nilson for his work in having the KTEC Board approve the addition of a representative from NIC on their board. Dr. Dunlap commented that the administrators from the three school districts are members of the KTEC Board and he recommended that an administrator from the college should be designated rather than a trustee since most of the relationships with KTEC are at an operational level. Trustee Howard made a motion authorizing the NIC Administration to appoint the NIC representative to KTEC. There was no second and the motion failed. Trustee Nilson expressed that the NIC representative should be a trustee who could then report back to the board. Trustee Banducci made a motion to appoint Trustee Meyer to the KTEC Board. Trustee Nilson seconded the motion. Trustee Meyer asked about the current composition and role of the KTEC board. Trustee Wood recommended that the board designate a trustee as the KTEC voting member and have Dr. Dunlap designate an administrator to attend meetings and advise. During the discussion, Trustee Howard expressed his disagreement with appointing a trustee to an operational level board. Dr. Dunlap commented that the KTEC curriculum differs significantly from the curriculum at the college in terms of outcomes and the amount of time spent on tasks. Trustee Nilson commented that KTEC students train to industry standards for certifications that employers recognize. Following discussion, Chair Wood called for the question and the motion carried with three in favor and two opposed.
At this time, Chair Wood called for discussion on board committee assignments. She asked for trustees to fill in for those appointed should they be unable to attend a scheduled meeting. She then stated that she and Trustee Banducci would continue in their roles on the committee working on the joint use facility and she asked Trustee Howard for his willingness to continue to serve as the liaison to the NIC Foundation and his role on the statewide group working with the Idaho Counties Association on out of county tuition and his role on the Idaho Community College Consortium. Trustee Howard agreed to continue in these roles.

**BOARD CHAIR REPORT**
Chair Wood had no report.

**REMARKS FOR THE GOOD OF THE ORDER**
Trustee Howard reported that the Association of Idaho Counties had begun to understand the problems associated with out of county tuition and he stated there was a potential proposal for the state liquor funds to be allocated to a central fund from which funds can be administered to the community colleges. He added that this is a preliminary concept and there is still much work to be done.

Chair Wood asked for trustees’ interest and availability to attend the legislative send-off scheduled for December 11. Trustee Banducci commented on the brunch that the college hosted for the legislative tour and the Governor’s dinner held earlier in November.

The meeting was adjourned at 8:45 p.m.
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:

<table>
<thead>
<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>
</tr>
</tbody>
</table>

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 select 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.

40.11. 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.
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:**
- Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

**Procedures:**
Full disclosure, by notice in writing, shall be made by the interested parties to the full Policy Council in all conflicts of interest, including but not limited to the following:
- A Policy Council Representative is related to a staff member by blood, marriage or domestic partnership.
- A Policy Council Representative stands to benefit from an NICHS transaction receives payment from NICHS for any subcontract, goods, or services other than reimbursement for reasonable expenses incurred as provided in the bylaws and NICHS policy.
- A Policy Council Representative who is formally considering employment with NICHS must notify the Policy Council Chair (or Vice-chair if it is the Chair) and will not participate on the hiring committee nor as a voting member during the 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>Exempt Position</th>
<th>Non-exempt Position</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXEMPT POSITIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Director I – Baccalaureate</td>
<td>$31.30</td>
<td>$32.94</td>
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<tr>
<td>Director II – Masters</td>
<td>$34.43</td>
<td>$36.24</td>
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<tr>
<td>Content Area Coordinator I – Baccalaureate</td>
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<td>Content Area Coordinator II – Masters</td>
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<td>Area Supervisor I – Baccalaureate</td>
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<td>Area Supervisor II – Masters</td>
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<td>$24.76</td>
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<tr>
<td>Area Supervisor w/Family Services I – Baccalaureate</td>
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<tr>
<td>Area Supervisor w/Family Services II – Masters</td>
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<td><strong>NON-EXEMPT POSITIONS</strong></td>
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<tr>
<td>Education/Family Services Staff</td>
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<tr>
<td>Assistant Teacher I – CDA Credential</td>
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<tr>
<td>Assistant Teacher I – Associates</td>
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<td>$13.45</td>
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<tr>
<td>Classroom Teacher I – Associates</td>
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<td>$15.80</td>
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<tr>
<td>Classroom Teacher II – Baccalaureate</td>
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<td>$18.59</td>
</tr>
<tr>
<td>Family Advocate I – Associates</td>
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<td>$15.80</td>
</tr>
<tr>
<td>Family Advocate II – Baccalaureate</td>
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<td>$18.59</td>
</tr>
<tr>
<td>Family Advocate/Assistant Teacher I – Associates</td>
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<td>$14.65</td>
</tr>
<tr>
<td>Family Advocate/Assistant Teacher II – Baccalaureate</td>
<td>$15.31</td>
<td>$16.11</td>
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<td>Family Advocate/Classroom Teacher I – Associates</td>
<td>$15.01</td>
<td>$15.80</td>
</tr>
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<td>Family Advocate/Classroom Teacher II – Baccalaureate</td>
<td>$17.66</td>
<td>$18.59</td>
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<tr>
<td><strong>Support Staff</strong></td>
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<td></td>
</tr>
<tr>
<td>Center Manager I</td>
<td>$12.78</td>
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<td>Center Manager II - Associates</td>
<td>$14.05</td>
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<td>Center Manager III - Bachelors</td>
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<td>Center Assistant I</td>
<td>$10.56</td>
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<td>Center Assistant II – Office Certificate</td>
<td>$11.61</td>
<td>$12.22</td>
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<tr>
<td>Center Assistant III – Associates</td>
<td>$12.78</td>
<td>$13.46</td>
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<tr>
<td>Classroom Aide I – High School diploma / GED</td>
<td>$8.55</td>
<td>$9.00</td>
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<tr>
<td>Classroom Aide II – CDA (college bound credit)</td>
<td>$9.41</td>
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<td>Cook Assistant</td>
<td>$8.55</td>
<td>$9.00</td>
</tr>
<tr>
<td>Center Cook I</td>
<td>$9.72</td>
<td>$10.23</td>
</tr>
<tr>
<td>Center Cook II</td>
<td>$10.69</td>
<td>$11.25</td>
</tr>
<tr>
<td>Center Cook III</td>
<td>$11.77</td>
<td>$12.39</td>
</tr>
<tr>
<td>Disability Services Assistant I – Associates</td>
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<td>$13.45</td>
</tr>
<tr>
<td>Facility Technician</td>
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<tr>
<td>Receptionist I</td>
<td>$8.55</td>
<td>$9.00</td>
</tr>
<tr>
<td>Receptionist II – Office Certificate</td>
<td>$9.41</td>
<td>$9.90</td>
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<tr>
<td>Technology Technician I</td>
<td>$12.52</td>
<td>$13.17</td>
</tr>
<tr>
<td>Technology Technician II – Associates</td>
<td>$13.77</td>
<td>$14.49</td>
</tr>
<tr>
<td>Technology Technician III – Baccalaureate</td>
<td>$15.14</td>
<td>$15.94</td>
</tr>
</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

<table>
<thead>
<tr>
<th>Head Start Centers</th>
<th>Address 1</th>
<th>Address 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harding Head Start</td>
<td>411 North 15th Street</td>
<td>Julien Bucher Early Learning</td>
</tr>
<tr>
<td></td>
<td>Coeur d’Alene, Idaho</td>
<td>Center 6653 Chippewa Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bonners Ferry, Idaho</td>
</tr>
<tr>
<td>Sandpoint Head Start</td>
<td>101 South Euclid</td>
<td>Lakeland Head Start</td>
</tr>
<tr>
<td></td>
<td>Sandpoint, Idaho</td>
<td>14797 North Kimo Court</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rathdrum, Idaho</td>
</tr>
<tr>
<td>Shoshone Head Start</td>
<td>123 West Mission</td>
<td>Post Falls Head Start</td>
</tr>
<tr>
<td></td>
<td>Kellogg, Idaho</td>
<td>106 West 9th Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post Falls, Idaho</td>
</tr>
<tr>
<td>St. Maries Head Start</td>
<td>1230 Main Street</td>
<td>NIC Children’s Center</td>
</tr>
<tr>
<td></td>
<td>St. Maries, Idaho</td>
<td>1000 West Garden Avenue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coeur d’Alene, Idaho</td>
</tr>
</tbody>
</table>

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Replay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

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.
Education / Family Services

### Percentage of Children Meeting Expectations By Category

<table>
<thead>
<tr>
<th>Category</th>
<th>2013-2014</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Winter</td>
<td>Spring</td>
</tr>
<tr>
<td>Social-Emotional</td>
<td>54%</td>
<td>83%</td>
<td>90%</td>
</tr>
<tr>
<td>Physical-Gross Motor</td>
<td>68%</td>
<td>91%</td>
<td>95%</td>
</tr>
<tr>
<td>Physical - Fine Motor</td>
<td>84%</td>
<td>97%</td>
<td>98%</td>
</tr>
<tr>
<td>Language</td>
<td>64%</td>
<td>89%</td>
<td>92%</td>
</tr>
<tr>
<td>Cognitive</td>
<td>61%</td>
<td>91%</td>
<td>94%</td>
</tr>
<tr>
<td>Literacy</td>
<td>69%</td>
<td>90%</td>
<td>95%</td>
</tr>
<tr>
<td>Mathematics</td>
<td>43%</td>
<td>74%</td>
<td>90%</td>
</tr>
</tbody>
</table>

### Eligibility, Service and Unmet Service Needs for 2013-2014

<table>
<thead>
<tr>
<th>County</th>
<th>Low-Income Eligible</th>
<th>Federally Funded Enrollment Slots</th>
<th>TANF Funded Enrollment Slots</th>
<th>Actual Federally Funded Enrollment</th>
<th>Actual TANF Funded Enrollment</th>
<th>TOTAL ACTUAL ENROLLMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benewah</td>
<td>126</td>
<td>17</td>
<td>0</td>
<td>22</td>
<td>0</td>
<td>22</td>
</tr>
<tr>
<td>Bonner</td>
<td>214</td>
<td>50</td>
<td>0</td>
<td>59</td>
<td>0</td>
<td>59</td>
</tr>
<tr>
<td>Boundary</td>
<td>93</td>
<td>20</td>
<td>0</td>
<td>23</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>Kootenai</td>
<td>606</td>
<td>156</td>
<td>14</td>
<td>174</td>
<td>19</td>
<td>193</td>
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<tr>
<td>Shoshone</td>
<td>177</td>
<td>20</td>
<td>0</td>
<td>22</td>
<td>0</td>
<td>22</td>
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<tr>
<td>Totals</td>
<td>1,216</td>
<td>263</td>
<td>14</td>
<td>300</td>
<td>19</td>
<td>391</td>
</tr>
</tbody>
</table>

### Services/number of families provided services

- Emergency/Crisis Intervention ...........................................117
- Housing Assistance ..........................................................111
- Mental Health ..................................................................274
- English as a Second Language ..............................................2
- Adult Education .................................................................139
- Job Training ......................................................................109
- Substance Abuse Prevention .................................................10
- Substance Abuse Treatment ...................................................13
- Child Abuse and Neglect .......................................................26
- Domestic Violence ...............................................................14
- Child Support Assistance ....................................................37
- Health Education ................................................................262
- Assistance to Families of Incarcerated Individuals .................12
- Parenting Education .............................................................284
- Marriage Education ...............................................................19

329 Families received at least one of the services listed above.

### Data Analysis Summary

The Data Analysis Report shows the growth of 265 children—19% three year olds and 81% 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.

### Head Start Performance Indicators

- 265 children up-to-date on all age appropriate preventative and primary health care
- 280 children received dental examinations
- 279 children up-to-date on immunizations
- 202 children transitioned to kindergarten

### Nutrition Services

- 26,526 breakfasts served
- 34,220 lunches served
- 13,384 snacks served

### Program Statistics

- 21% of children enrolled in Head Start had identified disabilities
- 19% of the children enrolled in Head Start were homeless
- 14% of the children enrolled in Head Start were foster children

### 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.


### Income

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

<table>
<thead>
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<td>Personnel</td>
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<tr>
<td>Fringe</td>
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<td>Travel</td>
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<td>Equipment</td>
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<td>Supplies</td>
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<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>
</tbody>
</table>

*Other includes staff mileage, program vehicle use, parent education, information systems supplies, maintenance and repair, memberships, subscriptions, miscellaneous, Policy Council, advertising/printing, building leases, technology consulting, utilities, communications, insurance, fiscal audit.*

| Total Expense                     | $2,519,834   |

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
Faculty Assembly By-Law Amendment

BACKGROUND
Upon reviewing the Faculty Assembly by-laws at the beginning of the 2014-2015 school year, the Faculty Assembly Executive Committee decided to propose to amend them in order to codify the Faculty Assembly’s established practice and precedent for having non-members attend its meetings.

DISCUSSION
The amendment adds a sixth section to Article IV: Meetings of the Faculty Assembly by-laws. The amendment does not change established procedure. It simply codifies it.

Faculty Assembly had its first reading of the amendment in October and its second reading in November. Voting was done electronically through the Faculty Assembly Blackboard site from November 13-20 so that all eligible members had the opportunity to vote.

Faculty Assembly by-laws require amendments to be passed by at least 60% of the voting membership of Faculty Assembly (100/167 members). 79% of eligible faculty voted on this by-law amendment. The amendment passed by a wide margin, with 68% of eligible faculty (86% of those who voted) voting “Yes.”

COMMITTEE ACTION
The by-law amendment was originally proposed to Faculty Assembly by the Faculty Assembly Executive Committee.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
The Faculty Assembly requests that the North Idaho College Board of Trustees approve this amendment to our by-laws.

Prepared by,
Erin Davis
North Idaho College Faculty Assembly Chair
BY-LAWS OF THE FACULTY ASSEMBLY NORTH IDAHO COLLEGE

PREAMBLE
These By-Laws are adopted for the internal governance of the Faculty Assembly and to facilitate faculty participation in the College Senate and in College affairs as may be appropriate pursuant to rules and regulations of the College Board of Trustees.

Neither approval of the By-Laws by the Board of Trustees nor anything contained herein shall be construed as a limitation or restriction on the statutory powers of the Board of Trustees or its rules and regulations from time to time adopted pursuant thereto.

ARTICLE I: PURPOSE
To facilitate faculty participation in the affairs of the College and to advance faculty welfare, the Faculty Assembly shall meet regularly to conduct business on matters of concern to the faculty.

ARTICLE II: MEMBERSHIP
Section 1. The membership of the Faculty Assembly is provided for in the Constitution of the Faculty Assembly.

Section 2. Those Assembly members who do not qualify for voting participation under this section may be appointed by the Executive Committee, upon mutual consent, to serve with vote on Senate Committees.

ARTICLE III: OFFICERS
Section 1. The Assembly chairperson, vice chairperson, corresponding secretary, and treasurer are the officers of the Faculty Assembly and shall be elected from the voting membership by the Faculty Assembly at the last regular meeting of the academic year (typically May). The newly elected officers shall begin their terms of office at the first regular meeting of the next academic year (typically August). Members of the Senate are not eligible to serve concurrent terms as Faculty Assembly Officers.

Section 2. The Executive Committee shall be composed of the Assembly Officers and the three immediate past chairpersons, and is empowered to act for the Assembly in matters pertaining to the immediate governance of the Assembly. The Committee is responsible to and reports to the Assembly, which retains the authority to review actions taken by the Committee.

1. The executive Committee shall provide continuity for the Faculty Assembly from year to year.
2. The Executive Committee shall provide a member to represent the Faculty Assembly at meetings or other functions when the chair is unable to do so.
3. The Executive Committee shall assist the chair in preparing the agenda for each Faculty Assembly meeting.
4. The Executive Committee shall nominate faculty representatives for all Senate and Assembly Standing Committees. The nominations shall become effective
upon the affirmative vote of a majority of Faculty members present and voting at
the next Assembly meeting.
5. The Executive Committee shall appoint a recording secretary and a
parliamentarian for the Faculty Assembly meetings.
6. The Treasurer has the responsibility for the collection and deposit of all monies
donated to the Assembly.
7. The Assembly Chairperson will have the sole authority for withdrawal of funds
from any Assembly account.

Section 3. The duties of the elected and appointed officers shall be defined in Robert’s Rules of
Order, Revised, unless otherwise specified in the constitution or by-laws.

ARTICLE IV: MEETINGS
Section 1. The first regular meeting of the Faculty Assembly shall be held the first week the
faculty are required to be on campus at the beginning of the Fall Semester.

Section 2. Regular meetings of the Faculty Assembly shall be scheduled by the Executive
Committee. A minimum of two regular meetings shall be held each semester.

Section 3. Notice of all meetings must be given to the Assembly members in writing specifying
time, place, and proposed agenda at least three working days prior to the meeting.

Section 4. Special meetings of the Faculty Assembly may be called (1) by the chairperson of the
Faculty Assembly, (2) by a signed petition of three members of the Executive Committee, or (3)
by a signed petition of 15 percent of the Faculty Assembly. Only agenda items will be
considered at a special meeting.

Section 5. A quorum consists of one-fourth of the total eligible voting membership of the
Assembly. In the absence of a quorum, Executive Committee actions reported in the agenda for
that meeting shall have Assembly approval and move forward.

Section 6. Persons who do not meet the criteria for Faculty Assembly membership as
defined in Article II of the Constitution of the Faculty Assembly of North Idaho College
must request to attend a Faculty Assembly meeting by contacting the Faculty Assembly
Chair prior to the next scheduled meeting and requesting to be added to the agenda for
that meeting. The Faculty Assembly Executive Committee will have the authority to
approve or deny this request.

ARTICLE V: DUTIES OF THE ASSEMBLY
Section 1. The Assembly shall be a forum for faculty discussion of matters of general faculty
interest. It may, at the request of the College senate, standing committees, or on its own
initiative, undertake advisory votes on matters of policy and procedure of concern to the faculty.
These Assembly advisory recommendations will then be taken to the appropriate committees, to
the College Senate, and/or to the President of the College, and, following standard procedure, to
the Board of Trustees.
Section 2. It shall be a specific duty of the Faculty Assembly to elect faculty representatives to the College Senate.

Section 3. The Assembly shall be the confirming body for Executive Committee nominations to standing committees.

Section 4. The Assembly may elect or appoint ad hoc committees which it deems necessary or useful in the conduct of Assembly business.

ARTICLE VI: FACULTY SENATORS
Section 1. Elections

1. Faculty senators shall be elected during the last regularly scheduled Faculty Assembly meeting of the academic year by secret ballot with nominations coming from the entire Assembly.
2. Half of the faculty representatives to the Senate shall be elected on even years, half on odd years.
3. Two alternate Senators shall be elected. They shall attend each Senate meeting and vote in place of absent faculty Senators.
4. In the event of a vacancy in the Senate, a member shall be elected by and from the Faculty Assembly to serve the remainder of the unexpired term. In the interest of continuity, preference shall be given to current alternatives.

Section 2. Duties and Responsibilities

1. The Faculty Senators shall represent the Faculty on all matters before the College Senate. No Senator shall speak for nor obligate the Assembly without a full discussion of the issue with the Assembly, except when the Assembly will not be in regular session for a period of more than two weeks and a quorum cannot easily be convened in the interim. The Assembly retains the authority to review the actions of the Senators.
2. Faculty Senators are expected to attend Senate and Faculty Assembly meetings regularly. Any faculty Senator who cannot attend a Senate meeting should arrange for an alternate to represent the Faculty as a voting senator.
3. The Executive committee will meet with the Faculty Senators regularly to provide communication and coordination between the Faculty Assembly and its Senators.

Section 3. Recall

1. A petition of 25% of the voting membership of the Faculty Assembly submitted to the chairperson of the Assembly shall be sufficient for the calling of an election to determine whether one or more faculty members of the Senate should be recalled. The petition must identify the Senate members affected and list the reasons for recall.
2. If the petition signatures are sufficient, the Chair of the Faculty Assembly shall call a special meeting within ten working days of the receipt of the petition.
Removal from office will occur only when a majority of the voting membership of the Faculty Assembly, as polled by secret ballot, supports recall.

3. A new Senator shall be elected to fill the unexpired term.

ARTICLE VII: AMENDMENTS TO THE BY-LAWS
Section 1. Proposed amendments to the Faculty Assembly By-Laws must be submitted in writing to the Faculty Assembly and the Administration five (5) working days in advance of the first reading.

Section 2. Requirements for amendment passage include the following:

1. Reading of proposed amendment must take place at two(2) consecutive, regularly scheduled meetings of the Faculty Assembly.
2. The amendment must be considered for approval at the meeting of the second reading.
3. Approval by 60% of the voting membership of the Faculty Assembly shall be required.
4. The amendment to the By-Laws is subject to ratification by the Board of Trustees.

ARTICLE VIII: STANDING COMMITTEES
Section 1: Faculty Instructional Development Committee

Function
Faculty Development is a program of planned learning experiences to promote the achievement of the broad professional goals of faculty, collectively and as individuals, through the enhancement of their knowledge of instructional methodology and their respective content area. By helping faculty to become better instructors, the ultimate faculty development goal of improving the quality of teaching and learning is achieved. In order to effect this goal, the College appropriately allocates resources, monetary and human, to the program to provide education opportunities not readily available to NIC instructors.

Structure
Faculty membership shall be one member from each division selected by the Assembly Executive Committee. Any division members, with the exception of the division chairperson, may represent the division. In the case of an individual being assigned to two divisions, s/he may represent only one. To the extent practical, committee members shall serve two-year staggered terms. Two non-voting administrative members shall also serve on FIDC: the Vice President of Instruction, or appointed representative, and the Director of Professional Development.

Section 2: Faculty Tenure Committee
While Tenure policy falls within the jurisdiction of the College Senate, decisions regarding the tenure of individual faculty members lie within the jurisdiction of the Faculty Tenure Committee.

Function
This committee shall assume faculty responsibilities as outlined in the official policy established by the Board of Trustees.
Structure
Members and alternates of the Tenure Committee shall be elected by the Executive Committee from among the tenured members of the faculty. This committee shall consist of five members and three alternates, designated in order. At least three members must be retained from the previous year. It is recommended that voting members be selected from the previous year’s alternates.

Section 3: Meet and Confer
Function
The Meet and Confer Committee is to represent the faculty in negotiating with the administration in matters concerning salaries and working conditions.

Structure
There shall be six members of the Meet and Confer Committee, each of whom shall serve for two years. To assure continuity, only two members will be replaced each year. Committee members may succeed themselves.

Section 4: Sabbatical Leave Committee
Function
The Sabbatical Leave Committee shall rate and recommend applicants for sabbatical leave in accordance with the Sabbatical Leave Policy.

Structure
The Sabbatical Leave Committee shall consist of five members and an alternate appointed by the Executive Committee of the Faculty Assembly. Should any of the Committee members apply for sabbatical, alternates shall replace those members on the committee.

Section 5: Faculty Handbook Committee
Function
The Faculty Handbook Committee shall review the Faculty Handbook annually and provide a forum to seek consensus regarding any proposed amendments or revisions.

Structure
The Faculty Handbook Committee shall consist of up to six members: up to three representatives from the College Administration, appointed by the President of the College or his/her designee and three representatives from the faculty, selected by the Faculty Assembly from its own membership in the following manner:

- Two positions will be elected from the Faculty Assembly at large to three-year rotating terms. To begin rotation, one member will be elected for two years and the other member for three years.
- The third member will be appointed by the Faculty Assembly Executive Committee from the membership of the Executive Committee itself.
- Committee members shall be limited to two consecutive terms.