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.

4:30 p.m.  
**EXECUTIVE SESSION** - Idaho Code Section 74-206(1)(f)*

5:00 p.m.  
**BOARD WORKSHOP** – Collaborative Use Facility

6:00 p.m.  
**CONVENE BOARD MEETING/CALL TO ORDER**  
- Pledge of Allegiance  
- Verification of Quorum/Introduction of Guests  
- Review Minutes  
- Public Comment**  
- Celebrating Success: Green Dot Program 5-7 minutes

**SPECIAL BUSINESS** 15 minutes  
- Tab 1: Canvas of Board of Trustees Election and Oaths of Office  
- Tab 2: ACTION: Election of Officers

**CONSTITUENT REPORTS**  
- ASNIC 5 minutes  
- Staff Assembly 5 minutes  
- Faculty Assembly 5 minutes  
- Senate 5 minutes

**PRESIDENT’S REPORT** 10 minutes

**OLD BUSINESS**  
None

**NEW BUSINESS**  
- Approve Site Selection for Collaborative Use Facility

Ken Howard
Lynn Covey
Chris Martin
Ken Howard
Chris Martin
Rick MacLennan
Teresa Henderson
Geoff Carr
Josh Gittel
Beth Ann Fuller
Chris Martin
INFORMATION ITEMS
Update on Student Wellness and Recreation Center
Sarah Garcia

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, deliberating regarding an acquisition of an interest in real property, considering records that are exempt from public disclosure, considering 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 litigation, communicating with risk manager/insurer regarding pending/imminently-likely claims or to consider labor contract matters.

** 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 Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIC Board Meeting</td>
<td>Nov 30 – SUB</td>
</tr>
<tr>
<td>Orchestra Concert</td>
<td>Dec 4 7 p.m. - First Presbyterian Church</td>
</tr>
<tr>
<td>Joint Higher Education/Chamber Legislative Send-off</td>
<td>Dec 7 5 p.m. NICTEC - Rathdrum</td>
</tr>
<tr>
<td>Sounds of Christmas Concert</td>
<td>Dec 10 7:30 p.m. &amp; Dec 11 2 p.m. Schuler PAC</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>Dec 12 – SUB</td>
</tr>
<tr>
<td>NIC Booster Club Winter CARDnival &amp; Auction</td>
<td>Dec 14 – 6 p.m. Best Western Cd’A Inn</td>
</tr>
<tr>
<td>JFAC Presentation and Higher Ed Week with Legislature</td>
<td>Jan 18 – SUB</td>
</tr>
<tr>
<td>JAZZNIC – NIC Jazz Ensemble and special guests</td>
<td>Jan 23-27 – Boise</td>
</tr>
<tr>
<td>ACCT National Legislative Summit</td>
<td>Feb 13-16 – Washington, DC</td>
</tr>
<tr>
<td>NIC Board Meeting</td>
<td>Feb 22 - SUB</td>
</tr>
</tbody>
</table>
SUBJECT
Executive Session

DISCUSSION
From time to time the board will find it necessary to adjourn to executive session. 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 and provide sufficient detail to identify the purpose and topic of the executive session but not information sufficient to compromise the purpose of the executive session.
3. Approve a motion to adjourn by two-thirds, roll call vote.
4. Take no action and make no final decisions in executive session.

MOVES THAT THE BOARD, PURSUANT TO IDAHO CODE § 74—206, CONVENE IN EXECUTIVE SESSION TO:

___ Consider personnel matters [Idaho Code § 74--206(1)(a) & (b)]
___ Deliberate regarding an acquisition of an interest in real property [Idaho Code § 74-206(1)(c)]
___ Consider records that are exempt from public disclosure [Idaho Code § 74-206(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 § 74-206(1)(e)]
___ Communicate with legal counsel regarding pending/imminently-likely litigation [Idaho Code § 74-206(1)(f)]
___ Communicate with risk manager/insurer regarding pending/imminently-likely claims [Idaho Code § 74-206(1)(i)]
___ To consider labor contract matters authorized under section 67-2345A [74-206A(1)(a) and (b), Idaho Code.

Purpose/Topic summary: (Provide sufficient detail to identify the purpose and topic of the executive session but not contain information sufficient to compromise the purpose of the executive session.)

SECONDED BY: __________________________

Roll call: 
___________ Banducci
___________ Howard
___________ Meyer
___________ Murray
___________ Wood

CONVENE AT: ____________ ADJOURN AT: ____________
CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 5:00 p.m. and verified that a quorum was present.

ATTENDANCE
Trustees: Todd Banducci  
Ken Howard  
Judy Meyer  
Brad Murray  
Christie Wood

EXECUTIVE SESSION
Motion was made by Trustee Meyer, seconded by Trustee Murray, to go into executive session under Idaho Code § 74-206 (f) to communicate with legal counsel regarding pending/imminently-likely litigation. Roll call vote was taken as follows:

Todd Banducci aye  
Ken Howard aye  
Judy Meyer aye  
Brad Murray aye  
Christie Wood aye

At 5:30 p.m., Chair Howard recessed the meeting to reconvene in the Lake Coeur d’Alene Room.

CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:05 p.m. He led attendees in the Pledge of Allegiance and asked Trustee Murray to read, aloud, the college’s mission statement. Howard then verified there was a quorum of the board and he welcomed attendees and guests to the meeting.

ATTENDANCE
Trustees: Todd Banducci  
Ken Howard  
Judy Meyer  
Brad Murray  
Christie Wood

Also present: Rick MacLennan, President  
Lita Burns, VP for Instruction  
Graydon Stanley, VP for Student Services  
Chris Martin, VP for Finance and Business Affairs  
Marc Lyons, Attorney for North Idaho College
APPROVAL OF MINUTES
Chair Howard called for any changes to the minutes from the meeting held on September 28, 2016. Hearing none, the minutes were accepted, as presented.

PUBLIC COMMENT
None.

CELEBRATING SUCCESS
Director of Advising and Student Success Molly Kreyssler and Veterans Advisor Carl George provided an update on activities related to advising and other services for military veteran students and their families.

At 6:30 p.m., the board took a 15-minute recess to congratulate participants in the Basketball Extravaganza being held in the gymnasium. The board reconvened at 6:45 p.m.

CONSTITUENT REPORTS

ASNIC
ASNIC President Sean Collins opened by thanking trustee candidates for their participation in the candidate forum ASNIC hosted recently. He went on to report on activities of student government over the past month including volunteering assistance with the Basketball Extravaganza, planning game day events for athletic teams, participation in a regional leadership conference for higher education student government groups, continued work with the student fee advisory board and planning for activities related to an Idaho student government association.

Staff Assembly
Chair Teresa Henderson reported that during the October meeting, staff received an update from ASNIC President Sean Collins and an update on student club activities.

Faculty Assembly
Vice Chair Joe Jacoby reported that a faculty ad hoc committee had reviewed and developed potential revisions to the college’s professional development policy 3.02.20 and had requested feedback from faculty on those revisions. He continued to report that faculty had selected one member to serve on the recently established college salary structure committee and that they had received a presentation on the college’s Green Dot program during their October meeting. He closed by reporting that faculty plans to discuss the impact of the college’s financial aid policy at their November meeting.

Senate
Chair Josh Gittel reported that during their October meeting, Senate reviewed a request to establish the Cardinal Reads ad hoc committee as a standing college committee.

PRESIDENT’S REPORT
Dr. MacLennan reported on community relations activities and state-level meetings. He went on to report on the establishment of the search committee to identify a replacement for the position vacated by Mark Browning, now titled Chief Communications and Government Relations Officer. He added that in the interim, the college has hired John Goedde in a part-time capacity to help with legislative liaison activities. He next reported that a committee has been established to review the college’s salary structure, and another committee has been established to review and improve the college’s student-facing processes. He went on to report that a group has been formed to begin reviewing the college’s institutional planning and provide recommendations for better alignment of
planning activities. He closed by commenting on a recent communication and progress report for institutional optimization recommendations.

Dr. MacLennan asked VP Burns to provide an update on the Guided Pathways work currently underway. Burns reported that a 23-member core group, made up of a cross section of the college, had begun to meet with an initial focus of a full understanding of the concept of Guided Pathways. She went on to comment that ongoing work will involve K-12 to help bring students in, as well as making connections with the four year institutional partners to ensure that students graduating from our programs will be properly aligned to complete their baccalaureate degrees and beyond.

Chair Howard requested the administration consider a form of communication to the community related to Institutional Optimization.

**KTEC REPORT**

Trustee Meyer reported that KTEC has enrolled 370 students this fall and she went on to report that members of the Idaho Workforce Development Council will be touring both the KTEC and the NICTEC facilities while they are in the area for their October meeting. She closed by reporting that KTEC is working with vocational rehabilitation and dual credit programs and working on program summer camps for high school students.

**OLD BUSINESS**

There was no old business.

**NEW BUSINESS**

*NIC Financial Audit for Year Ending June 30, 2016*

VP Chris Martin introduced Jodi Daugherty who reviewed various aspects of the draft audit report including the income statement and schedule of expenditures of federal awards. She went on to report that there were no findings on internal controls over financial reporting and no material noncompliance issues on expenditures related to federal programs, though there was a deficiency identified in internal control over compliance for financial aid.

Trustee Meyer made a motion to accept the financial audit for the year ending June 30, 2016. The motion, seconded by Trustee Wood, carried unanimously.

**INFORMATION ITEMS**

*Official Fall 2016 Enrollment Report*

VP Graydon Stanley reviewed official fall enrollment numbers, stating that overall headcount is down by 3.61% and FTE is down 4.7% and adding that FTE outperformed the projected decline of 6%. He went on to report enrollment for various student populations, highlighting that Career Technical Education FTE increased .06% due, in part, to the availability of programs at NICTEC. He reported that dual credit headcount increased by 8.86% and by 7.25% in FTE.

A discussion took place related to the outreach centers and determining a balance between programmatic offerings and access to educational services at the centers and the provision of other services those centers provide within their communities.

**BOARD CHAIR REPORT**

Chair Howard reported that he had received confirmation that the Head Start Duration Grant for which the board recently approved an application, had been awarded. He requested that an update be provided, at a future meeting, for the Student Wellness and Recreation Center construction.
project. He next asked Trustee Wood to provide a report on her attendance at a recent conference hosted by the Association of Community College Trustees.

Trustee Wood’s report focused on two notable programs; one on sustainability and the other was a Fulbright program related to colleges in the United States working with foreign businesses to educate U.S. students in other countries.

REMARKS FOR THE GOOD OF THE ORDER
Trustee Wood commented on the recent civility conference hosted on campus.

Trustee Meyer commented on events for trustees’ calendars

Trustee Murray thanked members of ASNIC for hosting the recent candidate forum and he congratulated Chris Martin and Sarah Garcia for a good audit.

At 8:10 p.m., Chair Howard adjourned the meeting.

__________________________________________________________
Board of Trustees Chair __________________________________ Board of Trustees Secretary
SUBJECT
Canvass of the Board of Trustees Election
Oath of Office for Trustees

BACKGROUND
Idaho Statutes require the board of trustees to canvass the election for the NIC Board of Trustees held on November 8, 2016.

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 acceptance of the election results, Vice President Martin, clerk of the election, will ask newly elected members of the board to stand and take the Oath of Office. Following the Oath of Office, newly elected board members will be seated with the board. The original Oaths of Office will be filed with the North Idaho College board books and a copy sent to the Secretary of State.

The canvas of the election was held on Friday, November 18, 2016.

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 Secretary/Treasurer: __________________________________________

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
Clerk of the Board of Trustees
SUBJECT
Head Start Policy Council By-Laws
Head Start Wage Scale Modification
Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy
Head Start Criteria for Prioritization and Selection Policy
Head Start Self-Assessment Process

BACKGROUND
The Head Start Act and/or the Head Start Program Performance Standards require 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, ERSEA policies, Criteria for Prioritization and Selection Policy, and approve annual self-assessment process.

DISCUSSION
By-Laws: Changes proposed to have an impasse policy now required by Head Start Program Performance Standards. In addition, there were changes proposed to attendance requirements and parent committee structure.

Wage Scale Modification: There is a proposed change to remove probationary wage from wage scale, to be more in alignment with North Idaho College’s structure and Fair Labor Standards Act (FLSA).

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

Self-Assessment Process: Self-Assessment systems measure agency accomplishments, strengths, and weaknesses, and support a continuous quality improvement approach to managing Head Start programs. Head Start, locally, will utilize the new Head Start Program Performance Standards as a guide for this year’s Self-Assessment process. The Head Start Policy Council approved the proposed process at the November Policy Council meeting.

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

REQUESTED BOARD ACTION
In its capacity as the governing board and to adhere to requirements outlined in The Improving Head Start for School Readiness Act of 2007 and the Head Start Performance Standards, it is requested that the board consider a motion to approve the following Attachments A through D.

Attachment A: Head Start Policy Council By-laws
Attachment B: Head Start Assistant Teacher Job Description and Wage Scale
Attachment C: Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance
Attachment D: Head Start Criteria for Prioritization and Selection Policy

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 Program Performance Standards, subchapter B of 45 CFR chapter XIII, 1301.1 Program Governance “An agency must establish and maintain a formal structure for program governance that includes a governing body, a policy council at the agency level and policy committee at the delegate level, and a parent committee. Governing bodies have a legal and fiscal responsibility to administer and oversee the agency’s Head Start and Early Head Start programs. Policy councils are responsible for the direction of the agency’s Head Start and Early Head Start programs.” (4) 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 Liaison as designated by the Board of Trustees, 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 link between the community resources and Head Start parents.
15. To follow Impasse Mediation Procedures, Article VIII.

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. 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. Staff may not serve on the Policy Council except parents who occasionally substitute as staff. 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  
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 five (5) terms, subject to any changes in Head Start Program Performance Standards and/or regulations.  
a. A currently seated Policy Council representative, interested in serving another term, must stand for re-election at the respective center parent committee.

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 Board Liaison as designated by the Board of Trustees, 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/payment 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 monthly meetings.  
2. Representatives attend selected and/or required committee meetings.
3. Notify Policy Council Vice-Chair, or Policy Council Advisor when unable to attend. In the case of an emergency, contact your respective center.

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 Supervisor when a vacancy occurs.


7. Community representatives shall provide verbal reports to Policy Council at each Policy Council meeting.

8. Parent representatives shall meet with Supervisor or Center Assistant and prepare a center report for Policy Council prior to each Policy Council meeting.

9. Parent representatives report back to their Center Parent Committees any actions taken by the Policy Council that have not been declared confidential.

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

11. Serve on committees as established by Policy Council.

Section VII Attendance
1. Roll is taken at each meeting anyone not in attendance is marked absent.
   a. Late arrivals will be indicated on the meeting attendance. Voting privileges will be suspended for the meeting.
      i. Extenuating circumstances for late arrivals being counted present and voting privileges may be suspended. Special circumstances will be considered by the Policy Council Chair.

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 three (3) 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.
   b. The Policy Council retains the right to consider extenuating circumstances.
   c. The Policy Council Advisor notifies the respective 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
a. 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. An officer or a designee attends any North Idaho College Board of Trustees meeting when Head Start business is presented.

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. Communicates with the North Idaho College Board Liaison as designated by the Board of Trustees for any issues that require Board of Trustees attention.
   l. Votes only in the case of a tie vote of the Policy Council representatives.
   m. A Chair who fails to perform his/her duties may be removed from office by a 2/3 vote of members in attendance at the Policy Council meeting.

2. Vice-Chair
   a. Presides over the Policy Council meeting and all duties associated with that meeting in the absence of the Chair.
   b. Assists with the secretary duties in the absence of the Secretary.
   c. In the case of resignation of the Chair, assumes the office of Chair until the Policy Council elects a permanent Chair.
   d. Chairs the Bylaws Committee.
   e. Notes whether a quorum is present.
   f. Receives notice from Policy Council Representatives when a member will be absent from a meeting.
   g. Maintains records of Policy Council member attendance and reports to the Policy Council Chair when a representative has three (3) absences.
   h. 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, a copy of the current Policy Council member list, , and the agenda and minutes for the last twelve (12) months.
   b. Ensures that the Policy Council notebook is available at all Policy Council meetings.
      a. The Policy Council notebook is stored in the Policy Council’s locked cabinet.
   c. Assist chair as Time keeper.
   d. 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 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 the Committee Meeting Session prior to the October Policy Council meeting. 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.
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 ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance) Committee
1. Committee shall consist of at least three (3) Policy Council representatives.
2. The committee shall design the recruitment and enrollment criteria, that includes the criteria for selection of families, 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, two current parent representatives, and the Head Start Director.
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 VI Nutrition Committee
1. Consist of at least three (3) Policy Council representatives.
2. This committee meets semi-annually to review changes and make recommendations for the following year.

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 all finalist applications.
   a. The program submits the selected finalists to the National Head Start Association complying with the defined timelines.
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  Grievance Procedure**
If a grievance is brought to Policy Council, the Policy Council will work to resolve the grievance. Should no resolution be met for the grievance, then the Policy Council Chair will present the grievance to the North Idaho College Board Liaison as designated by the Board of Trustees.

The North Idaho College Board Liaison will present the grievance to the North Idaho College Board of Trustees for action.

**ARTICLE VIII  Impasse Mediation Procedures**
According to HSPPS 1301.6, to facilitate meaningful consultation and collaboration about decisions of the governing body and the policy council, each agency’s governing body and policy council jointly must establish written procedures for resolving internal disputes between the governing board and policy council in a timely manner. The governing body considers proposed decisions from the policy council and the policy council considers proposed decisions from the governing body.
If there is a disagreement, the governing body and the policy council notify the other in writing, within ten (10) days, why it does not accept a decision.

Head Start Grantees will notify the responsible ACF Regional Office as soon as possible, and no later than ten (10) days, 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 mutually agreeable 3rd party mediator. The Regional Office will be informed of the selection of the Grantee in selecting a mediator. The Grantee is requested to advise the Regional Office of the time and location of the first scheduled meetings. 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 that additional time for mediation will likely result in a successful resolution of the conflict which case the Regional Administrator may consider whether an extension may be granted for the submission deadline of the Head Start grant application. 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.

If no resolution is reached with the mediator, the Governing Body and Policy Council must select a mutually agreeable arbitrator whose decision is final.

ARTICLE IX 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.
<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>Probationary Wage</th>
<th>Entry Wage</th>
<th>Top Wage</th>
<th>Difference Entry-Top</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXEMPT POSITIONS</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Director I – Bachelors</td>
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<td>$32.68</td>
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<td>$25.87</td>
<td>$27.24</td>
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</tr>
<tr>
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<tr>
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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>Classroom Teacher II – Bachelors</td>
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<td>$20.45</td>
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<tr>
<td>Family Advocate I – Associates</td>
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<td>$16.80</td>
<td>$17.38</td>
<td>10%</td>
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<tr>
<td>Family Advocate II – Bachelors</td>
<td>$17.64</td>
<td>$18.59</td>
<td>$20.45</td>
<td>10%</td>
</tr>
<tr>
<td>Family Advocate/Assistant Teacher I – Associates</td>
<td>$13.52</td>
<td>$14.65</td>
<td>$16.11</td>
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<tr>
<td>Family Advocate/Assistant Teacher II – Bachelors</td>
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<td>$16.11</td>
<td>$17.72</td>
<td>10%</td>
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<tr>
<td>Family Advocate/Classroom Teacher I – Associates</td>
<td>$13.92</td>
<td>$15.80</td>
<td>$17.38</td>
<td>10%</td>
</tr>
<tr>
<td>Family Advocate/Classroom Teacher II – Bachelors</td>
<td>$17.64</td>
<td>$18.59</td>
<td>$20.45</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Support Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Center Assistant I</td>
<td>$10.56</td>
<td>$11.11</td>
<td>$12.22</td>
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<tr>
<td>Center Assistant II – Office Certificate</td>
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<td>Classroom Aide I – High School diploma / GED</td>
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<tr>
<td>Classroom Aide II – CDA (college bound credit)</td>
<td>$9.44</td>
<td>$9.90</td>
<td>$10.89</td>
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</tr>
<tr>
<td>Classroom Aide I</td>
<td>$10.33</td>
<td>$11.36</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cook Aide</td>
<td>$8.55</td>
<td>$9.90</td>
<td>$9.90</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Cook Aide</strong></td>
<td></td>
<td>$10.33</td>
<td>$11.36</td>
<td>10%</td>
</tr>
<tr>
<td>Center Cook I</td>
<td>$9.72</td>
<td>$10.23</td>
<td>$11.25</td>
<td>10%</td>
</tr>
<tr>
<td>Center Cook II</td>
<td>$10.69</td>
<td>$11.25</td>
<td>$12.38</td>
<td>10%</td>
</tr>
<tr>
<td>Center Cook III</td>
<td>$11.72</td>
<td>$12.39</td>
<td>$13.63</td>
<td>10%</td>
</tr>
<tr>
<td>Disability Services Assistant I – Associates</td>
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<td>$14.80</td>
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<td>$10.33</td>
<td>$11.37</td>
<td>10%</td>
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<tr>
<td>Program Assistant I – Associates</td>
<td>$12.72</td>
<td>$13.45</td>
<td>$14.80</td>
<td>10%</td>
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<tr>
<td>Program Assistant II – Bachelors</td>
<td>$14.99</td>
<td>$14.80</td>
<td>$16.27</td>
<td>10%</td>
</tr>
<tr>
<td>Receptionist I</td>
<td>$8.55</td>
<td>$9.00</td>
<td>$9.90</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Receptionist I</strong></td>
<td></td>
<td>$10.33</td>
<td>$11.36</td>
<td>10%</td>
</tr>
<tr>
<td>Receptionist II – Office Certificate</td>
<td>$9.44</td>
<td>$9.90</td>
<td>$10.89</td>
<td>10%</td>
</tr>
<tr>
<td>Technology Technician I</td>
<td>$12.52</td>
<td>$13.17</td>
<td>$14.49</td>
<td>10%</td>
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<tr>
<td>Technology Technician II – Associates</td>
<td>$13.72</td>
<td>$14.49</td>
<td>$15.94</td>
<td>10%</td>
</tr>
<tr>
<td>Technology Technician III – Bachelors</td>
<td>$15.14</td>
<td>$15.94</td>
<td>$17.53</td>
<td>10%</td>
</tr>
</tbody>
</table>

*Probationary wage 5% below entry wage. Upon successful completion of probationary period wage will be increased to entry wage.

10% difference from entry level to top of position/education level, 15% difference between BA and MA entry level, 10% between Supervisor to Manager, 10% between Manager, 20% Coordinator to Director positions at BA entry level.
NO RECOMMENDED CHANGES

Recruitment and Enrollment Policy

North Idaho College Head Start recruits and enrolls eligible children and families that can benefit most from our program services as currently prioritized by the Office of Head Start. North Idaho College Head Start Policy Council annually establishes criteria of prioritization for an enrollment point system which provides a method of determining eligibility.

North Idaho College Head Start Policy Council and North Idaho College Board of Trustees annually approves criteria.

Policy Council Approval _____ April 15, 2016 _______

Board of Trustees Approval _______________________
Attendance Policy

North Idaho College Head Start supports families to ensure consistent attendance and participation to enable the family to experience the maximum benefit from the program.

Policy Council Approval _____ April 15, 2016

Board of Trustees Approval ____________________
Prioritization / Selection Policy

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

Policy Council Approval April 15, 2016
Board of Trustees Approval
**Criteria for Prioritization – Selection of Children for Enrollment**

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

<table>
<thead>
<tr>
<th>Criteria for Prioritization</th>
<th>Points Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Verified Income (Percent below Federal Poverty Guidelines**)</td>
<td>0, 21, 28</td>
</tr>
<tr>
<td>2. Age* (Four years old on or before September 1st of program year)</td>
<td>20</td>
</tr>
<tr>
<td>3. Diagnosed Disability</td>
<td>20</td>
</tr>
<tr>
<td>4. Suspected Disability</td>
<td>15</td>
</tr>
<tr>
<td>5. Formal Referral from Agency/Professional (including Early Head Start/Head Start) * (Written documentation is required)</td>
<td>10</td>
</tr>
<tr>
<td>6. <strong>Previously enrolled in Transition from</strong> Early Head Start / Head Start program</td>
<td>105</td>
</tr>
<tr>
<td>7. Foster Child (meets definition for State placement) or Child in Custody/Care of someone other than the Biological Parent(s)</td>
<td>10</td>
</tr>
<tr>
<td>8. Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)</td>
<td>10</td>
</tr>
<tr>
<td>9. Family Violence (includes physical, verbal or emotional abuse/violence, child abuse, neglect, or abandonment) current, in the past 12 months or residual effects – asked as separate question, check applicable: ☐ current, ☐ past 12 months, or ☐ previously experienced</td>
<td>10</td>
</tr>
<tr>
<td>11. Substance Abuse or Other Addictions</td>
<td>10</td>
</tr>
<tr>
<td>13. Parent/Guardian in Incarceration and/or Returning from Incarceration</td>
<td>5</td>
</tr>
<tr>
<td>15. Mental Health Issue – Child and/or Family</td>
<td>5</td>
</tr>
<tr>
<td>16. Additional Household Stressors: <strong>check all that apply:</strong> (one or two = 5 points; three to five = 10 points; six or more = 15 points)</td>
<td>5, 10, 15</td>
</tr>
</tbody>
</table>

- Adoption
- Chronic Health Issue and/or Disability within the Family
- Death of a Family Member in the Household(s)
- Families in Crisis (emergency relocation, natural and/or family disaster)
- Family Legal Issues
Limited Opportunities for Socialization (child/family)
Parent Working Out of the Area
Parent Working Multiple Jobs or Working and Going to School
Pregnancy/New Sibling in Household
Unemployment
Other: ____________________________________________

Points are determined through the application process. Children whose families have completed the application process prior to an enrollment selection date are placed on the Wait List.

Supervisors select the children/families from the prioritization list generated by the program’s child data collection system. Supervisors then fill enrollment slots to correspond with the Enrollment Policy (FCP/201).

When an opening occurs, the family selected from the prioritization list is immediately notified and an enrollment appointment is scheduled. Notification can be by phone. (If no phone is available, notification can be by mail.) At time of notification, a family is considered selected and removed from the Wait List. After the enrollment appointment, the child’s status changes to “accepted”. North Idaho College Head Start strives to have all enrollment vacancies filled within three working days.

All efforts are made to provide continuous enrollment when:
1. A family relocates to another community within the North Idaho College Head Start Service Area.
2. A family no longer meets criteria for enrollment at the North Idaho College Children’s Center by being a staff member or student.

The family’s acceptance for continued enrollment is based upon their desire to remain enrolled in the program and the receiving Center having a concurrent open enrollment slot. If the receiving Center does not have an open enrollment slot, the family is put on the Center’s Wait List.

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

**Percent of Poverty Guideline is:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 0% and 50%</td>
<td>28</td>
</tr>
<tr>
<td>Between 51% and 100%</td>
<td>21</td>
</tr>
<tr>
<td>Over-income</td>
<td>0</td>
</tr>
</tbody>
</table>

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

Policy Council Approval:  April 15, 2016

Board of Trustees Approval: ________________