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.

EXECUTIVE SESSION - Idaho Code Section 74-206(1)*

6:00 p.m.
CONVENE BOARD MEETING/CALL TO ORDER
- Pledge of Allegiance
- Verification of Quorum/Introduction of Guests
- Review Minutes
- Public Comment**

SPECIAL REPORT
- Co-Creation Center @ NIC

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

PRESIDENT’S REPORT

SPECIAL BUSINESS
- Tab 1: ACTION: Election of Officers

OLD BUSINESS
- Tab 2: SECOND READING: Compensation Structure Policy 3.02.16
- Tab 3: SECOND READING: Head Start Policy Council By-Laws

NEW BUSINESS
- Tab 4: Accept NIC Financial Audit for Year Ending June 30, 2017
- Reschedule February 2018 Board Meeting

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</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>NIC Board Meeting</td>
<td>Nov 15 – SUB</td>
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<tr>
<td>NIC Legislative Send Off</td>
<td>Dec 11 5:00 p.m. SUB</td>
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<tr>
<td>NIC CARD-nival and Auction</td>
<td>Dec 13 5:30 p.m. CDA Inn - Best Western</td>
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<tr>
<td>NIC Associate Degree Nursing Pinning Ceremony</td>
<td>Dec 14 4:30 p.m. – Schuler PAC</td>
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<tr>
<td>NIC Board Meeting</td>
<td>Dec 18 – SUB</td>
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<tr>
<td>Tentative: JFAC &amp; Higher Education Week</td>
<td>Jan 17 – SUB</td>
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<tr>
<td>NIC Board Meeting</td>
<td>Feb 28 – SUB</td>
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<td>NIC Board Meeting</td>
<td>Mar 28 – SUB</td>
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<tr>
<td>NIC Board Meeting</td>
<td>Apr 25 – SUB</td>
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<td>2018 Commencement Exercise</td>
<td>May 11 – Christianson Gym</td>
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<tr>
<td>NIC Board Meeting</td>
<td>May 23 – SUB</td>
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<tr>
<td>NIC Board Meeting</td>
<td>Jun 27 - SUB</td>
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CALL TO ORDER AND VERIFICATION OF QUORUM
Chair Ken Howard called the meeting to order at 6:00 p.m. and he led attendees in the Pledge of Allegiance. Next he asked Trustee Meyer to recite the college’s mission statement. Chair Howard then verified that a quorum was present, welcomed attendees to the meeting and commented that there would no Celebrating Success presentation because the scheduled presenter had been called out of the area.

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

Also present: Rick MacLennan, President
              Graydon Stanley, VP for Student Services
              Lita Burns, VP for Instruction
              Chris Martin, VP for Finance and Business Affairs
              Laura Rumpler, Chief Communications and Government Relations Officer
              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 20, 2017 and the minutes of the workshop held on October 16, 2017. There were no changes noted from trustees, and Chair Howard pointed out two corrections to the minutes of the September 20 meeting. The first correction: Page 2, Old Business, Compensation Structure Policy 3.02.16, second paragraph, first sentence should read “Trustee Wood made a motion to table the first second reading of the compensation structure policy.” The second correction under the Compensation Structure Policy 03.02.16: “Chair Howard made a motion for a second draft proposal of the compensation policy. The motion was seconded by Trustee Banducci, but was tabled.” There were no other changes noted and the minutes were accepted, as presented.

PUBLIC COMMENT
Randy Ware commented in favor of the compensation structure policy put forth by faculty and staff.
Gerard Mathes commented in favor of funding step increases.
Laura Templeman commented in favor of the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.
Molly Michaud commented in favor of funding step increases.
Pat Lippert commented in favor of funding step increases.
Jessica Adams commented in favor of the current revised draft of the compensation structure policy.
Tracy Struble commented in favor of the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.
Bill Richards commented in support of the revised draft proposal of the compensation structure policy. He also commented in support of honoring step increases and in support of the proposed language
related to a declared financial emergency being the only reason for the board not to fund step increases.

Betsy Conery commented in favor of funding step increases annually and the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.

Joe Jacoby commented in favor of the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.

Michelle Lippert commented in favor of the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.

Karen Ruppel commented in favor of the proposed compensation structure policy language related to a declared financial emergency being the only reason for the board not to fund step increases.

SPECIAL REPORT

Economic Impact Report

Sterling Smith from Economic Modeling Specialists International presented results of a study of the college’s fiscal year 2015-16 impact on the local economy in the five northern counties of Idaho, stating that NIC added $181 million to the region in that period. Smith also presented results of an investment analysis of NIC’s return to students, taxpayers and to society in general.

CONSTITUENT REPORTS

ASNIC

ASNIC President Caleb Weeks introduced student senators and discussed the projects on which each one is working. Sara Haas – completing work on the ASNIC Presidents’ Wall, Martha Bard – St. ASNIC event, Allison Albritton – preparing a Foundation grant proposal to obtain calculators for the tutoring Center, Ben Anderson – is serving as a member of the Information Technology Policy and Planning Council as well as working on the development of covers for campus bike racks, Elizabeth Miller – student evaluations for classes and faculty, Eduin Amador – helping to build awareness among students of the upcoming Career Market event and working on a campus international student organization, Peter Soderberg has been recruiting students for committee membership, Robert Smith is working to get funding for club events and conference travel for students, and Caleb is contributing efforts to the Student Fee Advisory Committee and the Student Union Advisory Board. He closed his report by discussing an event hosted by ASNIC for members of high school student government groups, and the recent day of service event in which six ASNIC members participated.

Staff Assembly

Chair Suzie Deane reported that during their last meeting, staff received a presentation from members of the Testing Center about the changes the center has undergone since moving to Molstead Library Building. She went on to report that Dean Larry Briggs provided them a presentation on Guided Pathways and the common start time initiative. Deane went on to read, aloud, a resolution passed by Staff Assembly supporting the compensation structure policy proposal passed by College Senate, the policy language related to a declared financial emergency being an appropriate justification for the board not to fund step increases, and a proposal for market studies only being used to inform decisions to increase the compensation structure base and not whether steps are granted. She closed by commenting on the dedication of NIC employees.

Faculty Assembly

Chair Geoff Carr reported that faculty had passed a revised resolution supporting the Senate-passed version of the compensation policy and supporting recommendations of the compensation committee related to a declared financial emergency being the only reason for the board of trustees to consider not granting steps to faculty and staff, and supporting the use of market studies data being used to make informed decisions concerning increases to the base.

Senate
Chair Lisa Kellerman reported that during their September and October meetings, Senate discussed their by-laws and college policy, and formed a subcommittee to work on revisions to the by-laws. They also discussed Senate’s role in presenting policy.

PRESIDENT’S REPORT
Dr. MacLennan thanked attendees that provided public comment, and he thanked the student leaders for the work they’re undertaking. He then asked VP Martin to provide an update on the collaborative use facility. VP Martin reported that the project is on budget for $8 million and will go out to bid in January 2018 with construction scheduled to begin in June 2018. The facility is scheduled to open in fall of 2019. He expressed his appreciation for the Department of Public Works and other partners, and reviewed various design renderings, pointing out that in honor of the timber industry, wood has been incorporated into the design.

Following a request by Dr. MacLennan, VP Martin went on to review a draft income statement. Trustees expressed their appreciation for the statement and requested monthly updates.

Dr. MacLennan continued his report by discussing the Gizmo partnership. VP Martin provided an update on their transition to campus, stating they will begin operations in January 2018. He commented on the collaborative opportunities the partnership will provide. Chair Howard commented on the potential need for a policy related to entering into agreements with external entities. VP Martin responded that guiding principles have been developed that can be used in a draft policy for the board.

Dr. MacLennan closed his report by commenting on the upcoming legislative session and meetings he is scheduling with our federal and state delegations. He briefly discussed next steps for the recommendation from the Governor’s Taskforce on Higher Education.

KTEC REPORT
Trustee Banducci reported that during their meeting earlier in the day, the KTEC Board approved a position for a collision repair instructor, and he commented on the strong collaboration between KTEC and NIC CTE Programs. He went on to report that the board received a positive annual audit report and he discussed enrollment.

OLD BUSINESS
Compensation Structure Policy 3.02.16
Chair Howard identified two revised drafts of the revised policy as version A, presented by faculty and staff, and version B, which was a further revised draft of version A. He went on to explain that all discussion on the policy was tabled at the September meeting because the full board wasn’t present at the time. He added that a motion had been made and seconded that version B was an amendment, but no vote was taken, so a vote is pending on whether or not it is accepted or rejected. He went on to explain that if version B is accepted, in its form, it will be the policy, and if it’s rejected, then version A will be discussed, and if it is rejected, the process will start all over, and if it’s accepted, then it will be the policy. He continued to explain that because version B is an amendment, the board will discuss it first and vote on it, and if necessary, will have discussion on version A. A discussion ensued about the process for review and discussion of the draft amendment.

Trustee Wood expressed that policy should always support the mission and she feels that the language under compensation structure in version B is too broad and does not support the mission of the college. She went on to express that she can support periodic salary reviews, but believes they should be used in the overall evaluation of the base salary structure. She continued to express support for the language in version A related to the board’s ability to withhold step advancement only in the case of a declared financial emergency, commenting that the language still allows the board to appropriately govern the college in cases where the state has withheld funding, or the college is experiencing unexpected low enrollment or some sort of catastrophe and for such reasons is withholding an increase. She went on to
comment that the language in version A shows the board’s commitment to employees that the salary structure will be honored from start to finish unless there is a financial hardship.

Trustee Murray expressed his support for version A, stating that the language under compensation structure speaks to the recruitment and retention of employees and provides a solid base structure that employees can anticipate coming in and during their time at the college. He went on to express his disagreement with the word “any” in version B related to the board’s ability to withhold a step advancement in the event of any anticipated fiscal need, stating that language empowers the board to act unfairly.

Trustee Meyer recognized and commented on the element of both drafts that speaks to the high priority given to the college’s annual step-based compensation structure during annual budgetary planning. She expressed concern with the use of the word “anticipated” in version B as related to fiscal need for withholding step increases, stating that there may be unanticipated situations that arise that may cause the board to consider withholding step increases.

Chair Howard commented on various elements in both drafts, stating that the policy that he advanced is not an attempt to change or remove the current structure nor does he have any objection to the policy language that emphasizes employees’ value. He went to express his concern that the language in version A under compensation structure restricts the board’s authority in using salary review data in any way the board feels is appropriate when examining the competitiveness and fairness of the college’s salary structure. He continued to express his objection to the language in version A that requires the decision to declare a financial emergency or to withhold a step increase to be a collaborative process, pointing out that those decisions are the board’s statutory responsibility. He added that he wants the campus community to have the opportunity to comment on a board’s decision, but the board is obligated to follow statutory authority.

Trustee Wood commented that she interprets the statement regarding a collaborative process as being one that provides the board the opportunity to receive input if a financial emergency is under consideration and not one in which others will be making the final decision for the board. She went on to comment that the use of data from salary studies shouldn’t be used as a reason to not fund steps, but should be used to adjust the base structure.

Trustee Banducci recommended utilizing the policy language that states “…any current and/or anticipated fiscal need…” as related to not funding steps. Trustee Meyer responded that the language is better and she went on to state the board members all agree on the value of faculty and staff and how to best set a climate that recognizes them. She went on to comment on various elements of both drafts and attempted to find trustee agreement on language in each one.

Chair Howard asked VP Martin to comment on the difference of the base salary structure and salary steps. VP Martin responded that in the past, the college has used study data to evaluate and modify certain categories of the structure to ensure those positions are competitive. He added that there have been times when the entire base structure was modified to maintain employee buying power when steps have not kept up with the cost of living adjustments.

Following discussion, Chair Howard commented that the next steps for the board are to vote on B then on A if necessary, to table the entire process for a distinct time period so that it can be worked on further, or both proposals can be rejected and sent back to start over again.

Trustee Banducci made a motion to amend version B under compensation structure placement and advancement: the first sentence in paragraph three will read “The Board of Trustees may withhold step advancements in the event of any current and/or anticipated fiscal need; however, any such withholding will be subject to review and comment by President’s Cabinet, budget managers, staff and faculty assemblies, and the meet and confer committee.” The motion was seconded By Chair Howard.
Following a brief discussion, Trustee Meyer made a motion to table draft versions A and B for one month and refer them to a board subcommittee made up of Trustees Murray and Wood to redraft the language under compensation structure placement and advancement. The motion, seconded by Trustee Wood, carried unanimously.

NEW BUSINESS

Head Start Policy Council By-Laws

VP Chris Martin presented and explained revisions to Head Start Policy Council By-laws, and policies for Eligibility, Recruitment, Selection, Enrollment and Attendance, and Criteria for Prioritization and Selection. This was a first reading and no action was taken.

INFORMATION ITEMS

Official Fall Enrollment Report

VP Graydon Stanley presented the fall enrollment report, stating that overall, head count is up nearly 1% and FTE is down 2.78%. He went on to review other enrollment trends including continuing, new, and returning student populations, a longer view of enrollment counts back to 2005 and the impact to budget of various types of student demographic enrollment. Trustee Meyer requested that in future, the actual enrollment counts be added to the graphic of actual enrollment to budget.

BOARD CHAIR REPORT

Chair Howard commented on an upcoming meeting on the topic of education in lieu of incarceration, and a meeting of the Idaho Community College Consortium scheduled in November.

REMARKS FOR THE GOOD OF THE ORDER

Trustees Banducci and Murray commented briefly on their attendance at the recent Association of Community College Trustees conference.

Trustee Meyer commented on the fall meeting of Idaho Business for Education, stating that two of their priorities are academic career advising and early learning. She went on to mention the Governor’s address scheduled in November to the Chamber of Commerce.

Trustees Murray and Meyer reported they will be absent for the February meeting.

In response to a comment by Trustee Murray, Trustee Wood commented that the college has a robust emergency response plan and she invited him to spend some time with the school resource officer for the opportunity to share information. Dr. MacLennan commented that a presentation on the college’s plan could be shared with the board at a future meeting.

At 9:35 p.m., Chair Howard adjourned the meeting.
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
Policy 3.02.16 Compensation Structure Policy

BACKGROUND
Policy 3.02.16, currently named Salary Schedules policy, has become an outdated policy in need of revision. The policy was originally focused toward faculty employees and included many items that should have been considered procedural.

At the August 2016 Board meeting, NIC was tasked to review the Salary Schedules policy. Shortly after, NIC administration assembled a committee which included three faculty members, three staff members, a meet and confer representative, and two representatives from human resources.

The committee was charged with developing a comprehensive compensation policy and providing the following:

- a philosophy of how NIC’s salary structure can best accommodate the institution’s need to attract, retain, and fairly compensate a qualified workforce
- principles relative to the granting of step increases
- how faculty and staff are initially placed on the structure and how they can progress

Throughout the year, the committee researched and deliberated best practices for higher education compensation, established rationale for what belongs in policy vs. procedure, and collaborated with the faculty and staff assemblies.

A draft revision created by the committee and approved by Senate was presented to the board for a first reading in August 2017 (Attachment A). Following board discussion during the first reading, committee chairs met with Chair Howard and Trustee Wood, and a second draft of the policy was created with input from faculty and staff assemblies (Attachment B). Chair Howard then developed a further revision that incorporated some of the revisions from the committee redraft (Attachment C), and both versions were briefly reviewed and discussed at the September board meeting then tabled because the full board was not present. A board workshop was held prior to the October board meeting for discussion of the two redrafts and the board deliberated them more fully at the October board meeting. Following this deliberation, the board voted to table the two redrafts and appoint a subcommittee consisting of Trustees Wood and Murray to develop another draft of the policy for board consideration (Attachment D).

REQUESTED BOARD ACTION
Request the board consider a motion to adopt the revisions to policy 3.02.16 shown in Attachment D.

Prepared by,
Shannon Goodrich for President Rick MacLennan
Policy Narrative

North Idaho College recognizes that an established compensation structure system is one of the most effective ways to attract, retain, motivate, and reward employees, who are critical to the success of the college’s mission. When the organization consists of skilled and motivated employees, the college thrives. Furthermore, step-based compensation structures provide a framework for fair and consistent pay policies and help monitor and control the implemented pay practices. Finally, they serve to demonstrate possible pay opportunities to prospective and current employees. Effective and transparent compensation structures are critical for the college to maintain a shared sense of internal equity and fairness.

COMPENSATION STRUCTURE

All benefit-eligible North Idaho College employees are compensated per a structure approved by the Board of Trustees.

Compensation Structure Placement and Advancement

Initial placement on the compensation structure is determined by the Human Resources Office according to the employee’s documented and position-related education and experience.

After initial placement, employees will advance one step for each year of benefitted employment. Staff will receive step advancement according to the staff compensation
structure procedure. Faculty will receive step advancement as well as education and professional development advancement according to the faculty compensation structure procedure.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
North Idaho College recognizes that an established compensation structure system is one of the most effective ways to attract, retain, motivate, and reward employees, who are critical to the success of the college’s mission. When the organization consists of skilled and motivated employees, the college thrives. Furthermore, step-based compensation structures provide a framework for fair and consistent pay policies and help monitor and control the implemented pay practices. Finally, they serve to demonstrate possible pay opportunities to prospective and current employees. Effective and transparent compensation structures are critical for the college to maintain a shared sense of internal equity and fairness. Therefore, the support of the college’s annual step-based compensation structure will be a high priority for annual budgetary planning.

COMPENSATION STRUCTURE

All benefit-eligible North Idaho College employees are compensated per a structure approved by the Board of Trustees. To ensure that employee compensation structures are fair and competitive, North Idaho College will periodically review salaries internally.
and externally. These periodic reviews will not be utilized to determine the necessity for annual steps but to ensure the base structures are comparable with similar institutions.

Compensation Structure Placement and Advancement

Initial placement on the compensation structure is determined by the Human Resources Office according to the employee’s documented and position-related education and experience.

After initial placement, employees will advance one step for each year of benefitted employment. Staff will receive step advancement according to the staff compensation structure procedure. Faculty will receive step advancement as well as education and professional development advancement according to the faculty compensation structure procedure.

In the event of a declared financial emergency, the Board of Trustees may withhold step advancements. This decision would be the result of a collaborative process that includes but is not limited to participation from President’s cabinet, budget managers, staff and faculty assemblies, and the meet and confer committee.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
Policy Narrative

North Idaho College recognizes that an established compensation structure system is one of the most effective ways to attract, retain, motivate, and reward employees, who are critical to the success of the college’s mission. When the organization consists of skilled and motivated employees, the college thrives. Furthermore, step-based compensation structures provide a framework for fair and consistent pay policies and help monitor and control the implemented pay practices. Finally, they serve to demonstrate possible pay opportunities to prospective and current employees. Effective and transparent compensation structures are critical for the college to maintain a shared sense of internal equity and fairness. Therefore, the support of the college’s annual step-based compensation structure will be a high priority for annual budgetary planning.

COMPENSATION STRUCTURE

All benefit-eligible North Idaho College employees are compensated per a structure approved by the Board of Trustees. To ensure that employee compensation structures are fair and competitive, North Idaho College will review salaries internally and externally every three (3) years. These periodic reviews will be used to evaluate NIC’s
competitiveness with similar institutions.

Compensation Structure Placement and Advancement

Initial placement on the compensation structure is determined by the Human Resources Office according to the employee’s documented and position-related education and experience.

After initial placement, employees will advance one step for each year of benefitted employment. Staff will receive step advancement according to the staff compensation structure procedure. Faculty will receive step advancement as well as education and professional development advancement according to the faculty compensation structure procedure.

The Board of Trustees may withhold step advancements in the event of any anticipated fiscal need; however, any such withholding will be subject to review and comment by President’s Cabinet, budget managers, staff and faculty assemblies, and the meet and confer committee.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
Policy Narrative

North Idaho College recognizes that an established compensation structure system is one of the most effective ways to attract, retain, motivate, and reward employees, who are critical to the success of the college’s mission. When the organization consists of skilled and motivated employees, the college thrives. Furthermore, step-based compensation structures provide a framework for fair and consistent pay policies and help monitor and control the implemented pay practices. Finally, they serve to demonstrate possible pay opportunities to prospective and current employees. Effective and transparent compensation structures are critical for the college to maintain a shared sense of internal equity and fairness. Therefore, the support of the college’s annual step-based compensation structure will be a high priority for annual budgetary planning.

COMPENSATION STRUCTURE

To ensure that all employee compensation structures are fair and competitive, North Idaho College will review salaries internally and externally at least every 5 years. These reviews will be used to ensure the base structures are comparable with other institutions and to identify potential market driven anomalies in the structure. All benefit eligible
North Idaho College employees are compensated per a structure approved by the Board of Trustees. To ensure that employee compensation structures are fair and competitive, North Idaho College will periodically review salaries internally and externally. These periodic reviews will not be utilized to determine the necessity for annual steps but to ensure the base structures are comparable with similar institutions.

Compensation Structure Placement and Advancement

Initial placement on the compensation structure is determined by the Human Resources Office according to the employee's documented and position-related education and experience.

After initial placement, employees will advance one step for each year of benefitted employment. Staff will receive step advancement according to the staff compensation structure procedure. Faculty will receive step advancement as well as education and professional development advancement according to the faculty compensation structure procedure.

In the event of an anticipated or unanticipated financial emergency, the Board of Trustees may withhold funding for step advancement. Prior to making a decision to do so, the Board of Trustees will make public the data used in making this consideration, and will invite broad input from the campus community, including input from stakeholder groups identified within the college’s governance structure.

In the event of a declared financial emergency, the Board of Trustees may withhold step advancements. This decision would be the result of a collaborative process that includes but is not limited to participation from President’s cabinet, budget managers, staff and faculty assemblies, and the meet and confer committee.

Placement and advancement for positions not funded by the college may adhere to a separate compensation structure and procedure.
SUBJECT
First Reading: Approval of Request to Carryover Funds
Second Reading: Head Start Policy Council By-laws
Second Reading: Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA)
Second Reading: Head Start Criteria for Prioritization and Selection Policy

BACKGROUND
The Head Start Act and/or the Head Start Program Performance Standards requires the Governing Board, which consists of the NIC Board of Trustees and Head Start Policy Council, to approve a request to carryover funds from budget year 2016-2017 to budget year 2017-2018, and to annually review and approve the Policy Council By-laws and ERSEA policies.

DISCUSSION
Approval of request to carryover funds: The Policy Council approved the request for carryover at the September Policy Council meeting. This request is to be able to carryover $67,500.42 from budget year 2016-2017 for personnel and fringe in the 2017-2018 budget year.
By-Laws: The By-laws were reviewed by a Policy Council sub-committee. These recommended additions, changes or deletions were presented and approved by Head Start Policy Council.
The Recruitment and Enrollment Policy and the Criteria for Prioritization and Selection Policy: 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.

COMMITTEE ACTION
Board Review and Approval

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

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

Attachment A: Head Start Policy Council By-laws
Attachment B: Head Start Eligibility, Recruitment, Selection, Enrollment and Attendance
Attachment C: Head Start Criteria for Prioritization and Selection Policy
Attachment D: Written request for carryover reprogramming and supporting documentation

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.”

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.
   a. All recommendations for hire will be presented at the next regularly scheduled Policy Council meeting.
      i. In the event waiting to vote at the next meeting impedes center operations, for all benefit-eligible positions as well as part-time assistant teacher and part-time family advocate positions, the Policy Council Chair may direct a phone vote take place.
      ii. Other part-time positions may be filled with the recommendations of the committee, as long as a Policy Council Representative is on the committee, with a personnel report presented at the next regularly scheduled meeting.
   10-1. In the event, a Policy Council Representative is not on the committee, the part-time position recommendation must be presented at the next regularly scheduled meeting or by a Phone vote at the discretion of the Policy Council Chair.

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 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. This allows for their attendance and training at the October meeting. 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. Staff may not serve on the Policy Council except parents who occasionally substitute as staff.

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.
   a. Quorum for Phone Voting - 1/2 of the seated representatives of Policy Council must respond to constitute a quorum, no less than 51% of the responses must be parent representatives.
   
5-b. The Chair counts as part of the quorum.


7. Voting Rights - Each Policy Council representative shall have one (1) vote, except the Chair who votes in the event of a tie.

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.
      i. 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 center strategic planning and make recommendations to allocate resources as needed and available.
4.5. 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 standardized menus and CACFP requirements, 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:
   a. Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a Policy Council Representative.

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

Following full disclosure of a possible conflict of interest or any condition listed above, the Policy Council shall determine whether a conflict of interest exists and, if so the Policy Council shall vote to authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect NICHS’s best interests.
This *Conflict of Interest* policy, as part of the Policy Council By-laws, is given to all Policy Council Representatives, through the Policy Council notebooks. The Policy Council By-laws are also available through the Program’s Policies and Procedures located on the NIC Head Start SharePoint site 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 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 decision 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 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.

Recognizing there is an impasse, the Grantee and the Policy Council, should, within 10 days, submit the dispute to the offices of a mutually agreeable 3rd party mediator. The Regional Office will be informed of the selection of a mediator and the time and location of the 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 to the Regional Office, in writing, 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.

Policy Council Approval __September 15, 2017__________

North Idaho College Board of Trustees Approval________________
Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy

North Idaho College Head Start and North Idaho College Board of Trustees annually reviews the Head Start Program Performance Standards regarding ERSEA policies and annually approves the criteria point system established for prioritization and selection.

- **Recruitment and Eligibility:**
  - recruits and enrolls eligible children and families that can benefit most from our program services including specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

- **Prioritization and Selection:**
  - establishes a criteria point system that provides a method of prioritizing a child’s selection into the program based upon highest need
  - 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
  - serves families who have the greatest opportunity to benefit the most from our services

- **Enrollment:**
  - maintains funded enrollment level and fills any vacancy as soon as possible not to exceed 30 days

- **Attendance:**
  - supports families to ensure consistent attendance and participation to enable the family to experience the maximum benefit from the program.

Policy Council Approval [April 21, 2017]

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

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____________________

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)</td>
<td>10</td>
</tr>
<tr>
<td>* (Written documentation is required)</td>
<td></td>
</tr>
<tr>
<td>6. Previously enrolled in Early Head Start / Head Start program</td>
<td>10</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)</td>
<td>10</td>
</tr>
<tr>
<td>Check applicable: [ ] current, [ ] past 12 months, or [ ] previously experienced</td>
<td></td>
</tr>
<tr>
<td><strong>11. Parent Working Multiple Jobs or Working and Going to School</strong></td>
<td>10</td>
</tr>
<tr>
<td>12. Substance Abuse or other addictions</td>
<td>10</td>
</tr>
<tr>
<td>14. Parent/Guardian in Incarceration and/or Returning from Incarceration</td>
<td>5</td>
</tr>
<tr>
<td>15. Parent/Guardian Active Military Service, Returning from Military Service, or Veteran</td>
<td>5</td>
</tr>
<tr>
<td>16. Mental Health Concern Issue — Child and/or Family</td>
<td>5</td>
</tr>
<tr>
<td>17. Additional Household Stressors: check all that apply:</td>
<td></td>
</tr>
<tr>
<td>(one or two = 5 points; three to five = 10 points; six or more = 15 points)</td>
<td></td>
</tr>
<tr>
<td>Adoption</td>
<td>5,</td>
</tr>
<tr>
<td>Chronic Health Issue and/or Disability within the Family</td>
<td></td>
</tr>
<tr>
<td>Death of a Family Member in the Household(s)</td>
<td>10,</td>
</tr>
<tr>
<td>Families in Crisis (emergency relocation, natural and/or family disaster)</td>
<td></td>
</tr>
<tr>
<td>Family Legal Issues</td>
<td></td>
</tr>
<tr>
<td>Lack of Affordable Housing</td>
<td></td>
</tr>
<tr>
<td>Limited Opportunities for Socialization (child/family)</td>
<td>15</td>
</tr>
<tr>
<td>Parent Working Out of the Area</td>
<td></td>
</tr>
<tr>
<td>Parent Working Multiple Jobs or Working and Going to School</td>
<td></td>
</tr>
<tr>
<td>Pregnancy/New Sibling in Household</td>
<td></td>
</tr>
</tbody>
</table>
Points are determined through the application process. Children whose families have completed the application process prior to an enrollment selection 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

For duration classrooms, re-enrolling children are given priority for slots in the duration classrooms.

From the first class day after a center’s Spring Break, age points for three-year-olds and four-year-olds will be equally weighted for prioritization of an open slot.

**Percent of Poverty Guideline is:

<table>
<thead>
<tr>
<th>Income Ratio</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between 0% and 50%</td>
<td>28 points</td>
</tr>
<tr>
<td>Between 51% and 100%</td>
<td>21 points</td>
</tr>
<tr>
<td>Over-income</td>
<td>0 points</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 21, 2017

Board of Trustees Approval: __________
Request for Carryover-Reprogram

North Idaho College Head Start would like to respectfully request a carryover from budget year 2016/2017 to 2017/2018.

The primary purpose of this request is to be able to utilize the carryover funds in the personnel and fringe categories over this new program year to support teachers and support staff to support duration, learn our new curriculum, be able to use it with fidelity, and ensure solid child outcomes and data. One other primary purpose will be to use this additional staff time for ensuring that the program meets our goal of developing a strong mentor/coach process, including offering professional learning communities and individual coaching to teaching and family services staff with a primary focus on duration classrooms. This carryover will allow us to offer more staff hours to incorporate these opportunities across the program.

We are in our first year of duration services in five classrooms and in our first year of formal mentor/coaching, and in our first year of implementing the HighScope curriculum in all classrooms. Duration funds, because of the timing, were hard to fully incorporate all the processes and changes that it takes to extend days and hours. Another major impact is that the five days per week classrooms require our program to utilize either Fall, Winter or Spring Break days to conduct home visits, parent teacher conferences and staff training opportunities and committee work.

In explanation of why there are carryover funds available, the personnel budget was affected by internal hiring. With our new duration services and startup funds to begin the move to the duration model our staffing structure changed including new positions, and some positions going from part time to full time. Several major shifts in our administrative structure began with the hiring in January, 2017 of our new Operations Manager. The person hired formerly held the Family Partnerships Coordinator position, which then remained empty until filled. Our new Duration Mentor/Coach was a current teacher, which then needed to be filled, our new Health Manager and Family Services Manager were also internal hires and their regular positions had days/hours that were moved into their new positions. The result was a highly educated and experienced administrative team and an unanticipated unexpended personnel and fringe from our duration budget, as we utilized startup and ongoing duration funds.

Granting this request would give our program the opportunity to settle into our new program services and staff positions with the time to become proficient with the curriculum and the five year goals we are working to implement. Teachers, assistant teachers and family services staff would have the opportunity to work four extra days throughout the year to become reliable with lesson planning, assessment and goal setting with families. The program would also utilize the hours to bring all staff in for one additional day for staff wellness and an opportunity to prepare staff and the Policy Council for what their roles and responsibilities will be during our upcoming federal monitoring review and prepare the program for a potential grant request to increase duration even further.

Policy Council approved the carryover request on September 15, 2017. The North Idaho College Board of Trustees is aware through the Board liaison that a carryover request in the amount of $67,500 will be submitted and the Board of Trustees (BOT), our elected governing board, will do their second reading of Head Start business and approve on November 15, 2017. Due to the fact that the BOT cannot hold any additional public meetings or take any board action within a subcommittee, this will be the soonest we will have final approval minutes.
SUBJECT
External Financial Audit for FY17

BACKGROUND
An annual financial audit report for North Idaho College is prepared by an external audit firm. The college has engaged the Boise firm of Eide Bailly, LLP to perform the audit.

DISCUSSION
Jodi Daugherty, CPA with Eide Bailly, LLP will present the audit along with any findings. A detailed audit exit conference will be conducted prior to the meeting by Ms. Daugherty, with planned attendance by North Idaho College Trustee Christie Wood, President Rick MacLennan, Vice President for Finance and Business Chris Martin, and Controller Sarah Garcia. Questions will be addressed and answered at the board meeting.

COMMITTEE ACTION
None.

FINANCIAL IMPACT
None.

REQUESTED BOARD ACTION
It is recommended that the board consider a motion to accept of the FY2017 Audit.

Prepared by
Chris Martin
Vice President for Finance and Business Affairs