



# North Idaho College

Board of Trustees Meeting

February 22, 2023

Edminster Student Union Building

***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.*

This meeting is a business meeting of the board trustees and the NIC administration. The board will take comment on agenda items from members of the public who attend in-person. Commenters will be **required** to provide their name and the agenda topic and will be **strictly** limited to two minutes per person with no “giving of time” to others.

Multiple sign-in sheets will be provided in the meeting room with the desire to accommodate all who sign up before the 6:00 p.m. deadline regardless of the open session convening later. The order of public comment is at the discretion of the chair. No prior requests for public comment will be accepted. In the interest of a timely meeting, the board chair reserves the right to end public comment at any time after 30 minutes. Individuals interested in providing public comment outside of the meeting may send an email to the board of trustees at [board@nic.edu](mailto:board@nic.edu).

NIC Policy 2.01.03 “**Public comment shall be limited as determined by the board chair.** The board of trustees may listen to such public comments but is not obligated to provide responses. If the matter presented requires additional dialogue or action, the board of trustees may direct that the matter be placed on the board’s future agenda for further discussion and review. The decision to allow public participation in the meeting is the sole discretion of the board chair.”

## **AGENDA** (revised 02/20/23)

5:00 p.m. Driftwood Bay Room

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Action: Motion for Executive Session under Idaho Code § 74-206(1)(a)(b)(f)\*

6:00 p.m. Lake Coeur d’Alene Room\*\*

Connect via Zoom: <https://nic.zoom.us/j/86334596828> or by phone: (669) 900-6833 Webinar ID: 863 3459 6828

Convene/Call to Order/Verification of Quorum

Gregory McKenzie

Pledge of Allegiance

Public Comment

Gregory McKenzie

Celebrating Success: Student Journey

Peggy Bradford

### **CONSTITUENT REPORTS**

ASNIC

Damian Maxwell

Faculty Assembly

Ben Tschida

Staff Assembly

Keri Simonet

Senate

Neil Doyle

### **INTERIM PRESIDENT’S REPORT**

Gregory South

### **CONSENT AGENDA**

Gregory McKenzie

Action for Approval of Meeting Minutes for January 18, 2023

## UNFINISHED BUSINESS

None

## NEW BUSINESS

Tab 1: First Reading/Action: Revised Policy 3.02.23.01 Conflict Resolution/Mediation.	Peggy Bradford
Tab 2: First Reading/Action: Revised Policy 3.02.29 Alternate Work Schedules.	Peggy Bradford
Tab 3: First Reading/Action: Head Start Self-Assessment	Sarah Garcia
Tab 4: First Reading/Action: Head Start Criteria for Selection	Sarah Garcia
Tab 5: First Reading/Action: Head Start Non-Federal Share Waiver Request.	Sarah Garcia
Action/Discussion - Accreditation and Show Cause Update	Gregory South/Steve Kurtz
Action/Discussion - Addressing Presidential Leadership Position(s)	Brad Corkill

## REMARKS FOR THE GOOD OF THE ORDER\*\*\*

## ADJOURN

\* Executive sessions may be called for the purposes of considering personnel matters [Idaho Code § 74--206(1) (a) To consider hiring a public officer, employee, staff member or individual agent, wherein the respective qualities of individuals are to be evaluated in order to fill a particular vacancy or need. This paragraph does not apply to filling a vacancy in an elective office or deliberations about staffing needs in general; (b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student; [Idaho Code § 74-206(1)(c)], deliberating regarding an acquisition of an interest in real property; [Idaho Code § 74-206(1)(d)] considering records that are exempt from public disclosure; [Idaho Code § 74-206(1)(e)] considering 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)(f)] communicating with legal counsel regarding pending/imminently-likely litigation; [Idaho Code § 74-206(1)(i)] communicating with risk manager/insurer regarding pending/imminently-likely claims.

\*\* The open-session portion of the meeting is advertised for 6 pm and will not begin earlier than 6 pm, but may convene after 6 pm, whenever the prior executive session portion of the meeting ends.

\*\*\* Remarks are subject to NIC Policy 2.01.03. Copies are available from the President's Office.

**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**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:

1. Cite Idaho Code § 74--206.
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.)

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SECONDED BY: \_\_\_\_\_

Roll call: \_\_\_\_\_ Banducci  
\_\_\_\_\_ Corkill  
\_\_\_\_\_ McKenzie  
\_\_\_\_\_ Waggoner  
\_\_\_\_\_ Zimmerman

CONVENE AT: \_\_\_\_\_ ADJOURN AT: \_\_\_\_\_



# North Idaho College

## BOARD OF TRUSTEES MEETING

Edminster Student Union Building, Lake Coeur d'Alene Room

January 18, 2023

### MINUTES

#### CALL TO ORDER AND VERIFICATION OF QUORUM

Chair Greg McKenzie convened the meeting at 6:08 p.m. and verified that a quorum was present. He next welcomed attendees and led them in the Pledge of Allegiance.

#### ATTENDANCE

Trustees: Todd Banducci  
Brad Corkill  
Greg McKenzie  
Mike Waggoner  
Tarie Zimmerman

Also present: Gregory South, Interim President  
Peggy Bradford, Interim Provost  
Sarah Garcia, VP Finance and Business Affairs  
Steve Kurtz, Accreditation Liaison Officer  
Laura Rumpler, Chief Communications and Government Relations Officer  
Art Macomber, College Attorney

#### PUBLIC COMMENT

Megan Dardis-Kunz commented on the topic of accreditation  
Amanda Linarte commented on the topic of accreditation  
Deborah Rose commented on the topic of accreditation  
Laura Tenneson commented on the topic of accreditation  
Russ McLain commented on the topic of accreditation  
Mike Gridley commented on the topic of evaluating ASNIC representation on the board of trustees  
Alex Elliott commented on the topic of accreditation  
Austin Smith commented on the topic of accreditation  
Robert Shepler commented on the topic of accreditation  
Presley Steele commented on the topic of accreditation  
Howard Kuhns commented on the topic of accreditation  
Anthony Overholt commented on the topic of accreditation  
Tom Torgerson commented on the topic of evaluating ASNIC representation on the board of trustees  
Michael McGowan commented on the topic of accreditation

#### CONSTITUENT REPORTS

##### ASNIC

ASNIC President Damian Maxwell reported that ASNIC was unsuccessful in its Foundation Grant application for outdoor seating and he shared briefly about other projects students are working on. He shared student concerns and asked if the board would address student votes of no confidence in the board.

### Faculty Assembly

Chair Ben Tschida asked that the board to consider and address student concerns and comments.

### Staff Assembly

Chair Keri Simonet reported that during the January Staff Assembly meeting, Accreditation Liaison Officer Steve Kurtz fielded questions and concerns about accreditation and she shared that Staff Assembly awaits the board's response to staff votes of no confidence.

### Senate

There was no report from Senate.

## **INTERIM PRESIDENT'S REPORT**

Interim President Gregory South began his report by sharing his three goals as interim: bringing the temperature down at the college, getting everyone to work together, and to ensure the college's accreditation. He shared his recent community activities and engagement, including hosting listening sessions for employees and students.

Laura Rumpler was asked to provide a brief overview of activities and meetings scheduled for the trustees during higher education week at the legislature.

VP Sarah Garcia was asked to provide a brief financial outlook, including information related to the college's Moody's Rating.

Dr. South next asked trustees to volunteer to review board governance policies and he discussed upcoming board training sessions.

Dr. Steve Kurtz provided an update on the college's accreditation processes and the Northwest Commission and Colleges and Universities' monitoring timeline. He shared information related to the Commission's recent communication and the college's response. He then shared best practices of governing boards.

Dr. South introduced Dr. Peggy Bradford who is serving as interim provost and Dr. Debbie DiThomas who is assisting him and the board with matters of board governance.

## **CONSENT AGENDA**

The consent agenda containing minutes of the December 21, 2022 meeting of the board was approved without objection.

## **UNFINISHED BUSINESS**

Chair McKenzie made a motion to approve the minutes of the board meetings held on December 5, 2022, December 8, 2022, and December 10, 2022. The motion was seconded and carried with four in favor.

## **NEW BUSINESS**

### Proposal for Interim President to Evaluate ASNIC Representation on the Board of Trustees

Chair McKenzie commented on the proposal for the ASNIC President to have a seat at the Board dais, to better empower students. He made a motion for the interim president to evaluate ASNIC representation on the board of trustees. The motion was seconded and carried with four in favor.

**INFORMATION ITEMS**Enrollment Update

Dr. Kurtz provided a 10-year trend of fall credit enrollment for academic, dual credit, and Career Technical Education programs.

**REMARKS FOR THE GOOD OF THE ORDER**

Chair McKenzie shared that he looks forward to representing the college in Boise. There were no other remarks.

The meeting was adjourned at 7:45 p.m.

Respectfully Submitted,  
Shannon Goodrich, Board Clerk

**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**TAB 1**

**SUBJECT**

Revised Policy # 3.02.23.01: Conflict Resolution/Mediation

**BACKGROUND**

Policy 3.02.23.01 has been reviewed as part of the college's comprehensive policy review process.

**DISCUSSION**

Revisions have been made to reflect current terminology.

**COMMITTEE ACTION**

This policy has been reviewed and approved by President's Cabinet and the College Senate.

**FINANCIAL IMPACT**

None.

**REQUESTED BOARD ACTION**

This is a first reading, and no action is requested at this time.

Prepared by,  
Peggy Bradford, J.D., Ed.D.  
Interim Provost



North Idaho College

## Policy Title: Conflict Resolution/Mediation

**Impact:** Employees

**Responsibility:** Human Resources

**Effective Date:** 06/24/98

**Last Update:** \_\_\_\_\_

**Relates to Procedure:** 3.02.23.01

**Legal Citation(s):**

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In any workplace, there occasionally will be ~~personality~~ **interpersonal** conflicts, differences of opinion, or other disagreements ~~which~~ **that** could be more quickly and completely resolved with assistance from ~~outside parties~~ **an uninvolved party acting as a mediator**.

It shall be the policy of North Idaho College to provide employees access to an informal process for conflict resolution through mediation. This process shall only be applied with the consent of all parties directly involved in the dispute, and may not be applied to any disputes covered by the college Grievance Policy (3.02.23), ~~which pertains to written policies and procedures, reclassification appeals process,~~ or any other formal dispute resolution process ~~of the college~~ **documented in policy and/or procedure**.



**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**TAB 2**

**SUBJECT**

Revised Policy # 3.02.29: Alternate Work Schedules

**BACKGROUND**

Policy 3.02.29 has been reviewed as part of the college's comprehensive policy review process.

**DISCUSSION**

Revisions have been made to reflect current terminology and the current employee benefits offered to employees in benefits eligible positions.

**COMMITTEE ACTION**

This policy has been reviewed and approved by President's Cabinet and the College Senate.

**FINANCIAL IMPACT**

None.

**REQUESTED BOARD ACTION**

Request the board consider a motion to adopt revisions to Employee Benefits Policy #3.02.17.

Prepared by,  
Peggy Bradford, J.D., Ed.D.  
Interim Provost



## Policy Title: Alternate Work Schedules

**Impact:** All Non faculty Employees **Benefits Eligible Staff**

**Responsibility:** Human Resources

**Effective Date:** 02/27/02

**Last Update:** 11/18/15

**Relates to Procedure:** 3.02.29

**Legal Citation(s):** n/a

In recognition of the challenges employees may face in balancing the demands of the workplace with personal needs, ~~it is the policy of North Idaho College to support~~ the creation of alternate work schedules, ~~either short term or long term duration,~~ as mutually agreed to by the individual employee and the department supervisor. ~~In designing~~ **The supervising President's Cabinet member, in coordination with the direct supervisor, must approve any alternate work schedules, consideration should be given to: schedule prior to implementation.**

- ~~a. maintaining a high level of service to the college and community;~~
- ~~b. maintaining appropriate record keeping;~~
- ~~c. adherence toward state and federal wage and hour laws;~~
- ~~d. efficient use of college facilities and resources;~~
- ~~e. clear communication by the supervisor of employee performance expectations, evaluation, pay, hours of work, etc.; and,~~
- ~~f. implementation of ongoing follow up and monitoring practices to identify when the alternative work schedule program is working and how it can/should be revised over time.~~
- ~~g. no office is to be closed to accommodate the alternative work schedule.~~

~~The supervising vice president and director of human resources, in coordination with the direct supervisor, must approve any alternative work schedule prior to an employee beginning to work an alternative work schedule.~~

**The following must be considered when designing alternate work schedules:**

- **A high level of service to the college and community**
- **Sufficient staffing during regular college hours**
- **Efficient use of college facilities and resources**
- **Adherence to state and federal wage and hour laws, including accurate time entry**
- **Clear communication by the supervisor of employee performance expectations**
- **Regular and alternate work schedule requests of all employees in the department**
- **The FTE % reflected on exempt employees' employment agreements.**

**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**TAB 3**

**SUBJECT**

Approval of Head Start's 2022-2023 Self-Assessment and Improvement Plan for 2023-2024.

**BACKGROUND**

At least once each program year, with the consultation and participation of Head Start staff, policy council, other community members, grantee and delegate agencies must conduct a Self-Assessment of their effectiveness and progress in meeting program goals and objectives and in implementing Federal regulations 1304.51(i)(1).

**DISCUSSION**

The Self-Assessment and Improvement Plan Report provides a summary of progress toward program goals and objectives. Summary data from protocols used during the Self-Assessment process are presented as strengths and areas of improvement. This analysis takes into consideration the data from the Self-Assessment protocols and school readiness goals, child and teacher data, and each service area. Based on the analysis, recommendations are provided in the improvement plan with a timeline for completion. The final Self-Assessment and Improvement Plan Report is submitted to Policy Council for approval and then to the NIC Board of Trustees (Governing Body) for review and approval.

**COMMITTEE ACTION**

The Head Start Policy Council requests your approval of the final Self-Assessment and Improvement Plan Report.

**FINANCIAL IMPACT**

All necessary funds are budgeted within Head Start.

**REQUESTED BOARD ACTION**

This is a first reading, and no action is requested at this time.

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

## **North Idaho College Head Start Program Improvement Plan for 2023-2024**

North Idaho College Head Start continues to use innovative strategies to conduct a thorough assessment of our strengths and challenges. On November 18, 2022, Policy Council approved our plan for conducting a thorough Self-Assessment. On November 29, 2022, an entrance meeting was conducted and teams were formed to execute a comprehensive assessment. Teams included parents, staff, administrators, and community stakeholders. The areas of focus agreed upon were Health and Safety; Parent, Family and Community Engagement (PFCE); ERSEA Strategies; Program Design and Management (PDM); and Quality Education and Child Development and Fiscal.

Each team developed a methodology, key insights, a discussion of the progress of the program in meeting its goals and objectives, and recommendations. The following is a summary of our progress and achievement of our 2022-2023 Improvement Plan and our Program Improvement Plan for 2023-2024, based on the efforts and input from self-assessment teams, and through inquiries of stakeholders in all five counties we serve.

**PDM:** The team of staff, social work interns and parents looked at program governance training. They reviewed the T/TA plan, the Policy Council bylaws, job descriptions, agendas and minutes. They conducted interviews with PC members. They identified comprehensive outcome-based training as a strength and members were confident in their abilities to serve effectively due to their ongoing training and support.

**PFCE:** Staff and parents explored the efficacy of family resources and referrals with a focus on the most used and needed resources and where are any gaps in resources for families in need. Strengths included knowledge of community resources by staff, and through program related resources (Friends of Head Start 501C3), resources missing in communities can be requested. 100% of families received at least one PIR resource. Gaps in resources that were consistent across counties were housing resources, public transportation and pediatric dentistry. These stressors/deficits are all addressed as stressor points for families in our selection criteria.

**Quality ECD:** The team chose to focus on how teaching teams are utilizing eight supplemental curriculums in conjunction with our primary curriculum High Scope. The team also reviewed systems for transitioning children in and out of Head Start. This area included a systemic program goal which is to delineate between which supplemental curriculums need to be trained on and used with fidelity, and which should be defined as supplemental materials solely for reference for teachers. It was determined that two of our supplemental curriculums will include yearly training for all staff with the expectation that they will be used systematically.

**ERSEA:** Our staff team reviewed recruitment efforts of children, staff and volunteers. Center specific recruitment plans early in the school year, revisited monthly, was a strength. The findings of this team resulted in a program improvement goal to form a recruitment committee, create flyers with QR codes on recruitments, increase online recruitment through social media, and improve the functionality of Recruitment Plan and Reports.

#### Health and Safety:

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The staff and parent team focused on Monthly Safety and Hazard Inspections and follow ups, the Monthly Playground Safety Checklist, and a survey sent to all staff regarding quality health practices in our centers. Safety practices were universally in place. While there were a few minor safety reminders, there were no systemic issues. It was suggested that a weather-related chart and checklist be added and became an attachment to the safety checklist.

#### Fiscal:

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The team of staff and parents focused on the CACFP budgets and surveyed cooks about their cost vs. waste, and reviewed wage and fringe benefits data for all staff. For CACFP, it was found that the most expensive proteins were also the highest food waste (e.g. Tilapia).

Regarding wage information, if a proposed COLA comes in at the projected amount, several wages will be comparable to area and industry rates. Areas of concern that may be able to be addressed with COLA or Quality Improvement funding are increasing wages, especially for Assistant Teachers, Facility Technicians and Cooks.

During NIC Head Start’s self-assessment process, many program strengths were identified. In addition, two specific improvement needs were identified: one within PFCE and one within Program design and Management and Quality Improvement. These two systemic issues rose to the level of need to become program improvement goals for PY2022-2023.

**North Idaho College Head Start**  
**PY2023-2024 PROGRAM IMPROVEMENT PLAN**  
**Goal #1**

Action Item & Outcomes	Person Responsible	Documentation	Projected Completion Date	Completed
<b>ERSEA</b>				
<p><b><i>Create a recruitment committee</i></b></p> <p><b><i>Create flyers with QR codes for child, staff and volunteer recruitment</i></b></p> <p><b><i>Increase online recruitment efforts through a social media recruitment toolkit.</i></b></p> <p><b><i>Improve the Recruitment Plan and Report document for ease of use.</i></b></p>	<p>Family Services Manager</p> <p><b>Program assistant</b></p> <p>NIC Marketing Dept., IHSA, Family Services Manager, Ops. Manager, Program Assistant, Director</p> <p>Family Services Manager</p>	<p>Committee goals and minutes</p> <p>Flyers, data on results (waitlist numbers)</p> <p>Management Team minutes for progress</p>	<p><b>April, 2023 and ongoing</b></p> <p>May 1, 2023 and ongoing</p> <p>July 1, 2023 and ongoing</p> <p>May 1, 2023</p>	
<p><b>Comments:</b></p>				

North Idaho College Head Start  
**PY2023-2024 PROGRAM IMPROVEMENT PLAN**  
**Goal #2**

Action Item & Outcomes	Person Responsible	Documentation	Projected Completion Date	Completed
<b>Education and Child Development Program services</b>				
<p><b><i>In conjunction with HighScope, Implement Conscious Discipline and Learning without Tears Curriculums with fidelity to support school readiness. All other supplemental educational resources will be available to each classroom.</i></b></p>	<p>Education/Disabilities Manager</p>	<p>Program Professional Development Plan , training agendas, sign in sheets</p> <p>Inventory</p>	<p>August 2023 and ongoing</p>	
<p><b>Comments:</b> North Idaho College Head Start will implement the HighScope, Conscious Discipline and Learning without Tears curriculums with fidelity to support school readiness. Supplemental educational resources will be used to support these curriculums for specific component areas such as mental health, dental, nutrition, health, and safety</p>				

**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**TAB 4**

**SUBJECT**

Approval of the Criteria for Prioritization for eligibility for Head Start children and the Recruitment and Enrollment Policy.

**BACKGROUND**

The Improving Head Start for School Readiness Act of 2007, the Board of Trustees must approve the Criteria for Prioritization and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy annually.

**DISCUSSION**

The Head Start Policy Council's ERSEA Committee met on Friday, January 13, 2023 to discuss the ERSEA Policy and the Criteria for Prioritization – Selection of Children for Enrollment. The following items were discussed and approved at the January 20, 2023 Policy Council meeting.

- ERSEA Policy: No changes were recommended to the ERSEA policy from 2022-2023 and will remain the same for 2023-2024.
- ERSEA Criteria for Prioritization: The following revisions to the Criteria for Prioritization were recommended:
  - 9. Added "**and/or other trauma**"
  - 13. Added "**Receiving Medicaid and/or WIC**"
  - 15. Added "or **Behavioral Concern.**"
  - 20. Added "**Terminal Illness**" to bullet point: Death of a Family Member in the Household(s)
  - Added "**Separation/Divorce**" to bullet point: Co-Parenting/Custody//Dual Households
  - Added new bullet point: "**Food insecurity**"

**COMMITTEE ACTION**

The Head Start Policy Council requests your approval of Criteria for Prioritization – Selection of Children for Enrollment and the ERSEA Policy as revised.

**FINANCIAL IMPACT**

All necessary funds are budgeted within Head Start.

**REQUESTED BOARD ACTION**

This is a first reading and no action is requested at this time.

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



**Criteria for Prioritization – Selection of Children for Enrollment**

<b>Criteria for Prioritization</b>		<b>Points Allowable</b>
1.	Verified Income (Percent below Federal Poverty Guidelines**)	0, 20, 25
2.	Age* (Four years old on or before September 1st of program year)	20
3.	Diagnosed Disability	20
4.	Suspected Disability	15
5.	Formal Referral from Agency/Professional (including Early Head Start/Head Start) * (Written documentation is required)	10
6.	Previously enrolled in Early Head Start / Head Start program	10
7.	Foster Child (meets definition for State placement) or Child in Custody/Care of someone other than the Biological Parent(s) (including children who have been adopted.)	10
8.	Homelessness (as determined by the McKinney-Vento Homeless Assistance Act of 1987)	10
9.	Family Violence <b>and/or other trauma</b> - includes physical, verbal or emotional abuse/violence, child abuse, neglect, or abandonment. (Check applicable: <input type="checkbox"/> current, <input type="checkbox"/> past 12 months, or <input type="checkbox"/> previously experienced)	10
10.	Parent/Guardian Working Towards Obtaining High School Diploma/G.E.D., Certifications, or Higher Education	10
11.	Parent Working Multiple Jobs <b>or</b> Working and Going to School	10
12.	Substance use or other addictions	10
13.	<b>Receiving Medicaid and/or WIC</b>	10
14.	Chronic Health Issue and/or Disability within the Family	10
15.	Mental Health or <b>Behavioral Concern</b> – Child and/or Family	10
16.	Single Parent/Guardian Household	5
17.	Parent/Guardian in Incarceration and/or Returning from Incarceration	5
18.	Parent/Guardian Active Military Service, Returning from Military Service, or Veteran	5
19.	Parent/Guardian currently working as a first responder/public service, in law enforcement, or health care	5

<p>20. Additional Household Stressors: check all that apply: (one or two = 5 points; three to five = 10 points; six to eight = 15 points; or nine or more = 20 points)</p> <ul style="list-style-type: none"> <li>• Adoption</li> <li>• Families in Crisis (emergency relocation, natural and/or family disaster)</li> <li>• Family Legal Issues</li> <li>• <b>Food insecurity</b></li> <li>• In treatment/recovery for substance use and/other addictions</li> <li>• Lack of reliable transportation</li> <li>• Lack of affordable childcare</li> <li>• Lack of Affordable Health Insurance/Health Care</li> <li>• Lack of Affordable Housing</li> <li>• Limited Opportunities for Socialization (child/family)</li> <li>• Parent Working Out of the Area</li> <li>• Pregnancy/New Sibling in Household</li> <li>• <b>Separation/Divorce/Co-Parenting/Custody/Dual Households</b></li> <li>• Teen Parent</li> <li>• <b>Terminal Illness/Death of a Family Member in the Household(s)</b></li> <li>• Unemployment</li> <li>• Other: _____</li> </ul>	<p>5, 10, 15, or 20</p>
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*The established point system provides a method of prioritizing a child's selection into the program based upon highest need*

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 Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Policy.

When an opening occurs, the family selected from the prioritization list is immediately notified and an enrollment appointment is scheduled. Notification is made by parent's preferred method of contact indicated at the time of application. At time of notification, the child is considered "selected" and removed from the Wait List. Following 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 a family relocates to another community within the North Idaho College Head Start Service Area. 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.

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

\*Child must be three-years old according to NICHHS criteria

**Percent of Poverty Guideline is:
Between 0% and 50% = 25 points
Between 51% and 100% = 20 points
Over-income = 0 points
<i>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.</i>

Policy Council Approval: 01/20/2023

Board of Trustees Approval: \_\_\_\_\_

## Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Policy

North Idaho College Head Start Policy Council 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, homelessness, foster care, receipt of public assistance, 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: 01/20/2023

Board of Trustees Approval: \_\_\_\_\_

**BOARD OF TRUSTEES MEETING**  
**February 22, 2023**

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**TAB 5**

**SUBJECT**

Request for Head Start Non-Federal Share Waiver for Grant 10CH011536  
Period of Funding: 07/01/22 - 6/30/23

**BACKGROUND**

The Head Start Act stipulates that the federal share of the total costs of the Head Start program will not exceed 80 percent of the total grantee budget unless a waiver has been requested and granted. Twenty percent of the grant amount is required through non-federal match, which are provided in the form of in-kind donations or cash match received from third parties or contributed by the agency.

**DISCUSSION**

Historically, North Idaho College Head Start has regularly met its annual requirement of 20% non-federal share. Due to the unprecedented challenges caused by the current pandemic, the program is trending short of the non-federal share requirement of \$859,074. This request is based on criteria of the Head Start Act, specifically Section 640(b)(4-5), which includes “whether the Head Start agency is located in a community adversely affected by a major disaster”; and the adverse impact on our community if we were unable to continue to operate. All historic sources of non-federal share have been reviewed and we have concluded that we will be able to meet 60% of the non-federal share requirement; therefore, we are seeking a waiver of \$344,000 (which represents 40% of the required amount). North Idaho College staff, parents, volunteers, community partners and Policy Council will continue to aggressively seek sources of non-federal share during this budget period which may result in a higher proportionate share than presented below.

<b>NORTH IDAHO COLLEGE HEAD START</b>			
Non-Federal Share Waiver Request FY22023			
<b>FUNDED</b>		<b>EXPECTED</b>	
Federal Share	\$3,436,287	Federal Share	\$3,436,287
Non-Federal Share	\$859,074	Non-Federal Share Expected	\$515,074
		<b>Waiver Request:</b>	<b>\$344,000</b>

**FINANCIAL IMPACT**

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

**REQUESTED BOARD ACTION**

This is a first reading, and no action is requested at this time.

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