

**AGENDA**

---

**CONVENE EXECUTIVE SESSION .....5:00PM**

Hedlund Building, 420 N College Dr, Coeur d’Alene

CALL TO ORDER / VERIFICATION OF QUORUM..... Tarie Zimmerman

Action: Enter Executive Session per Idaho Code § 74-206(1)(c) – Real Property ..... Tarie Zimmerman  
 Discussion: Facilities Planning

**RELOCATE TO CONVENE REGULAR MEETING .....6:00PM**

Lake Coeur d’Alene Room, Edminster Student Union Building, 495 N College Dr, Coeur d’Alene

Zoom: <https://nic.zoom.us/j/8904377794>

CALL TO ORDER / VERIFICATION OF QUORUM..... Tarie Zimmerman

APPROVE AGENDA ..... Tarie Zimmerman

PLEDGE OF ALLEGIANCE ..... Tarie Zimmerman

MESSAGE FROM BOARD CHAIR ..... Tarie Zimmerman

PUBLIC COMMENT ..... Tarie Zimmerman

*The NIC Board of Trustees welcomes public comment on agenda items from in-person attendees, and commenters will be limited to two minutes per individual. Remarks are subject to NIC Policy 2.01.03. Individuals interested in providing public comment outside of the meeting may email [board@nic.edu](mailto:board@nic.edu).*

CELEBRATING SUCCESS: NJCAA Wrestling ..... Nick Swayne, PhD / Shawn Noël / Derrick Booth

CONSTITUENT REPORTS

- ASNIC .....Blake Sanchez
- Faculty Assembly.....Jon Gardunia, DPT
- Staff Assembly..... Dan Adams
- Senate ..... Matt Petersen, PhD

PRESIDENT’S REPORT ..... Nick Swayne, PhD

INFORMATION ITEMS

- TRIO Update..... Nick Swayne, PhD / Becky Cochran
- Risk Assessment Update ..... Nick Swayne, PhD / Sarah Garcia

CONSENT AGENDA ..... Tarie Zimmerman

- Action (Tab 1): Approve Board Special Meeting Minutes for February 9, 2026
- Action (Tab 2): Approve Board Regular Meeting Minutes for February 25, 2026
- Action (Tab 3): Approve Head Start Grant Renewal Application

NEW BUSINESS ..... Tarie Zimmerman

- Action: Decision Arising from Executive Session Discussion
- Action: Direct the President to Engage a Third Party for Facilities Master Planning
- Action (Tab 4): Sign Amended Annual Trustee Affirmation
- Action (Tab 5): First Reading Policy 5.04 (Grading Policy)

TRUSTEE REMARKS FOR THE GOOD OF THE ORDER

**ADJOURN**

# Tab 1

**BOARD OF TRUSTEES MEETING**  
**March 25, 2026**

---

**TAB 1**

**CONSENT AGENDA:** Approve Board of Trustees Special Meeting Minutes for February 9, 2026

**BACKGROUND:** Tab 1 includes the Special Board Meeting Minutes with Addenda for February 9, 2026

**SUGGESTED MOTION FOR BOARD ACTION**

It is requested that a Board Member make the motion to approve the Board of Trustees Regular Meeting Minutes for February 9, 2026 as presented.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES SPECIAL MEETING**  
**Edminster Student Union Building**  
**February 9, 2026**  
**MINUTES**

**CALL TO ORDER**

Vice Chair Mary Havercroft called the meeting to order at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Brad Corkill (via Zoom)  
Rick Durbin  
Mary Havercroft  
Eve Knudtsen (via Zoom)  
Tarie Zimmerman (via Zoom)

Also present: Nick Swayne, PhD, President (via Zoom)  
Lloyd Duman, PhD, Interim Provost  
Ed Harri, EdD, Senior Vice President, Northwest Commission on Colleges and Universities (NWCCU) (via Zoom)

**APPROVE AGENDA**

Vice Chair Havercroft called for a motion to approve the agenda as presented. Trustee Rick Durbin made the motion which was seconded by Trustee Brad Corkill. The Vice Chair called for the vote. The motion passed unanimously with five votes in favor. Vice Chair Havercroft then led the Pledge of Allegiance.

**MESSAGE FROM INTERIM PROVOST**

Interim Provost Dr. Lloyd Duman reflected on the challenges of the past four years and expressed gratitude to the NIC community, both internal and external, for their support. He stated that the special Board meeting was convened to hear the NWCCU's decision on the College's accreditation status. Dr. Duman also reported that President Swayne, Chair Tarie Zimmerman, and former Chair Trustee Brad Corkill were representing NIC at the Association of Community College Trustees (ACCT) National Legislative Summit in Washington, D.C., and acknowledged Trustee Eve Knudtsen's attendance at a separate meeting in California.

**INFORMATION ITEMS**

President Swayne expressed regret for being unable to attend the meeting in person and highlighted examples of NIC's continued progress over the past several years despite ongoing challenges. He then introduced and welcomed Dr. Ed Harri, NWCCU Senior Vice President and the Commission's liaison to NIC.

Dr. Harri thanked the Board for the opportunity to attend and reported that the Commission's decision regarding NIC's accreditation had been communicated to College leadership earlier in the day. He explained that the Commission reviewed four governance-related recommendations and determined that all had been fulfilled. Consequently, the mid-cycle report was accepted, the probation sanction was removed, accreditation was reaffirmed, and the College returned to the Commission's regular reporting and review cycle.

**TRUSTEE REMARKS FOR THE GOOD OF THE ORDER**

President Swayne thanked Dr. Harri for attending the meeting and for delivering the positive news directly to the College community.

Chair Zimmerman acknowledged the challenges faced by the College and community and noted the importance of adhering to the accreditation process. She stated that, as an elected body, the Board of Trustees is entrusted with governing in the College's best interests, requiring integrity, stability, and commitment to its mission. She reported that since the most recent election, the Trustees have worked collaboratively to restore trust and uphold governance best practices. Chair Zimmerman expressed appreciation to Dr. Harri for attending, to President Swayne for his leadership, and to NIC faculty and staff for their dedication.

The meeting was adjourned at 6:12 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

Addenda:

- 1) Official Notification Letter from the NWCCU

DRAFT



February 9, 2026

Dr. Nick Swayne  
President  
North Idaho College  
1000 West Garden Avenue  
Coeur d'Alene, ID 83814

Dear President Swayne:

This letter serves as formal notification and official record of action taken by the Northwest Commission on Colleges and Universities (NWCCU) at its meeting on January 27-30, 2026, concerning the Fall 2025 Mid-Cycle Review of North Idaho College.

### **Accreditation**

Reaffirm Accreditation: Remove the Sanction of Probation, Accept the Report

### **Status of Previous Recommendations Addressed in this Evaluation**

- Recommendation 1: Spring 2020 Mission Fulfillment and Sustainability - Continued as Needs Improvement
- Recommendation 2: Spring 2020 Mission Fulfillment and Sustainability - Continued as Needs Improvement
- Recommendation 2: Spring 2022 Special Report - Fulfilled
- Recommendation 3: Spring 2022 Special Report - Fulfilled
- Recommendation 7: Spring 2023 Special Report – Fulfilled
- Recommendation 1: Fall 2024 Special Report - Fulfilled

### **Recommendations Substantially in Compliance but in Need of Improvement**

The Commission recommends that North Idaho College:

- Recommendation 1: Spring 2020 Mission Fulfillment and Sustainability - Establish meaningful indicators (metrics) to align with and measure institutional goals and objectives in its evaluation, planning, and resource allocation processes to support institutional effectiveness and student achievement. (2020 Standard(s) 1.B.1)
- Recommendation 2: Spring 2020 Mission Fulfillment and Sustainability - Engage in an effective system of learning outcomes assessment processes across all academic and learning support programs and use the results of those assessments to evaluate the quality of learning and to inform academic and learning-support planning. (2020 Standard(s) 1.C.5; 1.C.7)

### **Future Evaluations**

- Year 6 - Standard 2 - Policies, Regulations, and Financial Review Spring 2026
- Year 7 - Evaluation of Institutional Effectiveness Spring 2027
  - Recommendation 1: Spring 2020 Mission Fulfillment and Sustainability
  - Recommendation 2: Spring 2020 Mission Fulfillment and Sustainability
  - Recommendation 2: Fall 2024 Special Report
  - Recommendation 3: Fall 2024 Special Report

NWCCU is committed to an accreditation process that adds value to institutions while contributing to public accountability, and we commend North Idaho College for its meaningful progress and continued engagement in this process. If you have questions about any of the information in this letter, please contact your staff liaison, Dr. Ed Harri, at [eharri@nwccu.org](mailto:eharri@nwccu.org).

Sincerely,

A handwritten signature in cursive script that reads "Selena M. Grace".

Selena M. Grace  
President

cc: Dr. Steven Kurtz, Accreditation Liaison Officer  
Ms. Tarie Zimmerman, Board Chair  
Dr. Jeff Wagnitz, Special Assistant to the President (Retired), Bates Technical College  
Jennifer White, Executive Director, Idaho State Board of Education

## Tab 2

**BOARD OF TRUSTEES MEETING**  
**March 25, 2026**

---

**TAB 2**

**CONSENT AGENDA:** Approve Board of Trustees Regular Meeting Minutes for February 25, 2026

**BACKGROUND:** Tab 2 includes the Regular Board Meeting Minutes with Addenda for February 25, 2026

**SUGGESTED MOTION FOR BOARD ACTION**

It is requested that a Board Member make the motion to approve the Board of Trustees Regular Meeting Minutes for February 25, 2026 as presented.

Prepared by: Suzy Scura  
Board Clerk

 **North Idaho College**  
**BOARD OF TRUSTEES MEETING**  
**Edminster Student Union Building**  
**February 25, 2026**  
**MINUTES**

**CALL TO ORDER**

Chair Tarie Zimmerman called the meeting to order at 6:00 p.m. and verified that a quorum was present.

**ATTENDANCE**

Trustees: Brad Corkill  
Mary Havercroft  
Eve Knudtsen  
Tarie Zimmerman

Also present: Nick Swayne, President

**APPROVE AGENDA**

Chair Tarie Zimmerman called for a motion to approve the agenda as presented. Trustee Brad Corkill made the motion which was seconded by Trustee Mary Havercroft. The Chair called for the vote. The motion passed unanimously with four votes in favor. Chair Zimmerman then led the Pledge of Allegiance.

**MESSAGE FROM BOARD CHAIR**

Chair Zimmerman commented on the recent positive accreditation action by the Northwest Commission on Colleges and Universities (NWCCU) and expressed appreciation to NIC employees, students, Association of Community College Trustees (ACCT) consultants Ken Burke and Dr. Debbie DiThomas, and the broader community for their support during the past four years.

The Chair also reported that she, President Swayne and Trustee Corkill attended the ACCT National Legislative Summit in Washington, D.C., February 8-11, 2026 where they met with members of the Idaho congressional delegation regarding federal policy and funding affecting the College. Chair Zimmerman described the Summit as productive and beneficial in advancing the interests of NIC.

**PUBLIC COMMENT**

George Ives Celebrating Success  
Christa Hazel Accreditation

**CELEBRATING SUCCESS: BUS TOURS**

Dean of Enrollment Services Tami Haft presented a summary of the recent 2026 High School Bus Tours attended by 375 Region 1 high school students. She described how the program introduces high school students to campus life and highlights academic programs and opportunities at NIC. Ms. Haft's presentation is included as an addendum to these minutes.

**CONSTITUENT REPORTS**

ASNIC

ASNIC President Blake Sanchez reported on student support initiatives, committee service, and the development of a Student Survival Guide for first-year students. He also announced that following recent University Innovation Fellows' (UIF) engagement with industry partners regarding artificial intelligence (AI), a Hackathon at NIC's X-Labs is scheduled for March 7, 2026. Mr. Sanchez further reported that ASNIC elections will be held April 10-17, 2026 and that transition planning is underway.

Faculty Assembly

Chair Jon Gardunia, DPT reported that the Assembly's recent meeting included standard committee reports and an update from the NIC Foundation on the February Employee Giving campaign. He also reported that a faculty committee has been formed to review Policy 3.02.34 (Teaching Focus), with recommendations to be forwarded to the Senate. Dr. Gardunia noted that Faculty Assembly leadership recently conducted an outreach visit to the Sandpoint campus and that additional visits to satellite sites are planned.

### Staff Assembly

Chair Dan Adams reported that the Sterling Silver Awards program has resumed following a brief hiatus and that Student Success Advisor Kelsey Thies received the January 2026 award. Additional topics included a discussion of the College's return to good standing, an update from the NIC Foundation, and upcoming campus events. Mr. Adams also shared an example of student engagement involving an NIC Construction Management student who recently participated in a bid process through her family's contracting business.

### Senate

Chair Matt Petersen, PhD reported that the Senate recently approved Policy 5.04 (Grading Policy) which will be forwarded to the Board for consideration. He also reported that, following a review of inactive or infrequently meeting standing committees, several committees were dissolved, with responsibilities reassigned through Senate bylaws or incorporated into existing duties. Dr. Petersen further noted that the Policy Review Subcommittee's work is nearly complete for the current academic year.

## **PRESIDENT'S REPORT**

### Accreditation

President Swayne reported that the NWCCU issued a report on February 9, 2026 restoring NIC to good standing for the first time since April 2022. He expressed appreciation to the ACCT consultants, the College, and the community for their dedicated efforts over the years. Dr. Swayne also noted that NIC has completed its mid-cycle review and is returning to the regular accreditation reporting cycle.

### Goal 1: Student Success and Access

President Swayne reported that spring enrollment increased 7% year-over-year, following an 11% increase last spring. Full-time enrollment rose 10.4%, adding approximately 250 additional students, for a total of 1,500 full-time students and more than 3,000 part-time students. Dr. Swayne also reported that dual enrollment includes 350 full-time students, primarily from local high schools. He noted that the College continues work on retention initiatives, including accelerated completion pathways and streamlined enrollment processes.

### Goal 2: Academic Programs and Pathways

President Swayne reported on enrollment management challenges including fraudulent enrollment activity, and stated that the College is evaluating technology solutions. He noted that Chief Information Officer Ken Wardinsky has identified a new platform called Journey Management as a potential tool for better support.

### Goal 3: Community Partnerships and Engagement

President Swayne reported that construction of the new American Indian Student Center is nearly complete and noted that the Trustees toured the facility prior to the meeting. A ribbon cutting ceremony is planned for May 2026, followed by a student focused opening event in the fall.

Dr. Swayne reported that the College plans to resubmit a NASA Technology and Innovation Hub (Tech Hub) grant proposal. He also noted that NIC has the potential to serve as the primary education partner for the American Aerospace Materials Manufacturing Center (AAMMC) Tech Hub in Spokane, WA, and stated that both initiatives support regional workforce development in aerospace and advanced manufacturing.

### Goal 4: Institutional Systems and Integration

President Swayne reported that NIC Sandpoint continues to show growth in enrollment, workforce training, and dual credit programs. Enrollment increased from 16 to 75 students year-over-year, and the number of dual credit students matriculating to NIC as regular students after high school graduation increased by 33%.

### Goal 5: Operational Excellence and Infrastructure

President Swayne proposed holding a strategic facilities workshop in March prior to the regular Board meeting to review ongoing and future facilities planning efforts.

### General Updates

President Swayne reported that in addition to Idaho's 3% budget recall in September 2025, the legislature is considering an additional 1%-2% recall, with a decision expected in April 2026. He noted the challenges of a 2% mid-year reduction and said that the legislature is also preparing for a potential 1%-2% reduction in Fiscal Year (FY) 2027. Dr. Swayne stated that the College is implementing cost saving measures, including consideration of an early retirement incentive to help manage FY2027 expenses.

President Swayne announced the following upcoming athletic events and campus highlights:

The men's and women's basketball teams will host Snow College at Christianson Gym on February 26, 2026. Their final home games of the season will be on February 28 against Utah State Eastern.

NIC wrestling is currently ranked sixth nationally and will compete in the NJCAA National Championships March 6–7 in Council Bluffs, IA. The event will be available for live viewing via the NIC Athletics website.

Softball will host Snow College for doubleheaders on March 6 and 7, 2026 at Spokane Community College.

The Jazz Ambassadors of the U.S. Army Field Band will perform at the Boswell Hall Schuler Performing Arts Center at 7:30 p.m. on March 12, 2026. The concert is free and open to the public.

Recent positive media coverage in the North Idaho Business Journal and other local publications featured stories on various NIC programs, partnerships, and the College's recent affirmation of accreditation.

## **INFORMATION ITEMS**

### *Instruction – Transfer and General Education*

Dean of Instruction, Transfer and General Education Dr. Sherry Simkins provided an overview of the Transfer and General Education program, including program offerings and enrollment statistics. Her presentation is included as an addendum to these minutes.

### *Adult Education Center (AEC)*

Director - Adult Education Center Dr. Dilnoza Khasilova presented on NIC's Adult Education Center (AEC) which provides free classes for individuals age 16 and older. She introduced two AEC students who shared their positive experiences. Dr. Khasilova's presentation is included as an addendum to these minutes.

### *Trending Student Needs*

Dean of Students Alex Harris gave a presentation on trending student needs which included information on the Coordination, Assessment, Response, Education (CARE) reporting process as well as fall 2025 statistical data. His presentation is included as an addendum to these minutes.

### *Fall Athletics*

Athletics & Recreation Director Shawn Noël provided a Fall Athletics recap which included team standings, student athlete grade point averages (GPA), and upcoming events. Mr. Noël's presentation is included as an addendum to these minutes.

### *Accreditation Update and Budget Discussion*

President Swayne stated that these items were covered in the President's Report and that Sarah Garcia, Vice President for Finance and Business Affairs will present on the budget at a future meeting.

## **CONSENT AGENDA**

### *Tabs 1 and 2: Approve Board Regular Meeting Minutes for January 21, 2026, and Approve Head Start Eligibility Criteria*

Chair Zimmerman requested a motion to approve the consent agenda as presented. Trustee Eve Knudtsen made the motion which was seconded by Trustee Mary Havercroft. Chair Zimmerman called for the vote. The motion passed unanimously with four votes in favor.

## **NEW BUSINESS**

### *Documenting the Accreditation Experience*

President Swayne suggested the creation of a written historical record of the College's recent unique experiences, specifically regarding the accreditation process, to serve as a resource and provide insight for other institutions. Following his recommendation, Chair Zimmerman requested a motion to discuss documenting the accreditation experience. Trustee Knudtsen made the motion which was seconded by Trustee Corkill and unanimously agreed to by all Trustees. Discussion ensued.

Following discussion, the Chair asked for a motion to direct the President to engage with someone in order to document the accreditation experience. Trustee Knudtsen made the motion which was seconded by Trustee Havercroft. With no further discussion, Chair Zimmerman called for the vote. The motion passed unanimously.

Tab 3: First Reading Policy 2.01.08 (Board of Trustees Performance Review)

Chair Zimmerman requested a motion to approve Policy 2.01.08 (Board of Trustees Performance Review). Trustee Corkill made the motion which was seconded by Trustee Knudtsen.

Chair Zimmerman explained that the policy subcommittee met in December 2025 and January 2026. She and Trustee Havercroft described updates made to the policy during those meetings. Chair Zimmerman then recommended another change and called for a vote to approve the amended policy with the additional edit. The motion passed unanimously with four votes in favor.

Tab 4: First Reading Policy 2.01.09 (Trustee Emeritus Status)

Chair Zimmerman requested a motion to approve Policy 2.01.09 (Trustee Emeritus Status) with the proposed revisions as presented. Trustee Corkill made the motion which was seconded by Trustee Knudtsen. Trustee Havercroft described the changes to the policy and Chair Zimmerman called for the vote. The motion passed unanimously with four votes in favor.

Tab 5: First Reading Policy 2.01.10 (Board General Conduct Policy)

Chair Zimmerman requested a motion to approve Policy 2.01.10 (Board General Conduct Policy) with the proposed revisions as presented. Trustee Corkill made the motion which was seconded by Trustee Havercroft. Following comments from the Chair and Trustee Havercroft, Chair Zimmerman restated the motion and noted that the Trustees would resign the Annual Affirmation at the next regular Board of Trustees meeting. She then called for the vote. The motion passed unanimously with four votes in favor.

Tab 6): First Reading Policy 2.01.11 (New Board Member Orientation)

Chair Zimmerman requested a motion to approve Policy 2.01.11 (New Board Member Orientation) with the proposed revisions as presented. Trustee Havercroft made the motion which was seconded by Trustee Corkill. President Swayne, Chair Zimmerman and Trustee Havercroft explained the changes made to the policy. The Chair then called for the vote. The motion passed unanimously with four votes in favor.

**TRUSTEE REMARKS FOR THE GOOD OF THE ORDER**

Trustees Corkill expressed his gratitude to Chair Zimmerman and Trustee Havercroft for their service on the Board Policy Subcommittee.

Trustee Knudtsen extended her appreciation to Chair Zimmerman and Trustee Havercroft for their work on the Board policy subcommittee. She also commented on the Board's self-evaluation process, noting that the process used by the NIC Board is among the most thorough and objective that she has participated in.

Trustee Havercroft reported that she attended the Head Start Shared Governance Training and Policy Council Meeting on February 20, 2026. She noted the program's strong community impact and expressed appreciation for NIC's partnership with Head Start.

The meeting was adjourned at 7:47 p.m.

Respectfully Submitted,  
Suzy Scura, Board Clerk

Addenda:

- 1) Bus Tours Presentation
- 2) Adult Education Center Presentation
- 3) Instruction – Transfer and General Education Presentation
- 4) Trending Student Needs Presentation
- 5) Fall Athletics Presentation



## Celebrating Success

### 2026 High School Bus Tour

*Strengthening early connections across Region 1*

Tami Haft  
February 25, 2026

North  
Idaho  
College  
► [nic.edu](http://nic.edu)



[nic.edu](http://nic.edu)

## Creating Meaningful Experiences

- First-time NIC experience for many Region 1 students
- Builds awareness of programs, campus life, and opportunities
- Helps students picture themselves as future Cardinals
- Strengthens early connection and interest in college pathways

## Reach and Scale

- 17 Region 1 high schools represented
- 375 students participated
- 44 counselors and chaperones supported the tour

## High-Impact Campus Experience

- Main Campus and Parker Center tours
- Hands-on activities and program demonstrations
- Interactive lunch with faculty, staff and programs
- Free NIC t-shirt reinforcing connection and belonging

# A Look at The Day













## Student Feedback

- First time on campus; learned something new
- Surprised by what NIC offers
- Great campus

## Key Takeaways

- The High School Bus Tour aligns with NIC's Strategic Enrollment Goals
- It incorporates proven recruitment strategies by bringing students to campus
- It builds early connections and strengthen NIC's enrollment pipeline

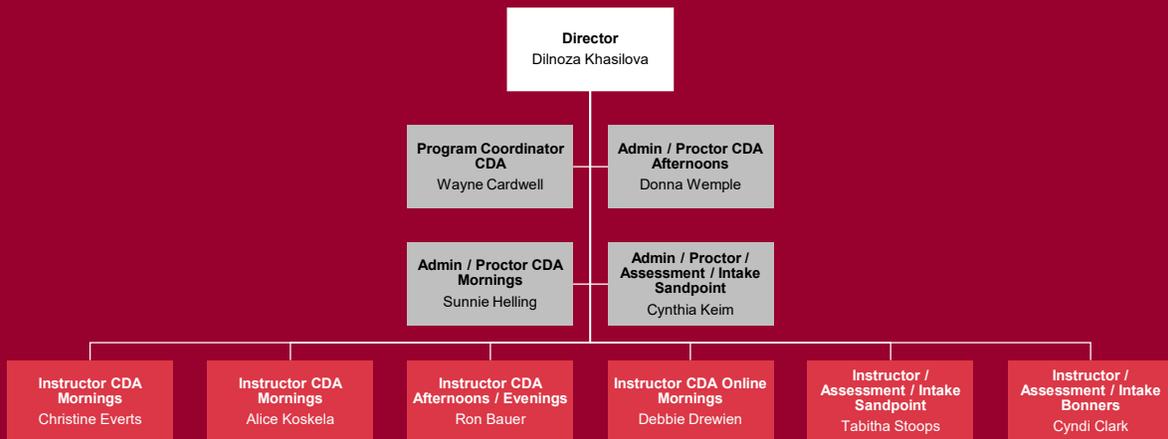
## Why This Experience Matters

- To close, we want to share a short reflection from Gerard, a 2025 bus tour participant who is now an NIC student and Communication and Marketing intern. His experience captures why bringing students to campus matters.

FEB 2026

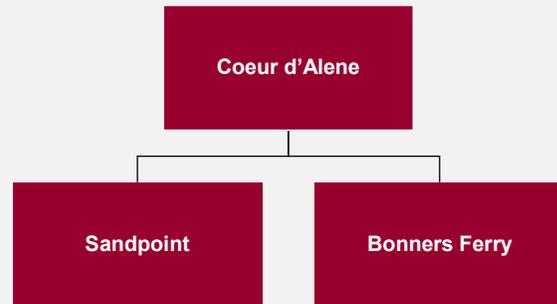
# Adult Education Center (AEC)

## Eleven Staff and Instructors



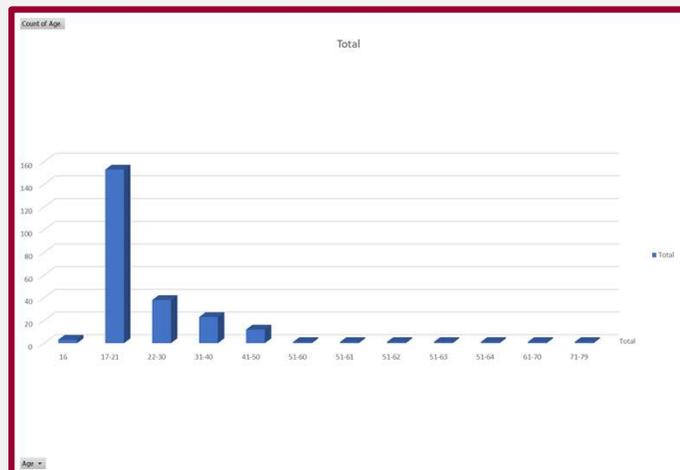
# Individuals 16 and Older

- Prepare for the GED®
- Transition to college
- Improve skills for employment advancement



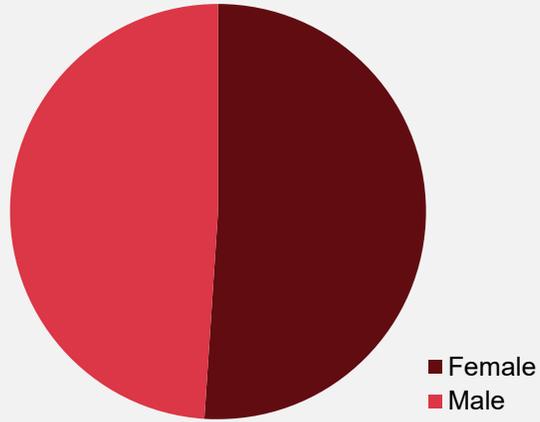
# Demographics

- We serve ages 16+
- Ages 17 – 21 constitute majority of students



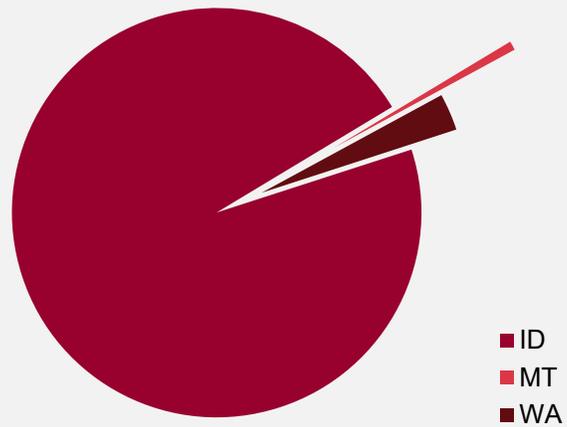
# Demographics

- 51% Female
- 49% Male

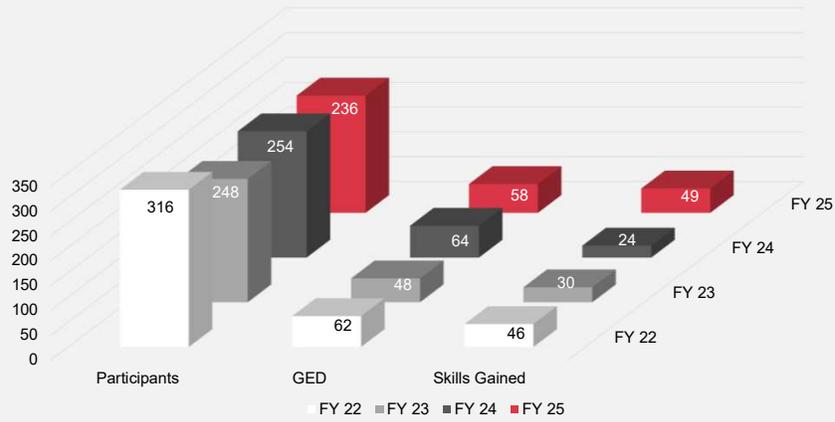


# Demographics

Total from 72 different cities

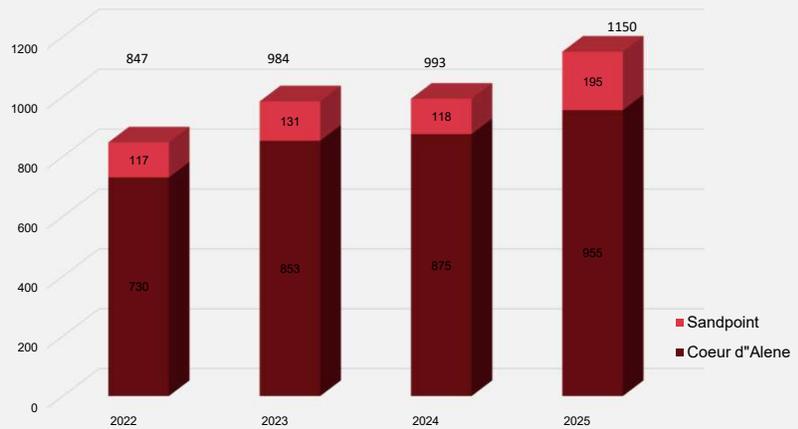


# AEC Data 2022-2025



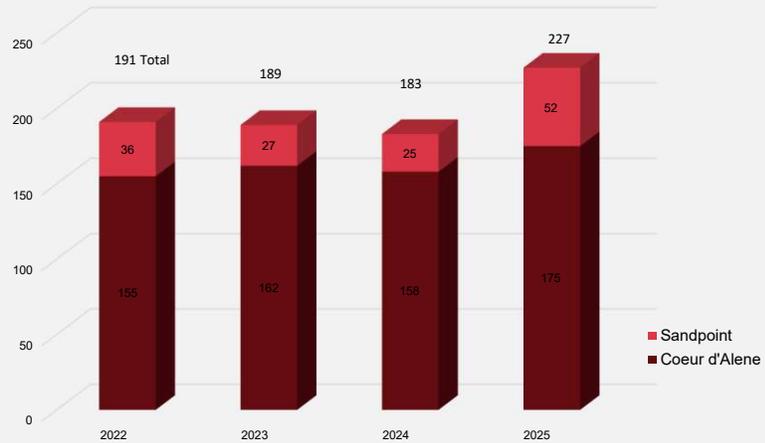
# GED Testing Data 2022-2025

3,974 GED Proctored Exams  
(Sandpoint – 561)



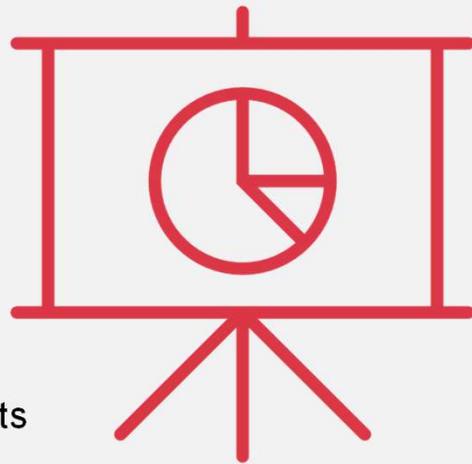
## GED Testing Data 2022-2025

790 GEDs Earned  
(Sandpoint 140)



## Program Outcomes 2024-2025

- 419 Registered
- 236 Participants (>12 hours)
- 58 Graduated with GED
- 180 Gained Skills
- 8 NIC Scholarships
- 98 passed one or more GED subtests



# Alumni Survey Results

2014 - 2025

## Employment Status of Students

Employment Status	Count
Employed full-time	30
Employed part-time	8
Both full-time & part-time	2
Not currently employed / homemaker / homeschooling	3
Self-employed / freelance	4
Gig work while seeking employment	1
Student (not working)	2
Not currently employed but looking	3
Total	53

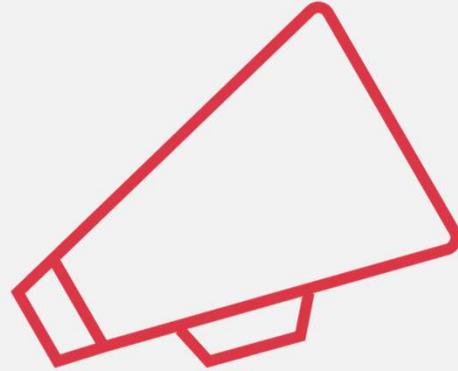
## “Connections Are Everything” Model

- 30 Official Letters, 8 Responses
- COABE Scholarships  
“Leadership Summit”
- GED Vouchers - Charity  
Reimagined
- CDA Partners and  
Organizations



# Student Testimonies

- TBD

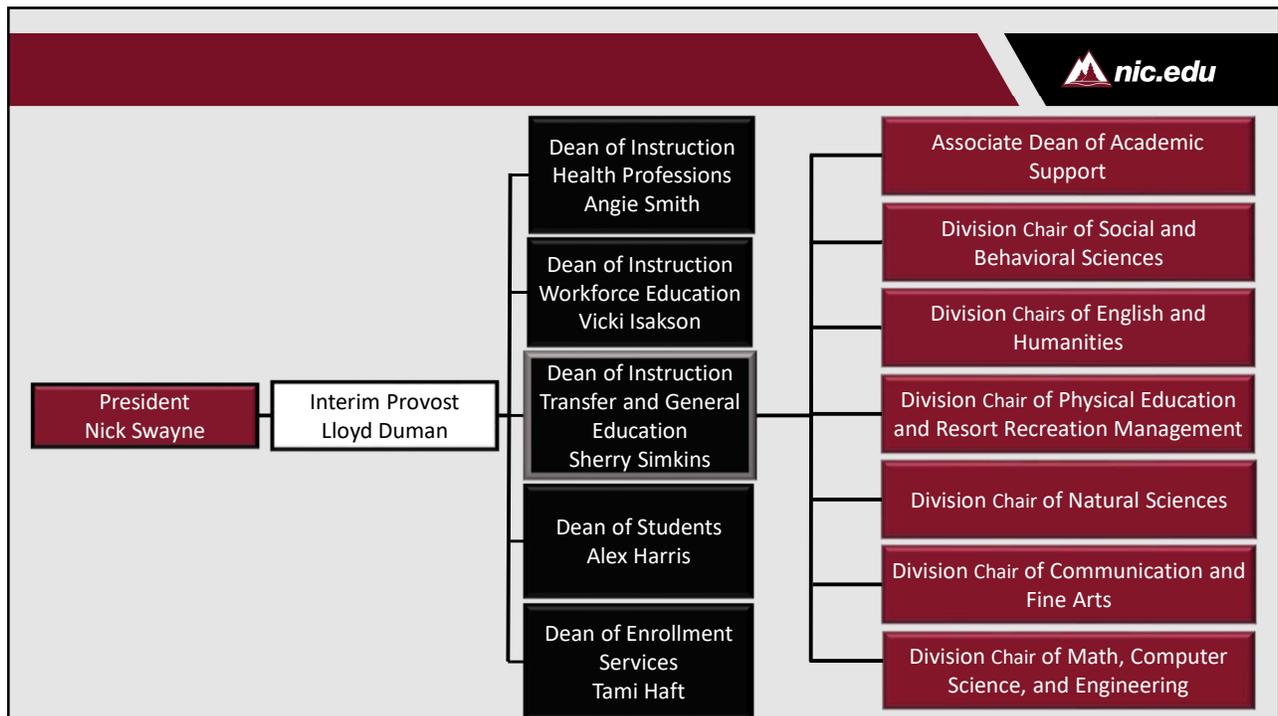




# Transfer and General Education

Recurring Report – February, 2026

North  
Idaho  
College  
► [nic.edu](http://nic.edu)



## Transfer Programs

- Anthropology
- Art
- Biology
- Business
- Chemistry
- Child Development
- Communication
- Computer Science
- Criminal Justice
- Education
- Engineering
- English
- Environmental Studies
- Natural Resources
- Geology
- General Studies
- History
- Humanities
- Interdisciplinary Studies
- Journalism
- Mathematics
- Music
- Nursing
- Philosophy
- Physical Education
- Physics
- Political Science and Pre-Law
- Pre-Medical
- Pre-Physical Therapy
- Pre-Nutrition
- Pre-Veterinary
- Psychology
- Social Work
- Sociology
- Theatre
- World Languages

- Art
- Business
- Computer Science
- Education
- Engineering
- General Studies
- Nursing
- Pre-medical
- Psychology
- Social Work

## Top 10 Transfer Programs

### ENROLLMENT BY HEADCOUNT SPRING 2026

5.3% Increase Year Over Year

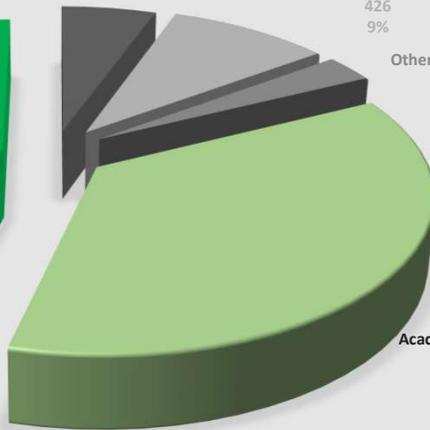
Academic Transfer  
2097  
46%



Non Degree  
249  
6%

Career and Technical Education  
426  
9%

Other Dual Enrollment  
130  
3%



Academic Transfer Dual Enrollment  
1649  
36%

## Why is General Education Important?

Durable and Transferrable Skills

Critical Thinking



Communication



Analyze and Interpret Data



Leadership



Teamwork/Collaboration



Creativity



Curiosity for Lifelong Learning



Problem Solving



Professionalism



Technology/Digital Literacy



Fortitude



## What Do Our Students Say About Us?

“ She illuminated a part of my mind I had never explored, like opening a door I didn't even know existed. Because of her encouragement I began believing I was capable of writing at a high academic level. She even recommended that I pursue higher education, something I never would have considered without her confidence in me. ”

- NIC Millwright Student

## Where do our students go next?

Institution	2024 -2025
UNIVERSITY OF IDAHO	205
LEWIS-CLARK STATE COLLEGE	133
BOISE STATE UNIVERSITY	82
GRAND CANYON UNIVERSITY	22
WESTERN GOVERNORS UNIVERSITY	16



# Project Z Degree

Total Estimated Student Savings

**\$971,443**

Total Impacted Students

**12,990**



## What's new:

- Classical Pathway
- NIC Philosophy to University of Idaho Law 2+1+3
- NIC PE to UI Sport & Recreation Management Program 2+2
- Launching Professional Writing Certificate in Fall 2026
- New courses:
  - Intro to Robotics
  - FYE for Dual Credit
  - Writing with AI
  - Intro to Screenwriting
  - Pickleball (pending Spring 2027)

## What's new:

- UI strategic plan funding for NIC computer science students
- Environmental Science infused with tribal perspectives
- Evaluating potential for a small Black Box Theatre space
- Enrolled first cohort of Treasure Valley YMCA staff in Child Development Program

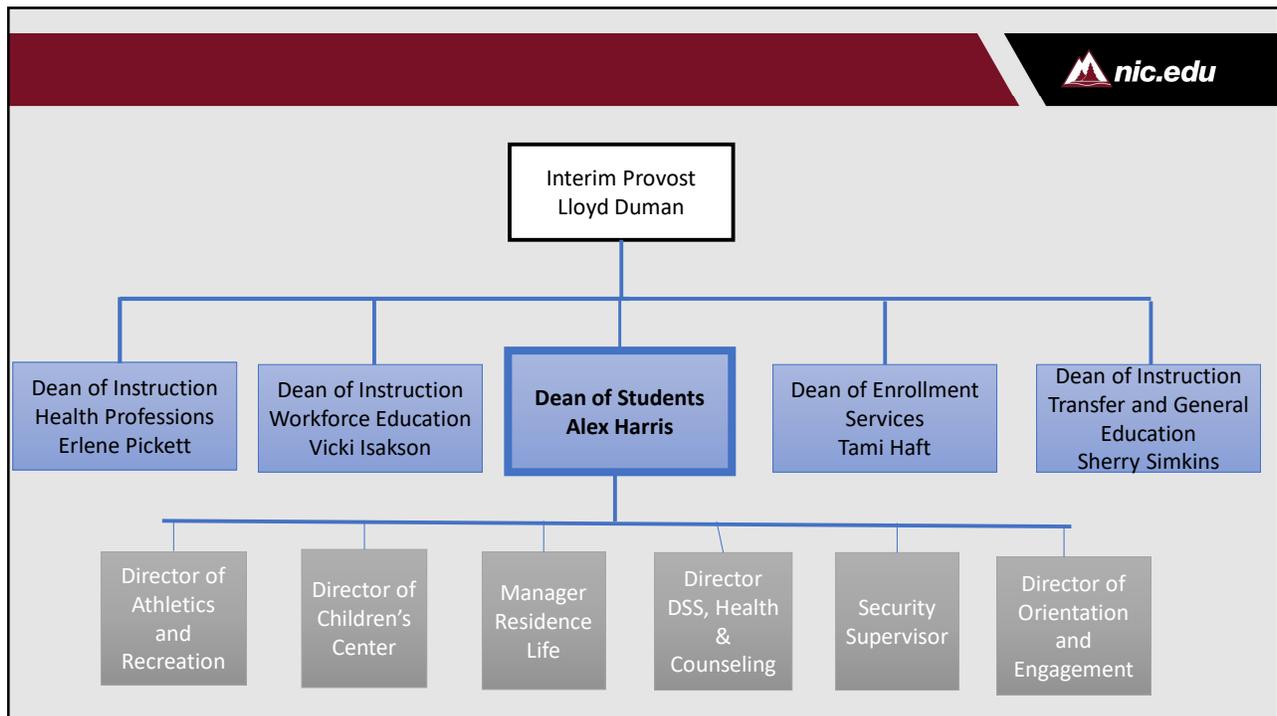




# Trending NIC Student Needs

Dean of Students  
Wednesday, February 24<sup>th</sup> 2026

North  
Idaho  
College  
► [nic.edu](http://nic.edu)



## CARE Team



- The CARE Team is a dedicated initiative within the Dean of Students Office at North Idaho College. Our mission is to foster a safe, inclusive, and supportive campus environment that values the well-being and success of every student and relies on the participation of the entire campus community.
- We strive to identify and mitigate potential crisis and basic needs concerns through early intervention, emphasizing a collaborative and multidisciplinary approach.
- The primary goals of the CARE Team are to (1) empower students with the tools and support necessary to navigate challenges and promote personal growth, and (2) to cultivate a campus culture that prioritizes health and safety of all.

## CARE Team



- The CARE Team is made up of individuals within the Dean of Students Office, Counseling, Disability Support Services, and Residence Life.
- Interactions with our CARE Team can result in referrals to services provided by North Idaho College and community organizations:
  - Counseling, Center for New Directions, Advising, TRIO, Cardinal Learning Commons, SRO, Safe Passage, Northern Idaho Crisis Center, and many others.

## WHEN TO FILE A CARE REPORT

- Reports filed for students struggling with personal, academic, or emotional issues impacting their ability to succeed.
- You have observed the student's distress or the student has shared his or her concerns to you.
- Examples: Mental health issues, academic difficulties, financial problems, family concerns, and housing or food insecurity.

## WHY FILE A CARE REPORT

- Connects students with appropriate resources and support services
- Enhances student retention and success
- Provides a safety net for students facing significant challenges
- Demonstrates care and concern for student well-being
- Allows the college to track areas where students need additional support and resources



## **FALL 2025 SEMESTER TO DATE**

**178 REPORTS**

**AVERAGING ALMOST 9 REPORTS PER  
WEEK**

- Mental Health
- Concerning Behaviors
- Financial Issues
- Family Crisis
- Food Insecurity
- Housing Insecurity

Questions?



# February 2026 Athletic Information Updates

Wednesday, February 25, 2026

President's Goal: Develop a competitive and comprehensive intercollegiate athletics program.

North  
Idaho  
College  
► [nic.edu](http://nic.edu)



## Men's Soccer

- 13 win season
- Appeared as high as #14 NJCAA Rankings
- Qualified for the SWAC Post Season
- 8 All Region Team Members
  - First Team
    - 3 members
  - Second Team
    - 3 members
  - Third Team
    - 2 members



## Women's Soccer

- 3 All Region Team Members
  - First Team
    - 1 member
  - Third Team
    - 2 members



## Women's Volleyball

- 15 win season
- 1 All Region Team Member
  - First Team
    - 1 member



## Men's Basketball

- Final Week of Regular Season
  - HOME
    - Tomorrow, 2/26 > 7pm
    - Saturday, 2/28 > 3pm
- Will qualify for post season



## Women's Basketball

- Final Week of Regular Season
  - HOME
    - Tomorrow, 2/26 > 5pm
    - Saturday, 2/28 > 1pm
- Looking to finalize their playoff spot



## Men's Wrestling

- Region 18/West District Championships
  - Region/District Runner-Up
- Qualified for National Championship
  - All 10 weight classes
  - March 6-7 @Council Bluffs, IA



## Fall 2025 GPA's 6 SA Graduated in the Fall

Team	Final GPA	Midterm GPA	Difference
Women's Soccer	3.74	3.77	- 0.03
Softball	3.40	3.19	+ 0.21
Men's Basketball	3.38	3.26	+ 0.12
Men's Soccer	3.33	3.49	- 0.16
Volleyball	3.25	3.29	- 0.04
Women's Basketball	3.21	3.25	- 0.04
Wrestling	2.93	2.99	- 0.06
<b>All Student-Athletes</b>	<b>3.30</b>	<b>3.32</b>	<b>- 0.02</b>

## 5 Year Historic Fall GPA's

Team	Fall 2025	Fall 2024	Fall 2023	Fall 2022	Fall 2021
Women's Soccer	3.74	3.71	3.45	3.29	3.61
Softball	3.40	2.87	3.19	3.09	3.16
Men's Basketball	3.38	2.86	2.90	3.09	2.81
Men's Soccer	3.33	3.51	2.79	3.07	3.12
Women's Volleyball	3.25	3.44	3.49	3.30	3.42
Women's Basketball	3.21	3.18	3.14	3.43	3.06
Men's Wrestling	2.93	2.57	2.53	2.74	2.88
<b>All Student-Athletes</b>	<b>3.30</b>	<b>3.17</b>	<b>3.04</b>	<b>3.06</b>	<b>3.07</b>

## North Idaho College Booster Club

- Meetings are the Second Thursday of each month
- Join the NIC Booster Club [nicboosters.org](http://nicboosters.org)
- Cardinal Classic Golf Tournament - Fri, May 8th



Any Questions?

[nicathletics.com](http://nicathletics.com)

February		March 2026					April
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
1	2	3	4 Softball at Blue Mountain Community College 1:00 PM  Softball at Blue Mountain Community College 3:00 PM	5	6 Men's Basketball vs Region 15 Tournament % @ B TSD TSA  Women's Basketball vs Region 15 Tournament % @ B TSD TSA  Wrestling North State College at NJCAA National Championship % TSA  Softball vs Snow College * 1:00 PM  Softball vs Snow College * 3:00 PM	7 Softball vs Snow College * 12:00 PM  Softball vs Snow College * 2:00 PM	
8	9	10	11 Softball at Okeesa College 10:00 AM  Softball at Okeesa College 12:00 PM	12 Softball at Okeesa College 9:00 AM  Softball at Okeesa College 11:00 AM	13	14	
15	16	17	18	19	20 Softball at Utah State Eastern * 1:00 PM  Softball at Utah State Eastern * 3:00 PM	21 Softball at Utah State Eastern * 12:00 PM  Softball at Utah State Eastern * 2:00 PM	
22 Men's Basketball vs NJCAA National Championship % @ B TSD TSA	23	24 Women's Basketball vs NJCAA National Championship % @ B TSD TSA	25	26	27 Softball vs Salt Lake Community College * 1:00 PM  Softball vs Salt Lake Community College	28 Softball vs Salt Lake Community College * 12:00 PM  Softball vs Salt Lake Community College	

## Tab 3

BOARD OF TRUSTEES MEETING  
March 25, 2026

---

**TAB 3**

**SUBJECT**

Head Start Baseline Grant Application for Grant No. 10CH013231  
Period of Funding: 07/01/2026-06/30/2027

**BACKGROUND**

The Office of Head Start (OHS) has announced the projected funding for a submission of a non-competitive continuation grant application to operate a Head Start program. The guidance letter allocating the funding amount includes the approved funding level for program operations and an allocation for training and technical assistance. The total federal funding level for 2026-2027 is \$3,759,164; in addition, the program also receives TANF funds of \$205,205, USDA reimbursements of \$180,530 and facility rental income of \$12,000. The total operating budget for 2025-2026 is \$4,190,150.

**DISCUSSION**

The purpose of North Idaho College Head Start applying for year-two of a five-year grant period funding is to continue to provide high quality comprehensive services to children and families residing in North Idaho.

**COMMITTEE ACTION**

Board approval of North Idaho College Head Start's 2026-2027 grant funding application.

**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 Head Start Program Performance Standards (HSPPS), it is requested that the board consider a motion to approve the following attachments:

- Attachment A: The 2026–2027 Non-Competitive Continuation Grant Application Narrative, which includes any updates or changes to last year's baseline grant application
- Attachment B: Budget and Budget Justification Narrative
- Attachment C: 2026-2027 Cost Allocation Plan
- Attachment D: Professional Development Plans (Staff, Parent, Policy Council)
- Attachment E: Results of Self-Assessment and Program Improvement Plan for 2026-2027

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

# **Non-Competitive Continuation Grant Application Narrative for Program Year 2026-2027**

## **North Idaho College Head Start**

Grant Number 10CH013231

*Year Two of Five Year Grant Period (2025-2030)*

---

### **Program Changes**

North Idaho College Head Start does not propose any changes to funded enrollment, program options, or service area for the 2026-2027 program-year. The program is not requesting any locally designed options or enrollment reductions or conversions. Our 15 classrooms will remain center-based option.

One proposed change to service delivery is moving one classroom from 1,020 hours to 896 hours. With this change, the program will still maintain 47% of classrooms meeting the 1,020 hour requirement and 53% meeting part-day requirements.

### **Program Operations**

North Idaho College has informed the program that the cost of the current medical insurance package will increase by 10%. This increase applies to medical insurance only; dental, long-term disability (LTD), and Employee Assistance Program (EAP) costs are expected to remain unchanged.

In response to this increase and within the context of flat funding, the program has made minor adjustments to the personnel budget to reallocate funds to the fringe benefits category. These adjustments ensure the program can continue to support staff benefits while maintaining high-quality services.

The program anticipates receiving Cost of Living Adjustment (COLA) funds and intends to use these funds to raise staff wages (as program instructions permit) and to help offset the increased cost of medical insurance.

		Budget	PA22	PA20	TANF	USDA	Harding Rentals
<b>Total Funding</b>		\$ 4,190,150	\$ 3,759,164	\$ 33,251	\$ 205,205	\$ 180,530	\$ 12,000
<b>Personnel</b>							
1	Salaries	\$ 2,348,864	\$ 2,166,676	\$ -	\$ 126,988	\$ 55,200	\$ -
	<b>TOTAL SALARIES</b>	<b>\$ 2,348,864</b>	<b>\$ 2,166,676</b>	<b>\$ -</b>	<b>\$ 126,988</b>	<b>\$ 55,200</b>	<b>\$ -</b>
<b>Fringe</b>							
	FICA	\$ 150,693	\$ 140,903	\$ -	\$ 5,863	\$ 3,927	\$ -
	Unemployment Insurance	\$ 762	\$ 585	\$ -	\$ 106	\$ 71	\$ -
	Worker's Compensation	\$ 16,677	\$ 15,593	\$ -	\$ 649	\$ 435	\$ -
1		\$ 168,132	\$ 157,081	\$ -	\$ 6,618	\$ 4,433	\$ -
2	Health/Dental/Insurance/LTD/EAP	\$ 611,886	\$ 572,132	\$ -	\$ 23,808	\$ 15,946	\$ -
3	Retirement-PERSI 12.59%	\$ 222,624	\$ 208,162	\$ -	\$ 8,661	\$ 5,801	\$ -
	<b>TOTAL FRINGE</b>	<b>\$ 1,002,642</b>	<b>\$ 937,375</b>	<b>\$ -</b>	<b>\$ 39,087</b>	<b>\$ 26,180</b>	<b>\$ -</b>
<b>Travel</b>							
1	1.Staff Out-Of-Town Travel	\$ 19,860	\$ 4,418	\$ 14,780	\$ 662	\$ -	\$ -
	<b>TOTAL TRAVEL</b>	<b>\$ 19,860</b>	<b>\$ 4,418</b>	<b>\$ 14,780</b>	<b>\$ 662</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Equipment</b>							
1	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EQUIPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Supplies</b>							
1	Office Supplies-Program	\$ 18,115	\$ 16,268	\$ -	\$ 1,847	\$ -	\$ -
	Office Supplies- Administration	\$ 2,350	\$ 2,350	\$ -	\$ -	\$ -	\$ -
1	Office Supplies	\$ 20,465	\$ 18,618	\$ -	\$ 1,847	\$ -	\$ -
2	Child Classroom Supplies	\$ 41,676	\$ 38,296	\$ -	\$ 3,380	\$ -	\$ -
	Food Services Supplies - Sundries	\$ 925	\$ 925	\$ -	\$ -	\$ -	\$ -
	Children's Meal Service - Food	\$ 87,350	\$ 1,739	\$ -	\$ -	\$ 85,611	\$ -
	Children's Meal Service - Supplies	\$ 5,121	\$ -	\$ -	\$ -	\$ 5,121	\$ -
	Children's Meal Service - Consumables	\$ 6,408	\$ -	\$ -	\$ -	\$ 6,408	\$ -
3	Food Supplies	\$ 99,804	\$ 2,664	\$ -	\$ -	\$ 97,140	\$ -
4.1	Staff Training Supplies	\$ 1,171	\$ -	\$ 1,171	\$ -	\$ -	\$ -
4.2	Postage	\$ 2,529	\$ 2,373	\$ -	\$ 156	\$ -	\$ -
4.3	Copier Fees/Maintenance - rent	\$ 7,964	\$ 7,564	\$ -	\$ 400	\$ -	\$ -
4.4	Copier Fees/Maintenance	\$ 5,470	\$ 5,098	\$ -	\$ 372	\$ -	\$ -
4.5	Education Supplies (ChildPlus & COR Advantage)	\$ 14,880	\$ 13,971	\$ -	\$ 909	\$ -	\$ -
4.6	Computer Supplies/Equipment/Repairs	\$ 19,798	\$ 18,674	\$ -	\$ 1,124	\$ -	\$ -
4.7	Custodial/Cleaning Supplies	\$ 14,433	\$ 9,733	\$ -	\$ 1,064	\$ -	\$ 3,636
4.8	Maintenance Supplies (not related to major repairs)	\$ 32,514	\$ 30,390	\$ -	\$ 1,215	\$ -	\$ 909
4.9	Information Technology Maintenance/repairs	\$ 27,000	\$ 27,000	\$ -	\$ -	\$ -	\$ -
1.1	Policy Council Training Supplies	\$ 250	\$ -	\$ 250	\$ -	\$ -	\$ -

4	Other Supplies	\$ 126,009	\$ 114,803	\$ 1,421	\$ 5,240	\$ -	\$ 4,545
	<b>TOTAL SUPPLIES</b>	<b>\$ 287,954</b>	<b>\$ 174,381</b>	<b>\$ 1,421</b>	<b>\$ 10,467</b>	<b>\$ 97,140</b>	<b>\$ 4,545</b>
<b>Contractual</b>							
1	Administrative Services (e.g., Legal, Accounting)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2	Health / Disabilities Services	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -	\$ -
3	Food Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
4	Child Transportation Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
5	Training and Technical Assistance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
6	Family Child Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
7	Delegate Agency Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8.1	Fiscal Audit, Head Start portion of the annual audit.	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ -	\$ -
8.2	Maintenance Services, agreements to perform maintenance, lawn care, snow removal, and custodial services.	\$ 65,760	\$ 56,190	\$ -	\$ 4,115	\$ -	\$ 5,455
8	Other Contracts	\$ 72,760	\$ 63,190	\$ -	\$ 4,115	\$ -	\$ 5,455
	<b>TOTAL CONTRACTUAL</b>	<b>\$ 74,760</b>	<b>\$ 65,190</b>	<b>\$ -</b>	<b>\$ 4,115</b>	<b>\$ -</b>	<b>\$ 5,455</b>
<b>Construction</b>							
1	Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL Construction</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Other</b>							
1	Depreciation / Use Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Rent - Lease fee for the Shoshone Center located in Kellogg, Idaho.	\$ 15,625	\$ 15,625	\$ -	\$ -	\$ -	\$ -
	Rent - Lease fee for the Sandpoint Center located in Sandpoint, Idaho.	\$ 27,000	\$ 27,000	\$ -	\$ -	\$ -	\$ -
	Rent - Lease fee for the Lakeland Center located in Rathdrum, Idaho.	\$ 18,560	\$ 18,560	\$ -	\$ -	\$ -	\$ -
	Rent - Lease fee for the Julien Bucher Center located in Bonners Ferry, Idaho.	\$ 19,900	\$ 19,900	\$ -	\$ -	\$ -	\$ -
	Rent - Lease fee for the Community Early Learning Center located in Coeur d'Alene, Idaho.	\$ 31,230	\$ 31,230	\$ -	\$ -	\$ -	\$ -
2	Rent	\$ 112,315	\$ 112,315	\$ -	\$ -	\$ -	\$ -
3	Mortgage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Telephone	\$ 28,804	\$ 25,902	\$ -	\$ 2,902	\$ -	\$ -
	Internet	\$ 11,618	\$ 6,806	\$ -	\$ 2,812	\$ -	\$ 2,000
	Utilities	\$ 72,065	\$ 63,882	\$ -	\$ 8,183	\$ -	\$ -
4	Utilities	\$ 112,487	\$ 96,590	\$ -	\$ 13,897	\$ -	\$ 2,000
5	Building and Child Liability Insurance	\$ 16,259	\$ 15,445	\$ -	\$ 814	\$ -	\$ -
6	Building Maintenance / Repair	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -
7	Incidental Alterations / Renovations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

8	Staff In Area Travel - Mileage	\$ 25,409	\$ 23,799	\$ -	\$ 1,610	\$ -	\$ -
9	Nutrition Services	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
10	Child Services Consultants (Mental Health/Psychological)	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
11	Volunteers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
12	Substitutes (if not paid benefits)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	Parent Services - Travel Policy Council/Out of Area	\$ 1,600	\$ -	\$ 1,600	\$ -	\$ -	\$ -
14	Accounting and Legal Services (see indirect Tab)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Printing	\$ 3,768	\$ 3,768	\$ -	\$ -	\$ -	\$ -
	Publications and Subscriptions	\$ 1,233	\$ 1,231	\$ -	\$ 2	\$ -	\$ -
	Advertising	\$ 1,226	\$ 1,195	\$ -	\$ 31	\$ -	\$ -
15	Local Publications / Advertising / Printing	\$ 6,227	\$ 6,194	\$ -	\$ 33	\$ -	\$ -
	Registration/Presenter Fees/Material Fees (Staff)	\$ 13,950	\$ -	\$ 13,950		\$ -	\$ -
	Registration/Presenter Fees (Policy Council Reps)	\$ 500	\$ -	\$ 500	\$ -	\$ -	\$ -
	Registration/Presenter Fees (Parent Education Training)	\$ -	\$ -		\$ -	\$ -	\$ -
	Academic Tuition/Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
16	Training or Staff Development	\$ 14,450	\$ -	\$ 14,450	\$ -	\$ -	\$ -
17.1	Fingerprinting and background checks of all new staff through the Idaho Department of Health and Welfare and the City of Coeur d'Alene.	\$ 7,555	\$ 7,020	\$ -	\$ 535	\$ -	\$ -
17.2	Membership/Dues for Idaho Head Start Association, NAEYC, National Head Start Association, and local Community Organizations for program and staff.	\$ 9,070	\$ 8,513	\$ -	\$ 557	\$ -	\$ -
17.3	Child Medical Services	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
17.4	Child Dental Services	\$ 1,500	\$ 1,500	\$ -	\$ -	\$ -	\$ -
17.5	Child Disability Related Services	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -
17.6	Classroom Services for education/family/ nutrition services provided for Head Start children at the NIC Children's Center and UpRiver Center	\$ 38,500	\$ 38,500	\$ -	\$ -	\$ -	\$ -
17.7	Disability Transportation	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ -
17.8	Nutrition Services mileage (CACFP)	\$ 2,010		\$ -		\$ 2,010	\$ -
	Policy Council Child Care	\$ 1,892	\$ 1,776	\$ -	\$ 116	\$ -	\$ -
	Policy Council Meal Service	\$ 1,975	\$ 1,921	\$ -	\$ 54	\$ -	\$ -
	Policy Council In Area Mileage	\$ 2,051	\$ 1,925	\$ -	\$ 126	\$ -	\$ -
	Policy Council Parent Ed @ Center	\$ 1,000	\$ -	\$ 1,000		\$ -	\$ -
17.9	Policy Council training, materials and presenter fees	\$ 6,918	\$ 5,622	\$ 1,000	\$ 296	\$ -	\$ -
17	Other	\$ 68,553	\$ 64,155	\$ 1,000	\$ 1,388	\$ 2,010	\$ -
	<b>TOTAL OTHER</b>	<b>\$ 369,300</b>	<b>\$ 330,498</b>	<b>\$ 17,050</b>	<b>\$ 17,742</b>	<b>\$ 2,010</b>	<b>\$ 2,000</b>
<b>Indirect</b>							
1	Indirect Costs	\$ 86,771	\$ 80,627	\$ -	\$ 6,144	\$ -	\$ -

	<b>TOTAL Indirect Charges</b>	<b>\$ 86,771</b>	<b>\$ 80,627</b>	<b>\$ -</b>	<b>\$ 6,144</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>TOTAL COST ALLOCATION</b>	<b>\$ 4,190,150</b>	<b>\$ 3,759,164</b>	<b>\$ 33,251</b>	<b>\$ 205,205</b>	<b>\$ 180,530</b>	<b>\$ 12,000</b>
		Budget	PA22	PA20	TANF	USDA	Harding Rentals
Funding		\$ 4,190,150	\$ 3,759,164	\$ 33,251	\$ 205,205	\$ 180,530	\$ 12,000
		\$ (1)	\$ (0)	\$ -	\$ -	\$ (0)	\$ -

## Cost Allocation Plan PY 26-27

North Idaho College Head Start (NICHHS) serves 253 child slots, with 240 being federal Head Start funds and 13 funded through additional federal Temporary Assistance to Needy Families (TANF) funding. Our Head Start program's additional thirteen child slots are served at a comparable cost per child. Federal TANF funds are provided through the Idaho Legislature and are monitored and distributed through the Idaho Department of Health and Welfare. Under the allowable expenses charged to TANF funds, 5.4% of the total costs of our Head Start PA22 funds are applied. The 26-27 allocation from TANF supporting 13 slots is \$205,205.

The following budget categories are allowable to receive TANF allocation, reflected in our Budget Justification Narrative for 2026-2027 are as follows:

- **Personnel**
  - Salaries
    - Staff salaries for all positions; including staff professional development and allocations to personnel line items from TANF and CACFP cook salaries/benefits
- **Fringe**
  - Health and Dental Insurance, LTD, EAP
    - Required fixed expenses as part of the employee benefits package offered to employees. Based on the type of insurance taken by employee and employee/employer share. Long-term disability and employee assistance program.
  - Retirement – PERSI 11.96%
    - This is a required fixed expense as part of the employee benefits package offered to employees.
  - FICA, Unemployment Insurance, and Workman’s Compensation
    - Fixed expenses
- **Travel**
  - Policy Council Out of Area Travel
    - Calculated at 40% transportation, 40% lodging, 20% per diem (three PC reps to IHSA Conference)
  - Staff Out of Area Travel
    - Cost of travel related to travel outside of these service areas for the Director (x4) & Managers (x8) to attend Regional and National OHS and NHSA training and membership meetings and events. Calculated at 40% transportation, 40% lodging, and 20% per diem.
- **Supplies**
  - Classroom

- Cost of supplying classrooms with consumable and non-consumable supplies, literacy items, small furniture items, and allocation per student for supplies.
  - Office
    - Office supplies including, but not limited to office furniture, copy paper, and consumable supply items that are used in common by all centers.
  - Maintenance
    - Cost of supplies to maintain 10 centers, general upkeep not related to major repairs, blinds and flooring, tools, paint, etc.
  - Education
    - Cost for education software to provide services.
  - Computer Repairs
    - Purchase a variety of components to maintain computers, faxes, and printers in all of our centers. Purchase computers, printers, monitors, and fax machines.
  - Custodial Cleaning Supplies
    - Cost of cleaning supplies and consumable sanitation supplies for centers and the Harding Family Center. Also, small cleaning tools including vacuums and mops.
  - Postage
    - All mailing costs for 10 centers and the administrative office as well as post office box fees.
  - Copier Fees and Maintenance
    - This amount covers the copy machine leasing fees and other copy machine repair expenses.
- **Contractual**
  - Maintenance Services/repairs
    - Agreements/contracts to perform maintenance, equipment repairs, lawn care, snow removal, and custodial services for the Head Start centers.
- **Other**
  - Parent Services
    - Policy Council Childcare
      - Cost of childcare for Policy Council members to attend meetings and related activities. Reimbursed based on agency and Idaho Child Care Program reimbursement guidelines. Reimbursed to the provider.
    - Meal Service
      - Cost of parent activities and other parent services while at Policy Council meetings requiring meal service
    - Parent Travel in Area Mileage
      - Cost of parent activities and other parent services while at Policy Council meetings requiring meal service



- Amount charged to Head Start department fiscal and administrative services including payroll, checks, purchasing, vouchers, and financial reports using COLLEAGUE and human resource services.
  - Liability Insurance General Cost
    - Liability coverage including all facilities, occupants, child liability insurance, and vehicles through Princeton Excess and Surplus Lines Insurance Company. Personal property insurance is through Lexington Insurance Company. This is the allocation to the Head Start Department.
  - Other
    - Personnel Background checks
      - Fingerprinting and background checks of all new staff, and volunteers including existing staff 5-year renewals through the Department of Health and Welfare.
    - Memberships and Dues
      - Membership in the Idaho Head Start Association, National Head Start Association, and local community organizations for program and staff.

Based on the requirements of TANF, a cost allocation does not apply to the following categories that are exempt from TANF allocation:

- **Equipment**
  - Cost to purchase or replace equipment valued at \$5,000 or more (inventoried). Includes sensory screening equipment (hearing and vision).
- **Supplies**
  - Staff Development/ Training Supplies
    - Cost for supplies to support Staff development and training
  - Other Supplies - Children's Meal Service
    - Non-creditable food supplies for meal service, nutrition activities, and parent education activities.
    - Creditable food supplies to provide children's meals.
    - Supplies, small equipment, and USDA repair fees
    - Consumable supplies, including but not limited to gloves, and paper products for meal service.
- **Contractual**
  - Health and Nutrition Services
    - Includes health and nutrition consultant fees.
  - Fiscal Audit
    - Head Start department cost for an annual audit conducted by a selected auditor.
- **Construction**
- **Other Category**

- Other Parent Services: Parent Education at Center
  - For supplies to support parent education topics chosen by center parent committees to plan and implement education activities based on parents' goals and objectives of the parent group.
- **Children's services**
  - Medical
    - Expenses related to providing medical services to those who do not qualify for CHIP, Medicaid, or private insurance and include the cost of exams and follow-up treatment. Service fees are negotiated with providers using the "payer of last resort" and Medicaid rates when possible.
  - Dental
    - Expenses for dental exams and follow-up for those who are not covered by Medicaid or private insurance. Service fees are negotiated with providers using the "payer of last resort" and Medicaid rates when possible.
  - Nutrition
    - Provides payment for referrals for children and parents needing nutritional services or all children in the program by a registered dietician.
  - Mental Health/Psychological Services
    - Provides payment for referrals for children and parents needing psychological services. Parent curriculum brochures, resources, and classroom observation supplies for mental health observations.
  - Disability Related Services
    - Provides classroom disability assistance, resources, and support.
  - Classroom Services
    - Classroom and playground space, janitorial, utilities, and CACFP meal preparation and service provided by NIC Children's Center staff for 16 Head Start Children enrolled at their site, and provided by UpRiver Elementary for 16 students in our UpRiver Head Start classroom.
- Local Travel
  - Disability Transportation
    - This amount is to transport children with disabilities to services using commercial transportation carriers or reimbursement to care providers.
- Occupancy:
  - Rents/Leases: Sandpoint, Shoshone, Lakeland, Community Early Learning Center, and Julien Bucher
- Staff Development/Training
  - Registration/Presenter Fees
    - Fees for staff registration at training events. Presenter fees and training materials for staff training.

- Fees for Policy Council reps for training events, and presenter fees for Policy Council trainings.
- Fees for Parent Education training events, and presenter fees for Parent Education at Centers.
- Academic Tuition/Fees
  - Tuition and fees for staff earning their academic degrees for position qualifications

In this Cost Allocation Plan, a month-end report is compiled reflecting allowable expenses charged to the TANF grant for each month of operation. A monthly reimbursement request is sent beginning in July 2026 and ending in June 2027. Reimbursement requests are submitted to the Idaho Head Start Association which administers the TANF funding. The Idaho Head Start Association monitors the additional TANF services per TANF regulations, the Head Start Act, and Head Start Program Performance Standards. A yearly TANF monitoring visit is conducted at NICHHS and results are shared with NICHHS and the Idaho Department of Health and Welfare.

Our other primary source of revenue for the North Idaho College Head Start operations is reimbursement created through our Child and Adult Care Food Program (CACFP) through USDA. We project a reimbursement of \$182,530 for serving out breakfast, lunches, and snacks to 253 children, across all scheduled center-based classroom days, at a conservative prediction of 80% attendance overall. This reimbursement will be allocated to the following budget categories:

**Personnel** category Salaries for Cooks (Nutrition Personnel)

**Fringe** categories Medical and Dental Insurance, Retirement, FICA, Unemployment Insurance, and Workman’s Compensation for Cooks

**Supplies** categories of Sundries, Food, Supplies, and Consumables

**Local Travel** including staff in-area travel mileage for CACFP

In this Cost Allocation Plan, a month-end report is compiled reflecting allowable expenses charged to CACFP for each month of classroom operation. A monthly reimbursement request is sent beginning September 2026 and ending June 2027. Reimbursement requests are submitted to the Idaho State Department of Education which administers the CACFP funding. The Idaho Child Nutrition Program monitors the food services per USDA regulations, and Head Start Program Performance Standards. A bi-annual CACFP monitoring visit is conducted at NICHHS and results are shared with NICHHS and the Idaho State Department of Education.

The last source of revenue for the NICHHS program is a projection of \$12,000 in revenue generated in Harding Family Center (HFC) rentals. Upon purchase of HFC, it was deemed allowable by OHS for space rental of areas in the building not occupied for Head Start services. This revenue offsets and augments the maintenance and upkeep of this building, which contain our administrative offices and our largest Head Start center.

The following budget categories that receive revenues in our Budget Justification Narrative from HFC rentals for 2026-2027 are as follows:

**Supplies** categories of Repairs, Custodial Cleaning Supplies, and Maintenance

**Contractual** category of Maintenance Services/Repair

All revenues and expenditures are recorded within the major cost categories in our master budget in NIC's electronic system, Colleague Reporting and Operating Analytics (CROA), and are reported monthly through our Master Budget Summary, presented to the Board and Policy Council, and approved monthly by the Policy Council.

**Other** category of utilities/internet for providing internet and wifi to the Harding Family Center building and Central Office technology room.

### **Certificate of Cost Allocation Plan**

This is to certify that I have reviewed the cost allocation plan submitted herewith and to the best of my knowledge and belief:

(1) All costs included in this proposal [3/20/2026] to establish cost allocations or billings for [7/1/26-6/30/27] are allowable in accordance with the requirements of this Part and the Federal award(s) to which they apply. Unallowable costs have been adjusted for in allocating costs as indicated in the cost allocation plan.

(2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the Federal awards to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently.

I declare that the foregoing is true and correct.

Governmental Unit: North Idaho College Head Start

Signature:

Name of Official: Sarah M. Garcia

Title: Vice President, Finance and Business Affairs

Date of Execution:

**T&TA Budget PY 2026-2027**

	Materials/ Supplies	Travel Costs	Presenter Fees	
<b>Total for Staff PA20</b>	<b>\$ 1,171.00</b>	<b>\$ 14,780.00</b>	<b>\$ 13,950.00</b>	<b>\$ 29,901.00</b>
<b>Total for Policy Council PA20:</b>	<b>\$ 250.00</b>	<b>\$ 1,600.00</b>	<b>\$ 500.00</b>	<b>\$ 2,350.00</b>
<b>Total for Parent Education PA20:</b>	<b>\$ 500.00</b>	<b>\$ -</b>	<b>\$ 500.00</b>	<b>\$ 1,000.00</b>
<b>Total for Program PA20:</b>	<b>\$ 1,921.00</b>	<b>\$ 16,380.00</b>	<b>\$ 14,950.00</b>	<b>\$ 33,251.00</b>

Date/ Frequency	Allocated Time (in hours)	Content Area	T/TA Need/ Topic	Learning Strategy	Expected Outcomes	Addressing a Specific Need	Participants	Budget PA 20 T&TA			Summary	USED TODATE PA 20 T&TA			BALANCE PA 20 T&TA		
								Materials/ Supplies	Travel Costs	Presenter Fees/ Registration Fees		Materials/ Supplies	Travel Costs	Presenter Fees/ Registration Fees	Materials/ Supplies	Travel Costs	Presenter Fees/ Registration Fees
As Offered	16	1302J Program Management & Quality Improvement	Region X T/TA Professional Development	Active learning, lecture, role playing, discussion	Staff will have opportunity to network, to participate in learning opportunities offered at conference and to better understand the trends and resources in program content areas.	HSPPS 1302.53 Program Goal #1	Management Team Members as assigned	\$ -	\$ 3,000.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -
As Needed		All Program Areas	Develop training resources library	Tools and resources to enhance Adult Learning	Allocating funds for the purchase of digital training tools and platforms will enhance the quality, consistency, and accessibility of New Employee Training, Staff Make-Up Training, and ongoing professional development throughout the program year. These tools will support standardized content delivery, flexible learning schedules, and improved tracking of staff participation and progress. As a result, staff will demonstrate increased knowledge, skill proficiency, and preparedness, leading to improved program implementation, compliance, and overall service quality.	HSPPS 1302 Program Goal #2	All Staff	\$ 471.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 471.00	\$ -	\$ -
As Needed	40	1302C Education & Child Development Program Services	CLASS Training	Active Learning	Staff will gain an understanding of the CLASS Assessment tool. Staff will gain the skills and strategies needed to be a certified CLASS observer. Staff completing this course will be able to conduct CLASS observations in program classrooms.	HSPPS 1302.31; 1302.92; 1304.16	ED/DIS Manager CD Mentor/Coaches Other staff as assigned by Director	\$ -	\$ -	\$ 300.00				\$ -	\$ -	\$ 300.00	
As Needed	12	1302D.45 Mental Health Services	TPOT Assessor Training	Active Learning, Observation, Demonstration	TPOT (Teaching Pyramid Observation Tool) Assessor Training prepares professionals to reliably assess how preschool classrooms implement the Pyramid Model for social-emotional competence. The training involves a 2-hour, expert-led workshop—often in two 6 hour parts—covering classroom observations (2+ hours), teacher interviews, and scoring to ensure fidelity. Methodology: Training covers the 14 key teaching practices of the TPOT, focusing on 8 observation items, 3 interview-informed items, 3 interview-only items, and "red flag" items. Observation Skills: Assessor trainees learn to observe 2+ hours of classroom activity, including free play, teacher-directed activity, and transitions. Interview Techniques: Training instructs how to conduct a 15–20 minute teacher interview to fill in gaps regarding practices not immediately observed. Reliability & Certification: Participants often view and score video examples of teacher behaviors to meet reliability standards, becoming certified assessors to guide coaching and professional development. Target Audience: The training is designed for coaches, administrators, and trainers working with preschool classrooms (ages 2–5)	HSPPS 45 CFR § 1302.31 (Teaching and learning environment) and 45 CFR § 1302.32 (Curriculum and instruction)	ED/DIS Manager Mental Health Consultant CD Mentor/ Coaches			\$ 900.00							\$ 900.00

As Needed		1302C Education & Child Development Program Services	Coaching	Active learning, lecture, role playing, discussion Utilize Practice Based Coaching method	Staff will engage in ongoing observation, feedback, and instructional modeling that strengthens effective teacher practices and supports continuous professional growth. New Teachers and Assistant Teachers will receive nine months of intensive coaching to build foundational skills and instructional effectiveness. Current Teachers will complete a needs assessment to self-evaluate performance and identify targeted coaching needs related to specific job duties. Classrooms scoring below the established threshold on CLASS assessments will receive focused, domain-specific coaching until the next observation, resulting in improved CLASS scores, higher-quality classroom interactions, and enhanced learning experiences for children.	HSPPS 1302.92(c)	ED/DIS Manager CD Mentor Coaches Teachers Assistant Teachers	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Fall, Spring, Summer		All Program Areas	Academic degree for staff qualification	College courses towards degree	Staff will meet qualifications for position. Staff will also have the opportunity to gain a certificate or degree to qualify them for a different position within the program.	HSPPS 1302.91 (b)(c)(d)(e)(f)	Degree-Seeking Staff Members	\$ -	\$ -	\$ 7,000.00				\$ -	\$ -	\$ 7,000.00
TBD	4	1302C Education & Child Development Program Services	PBIS: Positive Behavior Intervention & Supports	Active learning, Discussion Possible	Staff will understand and utilize the strategies in the PBIS (Positive Behavior Intervention & Supports) manual. -Staff will be able to incorporate trauma informed care practices into the program's classrooms.	HSPPS 1302.45(a)	All Program Staff	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Monthly	9	1302C Education & Child Development Program Services	Education Professional Developments	Group Active Learning Online & In Person Teachers are networked with Coaches to reach short-term and long term goals.	Staff will increase effective teaching practices across the CLASS domains: Emotional Support, Classroom Organization and Instructional Support Staff will gain skills and Knowledge to be able to successfully implement high quality classroom management and teaching strategies. Topics that have been requested by staff include: CD-Six Weeks to Success Managing Challenging Behaviors In-Depth Special Education/ Disabilities Effective Teaming Individualizing/scaffolding for large and small groups Hands-On COR: Lesson Plans, Assessment, Story Boards Developmentally Appropriate Practice (DAP) for head start curriculum conflict resolution in the classroom Project Approach (process vs product); Healing from Childhood Trauma	HSPPS 1302.92(c) Staff Training Survey Education Staff Needs Assessments	Classroom Teachers Assistant Teachers Classroom Aides CD Mentor/ Coach, ED/DIS Manager	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Monthly	24	1302E Family & Community Engagement Program Services	Family Services Professional Developments	Group Active Learning Online & In person Family Advocates are networked with Coaches/ Managers to reach short-term and long term goals.	Staff will utilize self, peer and expert teaching to increase effective family support strategies and relationship building with families. Topics that have been requested by staff include: Effective Teaming Health Service Advisory Committee. Parenting Curriculum Motivational Interviewing Healing from Childhood Trauma MPIR/MPD	HSPPS 1302.92(c) Staff Training Survey	Family Services Staff Family Services Manager Mental Health Consultant HNS Manager	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pre-Service November	3	1302E Family & Community Engagement Program Services	Parenting Curriculum Training	Active learning, lecture, role-playing	Staff will understand how to facilitate the Parenting Curriculum with families. We will introduce the Parenting Curriculum to Family Advocates at Pre-Service as part of the Home Visit and Family Engagement Training. We will revisit and delve deeper into the curriculum in November.	HSPPS 1302.51(b) Program Goal #2	Family SVC Manager ED/DIS Manager Mental Health Consultant Family Advocates Teachers	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -
Pre-Service ASAP after hire	3	1302D Health Program Services	<b>Mandated Training:</b> CPR & First Aid Certification	Active learning, and demonstration	Staff will gain certification in CPR and First Aid to support needs in their immediate work locations.	HSPPS 1302.46 (1)(i) Idaho State Child Care licensing Requirements	All required Staff with expired/about to expire certifications	\$ -	\$ -	\$ 2,500.00				\$ -	\$ -	\$ 2,500.00

Once	16	1302J Program Management & Quality Improvement	North Idaho College training sessions	Web-based active learning	Staff will train on topics that will enhance their position within the organization. - Mental Health First Aid - Green Dot Violence Prevention -IT Security Training -Title IV- Sexual Harassment Prevention and Reporting -Professional Consortium Series	HSPPS 1302.92(b)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Once	1	1302J Program Management & Quality Improvement	Child + Training	Web-based active learning	Participants will gain a strong understanding of the Child+ Data base in order to efficiently administer and train staff on the use of the program.	HSPPS 1303.21 & 1303.24	Data base administrators	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Once	8	1302J Program Management & Quality Improvement	New Staff Training	Direct learning using online tools, Operations and Monitoring System, Work Plans and discussion with Component Area Coordinators and Supervisors	New staff will complete a comprehensive orientation process and demonstrate a clear understanding of employee benefits, job duties and responsibilities, program goals, program philosophy, required mandated trainings, individual work plans, the Operations and Monitoring System, and site-specific expectations for their assigned location. Staff will receive a documented schedule of required and ongoing training to support continued professional growth. Completion of the New Employee Orientation Checklist by the T/TA Manager will ensure consistency, accountability, and verification that all orientation components have been successfully delivered and understood.  Staff with regular child contact. All staff with regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: (A) The prevention and control of infectious diseases; (B) Prevention of sudden infant death syndrome and use of safe sleeping practices;"	HSPPS 1302.92 (b) Training & Professional Development	New Staff, Supervisors, Managers	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Annually/ New Staff Training	0.75	1302J Program Management & Quality Improvement	<b>Mandated Training:</b> Civil rights	Web-based active learning	Staff will understand and respect the civil rights of all people. Staff will watch the CACFP provided Civil Rights video, & sign the agenda. Staff will understand and be able to locate the Civil Rights Binder in each center. Staff will understand the civil rights complaint procedure and form.	HSPPS 1302.44 CACFP & 1302.46	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually New Employee Training	1	1302J Program Management & Quality Improvement	<b>Mandated Training:</b> Ethics and confidentiality	Center-based active learning NAEYC web training	Understand and implement NIC Head Start's confidentiality and ethics policies and procedures. Demonstrate ethics in professional interactions including social networking, conflict of interest and confidentiality. Highlight: Statement of Agreement- Code of Conduct Confidentiality of Child/Family records. Professional Boundaries NASW Code of Ethics NAEYC Code of Ethics Checking out Head Start	HSPPS 1303c/ 1302.90 (c)(1)(IV)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually New Employee Training	0.5	1302I Employee Information	<b>Mandated Training:</b> Head Start Standards of Conduct	New Employee Training Active learning, lecture	Staff will understand and abide by Head Start Standards of Conduct included in the Statement of Agreement/ Employment Declaration.	HSPPS 1302.90 (c)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Annually New Employee Training	1	1302J Program Management & Quality Improvement	<b>Mandated Training:</b> Program organization and philosophy	Active Learning Incorporate Mission and goals awareness at all trainings and throughout program documentation	Staff will be knowledgeable about program organizational structure, communication loop, and program philosophy (including strength-based, solution-focused, reflective practices). Staff will understand and apply principles of program's mission and 5 Year goals. Strengthen representation of Head Start in the communities.	HSPPS 1302.92(a)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually New Employee Training	0.5	OMS- Head Start Program Performance Standards	<b>Mandated Training :</b> Head Start Program Performance Standards	New Employee Training Active learning, lecture	Staff will understand and abide by the Head Start Program Performance Standards. Staff will understand how the Operating & Monitoring System connects to HS Program Performance Standards.	HSPPS	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Employee Training	2	1302D Health Program Services	<b>Mandated Training:</b> Safe Sleep	IdahoStars Video Online; Lending Library reading, or live training	Staff will be able to: -identify environments & situations that could be potentially risky for sleeping children -recognize the importance of safe sleep practices -understand actions that promote safe sleep in the child care setting -promote safe sleep practices in your center	HSPPS 1302.47 (b)(4)(B) Idaho State Child Care licensing Requirements	Education Staff, ED/DIS Manager, Family Advocates Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	2	1302D Health Program Services	<b>Mandated Training:</b> Medication Administration	IdahoStars Video Online; Lending Library reading, or live training	Staff will understand : -recognize different types of medications -identify situations in which giving medication is appropriate -recognize preparation steps for giving medication -differentiate methods for giving medication -demonstrate documentation of medication administration in child care	HSPPS1302.47(b)(7)(iv) Idaho State Child Care licensing Requirements	Center Staff as assigned by Center Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	1	1302D Health Program Services	Substance Use Training	Active learning, lecture, demonstration	Staff will increase their confidence and competency in recognizing substance use concerns, engaging families with empathy and respect, and connecting families to appropriate supports while maintaining safe and nurturing learning environments for children.  This training provides Head Start staff with an overview of substance use and its potential impact on children and families. Participants will learn how to recognize possible signs of substance use concerns, respond with empathy and professionalism, and support families through a trauma-informed, strengths-based approach. The training also highlights strategies for maintaining safe environments for children and connecting families with appropriate community resources.	HSPPS 1302.46 & 1302.45	All Staff								
Annually/ Pre-Service	1	1302D Health Program Services	<b>Mandated Training:</b> Health & Safety Policies & Procedures	Center-based active learning, handouts, posters	Staff will know and understand the program's health philosophy and policies. Areas covered: Exclusion of sick children and staff Tracking child absences procedure. Medication administration Food allergies and meal time Allergies/ Medical plans Diapering & Toileting Proper hand-washing procedures Child incident procedures Toothbrushing procedure Rest Time sanitation Chemical Hazard Safety SDS Manual Cleaning & Sanitization schedules Emergency Procedures	HSPPS 1302.92(b)(4)	Health Services Manager Center Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Annually/ Pre-Service	4	1302D Health Program Services	<b>Mandated Training:</b> Emergency preparedness and response planning for emergencies	Center-based active learning, demonstration	Staff will understand emergency preparedness and response planning for emergencies specific to local areas, which include: Center Emergency Plans, Evacuation, Lockdown, Fire Drill Procedures, Missing Child, Accidents, Natural and Criminal Disasters and Emergencies, using North Idaho College Head Start's Emergency Manual as a guide for planning, practicing, reviewing and revising plans and involving staff, parents and community members.	HSPPS 1302.47 (G)	Center Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually/ Pre-Service	0.5	1302D Health Program Services	<b>Mandated Training</b> Prevention and response to emergencies due to food and allergic reactions	Lecture	Staff will understand signs and symptoms of food allergies, legal rights of children with food allergies, USDA statues, state and local laws and policies for food service and safety and how to respond to a food allergy emergency.	HSPPS 1302.7 (G)	Cooks, Family Advocates and Teachers Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually/ Pre-Service	1	1302D Health Program Services	<b>Mandated Training:</b> Cleaning, sanitizing and disinfecting at centers Chemical Hazard Safety (HAZCOMM)	active learning, lecture, Power Point Presentation	Staff will understand and implement proper procedures to clean, sanitize and disinfect. Staff will know what products to use and schedule of use. Staff will review SDS binder.	HSPPS 1302.47 (4)(i)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually/ Pre-Service	0.5	1302D Health Program Services	<b>Mandated Training:</b> Blood Borne Pathogen Control	Blood Borne Pathogens Video	Staff will understand signs and symptoms of common infectious diseases and their role in containing the spread of infectious disease through consistent use of universal safety precautions, health and safety routines, curriculums, conducting daily health checks and by consistently monitoring students well-being and potential environmental hazards.	HSPPS 1302.47 (4)(a)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	3	1301 Program Governace	<b>Mandated Training :</b> Shared governance meeting	Active learning, presentation, lecture, dicussion	Participants' understanding of program governance, including roles and responsibilities, will be strengthened. Participants will understand requirements relating to sharing and reporting program information and activities. Participants will know and understand the responsibilities related to decision-making and approval, as well as the governance responsibilities for the 5-year grant cycle.	HSPPS 1301.5	Policy Council Representatives, NIC Board of Trustees Representatives, Supervisors, Management Team	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	6	1302F Services for Children with Disabilities	<b>Mandated Training:</b> Disabilities Service Plan & Strategies	Active Learning Online Learning TLC Discussion Role Playing	Ensure staff understand the program's Disability Service Plan and related performance standards and are aware of the screening and referral process. Participants will understand: -How to support children with disabilities in the classroom -People first language -Visuals -Physical Supports -Behavior tracking process -Disability referral process & supporting parents -Developmental screeners -Data entry in database	HPPS 1302.61(b)	Supervisors Education staff Family Advocates	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -

Bi-Annually	6	All Program Areas	Trainings provided through collaboration	Collaborate with other programs and agencies (MSEHS, CPS, children's mental health, school districts) for learning opportunities (collaborations established with Memorandum of Understanding)	Strengthen knowledge and understanding of other agencies, programs and needs. Better use resources across communities. Demonstrate collaboration with community agencies and programs. -Increase staff knowledge of Mental Health Linkages and Community linkages to support connections for families.	HSPPS 1302.53 (1)	Mental health Consultant Managers Supervisors Family Advocates	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Monthly	5	1302J Program Management & Quality Improvement	Staff Health & Wellness	Center Based On Line Demonstration Hands on Discussion	Staff will gain skills and knowledge to support their own health & wellness. Staff requested topics include: Mental Health Preventing Burnout Stress Management Self-Regulation Common Childhood Illnesses and How To Respond Self Management & Productivity Building Resilient Teams Relationships & Connections in the Workplace Managing Pressure & Balance Emotional Intelligence	HSPPS 1302.93(b)	All Program Staff	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Monthly	20	1302J Program Management & Quality Improvement	Center Staff Meetings	Center Based Active Learning Discussion	Center Staff will meet monthly to discuss center operations and current needs, including: 1) Staff Wellness 2) Monthly center calendar 3) Center Budget Reports 4) In- Kind/Family Engagement 5) Strategic Plan 6) Center emergency preparedness 7) Active Supervision strategies 8) Center Meal Service 9) Policy Council Report 10) Parent Business Meeting/ Parent Education Planning 11) Recruitment 12) Program/ Management Team Report 13) Community Engagement Assignment 14) Evaluation of center health & safety checklists, kept with MPIRS 15) Good of the order	HSPPS 1302.47	All Center Staff	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Pre-Service/ Monthly	3	1302C Education & Child Development Program Services	<b>Mandated Training:</b> Active Supervision	Monthly Center Staff Meeting item Active Learning, Discussion	Staff will understand what Active Supervision is, what their responsibility is with active supervision and strategies to ensure active supervision. At monthly center staff meetings, staff will review active supervision techniques and discuss strategies for active supervision in the center.	HSPPS 1302.47(a)	All Staff	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
October 21st, 2025	6	1302J Program Management & Quality Improvement	Effective Leadership/ Guiding Adults	Early Head Start	Participants will understand: -Staff Performance Management & Documentation - Reflective practices -Effective leadership strategies -Succession Planning -Recruiting & Retaining Staff -Supervision strategies -Principles for guiding adults -Strengths based guidance -communication & planning for change -Adult Learner principles	HSPPS 1302.101 (a)(1) Program Goal #1 & #2 Staff Training Survey	Director Managers Supervisors	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-

Pre-Service & ED PD	10	1302C Education & Child Development Program Services	<b>Mandated Training:</b> Curriculum & Assessment Training	Active Learning, Discussion, Lecture, Zoom Meetings/TEAMS/Virtual 6hrs Pre-Service & .5 hrs incorporated into Ed PD Monthly	Staff will review the program's Curriculum and understand how to use it with fidelity. Staff will gain positive strategies to understand and support children's social and emotional development, such as tools for managing children's behavior - How to plan for and implement program Curricula - High Scope, -Conscious Discipline -Learning without tears, -What Supplemental curriculum resources we have and how to use them to support our main curriculum. -Staff will understand open ended materials and activities including art & construction. -Staff will understand strategies for supporting process vs product and problem solving. - Dual Language Learner Policy & Procedures	HSPPS 1302.92 (b)(5)	ED/DIS Manager CD Mentor/ Coaches Education Staff, Supervisors	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -
Pre-Service/ New Staff Training	2	1302D Health Program Services	<b>Mandated Training:</b> Child abuse and neglect law and regulations	Training video *combined with annual Health & Welfare collaboration	Annual training on mandatory reporting of suspected or known child abuse and neglect, that complies with applicable Federal, State, local, and Tribal laws Staff will understand: -The responsible HHS official to whom programs must report -The reporting timeframe -Consequences for failure to report during the given timeframe -Circumstances under which the obligation to submit a report for significant incidents regarding the health and safety of children applies Examples of significant child health and safety incidents that must be reported to HHS and the Office of Head Start (OHS)-How to recognize Child Abuse and Neglect -What it means to be a mandated reporter -How to make a report -How to complete CAN Documentation	HSPPS 1302.47; 1302.90; 1302.92; 1302.94; 1303 (F)	All Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	2	1302E Family & Community Engagement Program Services	Forms & Documentation Training	Active learning, Lecture Computer Lab	Staff will understand and be able to demonstrate the correct way to complete documentation, both hard copy and electronic. Staff will know and understand the various forms relating to the home visits, enrollments and all forms related to serving children and families.	HSPPS 1302.92 (b)(3) HSPPS 1302.24	Managers Supervisors Teachers Family Advocates	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	
Pre-Service	0.5	1302E Family & Community Engagement Program Services	<b>Mandated Training:</b> Home Visit Safety	Active Learning, Lecture	Staff will become familiar with safety strategies while visiting homes of enrolled families. Scheduling Letting Supervisor & co-workers know when you will be out of the office for a HV and where Situational awareness Code words Parking Staffing Alternate location HV procedures	HSPPS 1302.92 (b)	Classroom Teachers, Family Advocates Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	2	1302E Family & Community Engagement Program Services	<b>Mandated Training:</b> Parent, Family, Community Engagement Framework	Active Learning, Lecture, Discussion	Staff will understand how program goals and procedures align with the Parent, Family, Community Engagement Framework Staff will understand what Family Engagement means. Including: -Building relationships w/ families -Volunteer Recruitment -Creating Welcoming environments -Staff will understand and support parents in the voting process and parent involvement in Policy Council.	HSPPS 1302.52 Program Goal #2	Family Services Manager Family Advocates Classroom Teachers Supervisors	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	

Pre-Service	1	1302C Education & Child Development Program Services	<b>Mandated Training:</b> School Readiness Plan	Active Learning	Staff will understand how the program school readiness goals align with the Head Start Early Learning Outcomes Framework. -Staff will understand child goal setting and child outcomes	HSPPS 1302.92 (b)(4)	Education staff Ed/Dis Manager Child Development Mentor Coach Supervisors	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	2	1303 Fiscal & Administrative Requirements	Program Fiscal Processes	active learning, demonstration	Staff will understand and follow program fiscal procedures, which include: - Center Budget Maintenance & Monitoring -Fiscal Processes -Allowable Costs -Fiscal Responsibility- Waste, Fraud, Abuse -Inventory -Purchasing procedures -Requesting Pos -Allowable Pcard Purchases -CACFP purchases -Quality purchasing -Vendor options	HSPPS 1303	Director Managers Supervisors Administrative Assistant Cooks Senior Administrative Assistant -Any staff member with purchasing authority	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	0.5	1303 Fiscal & Administrative Requirements	Center Fiscal Processes	Center-based active learning, demonstration	Center staff will understand and follow program fiscal procedures, which include: 1)Center budgets reviewed and approved through parent committee 2)Center Purchasing Procedures 3)in-kind 4) purchase orders 5)inventory	HSPPS 1303	Center Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	1	1302I Program Management & Quality Improvement	Center Operations	Center-based active learning	Staff will know and understand center operations, operating procedures, daily operating schedule, performance standards. Staff will understand team roles and responsibilities and make a plan for team member absences. Staff will understand collaborative teaming.	HSPPS 1302.47	Center Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pre-Service	8	1302D.44 CACFP	<b>Mandated Training:</b> CACFP Annual Cook Training	Active Learning	Staff will know and understand processes for meal service and reimbursements. Staff will understand preparing food for children. Including: •Special Diets/ Allergies Production Records •Nutrition guidelines/ Measuring •Job specific documentation ( meal counts, production sheets etc.) •CACFP Guidelines •Budget. Fiscal processes	HSPPS 1302.44 CACFP Staff Training Survey	Health & Nutrition Services Manager Cooks (8hrs), Supervisors ( 4hrs)	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ -	\$ -	\$ -
July	4	1303E Facilities	Facilities & Project Management	Active Learning, Discussion, Lecture	Staff will know and understand the requirements for facility maintenance and repair and how to procure services for the center. Staff will know and understand strategies for large project management in the centers.	HSPPS 1303E Facilities Staff Training Survey	Supervisors Administrative Assistants Facility Techs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
August	8	1302D.44 CACFP	<b>Mandated Training:</b> CACFP Annual Training	Active Learning, Discussion, Lecture	Staff will gain information on CACFP compliance procedures, including menus & production sheets. Staff will gain skills in implementing the full CACFP program in the centers.	HSPPS 1302.44 CACFP	Health & Nutrition Manager Cooks as designated by Director	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	3.5	1302C Education & Child Development Program Services	COR Reliability Training	Online learning	COR 101-Participating staff will understand COR reliability, how to enter observations and complete assessments in COR.	HSPPS 1302.33 Staff Training Survey	ED/DIS Svc Manager Teachers Assistant Teachers	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

December, 2026	16	1302D Health Program Services	Annual Conference of the Injury Free Coalition for Kids	Active learning, lecture, role-playing, discussion	<p>Objectives The objectives of the 2024 Conference are to provide participants with an opportunity to:</p> <p>Expand knowledge in the field of Injury Prevention. Encourage and disseminate injury prevention research. Learn about designing, planning and building healthy communities. Share and explore challenges and successes in community-based injury prevention programming with a goal of helping trauma centers develop and improve injury prevention programs. Share information about innovative injury prevention best practices. Describe how trauma centers can develop and evaluate community-based injury prevention programs. Identify opportunities for multi-city projects and research as well as opportunities to learn more about translating research into practice in minority and resource-limited communities. Provide attendees with the opportunity to revitalize their creative energies in order to continue to innovate and sustain healthy communities.</p>	1302D Health Program Services	Health & Nutrition Manager	\$ -	\$ 1,100.00	\$ 400.00	Unable to attend this year, would like to go next year. Put \$1500+	\$ -	\$ -	\$ -	\$ 1,100.00	\$ 400.00
Fall & Spring	2	1302J Program Management & Quality Improvement	Collaborative Teaming	Active Learning, Discussion	Attending staff will understand the benefits of direct, positive communication, including collaborative teaming. Teachers will understand how to delegate tasks and express expectations in the classrooms. Supporting Staff in the classroom will understand what their role is, in the classroom.	HSPPS 1302.93(b)	All Staff	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
20-Feb-26	6	1302E Family & Community Engagement Program Services	Motivaitonal Interviewing	Training Collaboration with EHS. Active learning, lecture, role-playing, discussion	<p>Participating staff will understand the purpose and strategies of Motivaitonal Interviewing: The objectives of motivational interviewing include: -Helping individuals explore their feelings and motivations. -Creating change within the person being interviewed by helping them see the importance of taking action to improve their situation. -Encouraging individual autonomy in decision making by clarifying strengths and aspirations, listening to concerns, and boosting confidence in their ability to change. -Promoting autonomy of decision making by using a guiding style to engage with patients and evoke their own motivations for change.</p>	HSPPS 1302.53	Managers, Supervisors, Family Advocates, Teachers	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
February	20	1302J Program Management & Quality Improvement	Idaho Head Start Association Statewide Conference	Active learning, lecture, role-playing, discussion	Staff & PC Reps will become familiar with IHSA;experience the awards and recognition of Head Start employees, volunteers, and parents from throughout the state; participate in learning opportunities offered at the conference.	HSPPS 1302.53	Director Staff (as assigned by Director), Policy Council Representatives (as elected by Policy Council)(5)	\$ -	\$ 4,000.00	\$ 1,400.00		\$ -	\$ -	\$ -	\$ 4,000.00	\$ 1,400.00
March	16	1302E Family & Community Engagement Program Services	Strengthening Families Training Institute/ Idaho Children's Trust Fund Institute	Active learning, lecture, role-playing, discussion	Attending staff will participate in the institute and participate in all research based training provided. Staff will gain skills and strategies to use in delivering services to families. Staff Members will also build community connections and collaborations.	HSPPS 1302.53(2)(iii) Program Goal #2	Family Services Manager Staff as assigned by Director (2)	\$ -	\$ 1,580.00	\$ 450.00		\$ -	\$ -	\$ -	\$ 1,580.00	\$ 450.00
Apr-27	16	1302D.44 CACFP	National CACFP Training Conference	Active Learning, Discussion, Lecture	Staff will gain information on CACFP procedures, including menus, production sheets. Staff will gain skills in implementing the full CACFP program in the centers.	HSPPS 1302.44 CACFP	Health & Nutrition Manager,	\$ -	\$ 1,100.00	\$ 500.00	Jess G Going	\$ -	\$ -	\$ -	\$ 1,100.00	\$ 500.00
April	24	1302J Program Management & Quality Improvement	Region 10 T/TA Leadership Conference	Active learning, lecture, role-playing, discussion	Program Leadership staff will attend conference to gain skills and strategies for leading and administering a Head Start Program. Attending staff will learn of trends in Head Start Leadership and Region 10 Head Start Programs.	HSPPS 1302.53	Director Operations Manager Component Managers Supervisors	\$ -	\$ 4,000.00	\$ -				\$ -	\$ 4,000.00	\$ -

April	16	1302J Program Management & Quality Improvement	National Head Start Association Conferences	Active learning, lecture, role-playing, discussion	If strategic funding allows: Staff will have the opportunity to network, participate in learning opportunities offered at conference. The program will decide which conference(s) to attend based on staff need, conference location and conference offerings: Parent, Family and Community Engagement Conference NHSA Annual Conference LEADS Conference Winter Leadership Conference	HSPPS 1302.53, 1302.92	Staff (as assigned by Director)	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	4	1302A ERSEA	<b>Mandated Training:</b> Eligibility training	Active Learning	Staff will know and understand policies and procedures related to the application process, and determining and verifying Eligibility; Staff will be prepared to accept applications for enrollment.	HSPPS 1302.12(m)	Eligibility Coordinator	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	7	1302J Program Management & Quality Improvement	End of the year review	Active learning, discussion, lecture	Staff will understand the program's accomplishments throughout the year and how the information connects to the planning for the next program year. Staff will celebrate and acknowledge the difference they have made during the year. Scholarship and Award recipients are acknowledged for their contributions to the program during the year.	HSPPS 1302.92	All Staff	\$ 100.00	\$ -	\$ 500.00		\$ -	\$ -	\$ -	\$ 100.00	\$ -	\$ 500.00
June	16	1302E Family & Community Engagement Program Services	Family Violence Training	Active Learning, Discussion, Lecture	IDCVVA? Staff will become familiar with the dynamics of domestic violence. Staff will gain strategies for working with families experiencing domestic violence. Staff will gain resources for families experiencing domestic violence. Connect to Motivational Interviewing?	HSPPS 1302.53(2)(iii)	Family Advocates, Supervisors	\$ -							\$ -	\$ -	\$ -
								\$ 1,171.00	\$ 14,780.00	\$ 13,950.00		\$ -	\$ -	\$ -	\$ 1,171.00	\$ 14,780.00	\$ 13,950.00
								<b>Budget PA 20 T&amp;TA</b>			<b>USED TODATE PA 20 T&amp;TA</b>			<b>BALANCE PA 20 T&amp;TA</b>			

\$ 6,950.00

Date	Allocated Time (in hours)	Content Area	T/TA Need/ Topic	Strategy	Expected Outcomes	Addressing a Specific Need	Participants	PA 20 T&TA			Summary	USED TODATE PA 20 T&TA			BALANCE PA 20 T&TA		
								Materials/Supplies	Travel Costs	Presenter Fees		Materials/Supplies	Travel Costs	Presenter Fees/Registration Fees	Materials/Supplies	Travel Costs	Presenter Fees/Registration Fees
Ongoing All PC Meetings	0.25	1302J Program Management & Quality Improvement	Program mission, and 5 year goals and objectives 1302.92(a)	Incorporate mission and goals awareness at all trainings and throughout program documentation	Understand and apply principles of program's mission and goals. Strengthen representation of Head Start in the communities.	HSPPS 1302.92(a)	Policy Council Reps Operation Manager Director Staff Recorder	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ongoing All PC Meetings	1	All Program Areas	<b>Mandated Training:</b> Performance Standard Alignment	Discussion and procedure review	Review Performance Standards and procedures to ensure alignment of policy and procedure with performance standard.	HSPPS 1302.92(a)	Policy Council Reps Operation Manager Director Staff Recorder	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	6	1301 Program Governance	New Representative Training	Active learning	New Policy Council members will understand their role as decision-makers and representatives. Members will review and understand Policy Council procedures. Members will become knowledgeable about program budget. Members will have a basic understanding of the process of Robert's Rules of Order to conduct and follow a meeting. Members will participate in team building activities to increase group cohesiveness. Policy Council Representatives will understand and abide by Head Start Standards of Conduct, and receive civil rights training.	HSPPS 1302.90 (c)	New Policy Council Representatives Supervisors	\$ 200.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 200.00	\$ -	\$ -
November	2	1301 Program Governance	New Officer Training	Active Learning	Officers will facilitate meetings professionally, serve as role models for representatives, and demonstrate a basic understanding of Robert's Rules of Order and parliamentary procedures when conducting meetings.		Policy Council Officers Operations Manager	\$ 50.00	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 50.00	\$ -	\$ -
November	3	1301 Program Governance	<b>Mandated Training:</b> Shared governance meeting	Active learning, presentation, lecture, discussion	Participants' understanding of program governance, including roles and responsibilities, will be strengthened. Participants will understand requirements relating to sharing and reporting program information and activities. Participants will know and understand the responsibilities related to decision-making and approval, as well as the governance responsibilities for the 5-year grant cycle.	HSPPS 1301.5	Policy Council Representatives, NIC Board of Trustees Representatives, Supervisors, Management Team	\$ -	\$ -	\$ 500.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00
November	1	1302A ERSEA	<b>Mandated Training:</b> Eligibility training	Active Learning	Policy Council Reps and NIC Board of Trustees will know and understand policies and procedures around determining eligibility within 180 days of the beginning of his/her term.	HSPPS 1302.12(m)	Policy Council Reps NIC Board of Trustees	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	24	1302J Program Management & Quality Improvement	IHSA member meeting	Active learning, lecture, role-playing, discussion	PC Reps will become familiar with IHSA; experience the awards and recognition of Head Start employees, volunteers, and parents from throughout the state; participate in learning opportunities offered at the conference.	HSPPS 1302.53	Staff (as assigned by Director), Policy Council Representatives (as elected by Policy Council)	\$ -	\$ 1,600.00	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 1,600.00	\$ -
								\$ 250.00	\$ 1,600.00	\$ 500.00		\$ -	\$ -	\$ -	\$ 250.00	\$ 1,600.00	\$ 500.00
								<b>Budget PA 20 T&amp;TA</b>				<b>USED TODATE PA 20 T&amp;TA</b>			<b>BALANCE PA 20 T&amp;TA</b>		

Date	Allocated Time (in hours)	Content Area	T/TA Need/ Topic	Strategy	Expected Outcomes	Addressing a Specific Need	Participants	PA 20 T&TA			Summary	USED TODATE PA 20 T&TA			BALANCE PA 20 T&TA		
								Materials/Supplies	Travel Costs	Presenter Fees		Materials/Supplies	Travel Costs	Presenter Fees/Registration Fees	Materials/Supplies	Travel Costs	Presenter Fees/Registration Fees
Ongoing	2	All Program Areas	Trauma-informed care	Incorporate trauma informed care into professional development opportunities.	Trauma-informed care will become a program wide philosophy for working with children and families.		Volunteers	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
As Needed	8	1302E Family & Community Engagement Program Services	<b>Mandated Training:</b> Parenting Curriculum	Active Learning; Discussion	Supporting parents in learning positive parenting skills and knowledge. Parents will understand how to be the primary teacher for their children and full partners in the education of their children.	HSPPS 1302.51(b)	Program Parents	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	0.5	1302I Employee Information	<b>Mandated Training:</b> Head Start Standards of Conduct	Active learning, lecture	Volunteers and Policy Council Representatives will understand and abide by Head Start Standards of Conduct	HSPPS 1302.90 (c)	Volunteers, Policy Council Reps	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	0.5	1302E Family & Community Engagement Program Services	<b>Mandated Training:</b> Parent Orientation/ Program Orientation	Active learning, lecture	Program Parents/ Guardians will learn and understand: Welcome/ Introduction of Staff Parent Rights/ Responsibilities Greivance Procedure Mental Health Consultant Role Family Engagement Opportunities In-Kind School Closures Meal Times Confidentiality Classroom/ Center Information Health & Safety Procedures NIC Work Study/ Internship Sites Home Visits Privacy of Child Records Preventing Child Abuse & Neglect	HSPPS 1302.50(b)	Program Parents/ Guardians	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	1	1302D Health Program Services	<b>Mandated Training:</b> Children's Health	Discussion Information resource	Program Parents will have the opportunity to learn about and understand about: - safe sleep practices in a child care setting. -Children's preventative Medical & Oral Health -Emergency First Aid -Environmental Hazards -Health & Safety practices for the home including exposure to Lead, Tobacco, prescription & Non- prescription Drugs etc.	HSPPS 1302.46 (b)(1)(i)	Program Parents	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Annually	1	1302D Health Program Services	<b>Mandated Training:</b> Nutrition Education	Active Discussion, Demonstration	Parents will have the opportunity to discuss their child's nutritional status with staff, including the importance of physical activity, healthy eating, and the negative consequences of sugar-sweetened beverages, and how to select and prepare nutritious foods that meet the family's nutrition and food budget needs.	HSPPS 1302.46 (b)(1)(ii)	Program Parents	\$ -	\$ -	\$ -					\$ -	\$ -	\$ -

Annually	0.5	1302D Health Program Services	Transportation safety training	Active Discussion, Demonstration	Program Parents will have the opportunity to learn about and understand about appropriate vehicle and pedestrian safety for keeping children safe.	HSPPS 1302.47(b)(4)(E)	Program Parents	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -			
Annually	1	1302D Health Program Services	Mental Health	Active Discussion, Demonstration, Role play	Parents will have the opportunity to discuss with staff and identify issues related to child mental health and social and emotional well-being, including observations and any concerns about their child's mental health, typical and atypical behavior and development, and how to appropriately respond to their child and promote their child's social and emotional development.	HSPPS 1302.46 (b)(1)(iv)	Program Parents	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -			
As Needed	0.5	1302E Family & Community Engagement Program Services	Volunteer Orientation	Active Learning	Program Parents and volunteers will understand their role and expectations as a volunteer. Volunteers will learn: Civil Rights; Child Abuse & Neglect; Center Operations; Code of Conduct; Statement of Agreement; Policy Acknowledgement & Emergency Procedures	HSPPS 1301.5	All Staff Program Parents	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -			
Monthly	9	1302E Family & Community Engagement Program Services	Parent Education Topic	Active Learning	Staff will collaborate on or provide parent education events based on parent interest topics collected at enrollment, and as identified in the strengths and needs questionnaires.	HSPPS 1305.51(a)	Family Advocates Program Parents	\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00			
As Needed	0.5	1301 Program Governance	Parent Involvement in Policy Council	Active Learning	Program Parents will understand the voting process and parent involvement in Policy Council.	HSPPS 1301.5	All Staff Program Parents	\$ -	\$ -	\$ -				\$ -	\$ -	\$ -			
								\$ 500.00	\$ -	\$ 500.00				\$ 500.00	\$ -	\$ 500.00			
								<b>Budget PA 20 T&amp;TA</b>						<b>USED TODATE PA 20 T&amp;TA</b>			<b>BALANCE PA 20 T&amp;TA</b>		

# North Idaho College Head Start Program Improvement Plan for 2026-2027

North Idaho College Head Start uses innovative strategies to conduct a comprehensive assessment of program strengths and challenges. On October 17, 2025, the Policy Council approved the Self-Assessment plan, followed by an entrance meeting on October 29, 2025, where teams were established to carry out the process. These teams included parents, staff, administrators, and community stakeholders. The four focus areas identified were Safe and Healthy Learning Environments, Fiscal, Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA), and Program Design, Management, and Improvement (PDMI).

Each team developed a methodology, identified key insights, reviewed progress toward program goals and objectives, and provided recommendations. The following summarizes progress on the 2025–2026 Improvement Plan and outlines priorities for the 2026–2027 Program Improvement Plan, based on input from self-assessment teams and stakeholders across the five counties served.

## Program Design, Management and Improvement

The team of staff and Policy Council members focused on **1302.53 Community Partnerships and Coordination with Other Early Childhood and Education Programs**. The group reviewed staff community engagement assignments and parent and community involvement on internal committees across the five counties that support resources for families. Key insights included the strong presence of community representatives on advisory groups such as Policy Council and the Health and Mental Health Services Advisory Committee. These partnerships strengthen connections with local agencies and support access to needed services for enrolled families.

## Supporting Safe and Healthy Learning Environments

This team of staff and parents focused on the Center Checklists and the Monthly Safety Hazard Inspections to review the completion and follow-up of any identified concerns. Key insights include Center Checklists and Monthly Safety Hazard Inspections are being completed

consistently and identified safety concerns are addressed in a timely manner. The team recommended increasing staff knowledge of checklist content by incorporating it into the annual pre-service training schedule.

A second area of focus was developmentally appropriate teaching and home visiting practices. A questionnaire was sent to Lead Teachers to assess how they are ensuring that home visit activities are developmentally appropriate. Key insights include the following: teachers are using program-supported curriculum and tools to ensure home teaching activities are developmentally and age appropriate. During home visits, staff discuss age-appropriate activities with families and regularly share new activity ideas drawn directly from the curriculum to support learning at home.

#### Eligibility, Recruitment, Selection, Enrollment and Attendance

The self-assessment gathered input through surveys and direct communication with supervisors, family services staff, and managers to evaluate the new enrollment process. Overall, the revised process showed several strengths, including improved efficiency through centralized applications, streamlined procedures, and reduced workload for Family Advocates. Staff also reported fewer errors in eligibility verification and better organization of required documentation. One systemic issue that was discovered in our monthly program information report was child attendance and corresponding reasons for absences. Across our program, 54% of children enrolled are missing more than 10% of program days per year.

#### Fiscal Infrastructure

The group focused on conducting a wage study utilizing our current wage scale. The data tools that were used for this analysis were from the Idaho Department of Labor Statistics, IHSA wages and benefits comparability survey report and wages from the local school districts. This policy change dictates that programs are expected to begin planning and making progress towards increasing the Head Start education staff wage to be 90% of K-3<sup>rd</sup> grade teachers within their geographical school district by August 1, 2031. Key insights include: our program has a wage scale/ladder and has the means for which to incentivize and differentiate education levels. Recommendations: incremental increases for bachelor's level teachers leading into 2031, mirroring bachelor level family services staff to match teachers to encourage competitive

hiring, explore increasing wages for facility techs, cooks, classroom aides and administrative assistants.

In program-year 2025-2026, during NIC Head Start's self-assessment process, program strengths were identified with two specific improvement needs: First modernizing communication with our ERSEA efforts, including utilizing our parent communication platform and streamlining communication to reduce paperwork burden on parents and staff. Also, we set a goal to increase communication with health care providers to increase the number of children receiving health care that we receive timely documentation for, and to increase utilization of the State IRIS system for tracking immunizations. These two systemic issues became program improvement goals for program-year 2025-2026. The actions identified and carried out around ERSEA included training provided to education and family services staff on our communication platforms, Kaymbu and ChildPlus. Teachers are inviting parents more consistently, and both education and family services staff are reporting success in increasing communication with families, including ELL families.

For our health and safety goal and objectives, we increased the number of community engagement assignments to include more health boards and committees, we streamlined our electronic communication with health care providers and we are seeing more timely documentation of health actions, including immunization records accessed with permissions through IRIS.

As we plan for our improvement goals for our second year of our five-year grant cycle, our previous goals are in the process of completion and/or improvement to the extent that these goals will no longer rise to the level of ongoing improvement goals for PY26-27.

For program-year 2026-2027, our improvement focus will be in two areas:

- 1) Fiscal
- 2) ERSEA (Attendance).

The program improvement goals on the following pages are the improvement plans for implementation based on ongoing self-assessment efforts.

North Idaho College Head Start  
**PY 2026-2027 PROGRAM IMPROVEMENT PLAN**  
**Goal #1**

FISCAL				
Action Items & Outcomes	Person Responsible	Documentation	Projected Completion	Completed
<b>Form a planning and development committee to have incremental increases for bachelor's level teachers leading into 2031, mirroring bachelor's level family services staff to match teachers to encourage competitive hiring; explore increasing wages for facility techs, cooks, classroom aides and administrative assistants</b>	Management Team Fiscal Specialist	Minutes from planning and development committee  2026-2027 Wage Scale 2027-2028 Wage Scale	April 1, 2027 and ongoing	
Comments				

North Idaho College Head Start  
**PY2026-2027 PROGRAM IMPROVEMENT PLAN**  
**Goal #2**

<b>ERSEA – Attendance</b>				
Action Items & Outcomes	Person Responsible	Documentation	Projected Completion	Completed
<p><b>Develop a hyper-focused community resource list to assist families in removing barriers to attendance.</b></p>	<p>Health Services Manager            Family Services Manager            Ed/Disability Manager            Family Advocates</p>	<p>Focused community list for each community</p> <p>PIR Reports</p>	<p>October 2026            and ongoing</p>	
<p>Comments</p>				

## Tab 4

**BOARD OF TRUSTEES MEETING**  
**March 25, 2026**

---

**TAB 4**

**NEW BUSINESS:** Trustee Annual Affirmations

**BACKGROUND:** Tab 4 includes the recently amended NIC Board of Trustees Annual Affirmation which was approved by the Board at the February 25, 2026 regular Board of Trustees meeting.

**SUGGESTED MOTION FOR BOARD ACTION**

It is requested that a Board Member make the motion for each of the Trustees to complete and sign the recently amended Trustee Annual Affirmation.

Prepared by: Suzy Scura  
Board Clerk

## Annual Trustee Affirmation

*As a North Idaho College Trustee, I affirm that:*

- I will work to support the mission, vision, and values of North Idaho College (“NIC”).
- I will respect and abide by the Idaho Open Meeting Law per Idaho Code §74-201 through §74-208.
- I will recognize that authority over the organization is only vested in the Board when it meets in legal session;
- I recognize my authority exists only when acting collectively with my fellow board members, and that our authority is derived from, and obliged to serve, the interests of our entire community;
- I will devote time, thought, and study to the duties of a trustee, and engage in an ongoing process of in-service education and continuous improvement;
- I will consider information received from all sources and base decisions upon all available facts while maintaining confidentiality of privileged information;
- I will work with fellow trustees in a spirit of harmony and co-operation, and respect differences of opinion;
- I will respect the majority decisions of the Board.
- I will demonstrate discretion when making public statements in person, online or in other forums, so as to minimize the impression that such statements reflect the opinion of NIC or the Board. This includes full disclosure to participants when attending meetings as an ordinary citizen.
- I will be prepared to participate in open, honest, and civil deliberation with my colleagues, vote my conscience rather than to advance any special interests, and respect the decisions we make;
- I will deal appropriately with sensitive issues and respect the confidentiality of discussions that take place during executive sessions;
- I represent everyone the College serves, not a particular interest group;
- I will declare any potential conflict of interest. I will not participate in, vote on, or exert influence on, any decision in which I cannot be unbiased;
- I will abide by the Code of Ethics (Policy 2.01.12);
- I will honor the division of responsibility between the Board and the President and staff and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of our community.

---

Trustee Signature

---

Date

## Tab 5

**BOARD OF TRUSTEES MEETING**  
**March 25, 2026**

---

**TAB 5**

**NEW BUSINESS:** First Reading Policy 5.04 (Grading Policy)

**BACKGROUND:** Policy 5.04 (Grading Policy) was revised through the regular review cycle of College policies and procedures.

**DISCUSSION:** Tab 5 includes a redline copy of Policy 5.04 (Grading Policy) as well as a clean copy of how the suggested modifications would read. The updated procedure is also included for reference (but does not require any action by the Board).

**REQUESTED BOARD ACTION**

It is requested that a Board Member make a motion to approve the policy with the proposed revisions as presented.

Prepared by: Suzy Scura  
Board Clerk

# Policy Title: Grading Policy

**Impact:** Students

**Responsibility:** Office of Instruction

**Effective Date:** 10/26/1994

**Revised Date:** 9/24/2014

**Reviewed Date:**

**Relates to Procedure(s):** 5.04

**Legal Citation(s):**

## I. GRADES ISSUED

1. Final grades are reported as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W (withdrawal according to proper procedure), S (satisfactory for designated courses), or ~~P (satisfactory for designated courses)~~, U (unsatisfactory for courses in which an US is given). An ~~S or P~~ grade requires the equivalent of at least C (2.0) work.

1. \_\_\_\_\_

2. The college utilizes a common grading scale for issuing grades in all courses:~~In the computation of grade point averages, the following scale is used: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, D- = .7, F = 0.0. Courses in which W, S, P, or U grades have been earned are not included in the calculation.~~

<u>Letter</u>	<u>GPA</u>	<u>Minimum Percentage</u>
<u>A</u>	<u>4.0</u>	<u>93.0%-93-100%</u>
<u>A-</u>	<u>3.7</u>	<u>90.0%-92%</u>
<u>B+</u>	<u>3.3</u>	<u>87.0%-89%</u>
<u>B</u>	<u>3.0</u>	<u>83.0%-86%</u>
<u>B-</u>	<u>2.7</u>	<u>80.0%-82%</u>
<u>C+</u>	<u>2.3</u>	<u>77.0%-79%</u>
<u>C</u>	<u>2.0</u>	<u>73.0%-76%</u>
<u>C-</u>	<u>1.7</u>	<u>70.0%-72%</u>
<u>D+</u>	<u>1.3</u>	<u>67.0%-69%</u>
<u>D</u>	<u>1.0</u>	<u>63.0%-66%</u>
<u>D-</u>	<u>0.7</u>	<u>60.0%-62%</u>
<u>F</u>	<u>0.0</u>	<u>0-59&lt;60.0%</u>
<u>NG</u>		<u>No Grade</u>

Courses in which W, S, ~~P~~, or U grades have been earned are not included in the GPA calculation. Consortium programs publish the grade scale in program handbooks provided to students in those programs and are exempt from the common grade scale.

3. If an I (incomplete work of passing grade) is given during final grading, the final grade must

be issued by the published deadline.

## II. GRADE CHANGES

A grade issued by an instructor is the prerogative of that instructor and normally may not be changed except to correct a recording error. Final grades may be appealed following the process identified in Procedure 5.04. Note: Some selective enrollment programs publish a grade appeal process in program handbooks that are provided to students upon entry into the program. This grade change procedure does not apply to those programs.

## III. INCOMPLETES

An incomplete is assigned by an instructor only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

All incomplete grades must be removed within six weeks after the first-class day of the following term, excluding the summer session.

## Policy Title: Grading Policy

**Impact:** Students

**Responsibility:** Office of Instruction

**Effective Date:** 10/26/1994

**Revised Date:** 9/24/2014

**Reviewed Date:**

**Relates to Procedure(s):** 5.04

**Legal Citation(s):**

---

### I. GRADES ISSUED

1. Final grades are reported as A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, W (withdrawal according to proper procedure), S (satisfactory for designated courses), or U (unsatisfactory for courses in which a U is given). An S grade requires the equivalent of at least C (2.0) work.
2. The college utilizes a common grading scale for issuing grades in all courses:

Letter	GPA	Minimum Percentage
A	4.0	93.0%
A-	3.7	90.0%
B+	3.3	87.0%
B	3.0	83.0%
B-	2.7	80.0%
C+	2.3	77.0%
C	2.0	73.0%
C-	1.7	70.0%
D+	1.3	67.0%
D	1.0	63.0%
D-	0.7	60.0%
F	0.0	<60.0%
NG		No Grade

Courses in which W, S, or U grades have been earned are not included in the GPA calculation. Consortium programs publish the grade scale in program handbooks provided to students in those programs and are exempt from the common grade scale.

3. If an I (incomplete work of passing grade) is given during final grading, the final grade must be issued by the published deadline.

## **II. GRADE CHANGES**

A grade issued by an instructor is the prerogative of that instructor and normally may not be changed except to correct a recording error. Final grades may be appealed following the process identified in Procedure 5.04. Note: Some selective enrollment programs publish a grade appeal process in program handbooks that are provided to students upon entry into the program. This grade change procedure does not apply to those programs.

## **III. INCOMPLETES**

An incomplete is assigned by an instructor only if the student has been in attendance and has done satisfactory work to within three weeks of the end of the semester (or proportional length of time for a course of less than a semester in length).

All incomplete grades must be removed within six weeks after the first-class day of the following term, excluding the summer session.

## **Procedure Title: Grading**

**Impact:** Students

**Responsibility:** Office of Instruction

**Effective Date:** 10/26/1994

**Revised Date:** 9/24/2014

**Reviewed Date:**

**Relates to Policy(s):** 5.04

**Legal Citation(s):**

---

### **Procedure Narrative:**

#### **Grade Changes**

A student may petition for review of an assigned grade by referring the concern to the appropriate instructor within 30 days of the issuance of the final course grade. If there is no resolution, the division chair/director should be consulted by either the instructor or the student. In unusual cases, if the petition is still unresolved, the student should then be referred by the division chair/director to the appropriate instructional dean. After reviewing the information related to the petition, the dean may instruct the registrar's office to modify the grade. The dean's decision is final.

#### **Incompletes**

If a final grade of I (incomplete) is recorded, the instructor shall indicate in writing to the registrar what the student must do to complete the course and what permanent grade will be entered if the incomplete is not removed by the published deadline as specified in the policy