

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

LEARNING COMMUNITY COORDINATING COUNCIL

AGENDA

April 18, 2019 – 6:00 p.m.

Learning Community Center of North Omaha, 1612 N. 24th Street
Omaha, NE

1. Call Meeting to Order/Pledge of Allegiance
2. Public Notice and Compliance with Open Meetings Act
3. Roll Call
4. Approval of Council Minutes – March 21, 2019
5. Reports
 - a) Chair
 - b) Treasurer
 - i. **Action Item:** Accept Treasurer's Report dated March 31, 2019
 - c) Chief Executive Officer
 - d) Legal Counsel
6. Public Comment
7. University of Nebraska Medical Center Munroe Meyer Institute Addendum Presentation
8. Superintendents' Plan for Early Childhood Education Update
9. Learning Community Center of South Omaha Update – Renee Franklin
10. Learning Community Center of North Omaha Update – Renee Franklin /Jamalia Parker
11. Subcommittee Reports
 - a) Elementary Learning and Diversity Subcommittee
 - b) Budget, Finance & Audit Subcommittee
 - c) Legislative Subcommittee
 - i. Legislative Summary

12. New Business

- a) Discuss University of Nebraska Medical Center Munroe Meyer Institute Contract (expires 8/31/2019)
- b) Upon recommendation of the Executive Committee, motion to approve Operating Protocols and waive second reading.

13. Unfinished Business

14. Next Council Meeting –

May 16, 2019, Learning Community Center of North Omaha, 1612 N. 24th Street, Omaha, NE

15. Adjournment

UPCOMING LEARNING COMMUNITY EVENTS:

Advisory Committee	To Be Determined
LC Coordinating Council	May 16, 2019, 6:00 p.m. Learning Community Center of North Omaha, 1612 N. 24 th Street, Omaha, NE
Subcouncil #1	To Be Determined
Subcouncil #2	To Be Determined
Subcouncil #3	April 30, 2019, 3:30 p.m. Field Club Elementary, 3512 Walnut Street, Omaha, NE
Subcouncil #4	To Be Determined
Subcouncil #5	To Be Determined
Subcouncil #6	To Be Determined

DOCUMENTS TO ACCOMPANY THIS AGENDA ARE AS FOLLOWS:

- Council Minutes dated March 21, 2019
- Treasurer's Report dated March 31, 2019
- Operating Protocols
- University of Nebraska Medical Center Munroe Meyer Institute Addendum

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

LEARNING COMMUNITY COORDINATING COUNCIL

March 21, 2019

A meeting of the Coordinating Council of the Learning Community of Douglas and Sarpy Counties was held March 21, 2019, at the Learning Community Center of North Omaha, 1612 N. 24 Street, Omaha, Nebraska 68110. Notice of the meeting, containing the date, time, place and agenda, was given in advance thereof by publication in the Daily Record on March 13, 2019. The proofs of publication have been received and will be made a permanent part of the record of the meeting. Notice of the agenda was given to all members of the Council on March 15, 2019.

1. **Call Meeting to Order.** The meeting was convened and called to order by Chair Kelley at 6:00 p.m. and began with the recitation of the Pledge of Allegiance.
2. **Public Notice & Compliance with Open Meetings Act.** Chair Kelley announced that the Nebraska Open Meetings Act was posted at the room entrance and that copies of materials being reviewed by the Council were available to the public.
3. **Roll Call.**

Voting Members Present: Ekwerekwu, Hager, Hoeger, Kozel, Thommes, Ward, Williams, Kelley

Voting Members Excused: Avery, Hahn

Members Absent: Martinez Real, Woodward

Staff Present: Moon, Franklin, Parker, Benzel, Patton

Also Present: Margaret Hershiser, Koley Jessen P.C.; Dr. Sam Meisels, BECI, Anne O'Hara, Nayeli Lopez, Patricia Paniagua, Learning Community Center of South Omaha

4. **Approval of Minutes.** Chair Kelley presented the Council minutes from the January 24, 2019 public meeting of the Council. Motion by Mr. Hager, seconded by Dr. Williams, to approve the minutes of the Council meeting held on January 24, 2019. Yeas: Ekwerekwu, Hager, Hoeger, Kozel, Thommes, Williams, Kelley. Nays: Ward. **Motion carried.**

It is noted for the record that Ms. Woodward arrived at 6:11 p.m., and Ms. Martinez Real arrived at 6:12 p.m.

5. Reports

- a) Chair – Chair Kelley thanked David Moon for his service and congratulated Jamalia Parker on her award. Chair Kelley discussed changes to the agenda and roll call order. Chair Kelley reviewed the Operating Protocols. Four handouts were provided.
- b) Treasurer
 - i. Motion by Mr. Thommes, seconded by Mr. Hager, to accept Treasurer's Reports dated January 31, 2019 and February 28, 2019. Discussion took place. Yeas:

Ekwerekwu, Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley.
Abstain: None. Nays: Ward. **Motion carried**

- ii. Motion by Mr. Thommes, seconded by Dr. Williams, to approve the Second Quarter Budget to Actual. Discussion took place. Yeas: Ekwerekwu, Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley. Abstain: None. Nays: Ward. **Motion carried**

c) Chief Executive Officer – Mr. Patton reported on some April agenda items.

d) Legal Counsel – No Report

6. Public Comment – Public comment was provided by Ms. Laura McCormick, Seattle, WA

7. Superintendents' Plan for Early Childhood Education Plan Overview – Dr. Meisels provided a presentation. Ms. Franklin discussed site visits.

8. Learning Community Center of South Omaha Update – A presentation was provided by Anne O'Hara, Nayeli Lopez and Patricia Paniagua of the Learning Community Center of South Omaha.

9. Learning Community Center of North Omaha Update – Ms. Franklin reported on the Ascend Network forum.

10. Subcommittee Reports

a) Elementary Learning and Diversity Subcommittee – No Report

b) Budget, Finance & Audit Subcommittee – Mr. Hager provided an update.

i. Koch Insurance Policies Renewal

1. Upon recommendation of the Budget, Finance and Audit Subcommittee, motion by Mr. Hager, seconded by Ms. Woodward, to maintain Harry A. Koch as our insurance provider and to renew insurance products, as detailed in handout (Property, General Liability, Automobile, Workers' Compensation, Umbrella, Crime and Executive Package). Yeas: Ekwerekwu, Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley. Abstain: None. Nays: Ward. **Motion carried**

ii. Omaha World-Herald Contract - Upon recommendation of the Budget, Finance and Audit Subcommittee and Executive Committee, motion by Mr. Hager, seconded by Dr. Williams, to approve the Omaha World-Herald contract to align with the Strategic Plan communications priority. Discussion took place. Yeas: Ekwerekwu, Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley. Abstain: None. Nays: Ward. **Motion carried**

iii. United Way MOU - Upon recommendation of the Budget, Finance and Audit Subcommittee and Executive Committee, motion by Mr. Hager, seconded by Mr. Hoeger, to approve the United Way MOU for the Grade Level Reading Campaign to align with the Community Achievement Plan (CAP). Discussion took place.

Yeas: Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley.
Abstain: Ekwerekwu. Nays: Ward. **Motion carried.**

c) Legislative Subcommittee – Mr. Hager provided a legislative update

It is noted for the record that Mr. Ekwerekwu left the meeting at 8:00 p.m.

11. New Business -

Policy Review – Upon Recommendation of the Executive Committee, motion by Ms. Kelley, seconded by Mr. Hager, to approve the revised Learning Community Policies and Procedures and waive second reading. Discussion took place.

Motion by Ms. Ward to postpone – no second was received.

Motion by Mr. Hager, seconded by Mr. Hoeger, to amend motion item 8.5 to read: Not use the Learning Community or any part of the Learning Community programming or services for his or her own personal advantage or for the personal advantage of his or her family, friends or supporters. Yeas: Hager, Hoeger, Kozel, Martinez Real, Thommes, Ward, Williams, Woodward, Kelley. Abstain: None. Nays: None. **Motion carried.**

Returning to original motion: Upon Recommendation of the Executive Committee, motion by Ms. Kelley, seconded by Mr. Hager, to approve the revised Learning Community Policies and Procedures as amended and waive second reading. Yeas: Hager, Hoeger, Kozel, Martinez Real, Thommes, Williams, Woodward, Kelley. Abstain: None. Nays: Ward. **Motion carried.**

12. Unfinished Business - None

13. Next Council Meeting –

- April 18, 2019 - Learning Community Center of North Omaha, 1612 N. 24th Street, Omaha, NE

14. Adjournment – Meeting was adjourned with unanimous approval at 8:14 p.m.

Documents provided were as follows, copies of which will be made a permanent part of the record of the meeting:

- Council Minutes dated January 24, 2019
- Treasurer's Report dated January 31, 2019 and February 28, 2019
- Second Quarter Budget to Actual
- Koch Insurance Packet
- Omaha World-Herald Memo and Contract
- United Way MOU
- Learning Community Policies and Procedures

Jill Woodward – Secretary

LEARNING COMM OF DOUGLAS SARPY COUNTY

Treasurer's Report

March 31, 2019

Trans Description	Credit Amt	Date	Reference
Principal Financial Retirement	2,814.62	3/1/19	DC
Base Flex Account	360.00	3/4/19	DC
Base Flex Account	752.00	3/4/19	DC
ArsVita Educational Consulting	600.00	3/7/19	3448
BASE	37.50	3/7/19	3449
Blue Cross Blue Shield of Nebr	7,248.94	3/7/19	3441
Colonial Life	1,316.30	3/7/19	3450
Control Yours	175.00	3/7/19	3451
Culligan of Omaha	65.50	3/7/19	3452
El Mero Mero Inc	3,200.00	3/7/19	1148
Engineered Controls	331.00	3/7/19	3453
HELP Foundation of Omaha	12,704.79	3/7/19	1147
InfiNet Solutions, Inc.	2,503.99	3/7/19	3454
Jensen Rogert Associates, Inc.	2,333.33	3/7/19	3442
Koley Jessen	9,681.14	3/7/19	3443
Lion's Gate Security Solutions	936.00	3/7/19	3455
Lund Company	48,552.03	3/7/19	1149
Lutheran Family Services	254.11	3/7/19	3456
Madison National Life	748.41	3/7/19	3457
Nebraska Association of School	3,895.00	3/7/19	3444
Omaha Public Library	4,051.34	3/7/19	3445
Omaha World Herald	1,812.50	3/7/19	3458
One Source The Background Check	39.00	3/7/19	3459
Scantron Corporation	250.00	3/7/19	3460
Surreal Media Lab, LLC	2,650.00	3/7/19	3462
TAPS	3,021.00	3/7/19	3446
West Interactive Services Corp	2,000.00	3/7/19	3447
zTrip NE (formerly HappyCab)	1,863.67	3/7/19	3461
Base Flex Account	165.00	3/11/19	DC
Principal Financial Retirement	4,353.99	3/13/19	DC
EMBASSY SUITES	13.83	3/15/19	CC
Le Peep Restaurant	32.68	3/15/19	CC
Park & Go Lincoln	5.00	3/15/19	CC
PAYCHEX	99.00	3/15/19	DC
PAYCHEX	339.63	3/15/19	DC
Paychex deduction for direct deposits	47,290.29	3/15/19	02/2018 Payroll
Paychex deduction for payroll taxes	19,495.02	3/15/19	02/2018 Payroll
Sprint Corporation	278.81	3/15/19	CC
Base Flex Account	165.00	3/18/19	DC
1&1 Ionos	66.00	3/19/19	CC
All Appliance Service Company	222.03	3/19/19	CC
Amazon.com	25.98	3/19/19	CC
Amazon.com	18.24	3/19/19	CC
American Airlines	224.27	3/19/19	CC
American Airlines	224.26	3/19/19	CC
Bland & Associates	-2,000.00	3/19/19	DC
Mutual of Omaha Credit Card	5,430.10	3/19/19	DC
NCS Pearson, Inc (GED Marketplace)	150.00	3/19/19	CC
Phoenix Academy	400.00	3/19/19	CC
Shields, Philice Catering	4,000.00	3/19/19	CC
Stamps.com	15.99	3/19/19	CC
United States Postal Service	100.00	3/19/19	CC
Base Flex Account	165.00	3/20/19	DC
Accident Fund	706.75	3/21/19	3469
Association for Supervision an	40.00	3/21/19	3480
Blue Cross Blue Shield of Nebr	9,435.65	3/21/19	3487
Buffett Early Childhood Instit	110,507.08	3/21/19	3463
Buffett Early Childhood Instit	18,666.66	3/21/19	3542

LEARNING COMM OF DOUGLAS SARPY COUNTY

Treasurer's Report

March 31, 2019

Trans Description	Credit Amt	Date	Reference
Carroll Communications	9,207.50	3/21/19	3486
Control Yours	175.00	3/21/19	3471
Document Finishing Resources	68.60	3/21/19	3473
Douglas County Treasurer	17,141.29	3/21/19	3464
Graphic Technologies	144.70	3/21/19	3474
Harry A. Koch Co.	32,567.28	3/21/19	3488
HyVee	119.08	3/21/19	3475
Jason's Deli	205.75	3/21/19	3476
Jensen Rogert Associates, Inc.	2,333.33	3/21/19	3465
Koley Jessen	3,559.00	3/21/19	3466
Konica Minolta Business Solutions	394.82	3/21/19	3477
Konica Minolta Business Solutions	324.64	3/21/19	3478
Lion's Gate Security Solutions	728.00	3/21/19	3479
Microsoft Corporation	34.00	3/21/19	DC
Occupational Health Centers of Omaha	61.50	3/21/19	3470
Omaha Bridges Out of Poverty	2,511.00	3/21/19	3467
Omaha Public Schools (OPS)	228,851.22	3/21/19	3485
One World Community Health Center	125,000.00	3/21/19	3468
Scantron Corporation	250.00	3/21/19	3481
TAPS	532.00	3/21/19	3482
The Daily Record	34.00	3/21/19	3472
University of Nebrasaka at Omaha	450.00	3/21/19	3483
UNMC	34,083.83	3/21/19	3543
zTrip NE (formerly HappyCab)	1,918.14	3/21/19	3484
Dr Walker, Jeffery L.	600.00	3/22/19	3489
Total March Expenditures	\$ 796,128.11		

**2017-2018
ADDENDUM FOR THE
LEARNING COMMUNITY
OF DOUGLAS AND
SARPY COUNTIES**

**Barbara Jackson, PhD and Jolene Johnson, EdD Principal
Investigators**

**MUNROE-MEYER INSTITUTE University of Nebraska Medical
Center**

LEARNING COMMUNITY ADDENDUM 2017-2018

INTRODUCTION

An addendum is being submitted due to the release date for the statewide assessment results. The NSCAS scores were not released in time to be included in the annual report. Therefore, student outcome data for Instructional Coaching and for school age students whose parents participate in programming at the Learning Community Center of South Omaha are included. Data were released from the school districts associated with each of the programs.

LEARNING COMMUNITY CENTER OF SOUTH OMAHA

DEMOGRAPHICS

Data was obtained from Omaha Public Schools on a sample of school-age students (N=127) whose parents had participated in programming at the Learning Community Center of South Omaha in 2017-2018 and who consented to having data released. For the sample, 54% of the parents had attended programming for at least one year with 45% attending for at least two years and 1% attending for three years. Of the students in the sample, 54% were categorized as Limited English Proficiency, 41% had exited the LEP programming and 10% qualified for special education services. Free/reduced lunch status was not released by the school district. Females comprised 41% of the student sample.

OUTCOMES

STUDENT OUTCOMES

Method. Attendance data and assessment scores were provided on the subset of students by OPS. Assessment scores on the Nebraska State Assessments (English Language Arts and Mathematics) and the NWEA-MAP (reading and math) were reported.

Students of parents in the program had high rates of school attendance with 74% of the school-age sample missing fewer than 10 days of school. Attendance data is similar to that of the last two years with 76% of the students missing fewer than 10

days of school. Average number of days attended was 160.19 and **average number of days absent was 7.59.**

Nebraska Student-Centered Assessment System (NSCAS) data

This is the second year for the NSCAS-ELA assessment and the first year for the NSCAS-Math assessment. Student scores are in one of three categories: Developing, On Track, and College and Career Ready Benchmark (CCR). Students scoring in the Developing category are those not yet demonstrating proficiency for the grade level, On Track students are demonstrating proficiency at grade levels and students in the CCR category are demonstrating advanced proficiency for the grade level. For 2017-2018, 51% of all Nebraska students (Grades 3-8) scored in the proficient range on the NSCAS-ELA assessment and 51% scored in the proficient range on the NSCAS-Math assessment.

Of note is that the NSCAS assessments measure both student content knowledge as well as student cognitive processes. Therefore, the scores on this assessment should not be viewed as strictly a grade-level measure of achievement as items were specifically developed to measure content, cognitive processes and higher order thinking (NSCAS Technical Report, 2018).

<https://cdn.education.ne.gov/wp-content/uploads/2019/01/2018-NSCAS-Summative-Technical-Report-2019-01-11.pdf>

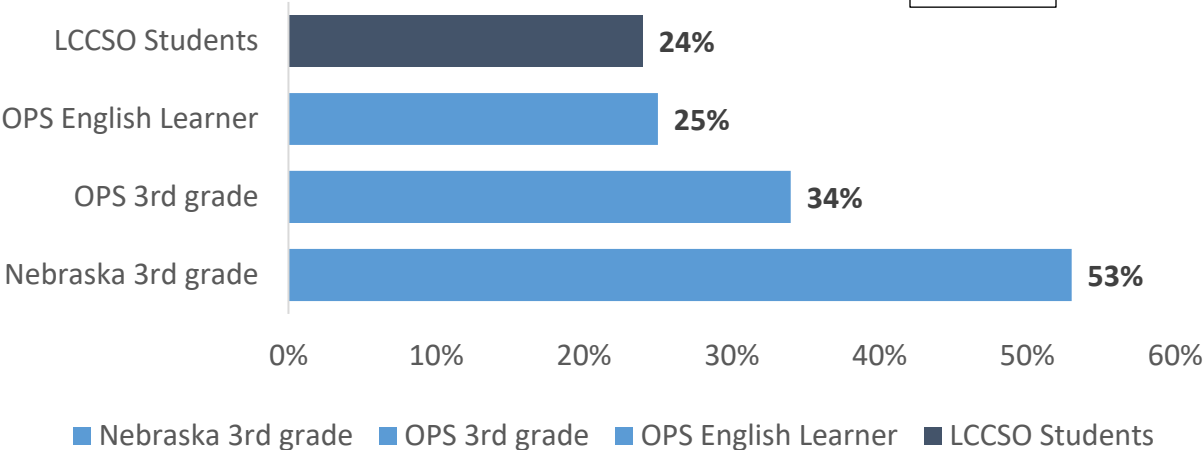
NSCAS-ELA and NSCAS-M scores are reported only for the third grade students (n=34). Third-grade is the first year students are expected to take the statewide assessments. Data were reported for other grade levels but are not reported here. As this is the first year for NSCAS math and the first year for both NSCAS ELA and math to use the new categories, all of the NSCAS data for the report will be considered

baseline data. Comparisons will not be made to data from previous state assessments.

NSCAS ELA Proficiency Rates

24 % of LCCSO 3rd grade students were proficient

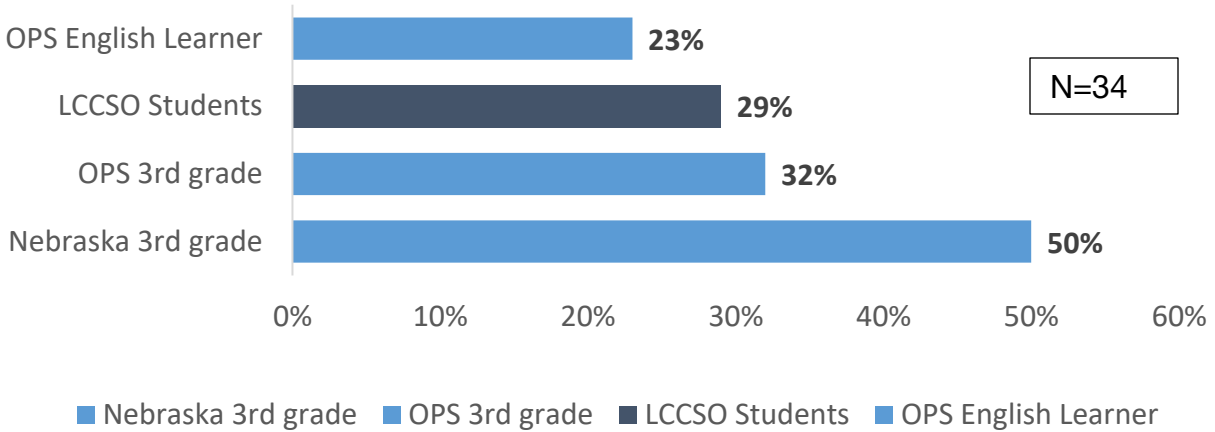
N=34



LCCSO third grade students had a proficiency rate of 24% on the NSCAS-ELA assessment. The proficiency rate is lower than the overall state proficiency rate, the rate for all OPS third grade students and the rate for OPS English Learners in third grade, although they were within one percentage point of that rate (24% to 25%). On the NSCAS Math assessment, 29% of the same students were considered proficient which was higher than the OPS English Learner proficiency rate (23%). Additionally, they were much closer to the district proficiency rate of 32% but remained well below the state proficiency rate of 50%.

NSCAS Math Proficiency Rates

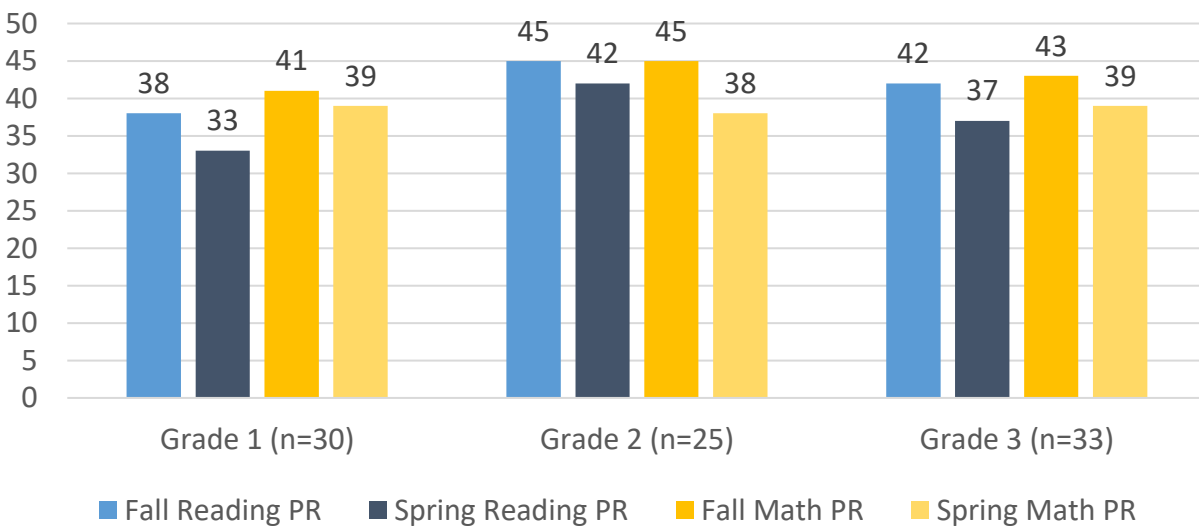
29% of LCCSO 3rd grade students were proficient higher than the average for OPS English Learners.



NWEA-MAP Scores

Fall and spring NWEA-MAP scores were reported for 127 students with a smaller subsample (n=88) being in grades 1-3. For purposes of this addendum, only the scores for students in grades 1-3 were analyzed and reported as they are the target population for the Learning Community Programming.

Students maintained scoring within the average range from fall to spring.



While student scores remained within the average range, significant decline was found using paired-sample t-tests for the following: Grade 1 reading ($t(28) = 3.246, p = .003$), Grade 2 math ($t(24) = 2.125, p = .044$) and Grade 3 reading ($t(31) = 3.181, p = .003$). No other differences were statistically significant.

Summary

Students of parents in programming had high rates of schools attendance and percentile ranks on the NWEA-MAP™ remained in the average range from fall to spring. The NWEA-MAP data show an interesting pattern of decline from fall to spring across the three grade levels (grades 1-3). Yet, the overall percentile ranks for the group remained well within the average range. Due to the new Nebraska assessment system, NSCAS data reported for 2017-2018 should be considered baseline for all students.

INSTRUCTIONAL COACHING

STUDENT OUTCOMES

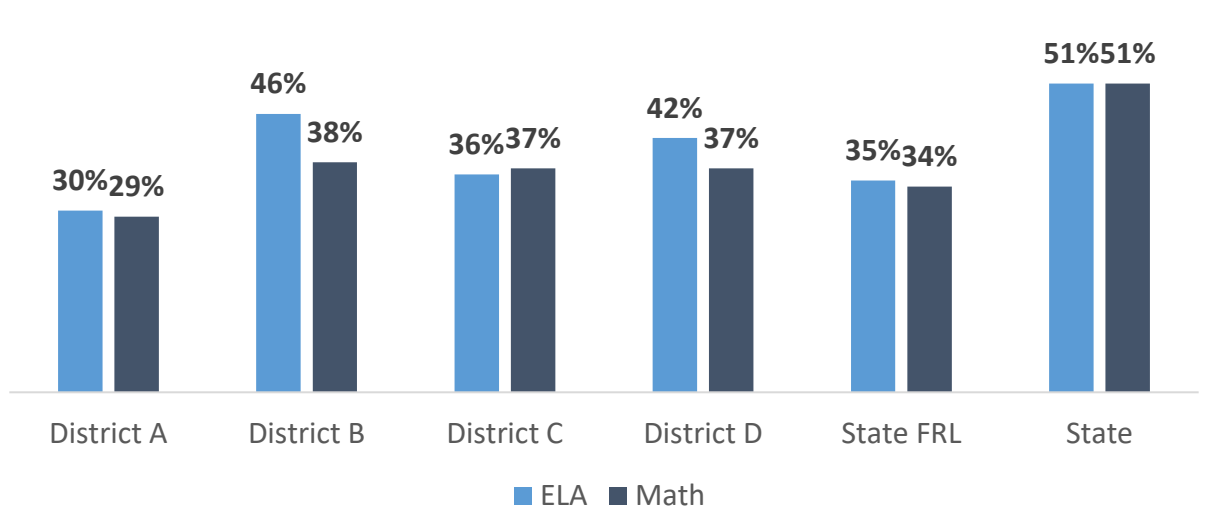
Did instructional coaching impact student outcomes?

Instructional coaching is embedded into current district instructional practices and curriculum choices. The impact on student scores is cumulative. Without a control group comparison, the student outcome data is a result of all things that a district may be implementing. Additionally, how coaches work varies depending on the needs, experience levels and attitudes of teachers and groups of teachers.

Data collected for student outcomes include the Nebraska Student-Centered Assessment System (NSCAS) for English Language Art and Math, NWEA-MAP™ achievement scores (fall to spring) and other data the districts deemed necessary to explore. This is the second year for the NSCAS-ELA assessment and the first year for the NSCAS-Math assessment. Student scores are in one of three categories: **Developing**, **On Track**, and **College and Career Ready Benchmark (CCR)**. Students scoring in the **Developing** category are those not yet demonstrating proficiency for the their grade level, **On Track** students are demonstrating proficiency at grade levels and students in the **College Career Ready** category are demonstrating advanced proficiency for the grade level. For 2017-2018, 51% of all Nebraska students (Grades 3-8) scored in the proficient range on the NSCAS-ELA assessment and 51% scored in the proficient range on the NSCAS-Math assessment.

2017-2018 Proficiency Rates on the Nebraska State Assessment Varied by District

This is the first year for the new NSCAS math assessment.



None of the districts' proficiency rates were equal to or higher than the state proficiency rates on either assessment. District B had the highest proficiency rates for both state assessments with an 8% difference between their ELA and math proficiency rates.

	FREE/REDUCED LUNCH PERCENT	NSCAS-ELA % PROFICIENT	NSCAS-MATH % PROFICIENT
DISTRICT A	82%	30%	29%
DISTRICT B	53%	46%	38%
DISTRICT C	68%	36%	37%
DISTRICT D	58%	42%	37%
STATE FRL	46%	35%	34%
STATE OVERALL	—	51%	51%

****All NSCAS scores reported are for third grade students.**

The above table show the difference is proficiency rates across districts and compared to two Nebraska rates, students qualifying for free/reduced lunch and all third grade students assessed. All of the districts using instructional coaching have higher rates of FRL students than the state's rate; therefore, it would be an equivalent comparison. As shown, three out of 4 districts had higher proficiency rates than the state's FRL proficiency rate on both the NSCAS-ELA and NSCAS-Math. One district was close to the state ELA proficiency rate, District B at 46% proficient but none of the districts was close to the state math proficiency rate (51%).

INTENSIVE EARLY CHILDHOOD PARTNERSHIP

STUDENT OUTCOMES

GRADES K-1 STUDENTS READING AND MATH SKILLS

A summary of the student outcomes in the Intensive Early Childhood Partnership was provided in the annual report.

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

OPERATING PROTOCOLS AND MEETING PROCEDURES

“A team is a small number of people with complementary skills who are committed to a common purpose, performance goals, and an approach for which they hold themselves mutually accountable.”

~ John R. Katzenbach and Douglas K. Smith The Wisdom of Teams

Operating Protocols

Building the CEO and the Learning Community Coordinating Council (“Council”) relationship is critical to the success of that working relationship and the success of the Council and CEO, staff, students, and the Learning Community. Operating Protocols are focused on the collective needs and working conditions necessary for the CEO-Council relationship to prosper. The Operating Protocols envelope and emphasize that working relationship, rather than focusing on the CEO’s management of the Learning Community. The educational leadership and management of the Learning Community are covered in the CEO’s job description and contract. These Operating Protocols are to be interpreted in accordance with the Learning Community Policies and Procedures (the “Policies”), to the extent possible. Any material conflict between the Operating Protocols and the Policies will be reviewed and resolved by the Executive Committee.

Operating Protocols will enable each individual to hold himself or herself accountable in a manner that might not have occurred if the expectation was not defined and adopted. Effective protocols address challenges that typically arise between the Council and the CEO; therefore, it is important that the CEO and Council understand that the Operating Protocols are about working together, not expectations for the other party.

How the Council-CEO Governs

1. We, the members of the Council, recognize that Council meetings are meetings of the Council that are held in public – not public meetings. We will make every effort to start and end meetings on time and ensure meetings are conducted in an appropriate, effective, and efficient manner.
2. We, the members of the Council, will act only as a body. We agree that an individual Council member will not take unilateral action. The individual Council member has no authority outside of the official meeting of the Council. The Council Chair will communicate the position(s) of the Council all issues, including controversial issues. When Council members serve as a committee representative, their role shall be defined by the Council.
3. We, the members of the Council, will conduct ourselves in a respectful manner during Council meetings and in public. We agree to avoid words and actions that create a negative impression of an individual, the Council, or the Learning Community.
4. We, the members of the Council, agree to seek, support, and own the collective decision-making process in the best interest of education. Once the Council has taken action, Council members will support the final decision of the Council.

5. We, the members of the Council acknowledge that the CEO is responsible to oversee the hiring, evaluation, and handling of personnel matters; it is the responsibility of the Council to evaluate the CEO's effectiveness in these matters.
6. We, the members of the Council, have and will delegate authority to the CEO through policy, planning, and evaluation.
7. We, the members of the Council and CEO, will work collaboratively to set the mission, vision, and goals for the Learning Community.

How the Council-CEO Communicate

1. We, the Council and CEO, understand it is our responsibility to ensure a positive climate and culture for the Learning Community. We recognize that the image of the Learning Community is reflective of our leadership. The CEO will be visible in the community, and we will operate transparently and respectfully, maintaining confidentiality and respecting the Open Meetings Law.
2. We, the members of the Council, will engage the CEO in communications in a timely, open, and continuous manner regarding Learning Community issues.
3. We, the members of the Council, will follow the chain of command/communication in relation to all internal and external stakeholders (e.g., Learning Community staff, parents, patrons, etc.) and will establish and maintain effective communications to inform internal and external stakeholders.
4. We, the members of the Council, will listen with respect and be mindful of one's personal behavior in and outside of meetings.
5. We, the members of the Council recognize that the Council Chair will communicate with all Council members providing appropriate information, in a consistent and timely manner.
6. We, the members of the Council and CEO, recognize the importance of proactive communication and agree that there will be attempts made to not have surprises. If the CEO and Council members have questions or concerns, they agree to notify one another in advance.
7. We, the members of the Council, agree that discussion at Council meetings will be limited to the agenda in accordance with Learning Community policies and applicable laws (e.g. items will not be added to the agenda unless it is determined by the Council Chair that it would be detrimental to delay the issue until a subsequent meeting and/or within the appropriate parameters of the law).
8. We, the members of the Council, will direct requests for information, reports, and data in a timely manner through the CEO and Council Chair rather than directly to staff. The CEO will ensure that each member of the Council has equal access to the requested information.
9. We, the members of the Council and CEO acknowledge that the CEO will work with the Council Chair to develop and maintain an Annual Council Planning Calendar to support the work of the Council.

How the Council-CEO Grow as a Leadership Team

1. We, the members of the Council, will engage the CEO as the educational leader of the Learning Community and will receive recommendations, proposals, and/or suggestions on matters that come before the Council.

2. We, the members of the Council and CEO, will set clear goals for the Council and the Learning Community.
3. We, the members of the Council recognize that the CEO will seek comprehensive solutions to problems and will create clear structures for decision-making.
4. We, the members of the Council and CEO, will participate in formal training to develop and grow in our governance and leadership roles.
5. We, the members of the Council recognize that all new members of the Council will participate in a formal orientation provided by the Nebraska Association of School Board and/or led by the CEO and/or Council Chair or their designee.
6. We, the members of the Council and the CEO, will align and advocate for needed Learning Community resources to meet goals and promote student growth and achievement.
7. We, the members of the Council and the CEO, recognize the importance of honoring the Operating Protocols and agree to meet them and to take responsibility for reminding one another when we fail to meet the identified expectations.
8. We, the members of the Council and CEO, agree to set aside time on an annual basis for self-evaluation to review our progress toward adhering to the agreed upon protocols.
9. We, the members of the Council, will evaluate the CEO according to law.

Adopt and Review Operating Protocols

The Council will revisit the Operating Protocols after the first year of implementation and as needed thereafter. It is not unusual that certain protocol language may cause anxiety for a member; however, the Council would reassure the Council member and CEO to be less concerned with the language and more about their willingness to commit to fulfilling the identified protocol. If a member is unable to commit to a protocol, it is important that they share their reasons why. This allows the other members to discuss and to openly share concerns and issues, which can lead to consensus and/or understanding of one another.

Council service is demanding and requires work in order to build and sustain an effective working relationship with the CEO. It is important to set aside time to reflect on the achieved success, as well as areas that may demand growth and improvement.

Powers of the Council

The following list are the items that fall within the legal purview of the Learning Community:

Nebraska Revised Statute 79-2104.

1. Learning community coordinating Council; powers.
2. A learning community coordinating Council shall have the authority to:

3. For fiscal years prior to fiscal year 2017-18, levy a common levy for the general funds of member school districts pursuant to sections 77-3442 and 79-1073;
4. Levy for elementary learning center facility leases, for remodeling of leased elementary learning center facilities, and for up to fifty percent of the estimated cost for focus school or program capital projects approved by the learning community coordinating Council pursuant to subdivision (2)(f) of section 77-3442 and section 79-2111;
5. Levy for early childhood education programs for children in poverty, for elementary learning center employees, for contracts with other entities or individuals who are not employees of the learning community for elementary learning center programs and services, and for pilot projects pursuant to subdivision (2)(g) of section 77-3442, except that not more than ten percent of such levy may be used for elementary learning center employees;
6. Develop, submit, administer, and evaluate community achievement plans in collaboration with the advisory committee, educational service units serving member school districts, member school districts, and the student achievement coordinator or other department staff designated by the Commissioner of Education;
7. Collect, analyze, and report data and information, including, but not limited to, information provided by a school district pursuant to subsection (5) of section 79-201;
8. Approve focus schools and focus programs to be operated by member school districts;
9. Adopt, approve, and implement a diversity plan pursuant to sections 79-2110 and 79-2118;
10. Through school year 2016-17, administer the open enrollment provisions in section 79-2110 for the learning community as part of a diversity plan developed by the Council to provide educational opportunities which will result in increased diversity in schools across the learning community;
11. Annually conduct school fairs to provide students and parents the opportunity to explore the educational opportunities available at each school in the learning community and develop other methods for encouraging access to such information and promotional materials;
12. Develop procedures for determining best practices for addressing student achievement barriers and for disseminating such practices within the learning community and to other school districts;
13. Establish and administer elementary learning centers through achievement subcouncils pursuant to sections 79-2112 to 79-2114;
14. Administer the learning community funds distributed to the learning community pursuant to section 79-2111;
15. Establish a procedure for receiving community input and complaints regarding the learning community;
16. Establish a procedure to assist parents, citizens, and member school districts in accessing an approved center pursuant to the Dispute Resolution Act to resolve disputes involving member

school districts or the learning community. Such procedure may include payment by the learning community for some mediation services;

17. Establish and administer pilot projects related to enhancing the academic achievement of elementary students, particularly students who face challenges in the educational environment due to factors such as poverty, limited English skills, and mobility;
18. Provide funding to public or private entities engaged in the juvenile justice system providing pre-filing and diversion programming designed to reduce excessive absenteeism and unnecessary involvement with the juvenile justice system; and
19. Hold public hearings at its discretion in response to issues raised by residents regarding the learning community, a member school district, and academic achievement.

Rules of Order

A deliberative body must adopt some form of rules of order that determine such matters as what will be discussed and who may have the floor. The underlying purpose of adopting rules of order is to assure that every member has reasonable opportunity to participate in deliberation and that deliberation is effective and efficient – especially when the topics of discussion become intense.

A Council normally adopts a set of rules of order through Council policy. The value of having such rules becomes most obvious during discussions when people disagree or are intolerant of each other's viewpoint. The rules provide for someone (procedurally the Council Chair) to manage the discussion in a manner that permits all members' views to be heard. The charge of the Chair is also to assure that only one person speaks at a time, that procedures prevent one person – or only persons on one side of an issue – from monopolizing discussion, and that both positive and negative votes are counted. The Council Chair is also responsible for keeping the discussion from wandering to other topics or becoming attacks on the personality or motives of other speakers rather than discussion of issues.

Attention to rules of order should help deliberations move forward in a constructive manner and keep everyone focused on the topic of discussion. On the other hand, bickering over procedural issues can become a method of obstruction by a frustrated Council member. When conflict over parliamentary procedures begins to dominate Council meetings, firm and tactful intervention by the Council Chair may be needed.

Purpose and Basic Principles

Following a uniform set of rules permits a democratic disposition of discussion, giving everyone who wishes to speak an opportunity to express an opinion or raise a question with minimal delay and confusion.

To assure open discussion, Council members must understand when a motion is debatable or not debatable, amendable or not amendable, or whether a speaker may or may not be interrupted.

While the accepted operating principle allows the majority to make decisions, the rights of the minority are protected in major issues calling for two-thirds approval, such as in constitutional changes or debate closure.

Takeaway:

- ✓ One matter is considered at a time
- ✓ Right of majority to rule
- ✓ Right of minority to be heard
- ✓ Right of absent member to be protected
- ✓ Informed decisions and judicious actions
- ✓ Free and impartial debate
- ✓ Reasonable length of time
- ✓ Justice and fairness
- ✓ Courtesy to and from others at all times

Managing the Meeting

Every meeting should follow an order of business and an agenda, which should be prepared by the Council Chair and Executive Committee in consultation with the CEO. Each member of the Council should have copies of the agenda well in advance of the meeting, including any background information needed to support agenda items and discussion. The Council Chair calls the meeting to order. The first item of the agenda is the adoption of the agenda.

Motions

All motions are designed to help in handling a main motion. A main motion is simply defined as one, which brings business before the Council for action. The motion may not conflict with local, state, or national law, or with the bylaws or policies of the Council.

Note: Rules of parliamentary procedure do not supersede state statutes.

Main Motion

A main motion is made, seconded, and then restated by the Council Chair or their designee. No other business may be discussed until the motion has been disposed of according to these Operating Protocols. However, no action should be taken without a duly made motion, which can be recorded in the minutes. Each motion should deal with one point and, whenever possible, should be stated in a positive manner. By stating motions in a positive manner, the intent of the Council is made clear. For example, if the motion is to “build a new school” and the vote ends in a tie, then clearly the motion has failed. However, if the motion is stated, “not to build a new school” and the vote ends in a tie, it would be confusing as to what action the Council has taken. The main motion is debatable and is adopted by majority vote.

Note: The main motion is as follows: “I move that...” A motion can be made and discussed only by a member of the Council.

Takeaway:

1. A member makes a motion.
2. There is a second to the motion.

3. The Council Chair states the motion.
4. Members debate the motion.
5. The Council Chair puts the question to a vote.
6. The Council Chair announces the results of the vote.

Motions may also be made to limit the length of time an issue may be discussed. These may be amended, but not debated, and require a two-thirds vote.

Additional Motions

Abstention — any Council member may abstain from voting at a call for the vote. A Council member should abstain only when there is a conflict of interest as defined by law.

- The Council Chair should strongly encourage all Council members to vote on all issues in which they do not have a conflict of interest. Council members are elected to make decisions regardless of how difficult the decision may be. Those who abstain from voting are in effect voting with the prevailing side.
- No member should vote on a question in which they have personal interest.
- Councils cannot compel a person to vote, but each Council member should carefully consider situations that justify abstaining.
- The Council Chair (without relinquishing the chair) may enter discussion, make and second motions, and vote.

Acceptance of Motion —a motion cannot be made until the item is reached on the agenda and called for by the Council Chair or presiding officer.

Amend Agenda —this motion is only used to include emergency items as defined in NEB. REV. STAT. § 84-1411 items not anticipated when the meeting notice is published, and the agenda is final. The Council may reorganize the order of the agenda items to accommodate the needs of the speaker, but you may not reorder to move a controversial issue to avoid public scrutiny. The chair calls for discussion, which is limited to the proposed amendment. If the proposed amendment receives a favorable majority, further discussion is only on the motion as amended and the chair must restate the motion for discussion.

Amendment—at any time before a vote is taken on a main motion, any Council member may move to amend the main motion. The motion to amend should state the proposed amendment to the main motion, and a second must be received before it can be recognized by the Council Chair. A Council member may amend a main motion by:

- Adding words
- Striking words
- Substituting words, sentences, or inserting paragraphs

The Council member offering the proposed amendment should clearly indicate what changes are to be made, and by what method, and the Council Chair should repeat the proposed amendment.

The Council Chair should call for discussion on the amendment. When discussion ends, the Council Chair shall ask for a vote on the amendment. If a majority of the membership votes in favor of the amendment, then the wording of the original main motion is changed. More discussion on the amended main motion may occur and then a vote is taken.

Call for the Question — any member of the Council may at any time during discussion call for the question. If that call receives a second and approval by two-thirds of the Council, the presiding officer shall immediately call for the vote.

Call to Order — at the posted meeting time, the Council Chair determines whether a quorum is present and, if so, calls the meeting to order. If the Council Chair is not in attendance, the Vice-Chair presides over the meeting.

Change of Vote — a member may change his/her vote if he/she announces the change before the Council Chair announces the results of the vote.

Lack of Quorum — a majority of the members is not present at any time during the meeting, he/she must declare the meeting recessed until a quorum is present or adjourn the meeting.

Laid on the table or tabled — a motion may also be laid on the table or tabled. It may be taken from the table when new conditions arise, new information is received, or whenever no other matter is before the body. These motions may not be debated or amended. They require majority vote. Tabling motions should not be used intentionally to kill a motion.

Methods to delay consideration of a motion:

- A motion to lay on the table or “to table” (a motion to “lay on the table” is not debatable).
- A motion to postpone indefinitely.
- A motion to postpone to a definite time.

Main Motion — the main motion is as follows: “I move that....” A motion can be made and discussed only by a member of the Council.

Motion Defeated — a motion, which did not receive a favorable majority, is a defeated motion. A tie vote defeats a motion.

Out-of-Order Motion — a motion is out of order when it does not relate to the matter before the Council or is a main motion when another main motion is before the Council.

Point of Order — may be raised if the rules appear to have been broken. During the discussion of any motion, a Council member may raise a point of order. It can be done at any time, but only to question a ruling of the Council Chair or a point of parliamentary procedure. This may interrupt a speaker during debate or anything else if the breach of the rules warrants it. The point is resolved before business continues. It does not require a second it is not debatable, but the Council Chair can permit an explanation. A point of order cannot be amended. The Council Chair rules and a vote is not required.

Privilege of Council Members — a Council member who is speaking should not be interrupted by any person except with the Council member’s consent. If the speaking member yields to another Council member, the Council Chair or presiding officer again recognizes that Council member immediately at the conclusion of the other Council member’s remarks.

Quorum — a majority of the members of the Council is a quorum.

Refer to Committee — the main motion, with or without amendments, may be referred to a committee or to staff for study. The committee or staff must report at the time specified in the motion to refer to committee. A simple majority of the Council members must accept the motion, which is debatable and amendable.

Revised Motion — at any time before a vote is taken on a motion, the person making the motion may revise the wording. If the revision is accepted by the second or if the motion is seconded by another member, the revised motion is the motion before the Council.

Second — under standard procedures, no motion should be discussed or voted on unless a member other than the one making the motion has seconded it. Statute does not require a second for every motion; however, it is commonly accepted as part of parliamentary procedure. Be sure this point is clear in your Council policy. Note: A second is not required on a committee report.

Termination of Discussion — the presiding officer may close discussion when he/she determines there has been sufficient discussion to consider all relevant information. Discussion is closed unless there is an objection from a member or a motion and second followed by two-thirds vote to keep discussion open.

Vote — the vote on all matters shall be made in person. As a member of the Council, the Council Chair should vote on every motion. The Council Chair shall announce the result of the vote immediately.

Voting

NEB.REV.STAT. § 84-1413. **Meetings; minutes; roll call vote; secret ballot; when.**

“...(2) Any action taken on any questions or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was absent or not voting.” (Nebraska Legislature)

The vote on all matters shall be made in person. As a member of the Council, the Council Chair should vote on every motion. The chair shall announce the result of the vote immediately.

- Voice vote
- Show of hands
- Roll call vote

Secret Ballot Vote

NEB.REV.STAT. § 84-1413. **Meetings; minutes; roll call vote; secret ballot; when.**

“...(3) The vote to elect leadership within a public body may be taken by secret ballot, but the total number of votes for each candidate shall be recorded in the minutes.” (Nebraska Legislature)

NEB.REV.STAT. § 84-1413. **Meetings; minutes; roll call vote; secret ballot; when.**

“...(2) Any action taken on any questions or motion duly moved and seconded shall be by roll call vote of the public body in open session, and the record shall state how each member voted or if the member was, absent or not voting.”

The vote on all matters shall be made in person. As a member of the Council, the chair should vote on every motion. The chair shall announce the result of the vote immediately.

- Voice vote
- Show of hands
- Roll call vote

Abstention

It is the duty of every Council member who has an opinion on a question before the Council to express it in a vote.

Consent Agenda

- Consent agenda items should be listed on the agenda.
- A Council member may request that an item be pulled from the consent agenda for separate discussion and vote.
- After an item is pulled from the consent agenda, the remaining items may be passed with a motion, second, and affirmative vote of the Council.

Motion to Reconsider

- A motion to reconsider enables a majority, within a limited time (which is usually within the same meeting) to bring back for further consideration a motion which has already been acted upon.
- A motion to reconsider can only be made by a member who voted with the prevailing side.
- A motion to reconsider requires a second and it is debatable.
- If the motion to reconsider is passed, the original question is before the Council in the exact position it occurred before it was voted upon; this allows the Council to correct a hasty decision.

The motion to reconsider:

- Cannot interrupt a speaker who has the floor and has begun to speak
- Must be seconded
- Is debatable if the motion to be reconsidered is debatable
- Cannot be amended
- Requires a majority vote
- Cannot be reconsidered
- Must be made on the same day as the meeting in which the motion to be reconsidered was decided
- Must be made by a person who voted on the *prevailing* side of the motion to be reconsidered.
- Anytime a motion to *Reconsider* is (properly) made, all action authorized by the motion being considered is suspended until the decision whether to reconsider is made.

Motion to Rescind

There are no time limitations to rescind a motion. If action has been taken as a result of the motion the Council may not rescind. To rescind it takes 2/3 vote.

- Unlike the motion to reconsider any member of the Council may make a motion to rescind. It must have a second.
- A motion to rescind can be made only when it is too late to reconsider.
- A motion to rescind cannot be made if the motion has caused something to be done which cannot be undone.
- It is advisable to give notice of an intention to offer a motion to rescind a previous motion.

Motion to Adjourn

When the agenda is completed and there are no objections, the Council Chair may declare the meeting adjourned without a motion.

- A motion to adjourn is almost always in order. The exceptions are when a speaker has the floor, when a vote is being taken, after a similar motion has been turned down, and when the business at hand cannot be concluded quickly.
- The motion to adjourn is not debatable.
- A motion to adjourn is not a debatable motion.

Robert's Rules Quick Summary

What you want to accomplish:	You should say:	Can you interrupt the speaker:	Do you need a second?	Does it have to go to discussion?	Can the motion be amended?	Level of vote you need:
To take a break/recess	"I move that we recess until 7 p.m." or "I move to recess for 10 minutes"	No	Yes	No	Yes	Majority
To stop the discussion or consideration of a motion To start the discussion or consideration of something that was previously tabled	"I move that we table the current motion/question." "I move we take from the table ..."	No	Yes	No	No	Majority
To amend a motion	"I move that this motion be amended by ..." (if seconded, discuss, and vote on motion to amend); (then discuss motion as amended); (vote on motion discussed)	No	Yes	Yes	Yes	Majority
To postpone the discussion and vote on a motion/question until a later time in the same session (no later than the next meeting)	"I move to postpone this matter/question until ... (time or next meeting)"	No	Yes	Yes	Yes	Majority
To limit the discussion or debate of a motion/question - can limit either by person or by total amount of time (you can also limit the number of people who can discuss/debate the motion/question)	"I move to limit discussion/debate of the motion/question to 20 minutes/2 minutes per speaker" or "I move to end discussion (of this motion/question) at __ p.m."	No	Yes	No	Yes	2/3
To end discussion/debate of the previous motion and call for a vote on the motion/question	"I move the previous question" or "I move to call/demand a vote on the previous question"	No	Yes	No	No	2/3
To object to violation of procedure, i.e. discussion of issue not relevant to motion/question being discussed/debated (you can use this to interrupt a speaker and reign in a debate that has gone off topic)	"Point of order" or "Point of order can we bring discussion back to (pending motion/question)" or "Point of order, does (issue that is off-topic) pertain (or similar word) to (pending motion/question)."	Yes	No	No	No	Chair decides