

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

LEARNING COMMUNITY COORDINATING COUNCIL

AGENDA

March 19, 2020 – 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 – February 20, 2020
5. Reports
 - a) Chair
 - i. Update on CEO Search
 - b) Treasurer
 - i. **Action Item:** Accept Treasurer's Report dated February 29, 2020
 - ii. **Action Item:** Approve Second Quarter Budget to Actual
 - c) Chief Executive Officer
 - d) Legal Counsel
6. Superintendents' Plan for Early Childhood Education Update
7. Learning Community Center of South Omaha Update – Renee Franklin
8. Learning Community Center of North Omaha Update – Renee Franklin /Jamalia Parker
 - a) Discuss Nebraska Early Childhood Collaborative Agreement for Childcare Director Training
 - b) **Action Item:** Upon recommendation of the Executive Committee and Subcouncil 2, motion to solicit opportunities or responses for operations management of Parent University and leadership.

9. Subcommittee Reports

- a) Elementary Learning and Diversity Subcommittee
- b) Budget, Finance & Audit Subcommittee
 - i. Koch Insurance Policies Renewal

- 1. **Action Item:** Upon recommendation of the Budget, Finance and Audit Subcommittee, motion 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).

- c) Legislative Subcommittee
 - i. Legislative Update

10. New Business

Action Item: Motion to approve:

WHEREAS, the World Health Organization has officially declared the COVID-19 disease ("Coronavirus") outbreak a global pandemic;

WHEREAS, school districts and universities across the United States have or are planning to temporarily close in response to concerns over the spread of Coronavirus and the health and safety of students and employees;

WHEREAS, through its policies and practices, the Learning Community of Douglas and Sarpy Counties (the "Learning Community") has made a commitment to providing a safe environment for its employees and members of the community that it serves; and

WHEREAS, the Council desires to provide some paid leave to certain hourly employees of the Learning Community in the case of the Learning Community's temporary closure caused by Coronavirus.

NOW, THEREFORE, BE IT RESOLVED that should the Learning Community be closed because of the Coronavirus (the "Closure"), the Learning Community may provide up to twenty (20) days of paid leave (as determined by the CEO) to hourly employees of the Learning Community for days that the hourly employee would otherwise have been scheduled to work during the Closure (the "4-Week Period"); and

BE IT FURTHER RESOLVED that the Council reserves the right to reduce or terminate the temporary paid leave at any time.

11. Next Council Meeting –

- March 28, 2020 Learning Community Center of North Omaha, 1612 N. 24th Street, Omaha, NE

12. Adjournment

UPCOMING LEARNING COMMUNITY EVENTS:

Advisory Committee	To Be Determined
LC Coordinating Council	March 28, 2020, 8:30 a.m. Learning Community Center of North Omaha, 1612 N. 24 th Street, Omaha, NE
	April 16, 2020, 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	To Be Determined
Subcouncil #4	To Be Determined
Subcouncil #5	To Be Determined
Subcouncil #6	To Be Determined

HANDOUTS TO ACCOMPANY THIS AGENDA ARE AS FOLLOWS:

- LCCC Minutes dated February 20, 2020
- Treasurer's Report dated February 29, 2020
- Second Quarter Budget to Actual
- Koch Insurance Packet

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

LEARNING COMMUNITY COORDINATING COUNCIL

February 20, 2020

A meeting of the Coordinating Council of the Learning Community of Douglas and Sarpy Counties was held February 20, 2020, 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 February 12, 2020. 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 February 12, 2020.

1. **Call Meeting to Order.** The meeting was convened and called to order by Chair Kelley at 6:04 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:	Hager, Hahn, Hoeger, Kozel, Martinez- Real, Thommes, Ward, Kelley
Voting Members Absent:	Ekwerekwu, Williams, Avery
Voting Members Excused:	Woodward
Staff Present:	Franklin, Parker, Patton, Kreher, Benzel
Also Present:	Thomas Ackley, Koley Jessen P.C.; Lisa Roy, BECI

It is noted for the record that Dr. Williams arrived at 6:10 p.m.

4. **Approval of Minutes.** Chair Kelley presented the Council minutes from the January 16, 2020 public meeting of the Council. Motion by Mr. Hager, seconded by Mr. Thommes, to approve the minutes of the Council meeting held on January 16, 2020. Yeas: Hager, Hahn, Hoeger, Kozel, Martinez-Real, Thommes, Williams, Kelley. Abstain: None: Nays: W a r d. **Motion carried.**
5. **Reports**
 - a) Chair – Chair Kelley discussed a letter from State Auditor and Koley Jessen’s reduced rate. Two handouts were provided.

It is noted for the record that Mr. Avery arrived at 6:16 p.m. and Mr. Ekwerekwu arrived at 6:20 p.m.

- i. Motion by Mr. Hager, seconded by Mr. Hoeger, to approve Subcommittee/Executive Committee assignments. Discussion took place. Ms. Ward expressed her displeasure on not being selected to serve on the Executive Committee. Yeas: Avery, Ekwerekwu, Hager, Hahn, Hoeger, Kozel, Martinez-Real, Thommes, Williams, Kelley. Abstain: None: Nays: Ward. **Motion carried.**

b) Treasurer

- i. Motion by Mr. Hoeger, seconded by Dr. Williams, upon recommendation of the Budget, Finance & Audit Subcommittee, motion to accept Treasurer's Report dated January 31, 2020. Yeas: Avery, Ekwerekwu, Hager, Hahn, Hoeger, Kozel, Martinez-Real, Thommes, Williams, Kelley. Abstain: None: Nays: W a r d .
Motion carried.

c) Chief Executive Officer – Mr. Patton provided a report. One handout was provided.

d) Legal Counsel – No Report

6. Public Comment – None

7. Superintendents' Plan for Early Childhood Education Plan Overview – Lisa Roy provided a report. Discussion took place. Three handouts were provided.

8. Learning Community Center of South Omaha Update – Ms. Franklin provided a report.

9. Learning Community Center of North Omaha Update – Ms. Franklin and Ms. Parker provided a report. Ms. Parker explained the change of boundaries practices for Parent University.

10. Subcommittee Reports

a) Elementary Learning and Diversity Subcommittee – No Report

b) Budget, Finance & Audit Subcommittee - No Report

c) Legislative Subcommittee – Motion by Mr. Thommes, seconded by Dr. Williams, to approve Legislative positions. Yeas: Avery, Ekwerekwu, Hager, Hahn, Hoeger, Kozel, Martinez-Real, Thommes, Williams, Kelley. Abstain: None: Nays: W a r d . **Motion carried.**

11. New Business –

a) Mr. Hoeger provided a report on the Ad hoc Communications Committee.

b) Mr. Patton provided an update on the CEO search.

12. Next Council Meeting –

March 19, 2020, Learning Community Center of North Omaha, 1612 N. 24th Street,
Omaha, NE

13. Adjournment – Meeting was adjourned with unanimous approval at 7:31 p.m.

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

- LCCC Minutes dated January 16, 2020
- Proposed Executive Committee/Subcommittees
- Treasurer's Report dated January 31, 2020

Carol Hahn – Secretary

LEARNING COMM OF DOUGLAS SARPY COUNTY
Treasurer's Report - Purchase Journal
For the Period From Aug 1, 2019 to Feb 29, 2020

Filter Criteria includes: 1) Job ID: Multiple IDs; 2) Includes Drop

Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
1301 1/15/20	El Mero Mero Inc	Utilities - January	Utilities & Cleaning Jan 2020	1,880.00		
1301 1/15/20	El Mero Mero Inc	Utilities - January	El Mero Mero Inc		1,880.00	Paid In Full
1301 2/1/20	El Mero Mero Inc	February 2020 rent		3,200.00		
1301 2/1/20	El Mero Mero Inc	February 2020 rent	El Mero Mero Inc		3,200.00	Paid In Full
1302 1/13/20	HELP Foundation of Omaha	February 2302	February Rent	10,820.48		
1302 1/13/20	HELP Foundation of Omaha	February 2302	December Utilities	1,319.53		
1302 1/13/20	HELP Foundation of Omaha	February 2302	HELP Foundation of Omaha		12,140.01	Paid In Full
1303 1/20/20	Lund Company	1612 - February	February Lease payment	52,212.61		
1303 1/20/20	Lund Company	1612 - February	Lund Company		52,212.61	Paid In Full
3702 2/13/20	Buffett Early Childhood Institute	2/20 SupECplan	Superintendents EC Education Plan	18,666.66		
3702 2/13/20	Buffett Early Childhood Institute	2/20 SupECplan	Buffett Early Childhood Institute		18,666.66	Paid In Full
3703 2/13/20	UNMC	2/20 ELC Eval	Monthly ELC Program Eval. Payment	35,760.33		
3703 2/13/20	UNMC	2/20 ELC Eval	UNMC		35,760.33	Paid In Full
DC 2/7/20	Mutual of Omaha Credit Card	Purchases	Credit card purchases	4,932.34		
					4,932.34	
4145V 2/20/20	Westside Community District	18/19 Pilot Program	Final payment 18/19 contract	-13,314.51		
4145V 2/20/20	Westside Community District	18/19 Pilot Program	Final payment 18/19 contract		-13,314.51	Voided
DC July 2/7/20	Base Flex Account	Flex Plan - Credit card	July statement	-118.09		
DC July 2/7/20	Base Flex Account	Flex Plan - Credit card	july statement		-118.09	Voided
4246V 2/7/20	Dr. Jeffrey Walker	Workshop	Parent workshops	-1,100.00		
4246V 2/7/20	Dr. Jeffrey Walker	Workshop	Parent workshops		-1,100.00	Voided
4512V 2/21/20	Phi Delta Kappa, Chapter #011	Awards Dinner	Awards dinner	-210.00		
4512V 2/21/20	Phi Delta Kappa, Chapter #011	Awards Dinner	Awards dinner		-210.00	Voided
4520 1/23/20	The Daily Record	125891	Achievement Subcouncil #2 meeting	16.10		
4520 1/23/20	The Daily Record	125891	The Daily Record		16.10	Paid In Full
4520 1/29/20	The Daily Record	126022	Sub 2 meeting 2/6	16.10		
4520 1/29/20	The Daily Record	126022	The Daily Record		16.10	Paid In Full
4521 1/16/20	EDUCATIONAL SERVICE UNIT #3	SPED007414	Project Learning Tree Early Childhood	215.00		
4521 1/16/20	EDUCATIONAL SERVICE UNIT #3	SPED007414	EDUCATIONAL SERVICE UNIT #3		215.00	Paid In Full
4521 1/16/20	EDUCATIONAL SERVICE UNIT #3	SpeD007413	Essential Life Skills for Young Children	335.00		
4521 1/16/20	EDUCATIONAL SERVICE UNIT #3	SpeD007413	EDUCATIONAL SERVICE UNIT #3		335.00	Paid In Full
4521 1/20/20	EDUCATIONAL SERVICE UNIT #3	SPED007412	ELG Language & Literacy Dev Program	955.00		
4521 1/20/20	EDUCATIONAL SERVICE UNIT #3	SPED007412	EDUCATIONAL SERVICE UNIT #3		955.00	Paid In Full

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Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
4522 1/31/20	Nebraska Association of School Boar	05282-N3L4L8	Legislative Committee	235.00		
4522 1/31/20	Nebraska Association of School Boar	05282-N3L4L8	Nebraska Association of School Boards		235.00	Paid In Full
4523 1/30/20	Pay-LESS Office Products, Inc.	3146919-0	Various Supplies	192.75		
4523 1/30/20	Pay-LESS Office Products, Inc.	3146919-0	Supplies	49.06		
4523 1/30/20	Pay-LESS Office Products, Inc.	3146919-0	Pay-LESS Office Products, Inc.		241.81	Paid In Full
4523 1/31/20	Pay-LESS Office Products, Inc.	3146919-1	Supplies	16.49		
4523 1/31/20	Pay-LESS Office Products, Inc.	3146919-1	Pay-LESS Office Products, Inc.		16.49	Paid In Full
4524 2/18/20	RDG Planning & Design	02182020	Business Cards - Contreras, Dalgre		131.00	
4524 2/18/20	RDG Planning & Design	02182020	RDG Planning & Design	131.00		Applied
4524V 2/18/20	RDG Planning & Design	02182020	Business Cards - Contreras, Daigre	-131.00		
4524V 2/18/20	RDG Planning & Design	02182020	RDG Planning & Design		-131.00	Voided
4525 1/30/20	Regal Printing	67286	Business Cads, Hahn, Woodward, Hoeger	262.50		
4525 1/30/20	Regal Printing	67286	Regal Printing		262.50	Paid In Full
4526 1/20/20	TAPS	9270	Child care 1/11 - 1/15	866.92		
4526 1/20/20	TAPS	9270	TAPS		866.92	Paid In Full
4527 1/20/20	VSP	808491031	February 2020	93.92		
4527 1/20/20	VSP	808491031	VSP		93.92	Paid In Full
4528 1/6/20	WHC LLC dba zTrip	20531	December 2019 Transportation charges	684.42		
4528 1/6/20	WHC LLC dba zTrip	20531	WHC LLC dba zTrip		684.42	Paid In Full
4529 2/1/20	Buffett Early Childhood Institute	02/20 SupECPlan	February Sup. Early Childhood Education Plan	110,507.08		
4529 2/1/20	Buffett Early Childhood Institute	02/20 SupECPlan	Buffett Early Childhood Institute		110,507.08	Paid In Full
4530 1/27/20	Bellevue Public Schools	September - December	Instructional Coaching expenses	150,000.00		
4530 1/27/20	Bellevue Public Schools	September - December	Bellevue Public Schools		150,000.00	Paid In Full
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	February Health & Dental	3,619.38		
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	February Health & Dental	703.45		
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	February Health & Dental	703.45		
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	February Health & Dental	732.41		
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	February Health & Dental	5,522.07		
4531 1/21/20	Blue Cross Blue Shield of Nebraska	February 2020	Blue Cross Blue Shield of Nebraska		11,280.76	Paid In Full
4532 1/15/20	Jensen Rogert Associates, Inc.	2020-02	February installment	2,375.00		
4532 1/15/20	Jensen Rogert Associates, Inc.	2020-02	Jensen Rogert Associates, Inc.		2,375.00	Paid In Full

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4533 1/29/20	Nebraska Association of School Boar	20/21 Dues	20/21 Dues			
4533 1/29/20	Nebraska Association of School Boar	20/21 Dues	Nebraska Association of School Boards	3,300.00		
					3,300.00	Paid In Full
4534 1/16/20	Omaha Public Schools	433620 - 9/12	Mount View 9/19 - 12/19			
4534 1/16/20	Omaha Public Schools	433620 - 9/12	Omaha Public Schools	36,905.04		
4534 1/16/20	Omaha Public Schools	434120 - 9/12	Gomez - 9/19 - 12/19			
4534 1/16/20	Omaha Public Schools	434120 - 9/12	Omaha Public Schools	35,492.11		
4534 1/16/20	Omaha Public Schools	436220 9/12	Liberty 9/19 - 12 /19			
4534 1/16/20	Omaha Public Schools	436220 9/12	Omaha Public Schools	39,373.24		
4534 1/16/20	Omaha Public Schools	437020 - 9/12	Pinewood - 9/19 - 12/19			
4534 1/16/20	Omaha Public Schools	437020 - 9/12	Omaha Public Schools	39,296.07		
					39,296.07	Paid In Full
4535 1/23/20	Omaha Public Schools	Nov/Dec	November/December			
4535 1/23/20	Omaha Public Schools	Nov/Dec	Omaha Public Schools	30,423.41		
4535 1/23/20	Omaha Public Schools	Nov/Dec #27	Early Childhood Nov/Dec			
4535 1/23/20	Omaha Public Schools	Nov/Dec #27	Omaha Public Schools	176,930.92		
4535 1/23/20	Omaha Public Schools	nov/dec	November/December 2019			
4535 1/23/20	Omaha Public Schools	nov/dec	Omaha Public Schools	31,364.67		
					31,364.67	Paid In Full
4536 2/12/20	AxisPlus Benefits	4503	January FSA charges			
4536 2/12/20	AxisPlus Benefits	4503	AxisPlus Benefits	28.00		
					28.00	Paid In Full
4537 1/7/20	Dillons Customer Charges	1219707266	Food purchases			
4537 1/7/20	Dillons Customer Charges	1219707266	Dillons Customer Charges	64.69		
4537 1/11/20	Dillons Customer Charges	1319707846	Food purchases			
4537 1/11/20	Dillons Customer Charges	1319707846	Dillons Customer Charges	62.14		
4537 1/14/20	Dillons Customer Charges	1319708261	Food purchases			
4537 1/14/20	Dillons Customer Charges	1319708261	Dillons Customer Charges	125.96		
4537 1/16/20	Dillons Customer Charges	13197088644	Food purchases			
4537 1/16/20	Dillons Customer Charges	13197088644	Dillons Customer Charges	37.18		
4537 1/21/20	Dillons Customer Charges	1319709271	Food purchases			
4537 1/21/20	Dillons Customer Charges	1319709271	Dillons Customer Charges	51.84		
4537 1/23/20	Dillions Customer Charges	131709657	Food purchases			
4537 1/23/20	Dillions Customer Charges	131709657	Dillions Customer Charges	34.17		
4537 1/24/20	Dillions Customer Charges	1319709826	food purchases			
4537 1/24/20	Dillions Customer Charges	1319709826	Dillions Customer Charges	64.55		
4537 1/28/20	Dillions Customer Charges	1319710406	Food Purchases			
4537 1/28/20	Dillions Customer Charges	1319710406	Dillions Customer Charges	46.71		
4537 1/30/20	Dillions Customer Charges	1319710851	Food purchases			
4537 1/30/20	Dillions Customer Charges	1319710851	Dillions Customer Charges	36.08		
4537 2/1/20	Dillions Customer Charges	1319711144	Food purchases			
4537 2/1/20	Dillions Customer Charges	1319711144	Dillions Customer Charges	58.61		
					58.61	Paid In Full
4538 2/17/20	C & A Industries - Celebrity Staff	1918271	Temp for Front Desk 2/7	126.00		

LEARNING COMM OF DOUGLAS SARPY COUNTY

Treasurer's Report - Purchase Journal For the Period From Aug 1, 2019 to Feb 29, 2020

Filter Criteria includes: 1) Job ID: Multiple IDs; 2) Includes Drop

Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
4538 2/17/20	C & A Industries - Celebrity Staff	1918271	C & A Industries - Celebrity Staff		126.00	Paid In Full
4539 2/17/20	Control Yours	5358	monthly subscription	175.00		
4539 2/17/20	Control Yours	5358	Control Yours		175.00	Paid In Full
4540 1/31/20	Culligan of Omaha	970491	Cooler Rental - February	11.00		
4540 1/31/20	Culligan of Omaha	970491	Culligan of Omaha		11.00	Paid In Full
4540 1/31/20	Culligan of Omaha	January 2020	Water & cooler	39.50		
4540 1/31/20	Culligan of Omaha	January 2020	Culligan of Omaha		39.50	Paid In Full
4540 2/7/20	Culligan of Omaha	970986	Bottled Water	15.00		
4540 2/7/20	Culligan of Omaha	970986	Culligan of Omaha		15.00	Paid In Full
4541 2/12/20	The Daily Record	126337	2/20/20 Council Meeting	17.30		
4541 2/12/20	The Daily Record	126337	The Daily Record		17.30	Paid In Full
4542 1/31/20	InfiNet Solutions, Inc.	55528ISI	Wireless adapter	25.99		
4542 1/31/20	InfiNet Solutions, Inc.	55528ISI	InfiNet Solutions, Inc.		25.99	Paid In Full
4542 2/1/20	InfiNet Solutions, Inc.	55452ISI	Monthly charges	1,619.00		
4542 2/1/20	InfiNet Solutions, Inc.	55452ISI	InfiNet Solutions, Inc.		1,619.00	Paid In Full
4543 1/31/20	Konica Minolta Business Solutions US	264027481	Monthly maintenance charges	173.59		
4543 1/31/20	Konica Minolta Business Solutions US	264027481	Konica Minolta Business Solutions USA I		173.59	Paid In Full
4543 1/31/20	Konica Minolta Business Solutions US	264027925	Monthly Maintenance	93.48		
4543 1/31/20	Konica Minolta Business Solutions US	264027925	Konica Minolta Business Solutions USA I		93.48	Paid In Full
4544 2/8/20	Konica Minolta Premier Finance	66911739	Copier lease charges	194.48		
4544 2/8/20	Konica Minolta Premier Finance	66911739	Copier lease charges	200.34		
4544 2/8/20	Konica Minolta Premier Finance	66911739	Konica Minolta Premier Finance		394.82	Paid In Full
4545 2/10/20	Pay-LESS Office Products, Inc.	3149661-0	Supplies	48.04		
4545 2/10/20	Pay-LESS Office Products, Inc.	3149661-0	Pay-LESS Office Products, Inc.		48.04	Paid In Full
4545 2/12/20	Pay-LESS Office Products, Inc.	3149661-1	Supplies	3.69		
4545 2/12/20	Pay-LESS Office Products, Inc.	3149661-1	Pay-LESS Office Products, Inc.		3.69	Paid In Full
4545 2/19/20	Pay-LESS Office Products, Inc.	3152588-0	AdminOffice Supplies	57.30		
4545 2/19/20	Pay-LESS Office Products, Inc.	3152588-0	Office Supplies	29.95		
4545 2/19/20	Pay-LESS Office Products, Inc.	3152588-0	Pay-LESS Office Products, Inc.		87.25	Paid In Full
4546 2/14/20	Regal Printing	66193	Recruiting Brochure	385.00		
4546 2/14/20	Regal Printing	66193	Regal Printing		385.00	Paid In Full
4547 1/3/20	Ringle Resources	January 2020	PU database support	700.00		
4547 1/3/20	Ringle Resources	January 2020	Ringle Resources		700.00	Paid In Full
4548 1/31/20	Seim Johnson LLP	FS Compilation	Progress bill for FS compilation	1,600.00		

LEARNING COMM OF DOUGLAS SARPY COUNTY

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Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
4548 1/31/20	Seim Johnson LLP	FS Compliation	Seim Johnson LLP		1,600.00	Paid In Full
4549 2/11/20	UNO College of Education	Young Children Conf	Conference			
4549 2/11/20	UNO College of Education	Young Children Conf	UNO College of Education	1,500.00		
					1,500.00	Paid In Full
4550 2/5/20	All Makes Office Equipment Co.	108436	Desk placement additional work			
4550 2/5/20	All Makes Office Equipment Co.	108436	All Makes Office Equipment Co.	300.00		
4550 2/7/20	All Makes Office Equipment Co.	108493	Desks/screens - Navigators		300.00	Paid In Full
4550 2/7/20	All Makes Office Equipment Co.	108493	All Makes Office Equipment Co.	3,985.56		
					3,985.56	Paid In Full
4551 2/14/20	Carroll Communications	1618	January fees			
4551 2/14/20	Carroll Communications	1618	Carroll Communications	7,977.50		
					7,977.50	Paid In Full
4552 1/31/20	Completely KIDS	1312020FC	January Contract Billing			
4552 1/31/20	Completely KIDS	1312020FC	Completely KIDS	2,188.00		
					2,188.00	Paid In Full
4553 2/17/20	Douglas County West School District	2172020	Superintendent Early Childhood Program			
4553 2/17/20	Douglas County West School District	2172020	Douglas County West School District	4,961.16		
					4,961.16	Paid In Full
4554 2/14/20	Jensen Rogert Associates, Inc.	2020-03	March Installment			
4554 2/14/20	Jensen Rogert Associates, Inc.	2020-03	Jensen Rogert Associates, Inc.	2,375.00		
					2,375.00	Paid In Full
4555 2/8/20	Koley Jessen	377154	General			
4555 2/8/20	Koley Jessen	377154	Koley Jessen	2,747.00		
4555 2/8/20	Koley Jessen	377155	Personnel Matters		2,747.00	Paid In Full
4555 2/8/20	Koley Jessen	377155	Koley Jessen	3,744.00		
4555 2/8/20	Koley Jessen	377156	Monthly Council Meetings		3,744.00	Paid In Full
4555 2/8/20	Koley Jessen	377156	Koley Jessen	660.00		
4555 2/8/20	Koley Jessen	377206	South Omaha Elementary Learning Center		660.00	Paid In Full
4555 2/8/20	Koley Jessen	377206	Koley Jessen	102.00		
4555 2/8/20	Koley Jessen	377207	North Omaha Elementary Center		102.00	Paid In Full
4555 2/8/20	Koley Jessen	377207	Koley Jessen	180.00		
					180.00	Paid In Full
4556 2/7/20	Lion's Gate Security Solutions	LC2720	Emergency Training			
4556 2/7/20	Lion's Gate Security Solutions	LC2720	Lion's Gate Security Solutions	4,500.00		
					4,500.00	Paid In Full
4557 2/14/20	Nebraska Early Childhood Collaborati	1231 payment	Expenses through 12/31/2019			
4557 2/14/20	Nebraska Early Childhood Collaborati	1231 payment	Nebraska Early Childhood Collaborative	4,968.82		
					4,968.82	Paid In Full
4558 1/31/20	One World Community Health Center	3704-IN	Child Learning - January 2020			
4558 1/31/20	One World Community Health Center	3704-IN	One World Community Health Centers, Inc	4,305.18		
4558 2/1/20	One World Community Health Center	3699-IN	South Omaha		4,305.18	Paid In Full
4558 2/1/20	One World Community Health Center	3699-IN	One World Community Health Centers, Inc	128,750.00		
					128,750.00	Paid In Full

LEARNING COMM OF DOUGLAS SARPY COUNTY
Treasurer's Report - Purchase Journal
For the Period From Aug 1, 2019 to Feb 29, 2020

Filter Criteria includes: 1) Job ID: Multiple IDs; 2) Includes Drop

Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
4559 2/2/20	Omaha World Herald	january 2020	January 2020 omaha.com	3,900.00		
4559 2/2/20	Omaha World Herald	january 2020	CEO job ad posting	1,360.00		
4559 2/2/20	Omaha World Herald	january 2020	Omaha World Herald		5,260.00	Paid In Full
4560 2/17/20	Papillion La Vista Community Schools	102130-000-12130	Jump Start Charges September - February			
4560 2/17/20	Papillion La Vista Community Schools	102130-000-12130	Papillion La Vista Community Schools	11,856.00		
					11,856.00	Paid In Full
4561 2/3/20	Surreal Media Lab, LLC	579	Social Media management			
4561 2/3/20	Surreal Media Lab, LLC	579	Surreal Media Lab, LLC	2,650.00		
					2,650.00	Paid In Full
4561 1/13/20	TAPS	9257	TAPS			
4562 1/13/20	TAPS	9257	childcare 1/6 - 1/11		637.55	Paid In Full
4562 1/27/20	TAPS	9281	Childcare 1/11 - 1/25	637.55		
4562 1/27/20	TAPS	9281	TAPS	925.23		
4562 2/3/20	TAPS	9294	Childcare 1/27 - 2/1		925.23	Paid In Full
4562 2/3/20	TAPS	9294	TAPS	886.36		
4562 2/10/20	TAPS	9307	Childcare 2/1 - 2/6		886.36	Paid In Full
4562 2/10/20	TAPS	9307	TAPS	1,745.49		
					1,745.49	Paid In Full
4563 2/20/20	Westside Community District	18/19 Pilot Program	Final payment 18/19 contract			
4563 2/20/20	Westside Community District	18/19 Pilot Program	Final payment 18/19 contract	13,314.51		
					13,314.51	Paid in full
4564 2/2/20	Williams Counseling & Consulting	0028	Kids on the Edge			
4564 2/2/20	Williams Counseling & Consulting	0028	Williams Counseling & Consulting	1,250.00		
4564 2/2/20	Williams Counseling & Consulting	0038	Emotional Health Workshop		1,250.00	Paid In Full
4564 2/2/20	Williams Counseling & Consulting	0038	Williams Counseling & Consulting	1,200.00		
					1,200.00	Paid In Full
DC 2/24/20	Colonial Life	February 2020	Short term disability insurance			
2/24/20	Colonial Life	February 2020	Short term disability insurance	1,238.10		
					1,238.10	Paid in Full
				1,005,567.96	1,005,567.96	

LEARNING COMM OF DOUGLAS & SARPY COUNTY
Budget to Actual - General Administration
For the Six Months Ending February 29, 2020

	Current FY Budget	Actual YTD	Percent of Budget	Remaining Spent
Revenues				
STATE AID	\$ 470,000.00	\$ 0.00	0.00	470,000.00
INTEREST - MAIN OP	120.00	0.00	0.00	120.00
Total Revenues	470,120.00	0.00	0.00	470,120.00
	Current FY	Actual YTD	Percent of	Remaining
General Expenses				
Coordinating Council				
LCCC- CONTRACTED SERVICES	10,000.00	0.00	0.00	10,000.00
LCCC-OTHER PROF/TECH	6,760.00	4,041.50	59.79	2,718.50
LCCC - ADVERTISING	3,500.00	2,313.80	66.11	1,186.20
LCCC -PRINTING	1,000.00	0.00	0.00	1,000.00
LCCC - OFF SUPPLIES	1,000.00	262.50	26.25	737.50
LCCC- TECHNOLOGY/EQUIPMENT	1,000.00	139.00	13.90	861.00
LCCC-CONFERENCE REGISTRATIO	7,500.00	1,485.00	19.80	6,015.00
LCCC - MISC EXPENSES	4,680.00	512.83	10.96	4,167.17
Coordinating Council - Subtotal	35,440.00	8,754.63	24.70	26,685.37
Administration				
CEO SALARY	153,000.00	75,049.98	49.05	77,950.02
OTHER SALARIES AND WAGES	194,572.00	96,902.32	49.80	97,669.68
PAYROLL TAXES	26,589.26	12,154.32	45.71	14,434.94
BENEFIT EXPENSES	55,537.16	26,281.66	47.32	29,255.50
DUES AND MEMBERSHIPS	7,000.00	5,257.38	75.11	1,742.62
CONFERENCE/PROFESSIONAL DEV	9,000.00	1,634.75	18.16	7,365.25
PUBLIC ACCOUNTING	10,000.00	3,593.25	35.93	6,406.75
STATE AUDIT	11,000.00	0.00	0.00	11,000.00
TELECOMMUNICATIONS/WEBSITE	5,460.00	1,829.72	33.51	3,630.28
SUPPLIES	5,460.00	2,473.18	45.30	2,986.82
FURNITURE	5,460.00	4,682.56	85.76	777.44
PRINTING AND POSTAGE	17,480.00	4,160.60	23.80	13,319.40
TECHNOLOGY/EQUIPMENT	45,299.50	12,479.43	27.55	32,820.07
REIMBURSED EXPENSES	2,500.00	1,251.66	50.07	1,248.34
OTHER MISC.	14,750.00	8,192.29	55.54	6,557.71
Administration - Subtotal	563,107.92	255,943.10	45.45	307,164.82
Total Expenses	598,547.92	264,697.73	44.22	333,850.19
Net Income	\$ (128,427.92)	\$ (264,697.73)	(206.11)	136,269.81

LEARNING COMM OF DOUGLAS & SARPY COUNTY
Budget to Actual - ELC Operations
For the Six Months Ending February 29, 2020

	Current FY Budget	Actual YTD	Percent of Budget	Remaining Spent
Revenues				
LOC PROP TAX - ELC LEVY	\$ 8,663,942.02	\$ 1,259,196.78	(14.53)	7,404,745.24
INTEREST - ELC OP	2,200.00	1,351.01	(61.41)	848.99
Total Revenues	8,666,142.02	1,260,547.79	(14.55)	7,405,594.23
General Expenses				
Pilot Programming				
Subcouncil 1 ELC Programming	181,422.00	122,019.20	67.26	59,402.80
Subcouncil 3 ELC Programming	372,130.00	83,218.30	22.36	288,911.70
Subcouncil 4 ELC Programming	133,908.00	33,909.34	25.32	99,998.66
Subcouncil 5 ELC Programming	300,000.00	150,000.00	50.00	150,000.00
Subcouncil 6 ELC Programming	117,528.00	18,168.45	15.46	99,359.55
Programming - Subtotal	1,104,988.00	407,315.29	36.86	697,672.71
North Omaha Center				
Early Childhood Partnership	1,022,534.00	447,328.68	43.75	575,205.32
Subcouncil 2 Family Support Li	227,362.00	75,979.94	33.42	151,382.06
Childcare Director Training	144,000.00	6,473.82	4.50	137,526.18
Parent University	866,744.38	373,018.33	43.04	493,726.05
Center Operations	128,324.32	57,024.24	44.44	71,300.08
North Omaha Center - Subtotal	3,493,952.70	1,367,140.30	39.13	2,126,812.40
South Omaha Center				
South Omaha Center	1,545,000.00	643,767.59	41.67	901,232.41
Subcouncil 5 Family Support Li	0.00	0.00	0.00	0.00
South Omaha Center - Subtotal	1,545,000.00	643,767.59	41.67	901,232.41
Superintendent's Early Childhood Plan				
Superintendent's Early Childho	2,600,000.00	1,009,353.35	38.82	1,590,646.65
Superintendent's Plan - Subtotal	2,600,000.00	1,009,353.35	38.82	1,590,646.65
General Expenses				
Admin-Community Relations	175,000.00	60,142.69	34.37	114,857.31
Admin-Legal	30,000.00	11,468.35	38.23	18,531.65
Admin-Insurance/Bonding	69,000.00	1,400.00	2.03	67,600.00
Admin-Lobbying	30,900.00	14,408.37	46.63	16,491.63
Admin-Salaries and Wages	122,337.14	60,776.46	49.68	61,560.68
Admin-Payroll Taxes	9,358.79	4,619.99	49.37	4,738.80
Admin-Benefit Expenses	14,432.11	6,970.85	48.30	7,461.26
Admin-Other Misc. Expenses	7,550.00	1,183.04	15.67	6,366.96
General Expenses - Subtotal	458,578.04	160,969.75	35.10	297,608.29
Total Expenses	8,097,530.74	3,181,230.99	39.29	4,916,299.75
Difference of Revenues & Expenses	(568,611.28)	1,920,683.20	(337.78)	(2,489,294.48)
Net Income	\$ 568,611.28	\$ (1,920,683.20)	337.78	2,489,294.48

LEARNING COMM OF DOUGLAS & SARPY COUNTY
Budget to Actual - Capital Projects
For the Six Months Ending February 29, 2020

		Current FY Budget	Actual YTD	Percent of Budget	Remaining Spent
Revenues					
LOC PROP TAX - CAP PROJ (1070)	\$	793,426.42	\$ 99,975.02	12.60	693,451.40
INTEREST - CAP PROJ (1070)		750.00	131.88	17.58	618.12
Total Revenues		794,176.42	100,106.90	12.61	694,069.52
		Current FY	Actual YTD	Percent of	Remaining
Learning Centers					
North Omaha Center - Lease Pay		600,000.00	303,482.84	50.58	296,517.16
South Omaha Center - Lease Pay		203,000.00	96,507.91	47.54	106,492.09
Total Expenses		803,000.00	399,990.75	49.81	403,009.25
Difference of Revenues & Expenses	\$	(8,823.58)	\$ (299,883.85)	(3,398.66)	291,060.27

Page: 1

LEARNING COMM OF DOUGLAS & SARPY COUNTY
Budget to Actual - Research & Evaluation
For the Six Months Ending February 29, 2020

		Current FY Budget	Actual YTD	Percent of Budget	Remaining Spent
Revenues					
Interest	\$	731,568.00	\$ 438,941.28	60.00	292,626.72
		0.00	72.13	0.00	(72.13)
Total Revenues		731,568.00	439,013.41	60.01	292,554.59
		Current FY	Actual YTD	Percent of	Remaining
Research & Evaluation					
Program Evaluation & Research		525,000.00	214,561.98	40.87	310,438.02
GOALS Student Attendance Initi		95,000.00	95,000.00	100.00	0.00
CAP - Full Plan Evaluation by		14,776.00	9,086.49	61.49	5,689.51
Superintendent's Plan Evaluati		224,000.00	111,999.96	50.00	112,000.04
Total Expenses		858,776.00	430,648.43	50.15	428,127.57
Difference of Revenues & Expenses	\$	(127,208.00)	\$ 8,364.98	6.58	(135,572.98)

MEMORANDUM

To: Members of the Learning Community Coordinating Council

From: Renee Franklin, Executive Director—Elementary Learning Centers
Jamalia Parker, Director of Family Engagement

Date: March 2020

RE: Request for Proposals to manage Parent University Program

Requested Action: Approve Request
Type of Contract: Reimbursable
Terms: August 2020-August 2021 (\$1,642,992; 13 months)
September 2021-August 2022 (\$1,559,042; 12 months)
September 2022-August 2023 (\$1,602,696; 12 months)

Overview

Parent University is a comprehensive, two-generational family engagement program at the Learning Community Center which focuses on the whole family and addresses needs of both children and their families simultaneously. The program provides individualized and center-based supports and services to families whose children are under six and reside within the boundaries of Subcouncil 2 map attached.

Background

The legislative intention of the Learning Community is to partner with school districts and other organizations to improve the educational outcomes of young children. Based on feedback from parents, the Learning Community designed and developed a new research-based program specifically catered toward supporting the education of young children. Parent University is showing strong results based on the third-party evaluation.

However, the demand has exceeded the capacity of the Learning Community. For the program to evolve with the appropriate infrastructure and program integrity, the Learning Community is seeking an experienced organization to work directly with the Director of Family Engagement Services to manage the day to day operations of the program.

Budget & Recommendation

The Request for Proposal includes the eligibility criteria, program design, organizational chart, timeline and budget for responding organizations. The agreement is anticipated to begin in July 2020 and cost a total of \$1,642,992 for the first 13 months with 2% escalations for the two consecutive twelve months. The increase is due to the additional infrastructure needed and the funds are available within the Subcouncil 2 budget.

**Learning Community – Parent University
Invitation Letter**

The Learning Community of Douglas and Sarpy Counties (the “Learning Community”) intends to shift the management of its Parent University Program (the “Program”), located at the Learning Community Center of North Omaha (1612 North 24th Street, Omaha, 68110) (the “North Center”), to a third party contractor, via a contract awarded through the request for proposal process (“RFP”) described in the attachments to this letter. Thus, the Learning Community hereby invites proposals (“Proposals”) for the management of the Program at the North Center.

Please carefully review this letter and all attachments. Proposals must be addressed to Renee Franklin and submitted no later than 4:00 p.m. (Central Time) on April 29, 2020, via the following email address: LearningCommunity-ParentUniversityRFP@koleyjessen.com.

The Learning Community will conduct a question-and-answer teleconference on April 8, 2020. This is the only time questions will be answered regarding the RFP and Proposals, so applicants are strongly encouraged to attend. Questions received at the above email address prior to 4:00 p.m. (Central Time) on April 3, 2020 will be compiled and answered during the April 8 teleconference. Finalists for the RFP will receive a tour of the facility at a mutually agreed upon date and time.

It is anticipated that a contract could be awarded as early as late-May 2020.

Sincerely,

Renee Franklin
Executive Director, Elementary Learning Centers

Learning Community Parent University Request for Proposal Guidelines and General Conditions

These Request for Proposal Guidelines and General Conditions (“Proposal Guidelines”) govern the completion and submission of all Proposals submitted in response to the RFP. All required aspects of the narrative and all relevant attachments must be completed and the Proposal must be signed by an authorized representative of the applicant. The Learning Community reserves the right to accept or reject any or all Proposals, or any part thereof, and to waive any technicalities. Without limiting the foregoing, failure to submit any information or documentation required by these Proposal Guidelines may be sufficient grounds for rejection of a Proposal. Proposals that attempt to change, modify or add additional terms and conditions to these Proposal Guidelines by conditioning a Proposal response on the acceptance by the Learning Community of contract terms attached to a Proposal, or referencing therein certain contract terms on a web site, may be rejected by the Learning Community.

1. **Mission of the Learning Community.** Together with school districts and community organizations as partners, the Learning Community demonstrates, shares and implements more effective practices to measurably improve educational outcomes for children and families in poverty.

2. **Eligibility.** Public and private organizations who partner with students and/or parents are eligible to respond to the RFP. Applicants must have consistently demonstrated responsible and successful fiscal management of projects with a similar scope as the Program and with project budgets in excess of one million dollars. Applicants also must have a solid reputation for working with students and families in an urban setting comprised of diverse populations (i.e. families receiving free and reduced lunch or English language learners), demonstrated experience aligning programming with community needs and proven capacity to implement and excel at new initiatives.

3. **Conflicts of Interest.** Applicable laws and Learning Community policy may limit the Learning Community’s ability to contract with organizations in which Learning Community Coordinating Council Members or Learning Community employees have financial interests or family relationships that could give rise to a conflict of interest. Please carefully review the attached Conflict of Interest Policy prior to submitting a Proposal to determine whether such a conflict may exist. The Learning Community will make the determination, in its sole discretion, of the existence of an actual or potential conflict of interest, and such determination shall be final.

4. **Program Design.** Detailed documentation regarding the Program is attached to these Proposal Guidelines, including a projected budget for the Program that is based on the Learning Community’s experience in providing the Program through its staff over the past five years. The Learning Community intends that a successful response to this RFP will include a plan and commitment by the organization to absorb Learning Community staff who are currently providing services through the Program. The Learning Community also intends that a successful response will include maintaining relationship with the Learning Community’s current partner organizations beginning in the 2020/2021 fiscal year. The documentation also include an organization chart showing the anticipated allocation of certain responsibilities and the reporting structure with respect to the Learning Community’s Director of Family Engagement Services, the successful organization’s Program Director and his or her supervisor. The Program will be located in a facility leased by the Learning Community and operated by a lead organization selected through this RFP process.

5. **Funding.** Funding for the Program will be primarily provided by the Learning Community through its Elementary Learning Center levy authority. The Learning Community has attached a tentative budget to these Proposal Guidelines. The Learning Community anticipates that indirect expense will not

exceed ten percent (10%). In the future, it is anticipated that the selected organization will partner with the Learning Community to fundraise to support program growth.

6. **Proposal Submission Deadline.** Proposals must be no longer than five (5) pages and must be received via the email address below, no later than 4:00 p.m. (Central Time) on April 29, 2020. Proposals should be sent to Renee Franklin, Executive Director of Elementary Learning Centers, at LearningCommunity-ParentUniversityRFP@koleyjessen.com. Proposals sent in any manner other than through the email address provided will not be reviewed.

7. **Meeting / Questions.** Questions regarding the RFP or Proposals may only be submitted via email to: LearningCommunity-ParentUniversityRFP@koleyjessen.com. The Learning Community will conduct a tour of the North Center and a question-and-answer session on April 8, 2020. This is the only time questions will be answered regarding the RFP and Proposals, so applicants are strongly encouraged to attend or to send a representative. Questions received at the above email address prior to April 3, 2020 at 4:00 p.m. (Central Time) will be compiled and answered at the April 8 meeting.

8. **Corrections / Withdrawals.** Correction of a Proposal may be made by an applicant prior to 4:00 p.m. (Central Time) on April 29, 2020. Any corrections to a Proposal must be submitted electronically to LearningCommunity-ParentUniversityRFP@koleyjessen.com and include "CORRECTION" in the subject line. Proposals may only be withdrawn by written notice received by the Learning Community prior to 4:00 p.m. (Central Time) on April 1, 2020.

9. **Timeline Following Submission.** The Learning Community will be in contact with final applicants by April 16th to ask any additional questions or to begin negotiating final terms. It is anticipated that a contract could be awarded as soon as mid-May 2020. Program implementation will be expected by no later August 1, 2020, The anticipated performance period will run through August 31, 2023, with an option for the Learning Community to renew the contract based on performance.

10. **Award.** Approval of a Proposal by the Learning Community does not constitute a contract between the Learning Community and the bidder, and no contract shall be deemed created, nor shall the Learning Community be obligated in any manner to the applicant, until such time as a contract is executed by the Learning Community.

11. **No Assignment.** The organization awarded the contract shall not assign, delegate or transfer the contract, or any interest or obligation therein, in whole or in part to any other person or entity without the prior written consent of the Learning Community.

12. **Subcontracting.** If an applicant intends to utilize subcontractors for the performance of any services relating to management of the Program, the applicant must state such intention in the Proposal. The Learning Community shall have the right to prior review and approval of any such subcontractors. Any approved subcontractor shall meet all requirements of the contract and be the direct responsibility of the applicant.

Learning Community Parent University Proposal Narrative

13. **Organizational History and Capacity** (2.5 pages maximum).

a. Provide relevant background on your organization with details on capacity and qualifications that include:

- i. Experience with education enterprises including both early childhood (birth to 8th grade) and adult/parent education;
- ii. Evidence of successful service relationships with community members, particularly from those diverse racial, ethnic, and language backgrounds;
- iii. Evidence of successful partner relationships with community organizations in the provision of services to community members, particularly those from diverse racial, ethnic, and language backgrounds;
- iv. Evidence of successful experience in human resources management including recruitment, selection, training and supervision;
- v. Evidence of developing high quality communication materials including brochures, websites and press releases;
- vi. Evidence of successful fiscal management of projects of similar scope as the proposal and project budgets ranging over \$1.5 million dollars;
- vii. Evidence of successful experience managing to results and working with developmental evaluation approaches;
- viii. Evidence of funding or partnerships with public entities; and
- ix. Evidence of large fundraising initiatives.
- x. Certification that the Learning Community's accepting your Proposal will not create an actual or potential Conflict of Interest, as defined in the Learning Community's Conflict of Interest Policy (attached).

14. Operational Plan for the Program (2.5 pages maximum).

- a. Provide an operational plan for Program management to include:
 - i. Processes to develop necessary training and support for a program director, noting the participation of the Director of Family Services in this process;
 - ii. Detailed timeline for management implementation no later than August 1st (initially in currently designated spaces); and
 - iii. Plan to contribute in-kind support and additional fundraising as the Program grows.

15. Proposal Attachments.

- a. Please attach the following to the Proposal:
 - i. Most recent audit and IRS Form 990;
 - ii. Statement of support letter from your organization's leadership (e.g. CEO and Board of Director's);

iii. Letters of Support from partners (at least three (3), but not more than five (5) letters); and

iv. Evidence of insurance or insurability for:

(1) Commercial General Liability Insurance providing coverage to your organization (naming the Learning Community as additional insured, with a waiver of subrogation by your organization and your insurer in favor of the Learning Community) on a primary and non-contributory basis, including completed operations, with limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate, \$2,000,000 product and completed operations aggregate, and \$1,000,000 personal and advertising injury;

(2) Sexual Abuse & Molestation coverage with a limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the annual aggregate;

(3) Professional Liability Insurance with a limit of not less than \$1,000,000 per occurrence;

(4) Automobile Liability Insurance with a combined single limit of not less than \$1,000,000 per accident, which coverage shall apply to all owned, hired, and non-owned automobiles used by the organization, its employees, agents or representatives in conducting the Program;

(5) Workers' Compensation Insurance covering the organization and its employees for all costs, statutory benefits and liabilities under the Nebraska Workers' Compensation Act and similar laws for employees of the organization and Employer's Liability Insurance with limits of not less than \$100,000 per accident, \$100,000 per person per disease, and \$500,000 per disease (including a waiver of subrogation by the organization and its insurer in favor of the Learning Community); and

(6) Umbrella / Excess Insurance with limits of not less than \$4,000,000 per occurrence which shall provide liability coverage in excess of the specified Workers' Compensation/Employers Liability, Commercial General Liability and Auto Liability insurance policies.

Attachments:

- Exhibit A: Program Design
- Exhibit B: Budget
- Exhibit C: Organizational Chart
- Exhibit D: Conflict of Interest Policy

EXHIBIT A – PROGRAM DESIGN

Parent University

BACKGROUND

Parent University is a comprehensive, two-generational family engagement program based on research and best practices that began in February 2015 at the Learning Community Center of North Omaha. A two-generational approach allows the program to focus on the whole family while creating opportunities for addressing needs of both children and the adults in their lives simultaneously. The program provides individualized and center-based supports and services to families whose children are under six and reside within the boundaries of Subcouncil 2 map attached. The Learning Community is <https://learningcommunityds.org/programs/learning-community-north/> is currently the only organization in Nebraska to be considered part of the Aspen Institute's ASCEND network.

The legislative intention of the Learning Community is to partner with school districts and other organizations to improve the educational outcomes of young children. Based on feedback from parents, the Learning Community designed and developed a new research-based program specifically catered toward supporting the education of young children. Parent University is showing strong results based on the third-party evaluation.

However, the demand has exceeded the capacity of the Learning Community. For the program to evolve with the appropriate infrastructure and program integrity, the Learning Community is seeking an experienced organization to work directly with the Director of Family Engagement Services to manage the day to day operations of the program.

KEY COMPONENTS

INDIVIDUALIZED SERVICES. Every parent who participates in Parent University goes through a thorough intake and assessment process and is assigned his or her own personal coach, an Educational Navigator or Family Liaison, to assist in personalizing the program to best achieve the family's identified goals and needs. The following individualized services are implemented based on need of the family.

NAVIGATOR SERVICES. Educational Navigators serve as personal parent advocates, helping parents gain better understanding of the public-school system, community resources, child development and learning strategies. Navigators build strong relationships with participants to ensure individualized education and support using a research-based home visitation/parenting curriculum. In addition to monthly home visits, the navigators attend courses with parents to be able to assist them in transitioning the concepts learned during center-based learning to opportunities in the home.

LIAISON SERVICES. Families who need more than monthly home visitation due to multiple risk factors such as, but not limited to homeless, history of trauma and lack of support system and knowledge of community resources can be assigned a Family Liaison. Family Liaisons offer additional case management to families and serves as a liaison between Parent University, the child's school and the families' homes. Family Liaisons have the capacity to meet with families weekly until the immediate needs are met.

HOME VISITATIONS & GOAL SETTING. Navigators and Family Liaisons visit participants' homes to communicate with parents, conduct formal and informal needs assessments,

connect parents with resources, model supportive learning activities, coach parenting skills, and attend to specific needs. Growing Great Kids® curriculum is utilized during home visitations as appropriate. On average, navigators' home visits occur approximately once every 30 days while liaisons' home visits occur weekly. Each participant works with their designated staff member to set personal and familial goals. All goals have strategies, and both are S.M.A.R.T. (Specific, Measurable, Attainable, Relevant, and Time-bound). Goals and strategies are reviewed during home visitations to ensure they remain relevant to the families' needs.

CENTER-BASED LEARNING. Parents have access to an onsite Parent Resource Room with access to library services through a partnership with Omaha Public Library. In addition, parents can select to attend a variety of Parent University courses at the center based on the family needs. Courses fit into four primary majors which were developed based on identified family needs:

PARENTING. Parents learn effective ways to parent their child(ren) and ways to support child development and learning through a series of courses designed to strengthen the parent-child bond and interactions.

LIFE SKILLS AND WELLNESS. Parent University partner organizations provide courses to strengthen family self-sufficiency in areas like adult basic education, ESL, and employment skills. This major contributes to stability so that families can support their students.

SCHOOL SUCCESS. In order to become full partners in their child's education, courses and workshops emphasize the importance of the parent's roles, responsibilities, and engagement opportunities.

LEADERSHIP. Courses empower parents to take on more active roles in their child's school and their community.

While parents attend courses, Parent University offers year-round child learning activities for the children focusing on the domains of early childhood development within two child learning rooms onsite.

DEMOGRAPHICS

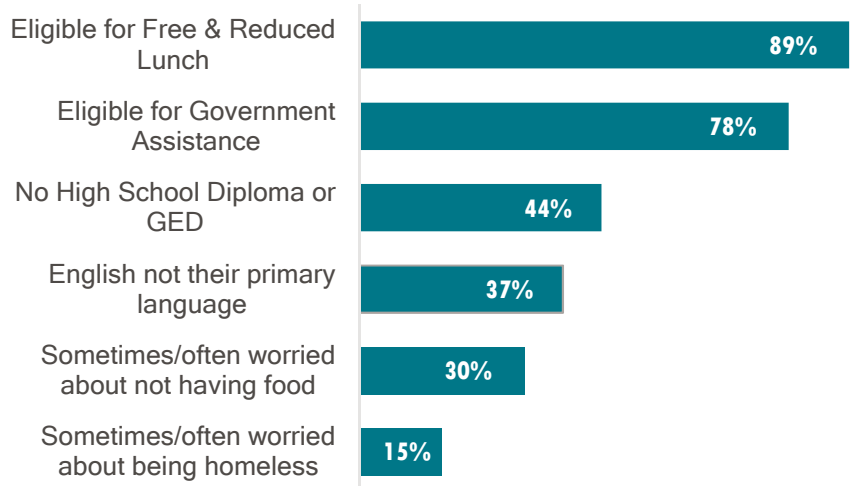
In 2018/2019 a total of 244 parents were enrolled in Parent University, which was an increase of 26 participants from the previous year. There were more females (67%) than males (33%). The majority (93%) of the parents represent racial and ethnic diversity. Most of the parents were African American (52%) or Hispanic (31%). Most of the parents (61%) were employed either part (11%) or full time (50%). Slightly more than half of the parents had either less than a high school degree (44%) or a high school diploma (21%). The remainder of the parents had some college (23%) or a college degree (10%). The families had 459 children of which 257 were within the target age range (early childhood age range) for the program.

MOST OF THE PARENTS SERVED REPRESENTED RACIAL AND ETHNIC DIVERSITY.



Parents in the program reported facing a number of challenges. Many parents (78%) accessed some type of government assistance (e.g., SNAP, Medicaid, WIC, TANF, and Title XX). Food insecurities (worried about having adequate food for the family) or homelessness were of concern for many families. Several (37%) of the parents' home language was not English. Many (44%) did not have a high school diploma. In most of these categories, the percentages were higher than the previous year. The challenges that many families face point to the complexity of the lives of the parents in Parent University and provide a context for interpreting the results of this report.

PARENTS FACE MANY CHALLENGES.



n=169

MANAGEMENT AND STAFFING

The Director of Family Engagement Services (an employee of the Learning Community) will continue to be responsible for the continuous improvement driven by third party evaluation results, quality assurance and new programming initiatives. This position will have collaborative input in working with the selected agency to hire a Program Director who will be responsible for the day to day operations of the program. Below are existing positions the selected agency will be asked to assume on behalf of the Learning Community.

- 1 Program Manager
- 1 Program Assistant
- 1 Program Coordinator
- 1 Educational Navigators
- 3 Family Lead and Liaisons
- .25 Food Coordinator
- .10 Intake Coordinator

4.5 Child Learning Lead and Specialists

With the exception of the Program Director (and potentially the Food and Intake Coordinators), the above positions will be repurposed with the existing Parent University team. The managing organization would be responsible for hiring new or additional staff in the future with the Director of Family Engagement having input for the Program Director.

Initially, the Learning Community will continue to manage the day to day operations of facilities with the administration being onsite. In the future, it may be determined the administrative space is needed for programming, in which case leadership may move offsite and renegotiate the responsibilities of the Parent University management contract.

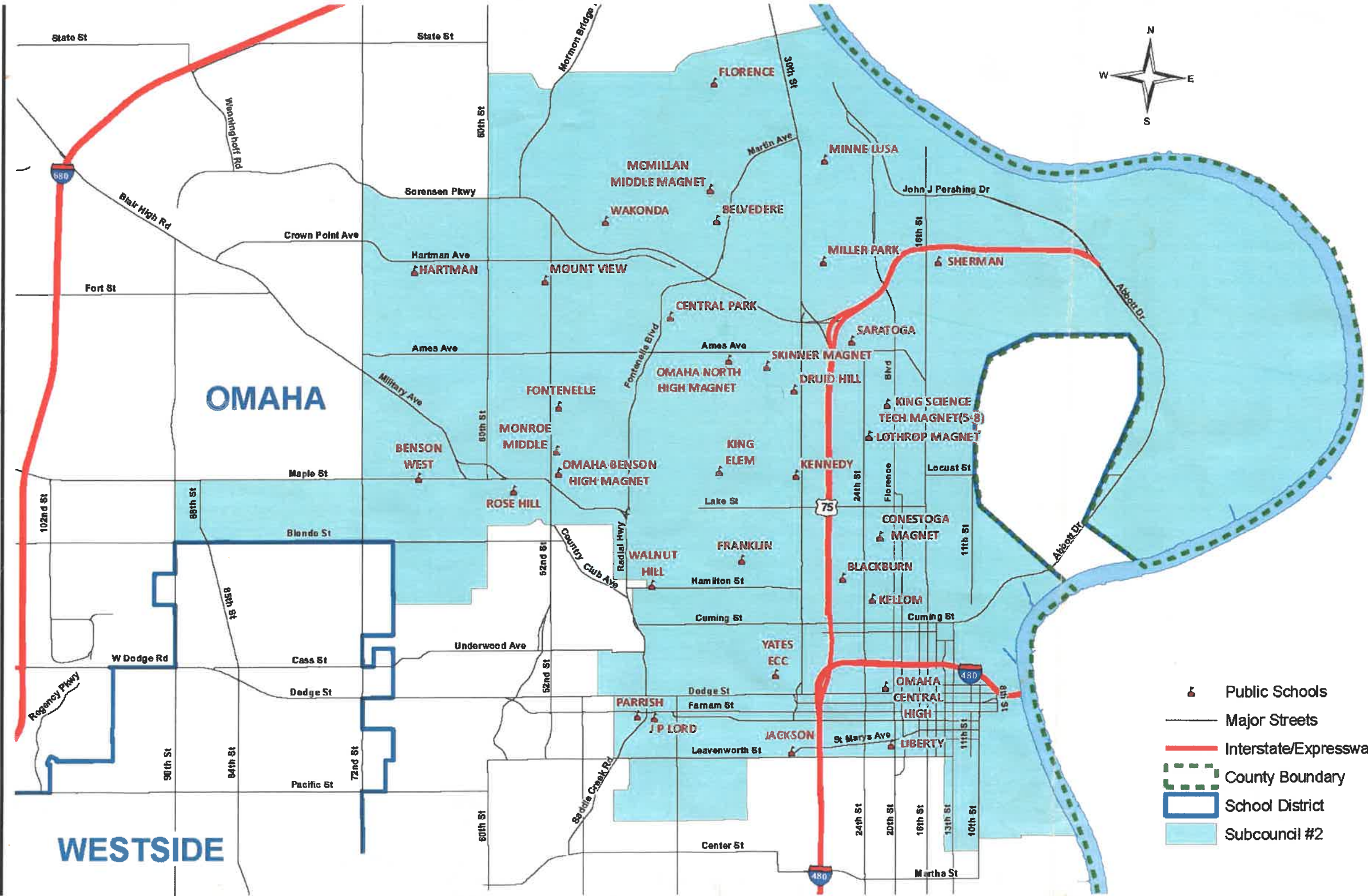
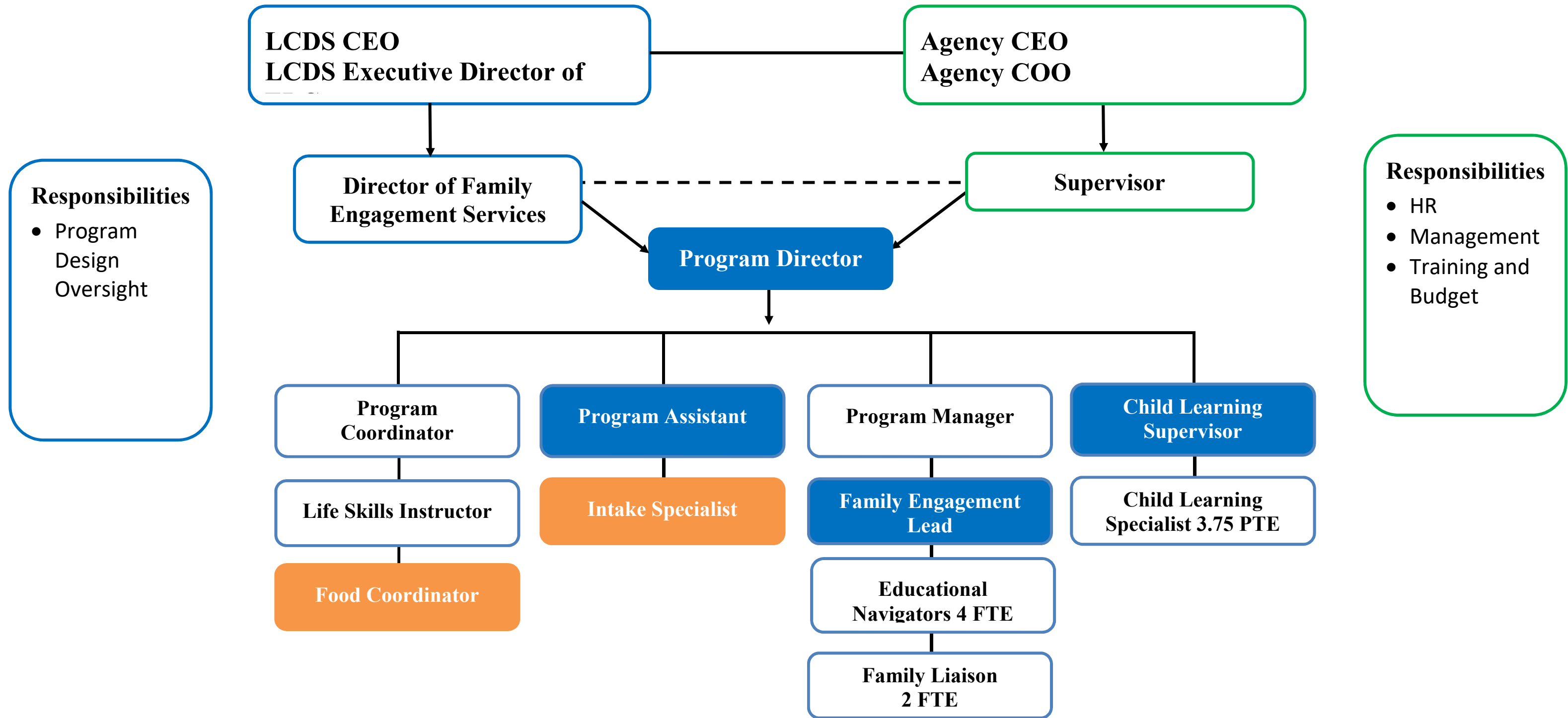


EXHIBIT B – BUDGET

PU - Programming		20/21	2%	2%	2%	2%
			21/22	22/23	23/24	24/25
Parent education class		26,255	26,780	27,316	27,862	28,419
LSW- Contracted services		20,400	20,808	21,224	21,649	22,082
School Success - Contracted services		5,630	5,743	5,857	5,975	6,094
Leadership - Contracted Services		6,273	6,398	6,526	6,657	6,790
Course materials and supplies		5,855	5,972	6,092	6,213	6,338
Childcare		10,200	10,404	10,612	10,824	11,041
Transportation		17,675	18,029	18,389	18,757	19,132
Food		25,538	26,049	26,570	27,101	27,643
Security		7,785	7,941	8,100	8,262	8,427
Community Engagement		27,116	27,658	28,211	28,776	29,351
Family Resource Room Supplies		9,690	9,884	10,081	10,283	10,489
Subtotal Program Expenses		162,417	165,665	168,979	172,358	175,805
Adminstration (PU)						
Wages & Benefits			3%	3%	3%	3%
Progran Director	1	80,000	82,400	84,872	87,418	90,041
Program Manager	1	60,000	61,800	63,654	65,564	67,531
Coordinator	1	50,000	51,500	53,045	54,636	56,275
Child Learning Supervisor	1	50,000	51,500	53,045	54,636	56,275
Program Assistant	1	40,000	41,200	42,436	43,709	45,020
Family Liaisons - 2	2	86,000	88,580	91,237	93,975	96,794
Navigators - 4	4	172,000	177,160	182,475	187,949	193,588
Family Engagment Lead	1	46,000	47,380	48,801	50,265	51,773
Life Skills Instructor	1	49,000	50,470	51,984	53,544	55,150
Food Coordinator		32,760	33,743	34,755	35,798	36,872
Receptionist	1	27,040	27,851	28,687	29,547	30,434
Intake Specialist		8,840	9,105	9,378	9,660	9,949
Child Learning Lead	1	40,000	41,200	42,436	43,709	45,020
Child Learning Specialists - 5		117,000	120,510	124,125	127,849	131,685
FICA/Mcare		65,686	67,657	69,686	71,777	73,930
Retirement		17,173	17,688	18,219	18,765	19,328
Health Insurance		126,621	130,420	134,332	138,362	142,513
Life Insurance		9,900	10,197	10,503	10,818	11,143
Other Benefits		22,100	22,763	23,446	24,149	24,874
Subtotal Wages & Benefits		1,100,120	1,133,123	1,167,117	1,202,131	1,238,194
Other expenses - 19/20 budget numbers						
Professional Development						
Contract Service		56,100	57,222	58,344	59,511	60,701
Tech Contracted Services		15,300	15,606	15,912	16,230	16,555
Mileage		428	437	445	454	463
Parking		765	780	796	812	828

Meals	765	780	796	812	828
Technology					
Comp. Equipment	18,360	18,727	19,094	19,476	19,866
Incentives - 10,000					
Advertising	7,650	7,803	7,956	8,115	8,277
Printing	1,020	1,040	1,061	1,082	1,104
Website	510	520	530	541	552
Materials and supplies					
Supplies	13,770	14,045	14,321	14,607	14,899
Furn Equip	1530	1,561	1,591	1,623	1,655
Subtotal Other expenses	116,198	118,522	120,846	123,263	125,728
Parent University Subtotal	1,378,73	1,417,3	1,456,94	1,497,75	1,539,72
	5	11	2	2	8
10% Administration Charge	137,873	141,731	145,694	149,775	153,973
Grand Total	1,516,60	1,559,0	1,602,63	1,647,52	1,693,70
	8	42	6	7	1

EXHIBIT C – ORGANIZATIONAL CHART



Parent University Team Members

Program Director – Administrative oversight of all operations of Parent University.

Program Manager – Oversees individualized services and supervises all direct care staff.

Program Coordinator – Oversees, supervises, and coordinates all center-based services.

Child Learning Supervisor – Oversees the child learning program and outcomes while supervising the childcare teams.

Family Engagement Lead – Assist Manager in supporting direct care staff.

Program Assistant – Supports the Director and program with administrative and clerical duties.

Life Skills Instructor – Teaches ESL and GED courses.

Educational Navigator – Assist families to apply new strategies taught to reach identified family goals.

Family Liaison – Works with families who are in crisis or children are having difficulties in school.

Child Learning Specialist – Engages children in learning while parents are onsite.

Intake Specialist – Accepts program referrals, checks eligibility, assigns cases and schedules intake appointments.

Food Service Coordinator – Plans and prepares food for families in Parent University.

EXHIBIT D – CONFLICT OF INTEREST POLICY

Learning Community Conflict of Interest Policy

Conflicts of Interest

Contracts

No Council Member may have an interest in any contract to which the Coordinating Council, or anyone for its benefit, is a party unless certain requirements are met. This section only applies when the Council Member or his/her parent, spouse or child has a business association with the business involved in the contract or will receive a direct pecuniary fee or commission as a result of the contract.

The Coordinating Council may enter into a contract if the contract is an agenda item at a Coordinating Council meeting and if the Council Member: (i) makes a declaration on the record to the Coordinating Council regarding the nature and extent of his or her interest prior to official consideration of the contract; (ii) does not vote on the matters of granting the contract, making payments pursuant to the contract, or accepting performance of work under the contract, or similar matters relating to the contract, except that if the number of Council Members declaring an interest in the contract would prevent the Coordinating Council, with all Council Members present, from securing a quorum on the issue, then all Council Members may vote on the matters; and (iii) does not act for the Coordinating Council as to inspection or performance under the contract in which he or she has an interest.

An open account for the benefit of the Coordinating Council with a business in which a Council Member has an interest shall be deemed a contract for purposes of this policy.

Employment of Family member of Council Member or Supervisor and Employment of Council Member.

A Council Member, administrator, or other Learning Community employee with supervisory responsibilities may employ or recommend or supervise the employment of an immediate family member if: (i) the person does not abuse his/her official position; (ii) the person makes full disclosure on the record to the Coordinating Council and a written disclosure to the person in charge of keeping records for the Coordinating Council; and (iii) the Coordinating Council approves the employment or supervisory position.

Immediate family member shall mean a child residing in an individual's household, a spouse of an individual, or an individual claimed by that individual or that individual's spouse as a dependent for federal income tax purposes.

For purposes of this policy, "abuse" of official position shall include, but is not limited to, employing an immediate family member (i) who is not qualified for an able to perform the duties of the position; (ii) for any unreasonably high salary, or (iii) who is not required to perform the duties of the position.

No Council Member or employee shall terminate the employment of another employee so as to make funds or a position available for the purpose of hiring an immediate family member.

No Council Member or employee shall employ an immediate family member without first having made reasonable solicitation and consideration of applications for such employment; (ii) who is not qualified for an able to perform the duties of the position; (iii) for any unreasonably high salary; (iv) who is not required to perform the duties of the position.

This section does not apply to an immediate family member of a Council Member or Learning Community employee who was previously employed in a position subject to this section prior to the election or appointment of the Council Member or employee or was employment in a position

Other than Contracts or Employment

Council Members shall abstain from voting on matters on which they may have a conflict of interest. Any Council Member who would be required to take any action or make any decision in the discharge of his/her duties that may cause financial benefit or detriment to him/her, a member of his/her immediate family, or a business with which he/she is associated, which is distinguishable from the effects of such action on the

public generally or a broad segment of the public, shall take the following actions as soon as he or she is aware such potential conflict or should reasonably be aware of such potential conflict, whichever is sooner: (i) prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict; and (ii) deliver a copy of the statement to the Political Accountability and Disclosure Commission and to the Secretary of the Coordinating Council who shall enter the statement into the public records of the Learning Community. The Council Member shall take such action as the Political Accountability and Disclosure Commission shall advise or prescribe to remove himself/herself from influence over the action or decision in the matter. The provisions of this paragraph shall not prevent a Council Member from making or participating in the making of Learning Community-related decision to the extent that the individual's participation is legally required for the action or decision to be made. In such event, the Council Member shall report the occurrence to the Political Accountability and Disclosure Commission.

Except as defined by law and these Policies and Procedures, the conflict of interest of a Council Member shall not prevent a Council Member from serving on the Coordinating Council or restrict the hiring or purchasing practices of the Learning Community.

Reporting Conflicts of Interest

Any Council Member who has a direct or indirect interest in a formal contract entered into with the Learning Community, or an open account, shall provide the Secretary of the Coordinating Council with the following: (i) the names of the contracting parties; (ii) the nature of the interest of the Council Member; (iii) date that the contract was approved by the Coordinating Council; (iv) amount of the contract; (v) basic terms of the contract. Such information must be provided no later than ten (10) days after the contract has been signed by both parties. Such information shall be kept on a ledger, and shall be retained in the ledger for five (5) years from the date of the last day in office of the Council Member. The ledger shall be available for public inspection during normal working hours.

In the case of open accounts, the above information shall be filed within ten (10) days after the account is opened and thereafter the interested officer shall file a revision to the statement within ten (10) days of each payment on the account specifying the date and amount of the payment.



The Harry A. Koch Co.
Insurance & Financial Consultants

Member of First Insurance Group, LLC

“Trust. Integrity. Knowledge.”

Contacts:

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Account Manager

Christina Perkins, CISR
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Robyn Meyers, AAI, AINS
Sr. Claims Specialist
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**A
Proposal
of
Insurance
For**

**Learning Community of
Douglas/Sarpy Co.**

March 12, 2020

The Harry A. Koch Co.

This presentation is designed to give you an overview of your current insurance coverage. It is meant only as a general understanding of your insurance coverages and should not be construed as a legal interpretation of the insurance policies. Please refer to your actual policies for specific terms, conditions, limitations and exclusions that will govern in the event of a loss. Specimen copies of these policies are available for your review prior to the binding of any coverage

For changes or inquiries regarding your insurance matters, please call a member of your service team as listed on the cover page or write:

The Harry A. Koch Co.
14010 FNB Parkway, Suite 300
P.O. Box 45279
Omaha, NE 68145-0279

Lincoln Office:
233 S.13th Street, Suite 1650
Lincoln, NE 68508

(402) 861-7000
(800) 344-5624
(402) 861-7111 Fax

(402) 435-7100
(800) 344-5624
(402) 435-5624 Fax

Office Hours: Monday – Friday
8:00 a.m. – 4:30 p.m.



The Harry A. Koch Co.

Credit Policy

Your insurance coverage is very important to you and your business. Your prompt payment of premiums due enables this valuable coverage to remain in force. Delinquent premiums subject your insurance coverage to cancellation. The following is the credit policy of The Harry A. Koch Co.:

Agency Bill

- All invoices are due and payable immediately. Common business courtesy requires payment be received within 15 days of the invoice date.
- Installment invoices are due on the effective date of the installment. Installment invoices are mailed approximately 25 days prior to the effective date of the installment.
- Statements will be mailed at the beginning of each month for your benefit. Please verify your open invoices against our record of your open invoices.

Please mail all payments to:

**The Harry A. Koch Co.
P.O. Box 3875
Omaha NE 68103-0875**

Direct Bill

- Mail payments to your insurance carrier at the address shown on the payment notice. The finance relationship is between you and the insurance company and responsibility for timely payments rests with you. We do not follow up or contact customers for late/past due payments.

Premium Finance Plans

- We are glad to assist you in making premium finance arrangements with third party insurance finance organizations. However, once the finance plan is in place, you assume the responsibility for timely premium payments. We do not follow up or contact customers for late/past due payments.

Audits

- Audit invoices are due and payable immediately. Any issues concerning the audit must be brought to our attention within 10 days of receipt. Common business courtesy requires payment be received within 15 days of the invoice date.

If you have any questions please contact:

Jessica Nolte	(402) 861-7042
David Destache	(402) 861-7165
Toll Free	(800) 344-5624

The Harry A. Koch Co.

The Harry A. Koch Co. Privacy Policy

General information

This privacy policy covers personal information about consumer customers who obtain products from The Harry A. Koch Co. for personal, family, or household purposes. This policy is provided to you as required by federal law. You do not need to take any action as a result of receiving this privacy policy.

Although this notice does not apply to business and commercial accounts, safeguarding our business and commercial customers' information is important and we take steps to protect such information.

Except as described below or as permitted by law, we do not disclose personal information about our customers or former customers.

How we secure your personal information

At The Harry A. Koch Co., we appreciate the trust you have placed in us and understand the importance of protecting your personal information. Protecting your privacy and the personal information you entrust to us is a priority. We maintain physical, electronic, and procedural safeguards to protect your personal information. We take steps to restrict access to personal information about you to employees who need that information for business purposes. Our employees are subject to a Code of Ethics that requires them to treat personal information as confidential.

How we collect personal information about you

We collect personal information about you from the following sources:

1. Information you provide to us – Personal information that you provide to us on applications and through other correspondence, such as your name, address, social security number and personal financial information.
2. Transaction and Experiences – Personal information about your transactions and experiences with us and our affiliates, such as your account balance and payment history.
3. Information we received from third parties – Personal information nonaffiliated parties provide to us about you, such as your claims history, driving record, credit history, and public records.

Personal information we disclose to affiliates

We may disclose personal information about your transactions and experiences with us to our affiliates.

Personal information we disclose to nonaffiliated parties

We may disclose personal information about you to nonaffiliated third parties as permitted by law. This may include all of the personal information we collect about you that is necessary to secure and service our products. Additionally, personal information may be disclosed in connection with a subpoena or similar legal requirements, in connection with audits, to process a transaction you requested, and to prevent fraud or unauthorized use.

We may disclose all of the personal information we collect, as described above, to companies that perform marketing services on our behalf or to other financial institutions with whom we have joint marketing agreements.

The Harry A. Koch Co.

Disclosure

This summary of the coverage offered by the insurers is based on the information provided by you and which we have relied upon in preparing this document. If changes need to be made, please notify our office immediately. All changes are subject to review and acceptance by the insurance company.

When requested to review contracts (leases, construction contracts, purchase orders, etc), the review will be based on industry standard risk management practices. Reviews will not be legal advice or legal opinion for any portion of the contract. Contracts can have diverse, broadly stated indemnification or other provisions that may not be insurable. Contracts should be reviewed and modified by your legal counsel to reflect variations in local law and the specific circumstances of your contract. Our review is provided for your information and should not be relied upon by any party as a representation of your insurance exposures or coverage.

In addition to the fees or commissions retained by The Harry A. Koch Co., in certain circumstances other parties may earn and retain usual and customary commissions and/or fees for their role in providing or placing insurance products or services under their separate contracts with insurers and/or reinsurers.

As a common legal practice in our industry, The Harry A. Koch Co. may enter into “contingency” agreements with certain insurance companies providing for compensation, in addition to commissions, to be paid to The Harry A. Koch Co. based on several factors not client specific such as aggregate loss experience and size or performance of an overall book of business produced with the insurer. The insurance coverage you purchase through The Harry A. Koch Co. may be issued by an insurance company who has such an agreement with our firm. Please contact our sales or service representative if you have any questions or concerns.

The Harry A. Koch Co. through its sales representatives and service personnel, recommends insurance companies to our clients based on coverage, financial stability, cost and service capability – not on the existence of contingency agreements. It has always been our practice to leave the final selection of insurers to the discretion of our clients.

Products and Services

Business Insurance

- Property Casualty Insurance including but not limited to:
 - Workers' Compensation
 - Directors & Officer's
 - Errors & Omissions
 - Property
 - Liability
 - Auto
 - Excess
- 24 Hour Claims Service
- Claims Management and Experience Rating Projections
- Risk Surveys including Risk Transfer Cost Options
- Program Design
- Stewardship Meetings
- Property Casualty Consulting
- Commercial Building Appraisals for Insurance Valuation
- Alternative Risk Financing
 - Retrospectively Rated
 - Captive Programs
 - High Deductibles
 - Self Insurance
- Loss Control Consulting & Management Services

Surety Bonds

- Bonds
 - Bid
 - Performance & Payment
 - Miscellaneous
- Banker, Attorney and CPA Referral
- Trade/Industry Comparison
- Assist with Contractor Prequalification
- Financial Analysis
- Consult with Contractor & CPA
- Maximize Surety Credit
- Financial Presentation to Surety

Employee Benefits

- Group Medical Plans
 - Multiple Employer Trusts
 - Health Reimbursement Accounts
 - Health Savings Accounts
 - Fully Insured
 - Self-Funding
- Basic and Supplemental Life Insurance
- Voluntary Benefits (employee paid plans)
- Preferred Vendor Arrangements
 - COBRA/HIPAA/ERISA Compliance
- Plan Document and SPD Development
 - Employee Communications and Education
 - Form 5500 Preparation
 - Exclusive Access to Web-Based HR Portal
- Short and Long term Disability
- Special Risk
 - Business Travel Plans
 - Accidental Death and Dismemberment
- Consulting Services, including but not limited to:
 - Market Surveys
 - Actuarial Services
 - Analysis of Funding Arrangements
 - Benchmarking and Trending
 - Carrier Negotiations
- Retirement Plans
- Owner-Based Planning
- Executive Benefits

Personal Lines

- Home and Condominiums
- Fine Arts, Antiques, and Jewelry
- Automobile Insurance
- Property Appraisals
- Secondary Residences/Vacation Properties
- Watercraft Coverage
- Personal Liability
- International Travel Coverage

Life Insurance and Estate Planning

- Life, Disability, and Long-Term Care
- Financial Planning
- Charitable Trust

The Harry A. Koch Co.

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Schedule of Locations Commercial Package

Loc #	Address	City	State	Zip Code
1	1612 N 24th St.	Omaha	NE	68110
2	2312 M. Street	Omaha	NE	68107

The Harry A. Koch Co.

Property Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK1958365
Policy Term: 3/26/2020 to 3/26/2021

Exposure Schedule

Loc #1 - 1612 N 24th St. Omaha , NE

Bld #	Occupancy	Subject of Insurance	Limit	Co-Ins %	Ded	Valuation	Cause of Loss	Agd Amt
1	Office	Business Personal Property	400,000	90	\$ 2,500	Replacement Cost	Special	

Loc #2 - 2312 M. Street Omaha , NE

Bld #	Occupancy	Subject of Insurance	Limit	Co-Ins %	Ded	Valuation	Cause of Loss	Agd Amt
1	Office	Business Personal Property	86,000		\$ 2,500	Replacement Cost	Special	

Additional Coverages and/or Exclusions include, but are not limited to:

Description:	Limit:
Business Income & Extra Expense - included in Elite form	\$300,000
Loss of Income Due to Workplace Violence - Business Income	\$100,000
Property in Transit - included in Elite form	\$100,000
Crisis Management Enhancement Endorsement	\$25,000
Property in Transit Common Carrier - included in Elite form	\$10,000
Loss of Income Due to Workplace Violence - Extra Expense	\$5,000
Bell Endorsement - See Form PI-Bell-1 for additional coverages	
Disclosure Pursuant to Terrorism Risk Insurance Act	
Elite Property Enhancement: Human Services - See form PI-EPE-HS for additional coverages	
Equipment Breakdown Protection Endorsement	
Exclusion of Loss Due to Virus or Bacteria	
Protective Safeguard	
Water Exclusion endorsement	

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

General Liability Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK1958365
Policy Term: 3/26/2020 to 3/26/2021

Coverage Written On: [X] Occurrence Form
[] Claims-Made Form; Retro Date:

<u>Limits:</u>	<u>Coverage Description:</u>
\$2,000,000	General Aggregate
\$2,000,000	Products and Completed Operations Aggregate
\$1,000,000	Personal and Advertising Injury
\$1,000,000	Each Occurrence – Bodily Injury and Property Damage
\$100,000	Fire Damage
\$5,000	Medical Expenses

NOTE: All information shown is subject to verification and change by audit.

Schedule of Exposures

State	Loc #	Class Code	Classification	Premium Basis	Exposure
NE		61227	Nf Profit - Buildings Or Premises - Other - Noc	Area	20,000
NE		47471	Schools-public-elementary,Kindergarten	Students	If Any
NE		47473	Schools-public-high	Students	If Any
NE		47469	Schools-faculty Liability For Corporal	Faculty	If Any
NE		91591	Contractors - Subcontracted Work - other than construction related work (Contract Amount)	Other	8,000,000

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Additional Coverages and/or Exclusions include, but are not limited to:

Description:	Limit	Ded	Remarks
Employee Benefits Liability; Retro 3-26-09 (rating basis - 5 employees)	\$1,000,000/ \$1,000,000	\$0	
Sexual or Physical Abuse or Molestation - Occurrence Vicarious Liability Coverage Form	\$1,000,000/ \$2,000,000		
General Liability Deluxe Endorsement: Human Services			
Fund Raising Events Endorsement			
SAM - Non-Binding Arbitration			
Blanket Additional Insured - When Required by Contract - included in Deluxe			
Personal & Advertising Injury - Includes Abuse of Process, Discrimination - included in Deluxe form			
Bodily Injury - includes mental anguish - included in Deluxe			
Exclusion - Access or Disclosure of Confidential or Personal Information & Data-Related Liability - With Limited Bodily Injury Exception			
Designated Professional Services Exclusion			
Employment-Related Practices Exclusion			
Fungi or Bacteria Exclusion			
Corporal Punishment Exclusion			
Lead Liability Exclusion			
Asbestos Liability Exclusion			
Blanket Waiver of Subrogation - included in Deluxe form			
Employee Benefits Administration Errors & Omissions Insurance			
EBL - Prior/Pending Litigation and Known circumstances exclusion - claims made			
SAM - Employee Defense Coverage			
Cap on Losses From Certified Acts of Terrorism			
Total Pollution Exclusion with a Building Heating Equipment Except			
Professional Liability Exclusion			

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

Business Automobile Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK1958365
Policy Term: 3/26/2020 to 3/26/2021

<u>Limits:</u>	<u>Symbols:</u>	<u>Coverage Description:</u>
\$1,000,000	8 9	Combined Single Limit – Bodily Injury/Property Damage
See Vehicle Schedule	8	Comprehensive
See Vehicle Schedule	8	Collision

Hired / Borrowed Auto

State	Cost of Hire	If Any	Physical Damage Limit	Unl	Comp Deductible	Collision Deductible
NE	\$5,000	Y		X	\$100	\$1,000

Non-Owned Auto

State	Number of employees
NE	9

Additional Coverages and/or Exclusions include, but are not limited to:

<u>Description:</u>
Cap on Losses From Certified Acts of Terrorism
Employee Hired Autos
Fellow Employee Coverage
Non-Binding Arbitration

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

Workers' Compensation Policy

Named Insured: Learning Community of Douglas and Sarpy Counties
Insurance Company: Accident Fund National Ins Co
Policy Number: APPWCV6089368
Policy Term: 3/26/2020 to 3/26/2021

Claim reporting notice: To comply with Workers' Compensation statutes, all work related injuries should result in the prompt filing of the Employers First Report with the insurance company and the State Workers' Compensation Court. Any medical expenses incurred as a result of such injuries are to be paid strictly by the insurer. Non-compliance with this rule could result in fines and/or penalties by the Workers' Compensation Court.

Limits:	Coverage Description:
\$500,000	Employer's Liability – Each Accident
\$500,000	Employer's Liability – Disease – Policy Limit
\$500,000	Employer's Liability – Disease – Each Employee

NOTE: All information shown is subject to verification and change by audit.

State: NE - Schedule of Exposures

Code	Classification	Est. Payroll
8868	School: Professional Employees & Clerical	\$850,000

Partners, Officers, Relatives to be included or excluded:	
Not for Profit All Officers Included	Included
Keith Roltwer (Specifically Endorsed)	Included

Experience Modification Rating: 1.00

Additional Coverages and/or Exclusions include, but are not limited to:

Description:
Audit Noncompliance Charge Endorsement
Catastrophe (other than certified acts of terrorism) premium endorsement
Execution Clause Endorsement
Experience Rating Modification Factor Endorsement
Notification of change in ownership endorsement
Premium due date endorsement
Service Fee
Terrorism Risk Insurance Program Reauthorization Act Disclosure Endorsement

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

**A CHANGE IN NEBRASKA WORKERS' COMPENSATION LAW EFFECTIVE
JANUARY 1, 2003**

Corporate officers owning 25% or more of common stock must "opt-in" to workers compensation coverage. Sole-Proprietors, Partners, LLC's and Self-Employed Persons have opted in for many years.

With the passage of LB 417 in 2002, Nebraska workers' compensation laws were changed effective January 1, 2003 to bring all corporate executive officers owning 25% or more of common stock into the same category as sole-proprietors, partners and self-employed persons. In other words, such executive officers are no longer automatically covered under workers' compensation insurance policies and must "opt-in" to coverage just as other classes have been able to since 1984. The new law also states that if an executive officer does not "opt-in" to workers' compensation coverage and a health, accident, or other insurance policy covering the officer excludes coverage if the insured is otherwise entitled to workers' compensation coverage, such exclusion is null and void for that executive officer. The law also makes the Named Insured responsible for notification of any changes in corporate officers and stock ownership.

This form will be filed with The Koch Co., your insurance carrier, and should be kept
with your corporate records as well.

WORKERS' COMPENSATION INSURANCE ELECTION FORM

Date: _____

Named Insured: _____
Name of Business

Organized As: _____
Corporation, Partnership, Sole Proprietor, LLC etc.

Named Individual: _____

Title: _____

Ownership: _____ (% of common stock owned)

I, the undersigned, hereby elect to bring myself within the provisions of the Nebraska Worker's Compensation Act. I understand I will be considered an employee of the Named Insured for purposes of workers' compensation. Further, I acknowledge premium will be charged as part of any workers' compensation insurance policy covering the above Named Insured. Coverage is effective upon receipt by the insurer.

Signature of Corporate Officer, Sole Proprietor, Partner

The Harry A. Koch Co.
WORKERS' COMPENSATION INSURANCE REJECTION FORM AND
CORPORATION ACKNOWLEDGEMENT FORM

INDIVIDUAL REJECTION FORM

DATE: _____

NAMED INSURED: _____

ORGANIZED AS: (Corp/Partnership/Sole-Proprietorship/LLC, etc.)

NAMED INDIVIDUAL: _____

TITLE: _____

OWNERSHIP: _____ %

I, the undersigned, hereby elect **NOT to bring myself within the provisions** of the Nebraska Workers' Compensation Act. I understand that if during the policy period, my ownership status as a corporate officer changes, and/or I desire to be covered as an employee of the Named Insured for purposes of workers' compensation, it is my responsibility to elect workers' compensation coverage in writing, and that coverage will be effective upon receipt of my written election by the Insurer.

Signature

CORPORATION ACKNOWLEDGEMENT

On behalf of the Named Insured, I acknowledge it is the Named Insured's responsibility to ensure that corporate officers who own 25% or more of common stock elect workers' compensation coverage in writing, and that coverage will be effective upon receipt of by the insurer of written election. I further acknowledge that if during the policy period, the ownership status of a corporate officer changes, and/or an officer desires to be covered as an employee of the Named Insured for purposes of workers' compensation, it is the Named Insured's responsibility to ensure that the affected officers elect workers' compensation coverage in writing.

Signature

10/14/02

The Harry A. Koch Co.

DIVISION OF WORKERS' COMPENSATION
1000 EAST GRAND AVENUE
DES MOINES, IOWA 50319

14-0175 (5-15)

IOWA

WORKFORCE
DEVELOPMENT

PROPRIETOR, LIMITED LIABILITY COMPANY MEMBER, LIMITED LIABILITY PARTNER, OR PARTNER

NAME: _____

ADDRESS (Include Street, City, State and Zip Code): _____

NONELECTION OF WORKERS' COMPENSATION OR EMPLOYERS' LIABILITY COVERAGE (Iowa Code section 87.22)

A proprietor, limited liability company member, limited liability partner, or partner who does not elect to be covered by the workers' compensation law of this state pursuant to section 85.1A by purchasing valid workers' compensation insurance specifically including that person, shall file a nonelection of workers' compensation coverage by signing, and attaching to the workers' compensation or employers' liability policy a written nonelection, or if such a policy is not issued, by signing a written nonelection which is witnessed by two disinterested individuals who are not, formally or informally, affiliated with the employer and which is filed by the employer with the workers' compensation commissioner. The workers' compensation commissioner shall maintain a list of those employers that have filed a written nonelection pursuant to this subsection or a written termination of that nonelection pursuant to subsection 5, paragraph "b", and that list shall be a public record open to public inspection. The written nonelection of coverage made pursuant to subsection 2, shall be in substantially the following form:

NONELECTION OF WORKERS' COMPENSATION OR EMPLOYERS' LIABILITY COVERAGE

I acknowledge that I am a proprietor, limited liability company member, limited liability partner, or partner and that I am not required to be covered by the workers' compensation law of this state pursuant to section 85.1A. I understand that by signing this statement I am not electing the coverage of chapters 85, 85A, and 85B of the Code of Iowa relating to workers' compensation.

I understand that my nonelection of the coverage of chapters 85, 85A, and 85B is not a waiver of any rights or remedies available to me or to others on my behalf in a civil action related to personal injuries sustained by me arising out of and in the course of my employment with the employer.

I also understand that by signing this statement and checking alternative (1) below I am not electing employers' liability coverage for bodily injuries or death sustained by me arising out of and in the course of my employment with the employer. Check either alternative (1) or (2):

- ☐ (1) I am not electing the employers' liability coverage.
- ☐ (2) I am electing the employers' liability coverage by purchasing valid workers' compensation insurance specifically including me.

NAME (TYPED AND SIGNED): _____

EMPLOYER'S OFFICE : _____ **DATE** _____

CITY, COUNTY, STATE OF RESIDENCE _____

WITNESS _____

WITNESS _____

I also understand that the signing of this statement and checking of alternative (1) below by an authorized agent of the employer is a nonelection for the employer of the employers' liability coverage for bodily injuries or death sustained by me arising out of and in the course of my employment with the employer. Check either alternative (1) or (2):

- ☐ (1) The employer does not elect the employers' liability coverage.
- ☐ (2) The employer elects the employers' liability coverage by purchasing valid workers' compensation insurance specifically including me.

NAME (TYPED AND SIGNED): _____

RELATIONSHIP TO EMPLOYER : _____ **DATE** _____

CITY, COUNTY, STATE OF RESIDENCE _____

WITNESS _____

WITNESS _____

The rejection or nonelection of workers' compensation coverage is not enforceable if it is required as a condition of employment. A proprietor, limited liability partner, or partner who signs a written nonelection with the workers' compensation commissioner pursuant to subsection 2 may terminate the nonelection by signing a written notice of termination which is witnessed by two disinterested individuals, who are not, formally or informally, affiliated with the employer and which is filed by the corporation with the workers' compensation commissioner. Following the filing of a notice of termination pursuant to this paragraph, the status of the person signing the notice of termination shall be the same as if the nonelection of coverage had not been made and the person may elect to be covered by the workers' compensation law of this state by purchasing valid workers' compensation insurance specifically including that person as provided in section 85.1A, except that the election of coverage shall not be effective as to any injury sustained or disease incurred less than one week after the notice is filed.

The Harry A. Koch Co.

Umbrella Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHUB668970
Policy Term: 3/26/2020 to 3/26/2021

<u>Limits:</u>	<u>Coverage Description:</u>
\$4,000,000	Each Occurrence
\$4,000,000	Annual Aggregate
\$10,000	Retained Limit

Additional Coverages and/or Exclusions include, but are not limited to:

<u>Description:</u>	<u>Limit:</u>
Products-Completed Operations Aggregate Limit of Insurance	\$4,000,000
Abuse or Molestation Exclusion	
Access or Disclosure of Confidential or Personal Information & Data-Related Exclusion with Limited Bodily Injury Exception	
Additional Insured is following form	
Automobile liability follow form endorsement	
Cap on loss from certified acts of terrorism	
Directors & Officers Liability Exclusion	
Employee benefits liability limitation endorsement and ERISA exclusion	
Employers Liability - Retained Limits	
Employers Liability (Stop Gap) Follow Form	
Exclusion-Medical Professional	
Fungi or Bacteria Exclusion	
General Liability Following Form	
Lead Liability Exclusion	
Liquor Liability Exclusion	
Non-Owned Watercraft Amendment	
Per Location / Per Project Agg Limit of Insurance Exclusion	
Recording and Distribution of Material or Information	
Silica or Silica - Related Dust Exclusion	
Specified Underlying Claims Made Coverage Endorsement	
Subsidence Exclusion	
Underlying insurance following form - Employee Benefits Liability: Retro date 3/26/2009	

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

School Board Legal Liability

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Indian Harbor Insurance Co.
Policy Number: APPELL0952953
Policy Term: 3/26/2020 to 3/26/2021

School Board Legal Liability

<u>Coverage Description</u>	<u>Limit</u>	<u>Ded</u>	<u>Remarks</u>
Educators Errors and Omissions Liability	\$3,000,000	\$10,000	
Employment Practices Liability	\$3,000,000	\$10,000	
Policy Aggregate	\$3,000,000	\$10,000	
Supplementary Payments/Aggregate	\$50,000/ \$100,000		
Claims Made Coverage			
Minimum Earned Premium - 25%			
Retroactive Date 3/26/2009			
Service of Process			

Named Insureds:

Learning Community of Douglas and Sarpy Counties

The Harry A. Koch Co.

Cyber Security Liability

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK1958365
Policy Term: 3/26/2020 to 3/26/2021

Cyber Security Liability

<u>Coverage Description</u>	<u>Limit</u>	<u>Ded</u>	<u>Remarks</u>
Employee Privacy Liability Coverage (Retro Date: 3/26/20)	\$25,000	\$1,000	
Network Security and Privacy Liability Coverage (Retro Date: 3/26/20)	\$25,000	\$1,000	
Security Events Costs	\$25,000	\$1,000	
Cyber Security Endorsement Aggregate Limit of Insurance	\$25,000		
Customer Notification Expenses Sublimit	\$15,000		
Public Relations Expenses Sublimit	\$15,000		

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

The Harry A. Koch Co.

Crime

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Travelers Casualty & Surety Co of Ameri
Policy Number: 105584116
Policy Term: 3/26/2019 to 3/26/2021

Crime

<u>Coverage Description</u>	<u>Limit</u>	<u>Ded</u>	<u>Remarks</u>
Computer Crime - Computer Fraud	\$1,000,000	\$15,000	
Funds Transfer Fraud	\$1,000,000	\$15,000	
Government Entity Crime Endorsement excluding coverage for treasurers and tax collectors: Employee Theft - Per Loss Coverage	\$1,000,000	\$15,000	
Forgery & Alteration	\$1,000,000	\$2,500	
Computer Crime - Computer Program and Electronic Data Restoration Expense	\$100,000	\$1,000	
Claim Expense	\$5,000	\$0	
ERISA Fidelity Endorsement			
Financial Interest Coverage			
Include the Chairperson and Members of Specified Committees as Employees Endorsement - All voting and non-voting members of the Learning Community Coordinating Council			
Removal of Short-Rate Cancellation Endorsement			
Replace Exclusion BB. Endorsement			
Social Engineering Fraud Insuring Agreement Endorsement			

Named Insureds:

Learning Community of Douglas and Sarpy Counties

The Harry A. Koch Co.

Premium Summary

Named Insured: Learning Community of Douglas/Sarpy Co.
Policy Term: 3/26/2020 to 3/26/2021

Description of Coverage	Annualized Expiring Premium	Renewal Premium	Difference
Property	\$1,030	\$1,070	\$40
General Liability	\$18,322	\$20,429	\$2,107
Automobile	\$465	\$465	\$0
Workers' Compensation	\$2,807	\$3,049	\$242
Umbrella	\$5,296	\$5,740	\$444
Employee Benefits Liability	\$300	\$300	\$0
Sexual/Physical Abuse	\$690	\$1,053	\$363
Cyber Security Liability Endorsement	\$0	\$58	\$58
School Board Legal Liability	\$32,567	\$32,567	\$0
Crime (2 Yr Term 2019-2021)	\$1,191	\$1,191	\$0
Total Estimated Premium	\$62,668	\$65,922	\$3,254

Available Premium Payment Plans:

- **Accident Fund:**
Direct Bill – 1 pay (premium over \$400)
Direct Bill – 2 pay - 50% down and 1 installment
Direct Bill – 4 pay – 25% down and 3 installments (premium over \$1,000)
Direct Bill – 10 pay – 10% down and 9 installments (premium over \$4,000)
Mail down payments to PO Box 77000 Dept 77125, Detroit, MI 48277-0125
- **AmWins:**
Agency Bill ; Annual
- **Philadelphia:**
Direct Bill - 50% down and 2 installments (\$2,000 min prem)
Direct Bill - 25% down and 3 installments (\$2,000 min prem)
Direct Bill - 25% down and 5 installments (\$3,500 min prem)
Direct Bill - 25% down and 9 installments (\$6,000 min prem)
Each installment must be at least \$500
Mail down payments to
P O Box 70251, Philadelphia, PA 19176-0251
- **Travelers:**
Direct Bill ; Annual (2 Year Term)

We accept online payments & you can review open invoices at <https://hakco.epaypolicy.com>
If an installment plan is selected, the insurance company may add a service charge to each installment.

The Harry A. Koch Co.

Important Notes and Comments Regarding Quotations:

- Increased payroll from \$725k to \$850k

Binding Subject To:

- **Philadelphia:**
 - Please note the following terms and conditions the proposal is subject to:
 - Latest Copy of WC Policy/Dec Page
 - Within 30 days of effective date of policy, employees or volunteers working with children or vulnerable adults need to complete online abuse prevention training. And all hiring personnel must take the Skillful Screening training. This free online training is available at: AbusePreventionSystems.com/PHLY. Training is free with no cap on number of participants.

The Harry A. Koch Co.

General Liability – Rate Comparison

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK1958365
Policy Term: 3/26/2020 to 3/26/2021

State	Loc #	Class Code	Classification	Last Term Exposure	This Term Exposure
NE		61227	Nf Profit - Buildings Or Premises - Other - Noc	20,000	20,000
NE		91591	Contractors - Subcontracted Work - other than construction related work (Contract Amount)	8,000,000	8,000,000

The Harry A. Koch Co.

Workers' Compensation Rate Comparison

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Accident Fund National Ins Co
Policy Number: APPWCV6089368
Policy Term: 3/26/2020 to 3/26/2021

State: NE

CLASS	DESCRIPTION	Last term PAYROLL	This term PAYROLL	Last Term RATE	This Term Rate
8868	School: Professional Employees & Clerical	\$725,000	\$850,000	.41	.43

	Last Years Mod	This Years Mod
Experience Mod	1.00	1.00

Learning Community - Permium Analysis

	2017 - 2018	2018 - 2019	2019 - 2020	2020 - 2021	Difference %	Difference \$
Property	\$1,153	\$937	\$1,030	\$1,070	4%	\$40
General Liability	\$18,448	\$17,953	\$18,322	\$20,429	11%	\$2,107
Sexual / Physical Abuse	Incl	\$677	\$690	\$1,053	53%	\$363
Employee Benefits Liability	\$300	\$300	\$300	\$300	0%	\$0
Crime	\$1,429	\$1,429	\$1,191	\$1,191	0%	\$0
Auto	\$465	\$465	\$465	\$465	0%	\$0
Work Comp	\$2,576	\$2,863	\$2,807	\$3,049	9%	\$242
Umbrella	\$5,265	\$5,296	\$5,296	\$5,740	8%	\$444
School Board Legal	\$32,832	\$32,575	\$32,567	\$32,567	0%	\$0
Total Premium	\$62,468	\$62,495	\$62,668	\$65,864	5%	\$3,196
Cyber Security Liab Endorsement	N/A	N/A	N/A	\$58		\$58
Grand Total Premium	\$62,468	\$62,495	\$62,668	\$65,922	5%	\$3,254

Public Officials Bond - Carol L. Hahn - Travelers 1-31-19/1-31-20

\$1,361

Public Officials Bond - Mark Hoeger - Travelers 1-31-19/1-31-20

\$1,361

2019/2020 & 2020/2021 Carriers:

Philadelphia - Package

Accident Fund - WC

Indian Harbor/AmWins - SBL

Travelers - Crime

Note:

2020/2021 Payroll Increased from \$725K to \$850K = 17.2%/\$125K

Accident Fund Flex Credit 17% for 2019/2020 and 30% for 2020/2021