

Learning Community Coordinating Council

March 17, 2022 – 6:00PM

1612 North 24th Street, Omaha, Nebraska 68110

Learning Community Vision: That all children within the Learning Community achieve academic success without regard to social or economic circumstance.

The subjects to be discussed or considered, or upon which any formal action may be taken, are as follows: (Items do not have to be taken in the same order as listed.)

I. Opening the Meeting

- i. Call to Order: The regular March meeting of the Learning Community Council is called to order on March 17, 2022, at 6 p.m.
- ii. **Council Mission Statement: Together with school districts and community organizations as partners, we demonstrate, share, and implement more effective practices to measurably improve educational outcomes for children and families in poverty.**
- iii. Public Notice and Compliance Nebraska Open Meetings Law
- iv. Council Roll Call:
- v. Pledge of Allegiance

II. Public Comment

III. Chair Opening Statement:

A. Reports

- i. Chair
- ii. CEO
- iii. Treasurer
- iv. Legal Counsel
- v. Foundation

IV. Consent Agenda

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- i. Minutes of the February 17, 2022, meeting of the Council
- ii. Treasurer's Report – dated February 28, 2022

V. Programming Update

- a. Centers Updates - LCCSO Presentation
- b. Superintendents' Plan - BECI Presentation
- c. District Initiatives
 - 1. Subcouncil Communication

VI. Subcommittee Reports

- 1. Elementary Learning and Diversity Subcommittee (ELD)
- 2. Budget, Finance and Audit Subcommittee
 - i. **Action Item:** Motion to Approve the Insurance Renewal Premiums for 2022-2023
- 3. Legislative Subcommittee

VII. Outstanding Business

- i. **Action Item:** Motion to approve Emspace + Lovgren as the new Communication/Marketing partner through a cost reimbursable contract not to exceed \$150,000.00 per year starting March 17, 2022 and ending December 31, 2023.

VIII. New Business

- 1. CEO Contracts

IX. Upcoming Meeting – April 21, 2022 – Learning Community Center of North Omaha, 1612 North 24th Street, Omaha, NE 68110

X. Adjourn

***Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the council will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the Council. Please arrive at the beginning of the meeting.

UPCOMING LEARNING COMMUNITY EVENTS:

Advisory Committee	To Be Determined
LC Coordinating Council	April 21, 2022, 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 FOLLOW

- CEO Report
- Minutes of the February 17, 2022, meeting of the Council
- February Treasurer's Report
- LCCSO Presentation
- North Center Updates
- BECI Presentation
- Subcouncil & Districts Initiatives
- Insurance Renewal
- Emspace + Lovgren Contract



1612 North 24th Street
Omaha, Nebraska 68110
Phone: 402.964.2405

Chief Executive Officer
Dr. Bradley Ekwerekwu

**COORDINATING
COUNCIL OFFICERS**

Chair
Allen Hager

Vice Chair
Brian Thommes

Secretary
Carol Hahn

Treasurer
Mark Hoeger

COUNCIL MEMBERS

Achievement Subcouncil 1
Clarice Jackson
Brian Thommes

Achievement Subcouncil 2
Carol Hahn
Nathan Zingg

Achievement Subcouncil 3
Mark Hoeger
Melinda Kozel

Achievement Subcouncil 4
Allen Hager
Lisa Schoenberger

Achievement Subcouncil 5
Erik Servellon
Tonya Ward

Achievement Subcouncil 6
Andrew Brock
Tim Hall

MISSION

Together with school districts and community organizations as partners, we demonstrate, share and implement more effective practices to measurably improve educational outcomes for children and families in poverty.

VISION

That all children within the Learning Community achieve academic success without regard to social or economic circumstance.

LearningCommunityDS.org

MARCH 17, 2022 LCCC MEETING

CEO REPORT

1. The Council will receive an update on the Strategic Planning dashboard and on-going progress of vision/goal attainment at the April 2022 LCCC meeting. As you will see/hear, many Q1 goals are either completed, or in-progress with very clear completion timelines.
2. Our yearly renewal of insurance coverage is on the agenda. Scott Durbin, FNIC - Trusted Insurance Advisors, will likely be in attendance to discuss these policies. Please ensure that all of your questions are answered so that we move forward as a united front with appropriate coverages for the LC.
3. The Emspace + Lovgren marketing/communications contract is on the agenda. Please ensure that all of your questions are answered so that we may move forward as a united entity with a new partner.
4. The Council will move into closed session to discuss the CEO contract, specifically salary adjustment schedule. Please be sure to engage in this discussion utilizing any/all information necessary to make an informed decision. Please contact LC offices for any/all information.
5. CEO Executive Coaching sessions have been going really well. Partnering with Parlay Consulting Firm, a very clear objective pertaining to comprehensive communication has been set and early steps have been taken to achieve this goal. The LCCC will see enhancements in the strategic plan, marketing and communications efforts, individual CEO outreach efforts, and much more to come.
6. The LC staff continues to work with community partners to locate physical locations for the LCCSO satellite location, as well as the 3rd Center location for "mid-southwest" Omaha. We have some positive momentum, but nothing concrete to share with the LCCC just yet.
7. We welcome the team from LCCSO to the meeting to discuss the PDG grant and its intricacies. Please be prepared to engage in this conversation so that you are well informed of these happenings.

Learning Community Coordinating Council

February 17th, 2022 – 6:00PM

1612 North 24th, Omaha, Nebraska

Meeting Minutes

Learning Community Vision: That all children within the Learning Community achieve academic success without regard to social or economic circumstance.

The subjects to be discussed or considered, or upon which any formal action may be taken, are as follows:
(Items do not have to be taken in the same order as listed.)

I. Opening the Meeting

- i. Call to Order: The regular February meeting of the Learning Community Council is called to order on February 17, 2022, at 6:05 p.m.
- ii. **Council Mission Statement: Together with school districts and community organizations as partners, we demonstrate, share, and implement more effective practices to measurably improve educational outcomes for children and families in poverty.**
- iii. Public Notice and Compliance Nebraska Open Meetings Law
A meeting of the Coordinating Council of the Learning Community of Douglas and Sarpy Counties was held February 17, 2022. Notice of the meeting, containing the date, time, place, and agenda, was given in advance thereof by publication in the Daily Record on February 15th, 2022. 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 14th, 2022.
- iv. Council Roll Call:
Voting Members Present: Brock, Hall, Hahn, Kozel, Thommes, Schoenberger, Jackson, Servellon, Zingg, Ward, Chair Hager

Voting Members Excused: Hoeger

Members Absent: None

Staff Present: Ekwerekwu, Videgla, O'Hara, Lewis, Harris

Also Present: BECI, Koley Jessen, Goals, Emspace + Lovgren
- v. Pledge of Allegiance
Public Comment:

A. Reports

i. Chair- Chair welcome everyone and shared that they had a great time at the Legislative Conference. He also shared how this month has been busy and how he is excited to have the marketing firm here presenting tonight.

ii. CEO-

1. The Learning Community Strategic Plan continues to take shape as the implementation dashboard is nearing its final draft stage. Parlay Consulting continues to collaborate with LC staff to ensure measurable progress is attainable for all strategic vision items. The Council will receive an update at the April 2022 meeting.
2. Lorraine Chang, former Council member and Chair, now Learning Community Foundation Board President, joins us to present updates on the Learning Community Foundation. Please be ready to participate in the conversation and ask all relevant questions.
3. Emspace + Lovgren joins us to present the Marketing/Communication plan to the Council today. Please be ready to participate in the conversation and ask all relevant questions. A formal Council vote to approve will happen at the March 2022 Council meeting.
4. The Council will consider approving the CEO to enter into negotiations to secure a satellite location for the South Center expansion. In today's market, real estate moves very quickly, and many executives are asking for approval to move expeditiously when a property becomes available. Thank you for your consideration.
5. The NASB Legislative Issues Conference was January 30-31, 2022. The Learning Community and Council was well represented, Kent Rogert was instrumental in keeping us updated in real time, and we continue to look forward to investing in relationships with our State elected officials.
6. Subcouncil, BFA, ELD, and Legislative subcommittees have all been busy! Many Council members have dedicated time and energy toward on-going operations at the LC and I want to thank you all for your continued support of LC families.
7. I had the opportunity to join the ESU #3 Leadership Team meeting this month and thoroughly enjoyed updating their team on our current and future vision items. Maintaining and strengthening this relationship is very important to the success of the LC. Meetings with other community leaders from Educare, 75 North, Partnership 4 Kids, UNO, and Canopy South have also been highlights of this month.

iii. Treasurer-

The Budget and Finance Committee met and review the Treasurer's reports.

The committee found no irregular or inappropriate entries and voted to recommend the acceptance of the report.

iv. Legal Counsel- No report.

v. Foundation- Presentation by Lorraine Chang

III. Consent Agenda

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- i. Minutes of the January 20, 2022, meeting of the Council
- ii. Treasurer's Report – dated January 31, 2021

Motion to approve Council meeting minutes of January 20, 2022; Treasurer's report of January 31, 2022, Motion first by Hall, second by Thommes.

Yeas: Brock, Hall, Hahn, Kozel, Thommes, Jackson, Servellon, Schoenberger, Zingg, Chair Hager.
Motion carried.

IV. Programming Update

- b. Centers Updates-

North Center Update

Courses

- ESL and GED classes are being held in person weekly at the North Omaha Center. ESL is held on Mondays and Wednesdays for 3 hours each day and GED held Tuesdays and Thursdays for 3 hours each day. This is in partnership with MCC.
- In the evening, we have a parenting class called Catch Them Being Good occurring on Tuesdays. Most of the class attendees speak Spanish as their first language therefore we have an interpreter attending weekly to provide services using the simultaneous interpretation devices that we are borrowing weekly from OPS's ESL office.
- Children and their parents are attending a virtual Black studies course held on Monday evenings to learn more about black history.
- We have Circle of Security – Spanish occurring 2 hours virtually on Thursdays.
- In partnership with UNO Stem families continue to participate in the virtual STEM family activities. Families sign up and UNO STEM provides all necessary materials for all members of the family to engage in the STEM activity.
- We continue to offer both in person classes and virtual courses in the evenings and occasional weekends.

Program Recruitment efforts

Parent University (PU) is working collaboratively with the OPS Student and Community Engagement office to recruit more families and get more OPS staff of the 18 new schools to refer participants. This will be done by:

- Rotating to offer family engagement activities at the new schools to get parents familiar with PU and I am given time to talk about the program.

- 1-hour Ready Rosie dinner discussions at the new schools starting with Belvedere in March and Central Park and King in April. OPS will provide staff to provide childcare for the kids and a meal for the families at these meetings.
- Staff will recruit at schools by setting up tables during Parent Teacher conferences.

Staff Updates

1. We have hired one Child Learning Specialist set to begin at the end of the month. We have extended an offer to another home visitation staff on Wednesday.
2. There are 5 posted opened positions (2 management positions and 3 childcare worker positions).
 - a. Some of the opened positions are due to newly created positions for program efficiency reasons having to now accommodate 24 elementary schools instead of just 6.
 - b. One staff resigned due to relocating out of state and another PT resignation occurred because the worker got a job in another field of interest.

COVID

South Center Director (Anne) shared COVID protocols created by One World medical staff that she uses for the South Center. Those protocols are being used at the North Center.

- All staff are encouraged to enter the building masked.
- Cloth masks are not allowed, and KN-95 masks offered to all.
- Temperatures are taken for everyone entering the building and screening questions asked.

PU Highlight – Parent University video

<https://vimeo.com/575053598>

Password: parent

South Center Update

Learning Community Center of South Omaha Updates 2/15/22 LCCSO Classes are meeting at the center five days a week, six hours a day, split into three parent classrooms and four early childhood classrooms Evening programming is currently online, except for our parent/child violin program. Classes for Parents 1. Two GED cohorts meet twice a week for 3 hours at a time. 2. Eleven ESL cohorts meet twice a week for 3 hours at a time. 3. Parent workshops every week in three classrooms, and recently included the following courses: Know the Signs, Act Now (Women's Center for Advancement) Mind in the Making course on executive functioning (consultant referred through ESU 5) Workforce Development (Metro) Computer Literacy (Metro) Know Your School (OPS) Families and Education course (Catholic Charities) Circle of Security (Project Harmony and Child Saving Institute) Early Childhood Guidelines for parents (consultant referred through ESU 5) Parent/Child Offerings Weekly String Sprouts parent/child violin program (Omaha Conservatory of Music) Bridges to Success program started this week, will go for six weeks (UNO Education Department and Service Learning Academy) All classes in person, except the following: One GED class Bridges to Success program with UNO Prime Time Reading program (2 groups will start next month) LCCSO Staff

Staffing □ Two teachers resigned (one moved out of state to be close to grandchildren, one found a good job at a local nonprofit). Hired replacement for one position and a long-term sub for the other until we refill the position. □ One full-time Educational Navigator resigned to focus on her education (she was in full-time classes at UNO). The position is currently posted. □ One manager is on leave until April Conferences

□ One teacher, Nicole Partusch, presented at the UNO Master of Arts in Language Teaching conference this month. Her topic: “From Zoom to the classroom: Using new tech skills to support autonomous learning”

COVID

□ OneWorld updated COVID protocols for the center by OneWorld medical staff. All staff and participants using KN95s at least through February, free take-home COVID tests for staff and participants. Navigators have access to fit-tested N-95s for home visits. Employee survey □ Results from December 2021 survey; all but one part or full-time team member completed survey. □ 87% overall favorable answers from the OneWorld staff working at the LCCSO, including 95-100% favorable for the following questions: o My manager shared the results of the last survey with our team. o The people I work with treat each other with respect. o My immediate manager helps me to be successful in my job. o I trust our directors and officers (senior leaders) to lead the company to future success. o My immediate manager cares about me as a person. o I love the people I work with. o I clearly understand how my performance is measured. o The directors and officers (senior leaders) of this organization demonstrate integrity. o Our culture supports my health and wellbeing. o I know I can depend on other members of my team. o I believe this organization will be successful in the future. o I understand how my job helps the organization achieve success o My job allows me to utilize my strengths. o I am proud to work here. o I can share my opinions with my immediate manager without fear of reprisal o If I raised a concern about discrimination, I am confident my employer would do what is right. o I am treated with dignity and respect. o My immediate manager treats everyone in my team fairly. o Senior leadership is committed to responding to the results of this survey. o My immediate manager acknowledges when I do a good job on a task or project. Mission Moment Last Fall, an Educational Navigator visited the home of a father who had just started our program. He agreed to allow the Navigator record a typical parent/child interaction using the Keys to Interactive Parenting (KIPS) video tool, which is part of our MMI evaluation. He told the Navigator he never got on the floor with his young son, so his video was filmed with the child on the floor and his father on the couch, with minimal interaction between this parent and child. However, after a short time working with the Navigator, and after better understanding the importance of warm parent/child interactions, this father is now on the floor during home visits, playing and interacting with his son. He said he really enjoyed being able to connect with his son this way, and the Navigator is sure that his next KIPS video will show off his progress

c. Superintendent’s Plan- BECI Presentation

d. District Initiatives-

1. Subcouncil District Communication

V. Subcommittee Reports

1. Elementary Learning and Diversity Subcommittee (ELD)

Jackson gave report of their various meetings they had and how many questions came up. Some questions and concerns were around data around testing and retesting. She stated that she had shared her opinions and the committee agreed on working toward those issues.

2. Budget, Finance and Audit Subcommittee- No report.
3. Legislative Subcommittee- Schoenberger shared how great the conference was; but how slow things are getting across the finish line for all the bills that needs voting. There is a lot going on education wise; but nothing really Learning Community focus yet.

VI. New Business

1) CEO Negotiation Authority

- i. **Action Item:** Upon recommendation of the Executive Committee, motion to approve CEO negotiation authority to locate and acquire a location for expansion of Learning Community sites. CEO will always remain within the Council approved budget allowances. Motion first by Zingg, second by Hahn.

Yeas: Brock, Hall, Hahn, Kozel, Thommes, Schoenberger, Chair Hager. **Nays:** Ward, Zingg, **Motion carried.**

2) Marketing/Communications Firm Presentation by Emspace + Lovgren

VII. Upcoming Meeting – March 17, 2022 – Learning Community Center of North Omaha, 1612 North 24th Street, Omaha, NE 68110

VIII. Adjourn at 8:14 PM.

***Closed Session:** If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the council will conduct a closed meeting in accordance with the Nebraska Open Meetings Law.

****Sequence of Agenda:** The sequence of agenda topics is subject to change at the discretion of the Council. Please arrive at the beginning of the meeting.

UPCOMING LEARNING COMMUNITY EVENTS:

Advisory Committee	To Be Determined
LC Coordinating Council	March 17, 2022, 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 January 17, 2022
- January Treasurer's and Credit Card Reports
- CEO Report
- BECI Presentation
- Learning Community Foundation Presentation
- Emspace and Lovgren Presentation
- North Center Updates
- South Center Updates
- Subcouncil & District Initiatives

LEARNING COMMUNITY OF DOUGLAS SARPY COUNTIES
Treasurer's Report
Feb 28, 2022

nd Credit Amounts	Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
	2/2/22	All Copy Products	AR3433250	Monthly Maintenance for Admin Area 1/1/22-1/31/22	13.07		
				Monthly Maintenance for Parent University 1/1/22-1/31/22	58.26		
5473				All Copy Products		71.33	Paid In Full
3751	2/2/22	Buffett Early Childhood Institute	LCYR-012022Eval	January 2022 Supt Plan Eval	9,253.30		
				Buffett Early Childhood Institute		9,253.30	Paid In Full
	2/2/22	Buffett Early Childhood Institute	LCYR1-012022Supes	December 2021 monthly program payment	112,970.66		
				Residual Balance 25% of Residual deduction	-14,939.07		
5471				Buffett Early Childhood Institute		98,031.59	Paid In Full
	2/14/22	Bellevue Public Schools	Supt Plan 123121	Instructional Coach Payment -Final Installment (Aug-Dec 2021)	309,000.00		
5490				Bellevue Public Schools		309,000.00	Paid In Full
5474	1/31/22	C & A Industries - Celebrity Staff	2464247	Receptionist temp 1/17/22-1/21/22	472.50		
				C & A Industries - Celebrity Staff		472.50	Paid In Full
5481	2/7/22	C & A Industries - Celebrity Staff	2473465	Receptionist temp 1/24/22-1/28/22	438.75		
				C & A Industries - Celebrity Staff		438.75	Paid In Full
5475	2/1/22	Clarity Benefit Solutions	0201224474	January 2022 Admin Mo Fee; MED & DCA	47.50		
				Clarity Benefit Solutions		47.50	Paid In Full
	1/31/22	Completely KIDS	01312022LC	January Contract billing for Field Club Elementary	3,917.00		
5483				Completely KIDS		3,917.00	Paid In Full
	1/31/22	Culligan of Omaha	1022816	5 Gal water Delivery & Equipment 1/25 Cooler (LCCNO Class Rooms)	43.50		
	1/31/22	Culligan of Omaha	1023656	Equipment Cooler (Admin Office)	12.50		
	1/31/22	Culligan of Omaha	1023782	Equipment Cooler (LCCNO Class Rooms)12/1-12/31/21	5.50		
5476				Culligan of Omaha		61.50	Paid In Full
1382	2/1/22	EI Mero Mero Inc	February 2022	February 2022	5,521.00		
				EI Mero Mero Inc		5,521.00	Paid In Full
	1/28/22	Electronic Contracting Company	23086	Service-Troubleshooting recording functionality	325.00		
5484				Electronic Contracting Company		325.00	Paid In Full
5477	2/1/22	Envisioned Solution, Inc	221	LC Monthly Hosting Cost of LCC app	199.00		
				Envisioned Solution, Inc		199.00	Paid In Full
1383	2/3/22	HELP Foundation of Omaha	2302 February 2022	Rent and utilities	12,776.52		
				HELP Foundation of Omaha		12,776.52	Paid In Full

LEARNING COMMUNITY OF DOUGLAS SARPY COUNTIES
Treasurer's Report
Feb 28, 2022

nd	Credit Amounts	Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
		2/1/22	InfiNet Solutions, Inc.	61017ISI	Monthly Managed Services - February 2022	2,071.50		
5491					InfiNet Solutions, Inc.		2,071.50	Paid In Full
		2/15/22	Jensen Rogert Associates, Inc.	2022-03	March 2022 installment	2,416.67		
5492					Jensen Rogert Associates, Inc.		2,416.67	Paid In Full
		2/8/22	Koley Jessen PC LLO	426802	General Through 1/31/22	918.00		
		2/8/22	Koley Jessen PC LLO	426803	Monthly Community Council Meetings	972.00		
5493					Koley Jessen PC LLO		1,890.00	Paid In Full
		1/27/22	Konica Minolta Premier Finance	75282273	Admin Lease payment	194.48		
					PU lease payment	200.34		
5478					Konica Minolta Premier Finance		394.82	Paid In Full
		10/10/21	Lion's Gate Security Solutions	LC0708092021	07/31/2021 Council Meeting	81.00		
					08/31/2021 Council Meeting	81.00		
					09/30/2021 Council Meeting	81.00		
5479					Lion's Gate Security Solutions		243.00	Paid In Full
		2/13/22	Lion's Gate Security Solutions	LCJAN2022	1/25/2022 Security Services 1/18, 1/20, 1/25	243.00		
5498					Lion's Gate Security Solutions		243.00	Paid In Full
		1/25/22	Lund Company	1612-February 2022	Lease payment	52,459.76		
1384					Lund Company		52,459.76	Paid In Full
		1/7/22	Nebraska Association of School Boards	INV-09587-N1B7Q6	Registration - LIC - Monday Program - Lisa Shoenberger	95.00		
					Registration - LIC - Sunday Dinner - Lisa Shoenberger	55.00		
		1/7/22	Nebraska Association of School Boards	INV-09588-P0D0J1	Registration - LIC -Monday Program-Allen Hager	95.00		
					Registration - LIC -Sunday Dinner-Allen Hager	55.00		
		1/7/22	Nebraska Association of School Boards	INV-09589-Z9F4Y3	Registration - LIC -Monday Program-Clarice Jackson	95.00		
					Registration - LIC -Sunday Dinner-Clarice Jackson	55.00		
		1/7/22	Nebraska Association of School Boards	INV-09590-K4M8Z7	Registration - LIC -Monday Program - Bradley Ekwerekwu	95.00		
					Registration - LIC Sunday Program - Bradley Ekwerekwu	55.00		
		1/19/22	Nebraska Association of School Boards	INV-09680-R9H8C3	Registration - Monday Program - Mark Hoeger	95.00		
					Registration - Sunday Dinner - Mark Hoeger	55.00		
		1/24/22	Nebraska Association of School Boards	INV-09721-B4V6Q1	Registration - LIC -Monday Program-Tim Hall	95.00		
					Registration - LIC -Sunday Dinner-Tim Hall	55.00		
5485					Nebraska Association of School Boards		900.00	Paid In Full
		1/31/22	Nebraska Early Childhood Collaborative	01312022	Childcare Director Training Prog - January 2022	5,155.56		
5472					Nebraska Early Childhood Collaborative		5,155.56	Paid In Full

LEARNING COMMUNITY OF DOUGLAS SARPY COUNTIES
Treasurer's Report
Feb 28, 2022

nd	Credit Amounts	Date	Name	Invoice/CM #	Line Description	Debit Amount	Credit Amount	Payment Status
		2/1/22	One World Community Health Centers, Inc	0004474-IN	January 2022 Expenses South Omaha Center	132,032.00		
5494					One World Community Health Centers, Inc		132,032.00	Paid In Full
		2/10/22	OMAHA PUBLIC SCHOOLS	BECI007	Nov-Dec 31 2021 BECI payment - Mt. View	545.92		
					Nov-Dec 31 2021 BECI payment - Gomez	10,334.12		
					Nov-Dec 31 2021 BECI payment - Liberty	18,670.27		
					Nov-Dec 31 2021 BECI payment - Pinewood	20,498.43		
5496					OMAHA PUBLIC SCHOOLS		50,048.74	Paid In Full
		2/10/22	OMAHA PUBLIC SCHOOLS	Nov 1-Dec 312021 ELC	Instructional Coaching - SC1	29,761.20		
					Instructional Coaching - SC3	26,937.31		
					ELC Partnership Progm	82,990.67		
5495					OMAHA PUBLIC SCHOOLS		139,689.18	Paid In Full
		1/26/22	HiTouch	7348907370-0-1	Sugar In the Raw	25.00		
					Ultra plates	19.23		
		1/26/22	HiTouch	7348965714-0-1	Envelope Moistener	7.55		
		1/31/22	HiTouch	7349240794-0-1	Teaspoon HVYWT PLY BXD WE	15.54		
					Napkins, 100/PK	11.70		
					DART 12oz Foam Cup 25PK	9.56		
					KCUP Swiss Miss Hot Chocolate 44CXT	22.45		
5480					HiTouch		111.03	Paid In Full
		2/9/22	HiTouch	7349729494-0-2	Signo Gel 207 Red	17.73		
					Pull & Seal Envelopes	11.29		
					Pure Life 8oz Water24/CT	44.40		
					KCUP FOLGERS COLOM DECAF 24 CT	27.38		
					KCUP TWINING EARL GREY 24CT	29.98		
					KCUP CEL SEE GREEN TEA 24CT	27.30		
					RED COFFEE STIRRER 1000CT	3.29		
					FORK PLASTIC WHITE 100PK	15.00		
					KNIFE PLASTIC WHITE 100PK	7.50		
					SPOON PLASTIC WHITE 100PK	8.25		
					kCUP TWINING LEMON & GINGER	27.01		
5488					HiTouch		219.13	Paid In Full
		1/26/22	Philadelphia Insurance Companies	2004146504	umbrella payment late fee	25.00		
5487					Philadelphia Insurance Companies		25.00	Paid In Full
		1/31/22	Seim Johnson LLP	CL06438.00 013122	Acctg Assistance - L Determan	1,732.00		
					Conference call regarding District initiative - D	161.00		
					Osten			
5499					Seim Johnson LLP		1,893.00	Paid In Full
		1/19/22	Sun Life Assurance Company of Canada	February 2022	EE Life, AD&D, & LTD Insurance (ADMIN)	87.29		
					EE Life, AD&D, & LTD Insurance (PR Ded)	13.27		
5482					Sun Life Assurance Company of Canada		100.56	Paid In Full
		2/2/22	UNMC	02/2022 ELC Eval	February 2022 Monthly ELC Eval Prog	35,164.58		

LEARNING COMMUNITY OF DOUGLAS SARPY COUNTIES

Treasurer's Report

Feb 28, 2022

<u>nd Credit Amounts</u>	<u>Date</u>	<u>Name</u>	<u>Invoice/CM #</u>	<u>Line Description</u>	<u>Debit Amount</u>	<u>Credit Amount</u>	<u>Payment Status</u>
	3752			UNMC		35,164.58	Paid In Full
022322EFT	2/23/22	Harland Clarke		Check Reorder	352.15	352.15	Paid In Full
022822EFT	2/28/22	Security National Bank	January Statement	Credit Card Online Pmt	1123.54	1123.54	Paid In Full
					<u>866,648.21</u>	<u>866,648.21</u>	

LEARNING COMMUNITY OF DOUGLAS SARPY COUNTIES

Credit Card Report

Feb 28, 2022

Date	Reference	Trans Description	Debit Amt	Credit Amt	Balance
2/1/22		Beginning Balance			-1,123.54
2/9/22	CC022022_V01	Completely KIDS		77.25	
2/17/22	CC022022_V02	Zoom Video Communication, Inc.		199.90	
2/24/22	CC022022_V03	Stamps.com		17.99	
2/28/22	022822EFT	Security National Bank - Credit Card Payable - SNB	1,123.54		
		Current Period Change	1,123.54	295.14	828.40
2/28/22		Ending Balance			-295.14

Learning Community Center of South Omaha

CULTIVANDO GENERACIONES FUTURAS | CULTIVATING FUTURE
GENERATIONS INITIATIVE | PRESCHOOL DEVELOPMENT GRANT

Branching Out

- ❖ 2-Gen Approach
- ❖ Early Childhood Workforce Development



VIDEO about the Rooted in Relationship Pyramid Model



<https://m.youtube.com/watch?v=sQDigjLdi78>

What does the program consist of?

1. 3 year implementation
2. Cohort model
3. Pyramid Model Trainings
4. Provider Collaboration Meetings
5. Monthly Coaching sessions
6. Parent-Provider Advisory Group
7. Systems work – Translating all of the Pyramid Parent Training Material to Spanish



Key Partners

❖ Participants:

- ❖ Child Care Providers and Families in 68107

❖ Primary Partnership:

- ❖ Nebraska Children and Families Foundation
- ❖ OneWorld Community Health Centers / Learning Community Center of South Omaha

❖ Trainer/Coaches:

- ❖ Child Saving Institute
- ❖ OneWorld
- ❖ Sub-contractors

❖ Evaluator:

- ❖ Munroe Meyer Institute

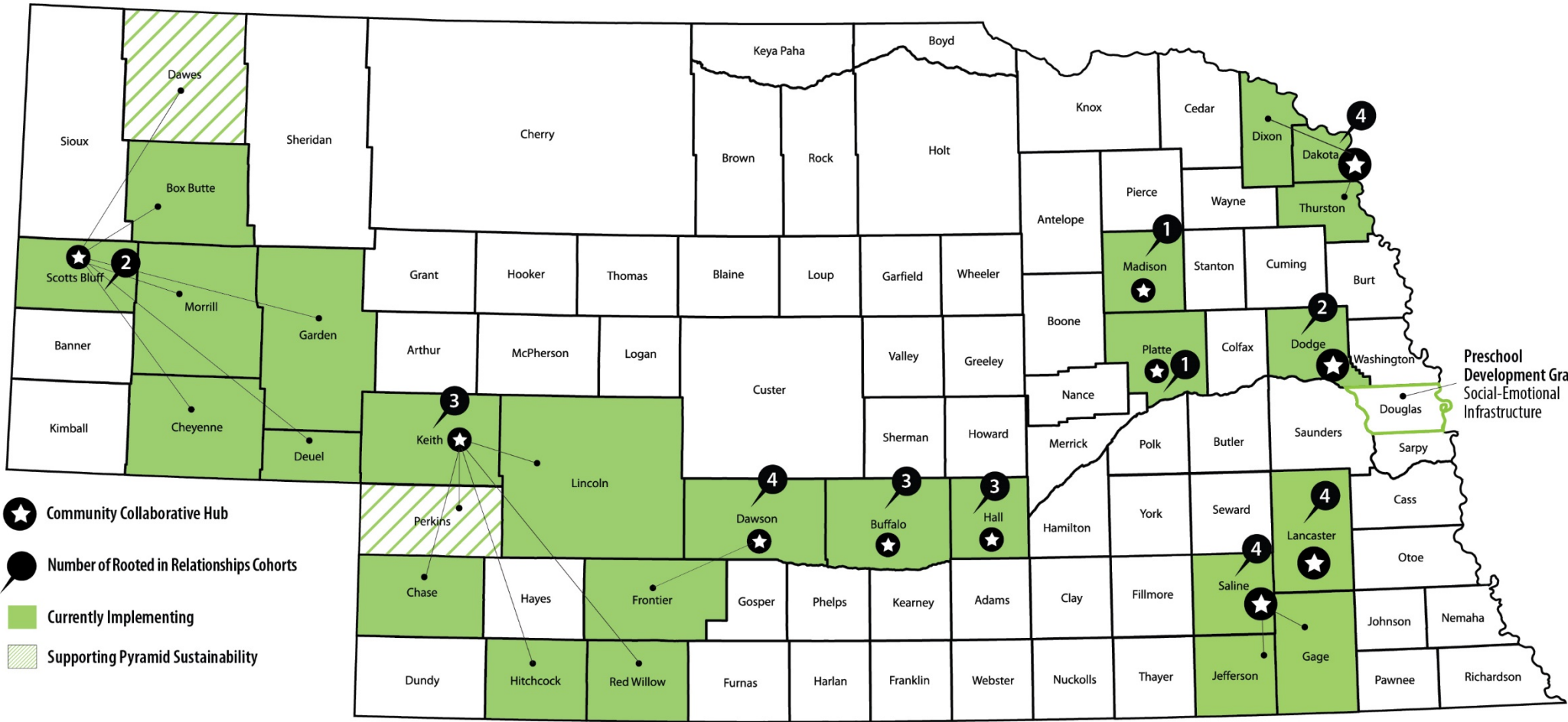
❖ Network Support:

- ❖ Early Childhood Collaborative Resource Team

What is Rooted in Relationships?

- ❖ An initiative that partners with communities to implement evidence based practices that enhance the social-emotional development of children, birth through age 8.
- ❖ One part of this initiative supports communities as they implement the Pyramid Model, a framework of evidence-based practices that promote the social, emotional, and behavioral competence of young children, in selected family childcare homes and childcare centers.
- ❖ In addition, communities develop and implement a long-range plan that influences the early childhood systems of care in the community and supports the healthy social-emotional development of children.
- ❖ Rooted in Relationships is currently at work in 11 Nebraska hubs.

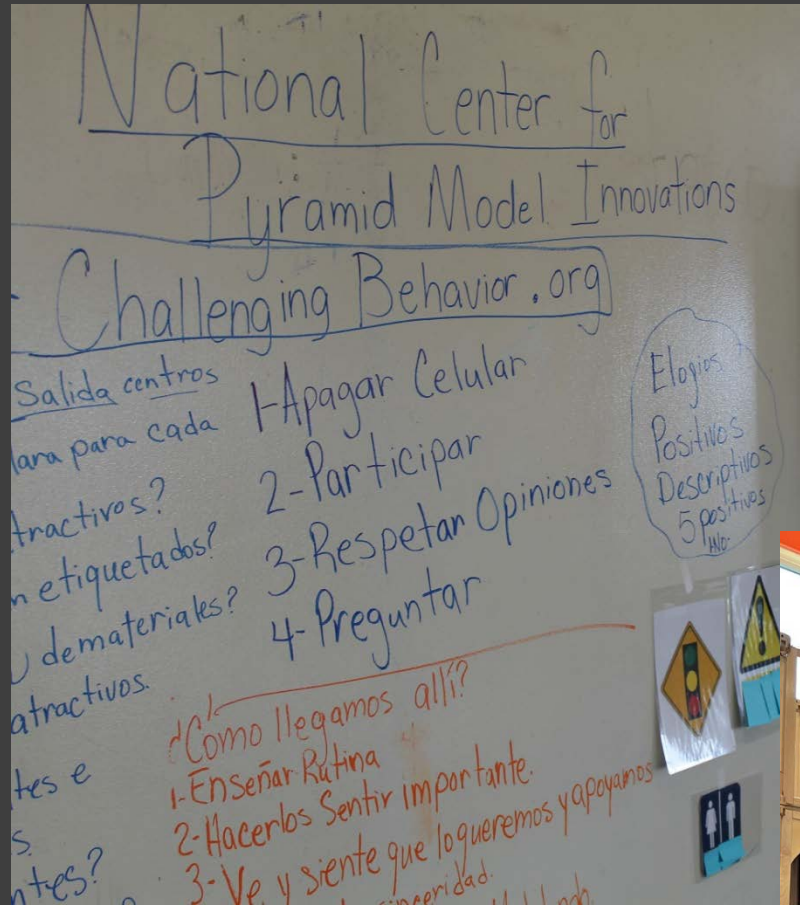
Rooted in Relationships Growth Map (Current)



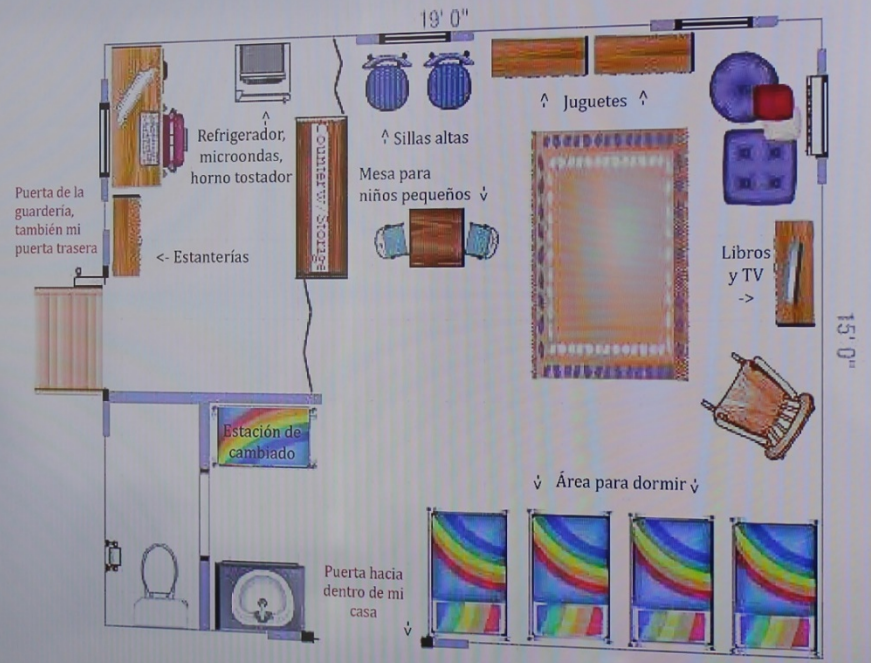
Preschool Development Grant: Social-Emotional Infrastructure

What does it look like?

- ❖ 1st in Douglas County
- ❖ 1st Spanish Speaking
- ❖ 14 child care providers, 1 director
 - ❖ 11 different businesses
 - ❖ 9 home-based, 2 center-based
- ❖ 4 coaches
- ❖ Approximate indirect reach: 178 children



Organización y diseño del salón





Provider Collaboration Meeting

Practicing classroom management techniques

Questions?

SUBCOUNCILS AND DISTRICT INITIATIVES

Subcouncil 1

- Bennington
- DC West
- Elkhorn
- OPS

Subcouncil 2

- OPS

Subcouncil 3

- OPS
- Ralston
- Westside

Subcouncil 4

- Elkhorn
- Gretna
- Millard

Subcouncil 5

- Bellevue
- OPS

Subcouncil 6

- Bellevue
- Gretna
- Millard
- Papillion La Vista
- Springfield Platteview

DISTRICT INITIATIVE SUBCOUNCIL MEETINGS

Subcouncils 1, 4 and 6

- Bellevue
- Bennington
- DC West
- Elkhorn
- Gretna *
- Millard
- OPS
- Papillion La Vista
- Springfield Platteview

Subcouncil 3

- OPS
- Ralston
- Westside

Subcouncil 5

- Bellevue **
- OPS ***

* Defers allocation to other Districts in Subcouncil 6

** Allocation from Subcouncil 5 ELC funds

*** No OPS district initiatives in this Subcouncil



“Trust. Integrity. Knowledge.”

Contacts:

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**A
Proposal
of
Insurance
For**

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

February 15, 2022

FNIC

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:

FNIC
14010 FNB Parkway, Suite 300
P.O. Box 45279
Omaha, NE 68145-0279

Lincoln Office:
601 R Street
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.



FNIC

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 FNIC:

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:

**FNIC
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:

Spencer Ryan	(402) 861-7042
David Destache	(402) 861-7165
Toll Free	(800) 344-5624

FNIC

FNIC Privacy Policy

General information

This privacy policy covers personal information about consumer customers who obtain products from FNIC 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 FNIC, 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.

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 FNIC, 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, FNIC may enter into “contingency” agreements with certain insurance companies providing for compensation, in addition to commissions, to be paid to FNIC 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 FNIC 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.

FNIC 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

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Schedule of Locations

Loc #	Address	City	State	Zip Code
1	1612 N 24th St	Omaha	NE	68110

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Property Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK2252612
Policy Term: 3/26/2022 to 3/26/2023

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	

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

FNIC

General Liability Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK2252612
Policy Term: 3/26/2022 to 3/26/2023

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		91591	Contractors - Subcontracted Work - other than construction related work (Contract Amount)	Other	7,800,000

FNIC

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

Description:	Limit	Ded	Remarks
Sexual or Physical Abuse or Molestation - Occurrence Vicarious Liability Coverage Form	\$1,000,000/ \$2,00,000		
Employee Benefits Liability; Retro 3-26-09 (rating basis - 5 employees)	\$1,000,000/ \$1,000,000	\$0	
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			
Communicable Disease Exclusion			
Additional Insured - Designated Person or Organization			

Named Insureds:

Learning Community of Douglas and Sarpy Counties
Learning Community Coordinating Council

FNIC

Business Automobile Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK2252612
Policy Term: 3/26/2022 to 3/26/2023

<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

FNIC

Workers' Compensation Policy

Named Insured: Learning Community of Douglas and Sarpy Counties
Insurance Company: Accident Fund National Insurance Co
Policy Number: APPWCV6089368
Policy Term: 3/26/2022 to 3/26/2023

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.

<u>Limits:</u>	<u>Coverage Description:</u>
\$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	\$326,000

<u>Partners, Officers, Relatives to be included or excluded:</u>	
Not for Profit All Officers Included	Included

Experience Modification Rating: 0.93

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

<u>Description:</u>
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
Pending Rate Change 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

FNIC

CORPORATE OFFICERS, MEMBERS, MANAGERS, PARTNERS, SOLE PROPRIETOR OR OTHERS WORKERS COMPENSATION ELECTION/REJECTION/REVOCAION FORM

Pursuant to State Insurance or Labor Code

Depending on your respective State Insurance or Labor Code, an Officer, Partner, Member, Manager, Sole Proprietor or Other individual may be required or permitted to either **ELECT** or **REJECT** workers compensation coverage. This form provides documentation of your decision as your state has not promulgated a form for this purpose. The coverage selection indicated below shall apply to all subsequent renewal policies until an insurer representative is properly notified of a change in coverage.

Please fill in all sections that pertain to your company, sign and return to your insurer representative.

COMPANY NAME:			
MAILING ADDRESS:			
PHONE:			
CONTACT PERSON:			
TYPE OF COMPANY:	<input type="checkbox"/> Corporation	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Limited Liability Company
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Other – Describe:	

SELECT ONE CHOICE ONLY:

- The person(s) named below is/are **ELECTING** coverage.
- The person(s) named below is/are **REJECTING** coverage. *(Signature Required)*
- The person(s) named below is/are withdrawing the previous election of coverage. *(Signature Required)*
- The person(s) named below is/are withdrawing the previous rejection of coverage.

TYPE OF INDIVIDUAL(S):	<input type="checkbox"/> Officer	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Member
	<input type="checkbox"/> Partner	<input type="checkbox"/> Manager	<input type="checkbox"/> Other:
NAME OF INDIVIDUAL:	TITLE:	SIGNATURE	
1.			
2.			
3.			

AUTHORIZED/SUBMITTED BY:

Full Name (Print)	Title	
Signature	Today's Date	Coverage Effective Date

FNIC

Umbrella Policy

Named Insured: Learning Community of Douglas/Sarpy Co.
 Insurance Company: Philadelphia Indemnity Insurance Co.
 Policy Number: APPPHUB760927
 Policy Term: 3/26/2022 to 3/26/2023

<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
Absolute Communicable Disease Exclusion	
Absolute Cyber Liability and Electronic Exclusion	
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	
Limit of Ins Excl Clause Minimum Limit Requirement	
Liquor Liability Exclusion	
Non-Owned Watercraft Amendment	
Per Location / Per Project Agg Limit of Insurance Exclusion	
Professional Services 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

FNIC

School Board Legal Liability

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Indian Harbor Insurance Co.
Policy Number: APPELL0952953
Policy Term: 3/26/2022 to 3/26/2023

School Board Legal Liability

Coverage Description	Limit	Ded	Remarks
Educators Errors and Omissions Liability	\$3,000,000	\$20,000	
Employment Practices Liability	\$3,000,000	\$20,000	
Policy Aggregate	\$3,000,000	\$20,000	
Supplementary Payments/Aggregate	\$50,000/ \$100,000		
Claims Made Coverage			
Harassment / Bullying Coverage			
Minimum Earned Premium - 25%			
Retroactive Date 3/26/2009			
Service of Process			

Named Insureds:

Learning Community of Douglas and Sarpy Counties

FNIC**Cyber**

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Evolve MGA
Policy Number: APPEJ0130467068
Policy Term: 3/26/2022 to 3/26/2023

Commercial Cyber and Privacy Liability

Coverage Description	Limit	Ded	Remarks
Consequential Reputational Harm	\$1,000,000	\$5,000	
Crisis Communication Costs	\$1,000,000	\$5,000	
Defamation	\$1,000,000	\$5,000	
Dependent Business Interruption	\$1,000,000	\$5,000	
Extortion	\$1,000,000	\$5,000	
Hardware Replacement Costs	\$1,000,000	\$5,000	
Income Loss and Extra Expense	\$1,000,000	\$5,000	
Income Loss and Extra Expense	\$1,000,000	\$5,000	
Intellectual Property Infringement	\$1,000,000	\$5,000	
IT Security and Forensic Costs	\$1,000,000	\$5,000	
Legal and Regulatory Costs	\$1,000,000	\$5,000	
Management Liability	\$1,000,000	\$5,000	
Network Security Liability	\$1,000,000	\$5,000	
PCI Fines, Penalties and Assessments	\$1,000,000	\$5,000	
Privacy Breach Management Costs	\$1,000,000	\$5,000	
Privacy Liability	\$1,000,000	\$5,000	
Regulatory Fines	\$1,000,000	\$5,000	
System Damage and Rectification Costs	\$1,000,000	\$5,000	
Third Party Privacy Breach Management Costs	\$1,000,000	\$5,000	
Incident Response Costs	\$1,000,000		
Corporate Identity Theft	\$250,000	\$5,000	
Funds Transfer Fraud	\$250,000	\$5,000	
Telephone Hacking	\$250,000	\$5,000	
Theft of Funds Held in Escrow	\$250,000	\$5,000	
Theft of Personal Funds	\$250,000	\$5,000	
Unauthorized Use of Computer Resources	\$250,000	\$5,000	
Additional Extra Expense	\$100,000	\$5,000	
Court Attendance Costs	\$100,000		
Push Payment Fraud	\$50,000	\$5,000	
Post Breach Remediation Costs	\$50,000		
Claim Preparation Costs	\$25,000		

FNIC

Crime

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Travelers Casualty & Surety Co of Ameri
Policy Number: 105584116
Policy Term: 3/26/2021 to 3/26/2023

Crime

Coverage Description	Limit	Ded	Remarks
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

FNIC

Premium Summary

Named Insured: Learning Community of Douglas/Sarpy Co.
Policy Term: 3/26/2022 to 3/26/2023

Description of Coverage	Annualized Expiring Premium	Renewal Premium	Difference
Property	\$1,363	\$1,363	\$0
General Liability	\$20,745	\$21,830	\$1,085
Automobile	\$502	\$542	\$40
Workers' Compensation	\$1,348	\$1,291	-\$57
Umbrella	\$5,459	\$5,674	\$215
Employee Benefits Liability	\$300	\$300	\$0
Sexual/Physical Abuse	\$1,625	\$1,698	\$73
School Board Legal Liability	\$32,375.70	\$32,648.65	\$272.95
Crime (2 Yr Term 21/23)	\$1,175	\$1,175	\$0
Cyber	\$5,047	\$7,158.50	\$2,111.50
Total Estimated Premium	\$69,939.70	\$73,680.15	\$3,740.45

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
- **Evolve:**
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://fnicgroup.epaypolicy.com>
If an installment plan is selected, the insurance company may add a service charge to each installment.

FNIC

Important Notes and Comments Regarding Quotations:

- **Workers Compensation:**
 - Experience Mod went from 1.00 expiring to .93 renewal

Binding Subject To:

- **Cyber:**
 - **Prior to Binding:** Currently signed and dated version of the application submitted (need signed/dated within 60 days of effective date)
 - **Prior to Binding:** Please describe your data back-up policy in detail including the frequency of back-ups, the technology used, the types of back-ups, the storage method used (online or offline), how often you test the back-ups, and how you protect your back-ups.
 - **Mobile App - 30 Days Post Binding:** Satisfactory confirmation that you have downloaded & registered our incident response mobile app, details of which can be found with your policy documents.
 - Due to the increased frequency and severity of cyber claims affecting this industry class, our rates have increased which caused the premium to increase on this renewal.
 - The increase in premium is also due to an increase in revenues from \$10,730,134 expiring to \$11,647,091 renewal.
 -
- **School Board Legal Liability:**
 - The increase in premium is due to an increase in revenues from \$10,730,134 expiring to \$11,647,091 renewal and company rate increase.
 - The underwriter offered to increase the insurance retention from \$15k to \$20k for a savings of \$1,381.23. The premium with the \$15k retention would have been \$34,029.88.
 - The Cyber Exclusion is being added to all Indian Harbor School Board Liability policies effective 3/1 and later, this is not a problem since we currently have coverage with Evolve

FNIC

General Liability – Rate Comparison

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Philadelphia Indemnity Insurance Co.
Policy Number: APPPHPK2252612
Policy Term: 3/26/2022 to 3/26/2023

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)	7,800,000	7,800,000

FNIC

Workers' Compensation Rate Comparison

Named Insured: Learning Community of Douglas/Sarpy Co.
Insurance Company: Accident Fund National Insurance Co
Policy Number: APPWCV6089368
Policy Term: 3/26/2022 to 3/26/2023

State: NE

CLASS	DESCRIPTION	Last term PAYROLL	This term PAYROLL	Last Term RATE	This Term Rate
8868	School: Professional Employees & Clerical	\$326,000	\$326,000	.30	.30

	Last Years Mod	This Years Mod
Experience Mod	1.00	.93

LEARNING COMMUNITY OF DOUGLAS AND SARPY COUNTIES

SERVICES AGREEMENT

THIS SERVICE AGREEMENT (“Agreement”) is entered into as of March 17, 2022 (the “Effective Date”) by and between the Learning Community of Douglas and Sarpy Counties, a Nebraska political subdivision (“Learning Community”), and EMSPACE, INC. d/b/a EMSPACE + LOVGREN, a Nebraska benefit corporation (“Service Provider”).

In consideration of the mutual agreements, promises and covenants set forth herein, the parties hereto agree as follows:

1. **Scope of Work:** Learning Community desires to have Service Provider undertake the implementation, and, as necessary, revision and adjustment, of a strategic communications plan, as more specifically set forth in the Scope of Work marked as Exhibit “A,” attached hereto and by this reference specifically incorporated herein (the “Project”). The Project may be amended from time to time during the Project Term, as defined herein, upon the mutual agreement of Learning Community, acting through its Chief Executive Officer, and Service Provider; provided, however, that any amendment of the Project which, if approved, would result in total payments to Service Provider pursuant to Section 4 herein exceeding the Project Amount shall require the approval of the Learning Community Coordinating Council.

2. **Project Support; Compliance:**

a. Subject to the terms and conditions set forth in this Agreement, in furtherance of the Project, Learning Community shall provide to Service Provider such documents and information as are mutually determined to be necessary for the Project; provided, however, that no document or information shall be provided to Service Provider by Learning Community which is prohibited from such disclosure under federal, state or local laws or ordinances.

b. Service Provider covenants and agrees to perform all work for the Project under the supervision of Learning Community, in conformance with the policies and practices of Learning Community.

3. **Performance Period:** Service Provider will commence work on the Project on the Effective Date and will conclude work on the Project on or before December 31, 2023 (“Project Term”), which date may be extended by mutual written agreement of Learning Community and Service Provider. Notwithstanding the foregoing, no party to this Agreement shall hold another responsible for damages or delays in performance caused by acts of God, strikes, lockouts, accidents, or other events beyond the reasonable control of said party.

4. **Payment and Billing:** Subject to the terms and conditions set forth in this Agreement, Service Provider shall be paid an amount not to exceed **\$150,000.00** (“Project Amount”) by Learning Community for all services performed by Service Provider related to the Project in accordance with the budget included in the Scope of Work. Payment shall be made to Service Provider as follows:

a. During the Project Term, Service Provider shall submit to Learning Community on or before the fifteenth (15th) day of each month, commencing on April 15, 2022 and concluding on December 15, 2023, an itemized invoice for Project services provided during the immediately preceding month, which invoice shall set forth the aggregate project costs and an

itemized listing of direct expenses actually incurred by Service Provider and shall be accompanied by documentation substantiating all itemized expenses set forth on such invoice. The Learning Community shall, after reasonable review and approval of the invoice, pay to Service Provider, within fifteen (15) days of receipt thereof, the amount of said invoice due and owing to Service Provider; provided, however, that if payment of said invoice in full would result in the total cumulative amount paid by Learning Community to Service Provider exceeding the Project Amount, the amount due and owing to Service Provider for said invoice shall be reduced by the amount which would otherwise exceed the Project Amount.

b. Upon termination of this Agreement or expiration of the Project Term, whichever occurs first, the Service Provider will submit a final report to Learning Community. The final report will include a statement for the Service Provider services provided during the Project Term which statement will set forth an itemized listing of Project services actually performed by the Service Provider in the performance of the services related to this Agreement and will be accompanied by documentation substantiating all such services set forth on such statement. Learning Community will, after review and approval of the statement submitted by the Service Provider, remit the final monthly payment to the Service Provider within 15 days after receipt of the final report; provided, however, that the total cumulative amount paid by Learning Community to Service Provider shall not exceed the Project Amount. If, at the conclusion of the Project Term, upon receipt and review of the final report, Learning Community has, after application of all remittances made pursuant to this Section 4 of this Agreement, made payments to the Service Provider which exceed the total amount of Project services actually performed by the Service Provider, the Service Provider will refund to Learning Community the amount by which the total remittances made by Learning Community exceed total services actually performed.

c. The amount(s) to be paid by Learning Community as provided under this Section 4 shall constitute the entire consideration to be paid by Learning Community to Service Provider for the Project. Learning Community shall not be liable for any further costs, including, but not limited to, overhead, social security, pension, employment compensation, taxes, or any other expenses, incurred by Service Provider in the performance of the services related to the Project.

d. Service Provider shall be solely and exclusively responsible for any and all payments for services related to the Project, including any and all services provided by any third party, contracted by Service Provider in furtherance of the Project. Except as set forth in Sections 4.a and 4.b, Learning Community shall not be responsible for any payment for services related to the Project and in no event shall be responsible for any payment to any third party contracted by Service Provider for services provided in furtherance of the Project; provided, however, that Learning Community shall be solely responsible for any services related to the Project for which it directly contracts with a third party and Service Provider shall have no responsibility with regard thereto. Service Provider acknowledges and agrees that Service Provider shall be solely responsible for the total amount of expenses actually incurred, other than those, if any, for which the Learning Community directly contracts pursuant to this subsection, which exceed, if any, the Project Amount.

e. Learning Community funds may not be used by Service Provider to: (i) lobby or otherwise attempt to influence legislation; (ii) influence the outcome of any specific public election or participate or intervene in any political campaign on behalf of any candidate for public office or conduct, directly or indirectly, any voter registration drive; or (iii) distribute funds to any entity or individual, other than as permitted by this Agreement.

f. No Learning Community funds shall be paid by Service Provider to any Coordinating Council member or Learning Community employee, or any immediate family member thereof, for any purpose. For purposes of this subsection, “immediate family member” is defined as a spouse, parent, sibling, child or stepchild of a Coordinating Council member or Learning Community employee.

g. Learning Community reserves the right to withhold or suspend any payment(s) to be made by Learning Community pursuant to this Agreement, or to require a total or partial refund of Learning Community funds, if, as determined by Learning Community in its sole discretion, such action is necessary: (i) because Service Provider has not complied with the terms and conditions of this Agreement and such noncompliance has not been cured within fifteen (15) days after written notice from Learning Community to Service Provider of such noncompliance; (ii) to protect the purpose and objectives of the Project or any other activities of Learning Community; or (iii) to comply with the requirements of any law or regulation applicable to Learning Community, Service Provider or the Project.

h. Service Provider expressly agrees and acknowledges that the enactment of legislation by the Nebraska Legislature subsequent to the Effective Date which either eliminates or reduces the levy authority of Learning Community pursuant to Neb. Rev. Stat. § 77-3442(2)(i) may result in the termination of this Agreement by Learning Community in accordance with Section 5 herein. Service Provider further expressly acknowledges and agrees that funding of the Program following the first fiscal year is subject to change due to reallocation of funding within the subcouncils, availability of carryover funds from previous fiscal years, and ultimate approval by Learning Community.

i. Any proposed increases to the approved Project Amount for the proposed 2023 budget is subject to approval by Learning Community and final approval of the Learning Community Coordinating Council, but is anticipated to be substantially consistent with the Project Amount.

5. **Termination:** This Agreement may be terminated: (a) at any time by mutual written agreement of the parties; (b) by either party immediately if the other party materially breaches any provision hereof; or (c) by either party, for any reason, upon thirty (30) days’ advance notice. Notwithstanding the foregoing, the Learning Community may terminate this Agreement immediately and without prior notice to Service Provider if Service Provider, or any personnel of Service Provider commencing work on the Project: (a) is convicted of any crime or offense; (b) fails or refuses to comply with the written policies or reasonable directives of the Learning Community; or (c) engages in serious misconduct in connection with the performance of the services for the Project, as determined by the Learning Community in its reasonable discretion.

6. **Notices:** Any notice required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been given when delivered by hand or when deposited in the United States mail by registered or certified mail, return receipt requested, postage prepaid, addressed as follows:

If to Learning Community: Learning Community of Douglas and Sarpy Counties
6949 South 110th Street
Omaha, Nebraska 68128-5721
Attn: Bradley Ekwerekwu

If to Service Provider: Emspace + Lovgren
105 N 31st Ave STE 100
Omaha, NE 68131

or to such other address as any party hereto may from time to time give notice of to the other party in the above manner.

7. **Compliance With Law; Non-Discrimination; Citizenship Verification:** The parties hereto shall comply with all applicable federal, state and local laws and ordinances applicable to the Project, including, but not limited to, Neb. Rev. Stat. § 84-712 to 84-712.09. The parties hereto shall not, in the performance of this Agreement, discriminate or permit discrimination in violation of federal or state laws or local ordinances because of race, color, religion, sex, sexual orientation, national origin, disability, age, marital status, citizenship status, or economic status. Service Provider agrees and acknowledges that it shall use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska pursuant to Neb. Rev. Stat. § to 4-114, as amended.

8. **Ownership of Materials.** All original documents, illustrations, charts, graphs, maps, reproducible drawings, reports and other materials, and any other intellectual property (“Intellectual Property”), developed pursuant to the Project shall be the exclusive property of Learning Community and no contents of any such Intellectual Property shall be released except upon the express prior written consent of Learning Community, which consent may be granted by Learning Community in its sole discretion. Service Provider shall sign and deliver to Learning Community all writings and do all such things as may be necessary or appropriate to vest in Learning Community all right, title and interest in and to such Intellectual Property. Additionally, Service Provider understands and agrees that the underlying rights to the information, data and materials that are provided by Learning Community to Service Provider hereunder are owned solely by Learning Community. Service Provider shall not acquire any rights of any kind whatsoever with respect to Learning Community’s information, data or materials as a result of conducting the Project hereunder.

9. **Indemnification.** Service Provider covenants and agrees to indemnify and hold harmless Learning Community, its Council members, officers, consultants, agents and employees, and their successors and assigns, individually and collectively, (collectively, the “Learning Community Indemnified Parties”) from and against any and all costs, expenses, liabilities, losses, damages, suits, actions, fines, penalties, demands or claims of any kind, including, but not limited to, attorney’s fees, in any way arising out of or based upon the negligent or willful acts or omissions of Service Provider, its employees or agents in conducting the Project as specified in this Agreement and Service Provider further agrees to pay all expenses in defending against any claims made against the Learning Community Indemnified Parties; provided, however, that Service Provider shall not be liable for any injury, damage or loss occasioned by the negligence or willful misconduct of the Learning Community Indemnified Parties.

Service Provider shall not be liable to Learning Community for any claims or damages, including attorney’s fees, arising from the use of materials or products supplied by Learning Community to Service Provider and incorporated into any work that has been approved by Learning Community for the Project. Learning Community shall indemnify and hold Service Provider harmless for all claims and damages arising from any claims by a third party that the materials or products supplied by Learning Community to Service Provider for the Project infringe or violate any proprietary rights of a third party. Any work provided by Service Provider for the Project and reviewed and accepted in writing by Learning Community shall be deemed approved. For the avoidance of doubt, no work for the Project shall be disseminated without the prior written acceptance of such work by Learning Community.

10. **Independent Contractor:** Service Provider status under this Agreement shall be that of an independent contractor and not that of an agent or employee. The Learning Community and Service Provider acknowledge and agree that the Learning Community shall not control or direct the manner in

which Service Provider conducts the Project, it being understood that Service Provider is an independent contractor. The Learning Community shall only specify the objectives to be accomplished and Service Provider agrees to work collaboratively with the Learning Community in achieving such objectives.

11. **Tax Duties and Liabilities:** Service Provider agrees that Service Provider is solely responsible for all tax returns and payments required to be filed or made to any federal, state or local tax authority with respect to performance of the Project and receipt of compensation under this Agreement. The Learning Community will report amounts paid to Service Provider by filing the necessary Forms 1099 with the Internal Revenue Service, as required by law. Because Service Provider is an independent contractor, the Learning Community will not withhold or make payments for Social Security; make unemployment insurance or disability insurance contributions; or obtain workers' compensation insurance on Service Provider's behalf. Service Provider agrees to accept exclusive liability for complying with all applicable state and federal laws governing self-employed individuals, including obligations such as payment of taxes, Social Security, disability and other contributions based on payments made to Service Provider under this Agreement.

12. **Fringe Benefits:** As an independent contractor, Service Provider is not eligible for, nor entitled to, and shall not participate in any of the Learning Community's fringe benefit plans, including, but not limited to, those providing for paid leave, retirement benefits, health or disability benefits, etc. In addition, the Learning Community shall not provide workers' compensation insurance for Service Provider, nor shall Service Provider be entitled to unemployment compensation benefits.

13. **Miscellaneous:** This Agreement may not be assigned or transferred by Service Provider without the prior written consent of Learning Community, which consent may be granted by Learning Community in its sole discretion. Should any part hereof or any sections of this Agreement be rendered or declared illegal, invalid or unenforceable by any court of competent jurisdiction, the remaining portions of this Agreement shall not be affected thereby. The waiver by any party of a breach or violation of any term or provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation. No change, modification or waiver of any term of this Agreement shall be valid unless it is in writing and signed by both Service Provider and the Learning Community. This Agreement constitutes the entire agreement between the parties and supersedes all prior or contemporaneous agreements or understandings regarding the Project and shall be governed by, and construed and enforced in accordance with the laws of Nebraska. The parties agree that facsimile or email signature shall be effective as if originals.

[Signature page follows]

IN WITNESS WHEREOF, the parties hereto execute this Agreement effective as of the Effective Date.

LEARNING COMMUNITY OF DOUGLAS
AND SARPY COUNTIES, a Nebraska political
subdivision

EMSPACE, INC. d/b/a EMSpace + LOVGREN

By: _____
Bradley Ekwerekwu, Chief Executive Officer

By: _____

Date: _____

Date: _____

EXHIBIT A SCOPE OF WORK



Scope | 2022 Budget Recommendation

OVERVIEW: The Learning Community of Douglas & Sarpy Counties seeks to re-establish a communications model that is focused on building trust, growing awareness, information sharing and engagement across key internal and external audiences. This sample budget recommendation acknowledges the need for hands-on communications consulting and management along with strategic, multi-channel outreach. Working with a budget range of \$125,000 - \$150,000, we will prioritize services and point toward future needs that are outside of this range.

It's important to remember that the first step in our process is learning, and some of what is revealed through that process may be in conflict with this scope. If that happens, Emspace + Lovgren may propose to reallocate the budget accordingly.

VISION: That all children within the Learning Community achieve academic success without regard to social or economic circumstance.

MISSION: Together with school districts and community organizations as partners, we demonstrate, share and implement more effective practices to measurably improve educational outcomes for children and families in poverty.

COMMUNICATIONS GOALS

1. Communicate the brand with stakeholders
2. Grow awareness and engagement
3. Build reputation and trust
4. Leverage the network and associated opportunities
5. Attract funding
6. Recruit families to programs and services
7. Build champions
8. Share success

METRICS

1. Media mentions, favorability
2. Number of families utilizing programs and services
3. Increase in website traffic (grow interest in shared data)
4. Increase in online engagement/brand awareness (social media engagement)
5. Increase partnerships with other organizations/asks to partner
6. Number of applicants for employment

TARGET AUDIENCES

- Families
- Staff/Volunteers
- Coordinating Council
- Partner Organizations/Schools
- Policy Makers
- Funders
- Media

Getting Started | Phase 1

Annual account service and consulting, including work plan: Every client relationship begins with a firm understanding of expectations, roles, availability, decision-makers and who we will rely upon as our point of contact. We work closely with you to understand the level of engagement you will require, our responsibilities regarding availability, key milestones throughout the year and your invoicing requirements. From there, we establish our work plan.

This work plan defines the number of hours we will allocate to account service, general consulting, meetings, reporting and administration in the first year. It includes attendance at coordinating council meetings, facilitated monthly planning meetings, 2023 communications planning and general consulting. Emspace + Lovgren will report to a single contact, though we may be interfacing with multiple individuals within the organization at a given time.

Estimated annual hours: 288

Estimate annual fee: \$43,200

Brand review and recommendation: Emspace + Lovgren begins each client relationship by listening to and learning from our clients and their stakeholders. The Learning Community has spent significant time engaging stakeholders and gathering feedback on their current brand. As such, the Emspace + Lovgren team will begin by reviewing the information collected, exploring past success, weaknesses, opportunities and threats, and learning about your strategic plans and vision for the future through two-three (2-3) interviews with leadership.

These interviews, combined with the previously collected information, will assist in revealing specific weaknesses of the current brand. They will also help us understand what tactics should be continued, enhanced, eliminated or explored.

This step will result in a brand recommendation and key messages, and will form the basis of the strategic and tactical plans.

Estimated hours: 40

Estimated fee: \$6,000 (Year One only)

New Brand ID (if necessary): If the brand review reveals that the visual identity needs an update, E+L will develop 2-3 concept options for Dr. Ekwerekwu's review and feedback. This pricing assumes we will work directly with Dr. Ekwerekwu (not a task force or team) and that the visual ID will be completed within four months of project initiation. With his direction, we will finalize one concept and develop a brand usage guide. This pricing includes brand training for staff and a final brand presentation to the Coordinating Council. *These dollars may be reallocated if needed revisions are revealed to be minimal.*

Estimated hours: 90
Estimated fee: \$13,500

Strategy and tactical plan: The learning process allows us to zero in on specific needs and priorities and to build the right communications plan/calendar for the year. We will begin with a tactical plan and timeline for Year One, and begin work on the Year Two plan in October 2022.

The plan will include:

- Brand update communications
- Priority stakeholder communications including annual report and targeted collateral
- Earned media plan with story ideas
- Crisis communications plan
- Social media strategy
- Website update plan and analysis for possible rebuild needs (could budget for Year Two)
- Success metrics, tracking and reporting
- Budget confirmation
- Timelines
- Identification of roles and responsibilities

Estimated hours: 63
Estimated fee: \$9,750

PHASE ONE TOTAL FOR YEAR ONE: \$72,450

Implementation | Phase 2

Good planning and communications infrastructure in Year One paves the way for smooth communications going forward. While we can't have certainty regarding which tactics, messages and audiences will emerge as priorities, the following implementation plan represents a realistic plan, given our baseline knowledge. These recommendations maximize the \$150,000 budget and take into consideration costs incurred in Phase 1.

Service/Deliverable	Notes	Estimated Cost
Media Outreach/Management includes crisis management and media tracking	Strategic and proactive media interface, strong media connections, more favorable reporting outcomes; includes media monitoring costs	\$17,000
Media Training	For select staff	\$5,000
Website Updates	In advance of a fully updated site; assumes we are able to access and manipulate the current site. A specific work plan for the website will be defined in the tactical plan.	\$5,000
Annual Report and Misc Communication Support	Includes content and design for annual report, and additional support for services such as creating videos, updating a report template and other unexpected communications needs. Mailing costs are not included in this budget. These deliverables will be defined and timed in the tactical plan document.	\$16,000
Social Media Management	Support in developing a consistent presence of the Learning Community as an umbrella organization and across both centers by creating monthly cadence calendars and increasing presence on Instagram in addition to Facebook, Twitter, and LinkedIn. Implementing social media posts and providing monthly reporting on metrics.	\$34,550
YEAR ONE IMPLEMENTATION TOTAL		\$75,550

TOTAL FOR YEAR ONE: \$150,000

Please note that this scope and budget does not include applicable sales tax, mailing costs, web hostings, fees and subscriptions. Post-approval and/or excessive alterations may result in revised budget allocations.