

## AGREEMENT

**THIS AGREEMENT**, made and entered into this 1st day of September 2010 by and between Independent School District #709, a public corporation, hereinafter called District, and Mary Ellis Hollenhorst, an independent contractor, hereinafter called Contractor.

**THE PURPOSE OF THE AGREEMENT** is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: (insert as appropriate)

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 1, 2010, and shall remain in effect until August 31, 2011 unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
2. **Performance.** (see attachment)
3. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$36,000. Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.
4. **Requests for Reimbursement.** Contractor shall request reimbursement on a monthly basis. This invoice must be submitted within 10 days of the end of the month being billed for.
5. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.
6. **Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.
7. **Relationship.** It is agreed that nothing contained herein is intended to or shall be construed in any manner as creating or establishing a relationship between the parties for any purpose whatsoever. Contractor and its officers, agents, servants and employees shall not be construed as employees of the District and any and all claims which may or might arise under the Worker's Compensation Act on behalf of the Contractor's officers, agents, servants or employees shall in no way be the responsibility of the District.

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8. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Duluth Head Start, ISD 709, 2102 Blackman Avenue, Duluth, MN 55811. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to: 5814 McNiven Rd. Chisholm, MN 55719.

9. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

10. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

11. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

12. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

13. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

14. **Insurance.** (If applicable)

**AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT**, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

\_\_\_\_\_  
Chair

MARY ELLIS HOLLENHORST  
Name

\_\_\_\_\_  
Clerk

MENTAL HEALTH CONSULTANT  
Title

Patricia M. Bees  
Program Director

471-60-9872  
Taxpayer Identification Number

\_\_\_\_\_  
Director of Budget and Finance

## Duluth Head Start Behavioral Contractor Responsibilities

### Contract Purpose

The Mental Health Contractor (MHC) provides consultations to staff and parents, and observations and written reports of individual and groups of children to the classroom staff and Mental Health Specialist, in order to promote the social and emotional well-being of children in Head Start.

### Contract Requirements

1. The MHC will complete behavioral health observations and submit subsequent written reports for children referred by the Mental Health Specialist in order to:
  - A. Provide informal behavioral health assessment information for a child 1) with an elevated ASQ-SE score and indication from the teacher that there are behavioral concerns in the classroom; or 2) report from teacher that child's behavior is not responding to strategies from the Head Start Behavior Management Plan. Schedule follow-up meetings with the classroom teacher and other identified staff to talk about the findings from the observation, and offer suggestions and strategies for helping the child function more successfully in the classroom.
  - B. When possible, meet with the parent(s) to discuss the results of the observation, obtain the parents' perspective, and discuss possible classroom and family strategies to address the behavior.
  - C. When appropriate, discuss with the Head Start Mental Health Specialist the need for further mental health assessments for a child, either through community mental health services or Early Childhood Special Education, ISD #709.
2. The MHC may be asked to re-visit the classrooms a few weeks after the initial observations in order to:
  - A. Re-look at the child and identify changes in classroom behavior.
  - B. Provide follow-up information to the teacher and family advocate that can be shared with the parents.
3. The MHC will occasionally be asked to make whole class observations and submit subsequent written reports in order to look at group dynamics and other issues when several children have behavior issues. The MHC will follow up with a meeting with the classroom team to devise strategies and discuss relationship issues within the team and within the group.
4. The MHC will consult with Family Advocates on an as-needed basis to assist them in working with parents who have concerns about their children's behavior.
5. The MHC will meet with the Head Start Director and/or the Mental Health Specialist regularly to:

- A. Assess the efficacy of the Classroom Observation model in terms of meeting individual child and family needs, and to identify possible changes, adaptations as needed.
- B. Identify other needed services for Head Start and make plans to develop them, such as training staff, attending mental health workshops, or providing input into the Mental Health Service Plan for Duluth Head Start.