

**APPROVE ENTERING INTO AGREEMENTS WITH MANAGEMENT PLANNING INSTITUTE,
WORTHINGTON HURST AND ASSOCIATES, AND UNIVERSAL FAMILY CONNECTIONS FOR
MENTAL HEALTH SERVICES TO THE HEAD START PROGRAM**

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Approve entering into agreements with Management Planning Institute, Worthington Hurst and Associates, and Universal Family Connections for mental health services to the Head Start Program at a cost not to exceed the aggregate amount of \$120,000. These agencies were selected on a non-competitive basis pursuant to their previous service to the Head Start program and the recommendations of the Head Start Funding Agent, the Chicago Department of Human Services. Written agreements for each agency's services are currently being prepared. No services shall be provided by any agency and no payment shall be made prior to the execution of such agency's written agreement. The authority granted herein shall automatically rescind as to each Agency in the event a written agreement is not executed by such agency within 90 days of the date of this Board Report. Information pertinent to these agreements is stated below.

AGENCIES:	<p>1. Management Planning Institute 11070 South Western Chicago, Illinois 60643 Contact Person: George Smith Telephone: (773) 239-0200 VN: #40810 Not to exceed: \$40,000</p> <p>3. Universal Family Connection 1350 West 103rd Street Chicago, Illinois 60643 Contact Person: Ray Swope Telephone: (773) 881-1711 VN: #11700 Not to exceed: \$40,000</p>	<p>2. Worthington Hurst and Associates 180 North Michigan Avenue Chicago, Illinois 60601 Contact Person: Chuck West Telephone: (312) 332-1161 VN: #73787 Not to exceed: \$40,000</p>
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USER: Office of Early Childhood Education
125 South Clark Street, 9th Floor
Contact Person: Lucinda L. Katz
(773) 553-1992

TERM: *The term of each agreement shall commence on December 1, 2003 and shall end November 30, 2004. These agreements may be renewed for three successive one (1) year periods upon mutual agreement of the parties. Each renewal options will be contingent upon the receipt of Head Start funding for such services.*

SCOPE OF SERVICES: Each Agency will provide the required mental health services to the Head Start classroom, staff and parents. The services include one parent planning and orientation session per school per year, two classroom observations per class session per year, individual child observations as requested and as approved by child's parent, teacher consultations regarding classroom observations, parent and teacher consultations regarding individual observations as necessary, technical assistance regarding child assessment and three parent workshops

DELIVERABLES: Each Agency will receive a list of CPS Head Start classrooms to furnish services required by Head Start guidelines. As specific services are provided the Report of Mental Health Services will be completed and signed by the provider then signed by the classroom staff. One copy of this Report will be placed in the Mental Health folder in the classroom, one copy will be sent to the Head Start Area Office, and one copy will be attached to the monthly request for payment form and submitted to the Head Start Health Services Facilitator for review and payment.

OUTCOMES: Head Start children, families, and staff will receive the required mental health services to aid in early school success and to aid in the early detection of potential learning and or social difficulties.

COMPENSATION: Agencies will be paid on a monthly basis as the appropriate service documents are received and invoices are reviewed and verified for payment, in amounts not to exceed those listed above for each Agency. The hourly fee for mental health services has been set at \$75.00 per hour by the Chicago Department of Human Services.

AUTHORIZATION: Authorize the General Counsel to include other relevant terms and conditions in the written agreements. Authorize the President and Secretary to execute the agreements.

AFFIRMATIVE ACTION: Pursuant to section 6.2 of the Revised Remedial Plan for Minority and Women Business Enterprise Contract Participation (M/WBE Plan) the Per Contract and Category Goals method for M/WBE participation will be utilized. Thus, contracts for subsequent vendors from the pool created by this contract will be subject to compliance reviews on a contract-by-contract basis. Aggregated compliance of the vendors in the pool will be reported on a monthly basis.

LSC REVIEW: Local School Council approval is not applicable to this report.

FINANCIAL: Charge to: 0952 - 239 - 552 - 7984 – 5410 \$120,000 Fiscal Year: FY 2004
(0952-239 – 552 – 7929 – 5940)
Source of Funds: Head Start Child Development Program

GENERAL CONDITIONS:

Inspector General – Each party to the agreement shall acknowledge that, in accordance with 105 ILCS 5/34-13.1, the Inspector General of the Board of Trustees has the authority to conduct certain investigations and that the Inspector General shall have access to all information and personnel necessary to conduct those investigations.

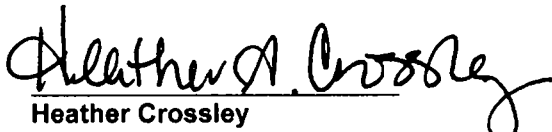
Conflicts – The agreement shall not be legally binding on the Board if entered into in violation of the provisions of 105 ILCS 5/34-21.3 which restricts the employment of, or the letting of contracts to, former Board members during the one year period following expiration or other termination of their terms of office.

Indebtedness – The Board’s Indebtedness Policy adopted July 26, 1995 (95-0726-EX3), as amended from time to time shall be incorporated into and made a part of the agreement.

Ethics – The Board’s Ethics Code adopted September 27, 1995 (95-0927-RU3), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent Liability – The agreement shall contain the clause that any expenditure beyond the current fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

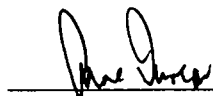
Approved for Consideration:


Heather Crossley
Chief Purchasing Officer

Within Appropriation:


John Maiorca
Chief Financial Officer

Approved:


Arne Duncan
Chief Executive Officer

Approved as to legal form: 


Ruth Moscovitch
General Counsel