



NEW HAVEN PUBLIC SCHOOLS  
**AGREEMENT COVER SHEET**

**Cover Sheet is an Internal Document for Business Office Use**

**Please Type**

Contractor full name: Dr. Constance Catrone

Doing Business As, if applicable:

Business Address: 1 Bradley Road, Suite 707, Woodbridge, Ct 06525

Business Phone: 203-795-1118

Business email: ccatrone@collaborativementalhealthassociates.com

Funding Source & Acct # including location code: Special Funds 2553-900-6399-56694-0060 (professional services)

Principal or Supervisor: Sequella H. Coleman, Metropolitan Business Academy

Agreement Effective Dates: From 08/22/23 to 06/13/24.

Hourly rate or per session rate or per day rate. \$2,000.00 per month for maximum of 10 months

Total amount: Not to exceed \$20,000

Description of Service: Please provide a one or two sentence description of the service. *Please do not write "see attached."*

Recruit, train, and supervise 6 masters preparing social workers from Smith College and Southern Connecticut State University to provide integrated school-based social work services to students and staff. Collaborate with teachers, administrative staff, and field work liaisons from respective universities.

Submitted by: Sequella H. Coleman, Principal Phone: (475)220-7710



NEW HAVEN PUBLIC SCHOOLS

## Memorandum

**To:** New Haven Board of Education Finance and Operations Committee  
**From:** Metropolitan Business Academy  
**Date:** July 19, 2023  
**Re:** Agreement for professional services, 23–24 school year

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Please answer all questions and attach any required documentation as indicated below. Please have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

1. **Contractor Name:** Dr. Constance Catrone
2. **Description of Service:** Recruit, train, and supervise 6 masters preparing social workers from Smith College and Southern Connecticut State University to provide integrated school-based social work services to students and staff. Collaborate with teachers, administrative staff, and field work liaisons from respective universities.
3. **Amount** of Agreement and hourly or session cost: \$2,000.00 per month for maximum of 10 months not to exceed \$20,000.00
4. **Funding Source** and account number: ARP ESSER III C/O acct # 2553-900-6399-56694-0060 (professional services)
5. **Continuation/renewal or new Agreement?**  
**Answer all questions:**
  - a. If continuation/renewal, has the cost increased? If yes, by how much? Proposed increase of \$3,000.
  - b. What would an alternative contractor cost: \$20,000-\$46,000
  - c. If this is a continuation, when was the last time alternative quotes were requested? July 2023
  - d. For new or continuation: is this a service existing staff could provide. If no, why not? No, an existing staff member could not provide all of these services. Dr. Catrone provides an expert perspective in the field of social work and therapy. She is a wealth of knowledge, experience, resources and contacts in the community. Current staff and teachers do not have the time to collaborate with all of those stakeholders.
6. **Type of Service:**  
**Answer all questions:**
  - a. Professional Development? Dr. Catrone does and will contribute to professional development throughout the school year.

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? Professional development is only a part of her work. Existing staff would not be able to provide her level of expertise.
- b. After School or Extended Hours Program? N/A
- c. School Readiness or Head Start Programs? N/A
- d. Other: (Please describe) Connie Catrone's role is one of collaboration and is critical for the continuation of our trauma-informed practices. She is a member of our Student Staff Support Team (SSST), coordinates with trauma-informed drama therapists from the Post Traumatic Stress Center, communicates with the Care Coordinator from Clifford Beers, advises the School Planning Management Team (SPMT), recruits, trains and supervises the social work interns, and is a resource to all staff members.

**7. Contractor Classification:**

**Answer all questions:**

- a. Is the Contractor a Minority or Women Owned Business? Yes, Woman Owned Business
- b. Is the Contractor Local? Yes
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? Local independent mental health professionals
- d. Is the Contractor a public corporation? No
- e. Is this a renewal/continuation Agreement or a new service? Renewal
- f. If it is a renewal/continuation has cost increased? If yes, by how much? Yes, \$3,000.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Dr. Catrone provides support and feedback to MBA staff around social and emotional health, as well as provides input around professional development and other initiatives and projects that come up throughout the year. We learn a great deal from her about supporting students and families in all aspects of the school community.

**8. Contractor Selection:**

**Answer all questions**

- a. What specific skill set does this contractor bring to the project? If a new contractor, please attach a copy of the contractor's resume. Dr. Catrone provides psychotherapy to families, individuals, children and adolescents. Trained as a clinical social worker, she has worked with people in public settings and in her private practice of psychotherapy. Since 1986, she has had the opportunity to work with people of many ages, from diverse backgrounds presenting with a variety of psychological, behavioral and emotional needs. Her approach to this work is collaborative and relational. Depending on the issues that come up during the school year, she provides social work supervision, expertise in psychotherapy, advocacy, consultation, and training.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? Quotes
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Yes, Dr. Catrone was the lowest bidder.
- d. Who were the members of the selection committee that scored bid applications? Dr. Lauren Chicowski, Magnet Recruitment Coordinator; Sequella H. Coleman, Principal; James Moseley, Assistant Principal

## 9. Evidence of Effectiveness & Evaluation

### Answer all questions

- a. What **specific need** will this contractor address and how will the contractor's performance be measured and monitored to ensure that the need is met? Dr. Catrone's role in the last few years has been one of collaboration and is critical for the continuation of our trauma-informed practices. She is a member of our Student Staff Support Team (SSST), coordinates with trauma-informed drama therapists from the Post Traumatic Stress Center, communicates with the Care Coordinator from Clifford Beers, advises the School Planning Management Team (SPMT), recruits, trains and supervises the social work interns, and is a resource to all staff members. MBA has maintained a high a graduation rate over the seven year partnership period. prior to the pandemic metro has had 100% of its freshmen matriculate to sophomore year with all of their credits, and during the pandemic our freshman chronic absenteeism was below the district and the lowest in the school. We believe this is a result of our ability to give targeted individual outreach to students through our social work intern program. Please refer to the Scope of Service attached detailing what she has done and how the service was evaluated.
  - b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness. See attachment.
  - c. How is this service aligned to the District Continuous Improvement Plan? This service strongly connects to College and Career Readiness and Social Emotional Growth. We provide targeted support for student success in the transition from 8th grade to high school, especially for those students most in need of support. This service also aims to prepare seniors for life after graduation. This service incorporates social emotional learning standards into all academic areas.
10. Why do you believe this Agreement is fiscally sound? \$20,000 is a cost effective expenditure that significantly increases social and emotional support services available to over 400 students, their families, and school staff.
11. What are the implications of not approving this Agreement? If this agreement is not approved, we will not have a social work intern supervisor, and therefore will not be able to have social work interns. Without the interns, we will not be able to provide students with support groups, adequate crisis intervention, and the services listed above.



NEW HAVEN PUBLIC SCHOOLS

**AGREEMENT**  
**By And Between**  
**The New Haven Board of Education**  
**AND**

**Dr. Constance Catrone**

FOR DEPARTMENT/PROGRAM:

**Metropolitan Business Academy**

This Agreement entered into on the 21<sup>st</sup> day of August 2023, effective (*no sooner than the day after Board of Education Approval*), the 22<sup>nd</sup> day of August 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Dr. Constance Catrone located at, 1 Bradley Road, Suite 906, Woodbridge, CT 06525 (herein referred to as the “Contractor”).

**Compensation:** The Board shall pay the contractor for satisfactory performance of services required the amount of \$2,000 per month, for a total of 10 months.

The maximum amount the contractor shall be paid under this agreement: Twenty thousand dollars (\$20,000). Compensation will be made upon submission of an itemized invoice which includes a detailed description of work performed and date of service.

**Fiscal support** for this Agreement shall be by ARP ESSER III Carryover Program of the New Haven Board of Education, **Account Number:** 2553-900-6399-56694-0060 (professional services)

This agreement shall remain in effect from 08/22/23 to 06/13/24.

**SCOPE OF SERVICE:** *Please provide brief summary of service to be provided.*

Dr. Catrone will provide field instruction to an MSW Intern Unit of 6 social work students during the academic school year 2021-2022. Dr. Catrone agrees to provide Field Instruction activities, to collaborate with MBA staff, and to liaise with the students’ universities, with regard to social work students’ orientation to MBA, adjustment to their “professional role” and performance with staff and MBA students. See detailed Scope of Service attached as Exhibit A.

**Exhibit A: Scope of Service:** Please attach contractor's detailed **Scope of Service** on contractor letterhead with all costs for services including travel and supplies, if applicable.

**Exhibit B: Student Data and Privacy Agreement:** Attached

**Exhibit C: Contractor's Declaration Attesting to Compliance with Executive Order No. 13G** – form must be completed by the contractor. See attached form for contractors who are working with students or staff in school or in after school programs, regardless of location.

**APPROVAL:** This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contactors **may begin service no sooner than the day after Board of Education approval.**

**HOLD HARMLESS:** The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the Contractor or its employees or agents. Further, the Contractor covenants and agrees that it shall hold the Board and its members, employees and agents harmless against any and all claims, suits judgments of any description whatsoever caused by the Contractor' breach of this agreement or based upon the conduct of the Contractor, or its agents or its employees or arising out of in connection with their activities under this agreement.

**TERMINATION:** The Board may cancel this agreement for any reason upon thirty (30) days' written notice sent to the Contractor by certified U.S. mail, return receipt requested; provided however, that the Board shall be responsible to the Contractor for all services rendered by the Contractor through the last day of thirty (30) day notice period, as long as the Agreement was approved by the Board prior to the start date of service.

*Dr. Constance Catrone*

Contractor Signature

\_\_\_\_\_  
President  
New Haven Board of Education

7/19/2023  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Constance Catrone, LCSW (Clinical Social Work Supervisor)  
Contractor Printed Name & Title

Revised: 9-27-21

## EXHIBIT A SCOPE OF SERVICE

Supervision of social work interns will begin August 22, 2023 and conclude June 13, 2024 and will include the following responsibilities. Data will be collected from each intern about how many students are on their caseloads and how frequently they meet for individual sessions and group sessions.

### Responsibilities:

- Supervise six master’s preparing social work interns who themselves provide 90 hours of work.
- Liaise with university social work departments (For example, Quinnipiac University, Southern Connecticut State University, Smith College, and New York University).
- Provide weekly one-on-one meetings with each intern.
- Provide one weekly group supervision meeting.
- Participate in the Student Staff Support Team (SSST) meetings and activities.
- Participate in child specific team or Care Coordination team meetings.
- Monitor quality and quantity of work provided.
- Evaluate intern performance twice annually as required by the University.
- Attend at least one SPMT meeting to report social work intern data.
- Meet with school administration as needed.
- Respond to staff and teacher referrals.

### Data:

For 2022-2023, the social work interns had approximately 548 individual sessions with 73 individual students, which is about 18% of total student population. This increased slightly the from previous academic year.

	13-14	14-15	15-16	16-17	17-18	18-19	19-20*	20-21**	21-22	22-23
# of individual students	89	87	102	119	132	127	131	65	129	73
# of counseling sessions	545	457	1101	644	1215	420	811	426	466	548

\*Counseling sessions concluded March 13, 2020 due to school closure and university programs ending internships.

\*\* Counseling sessions started remote in the fall 2020 and changed to in-person and remote in March 2021.

Types of SEL groups in the last few years: ELL Lunch group, Anxiety Group, Students with Incarcerated Parents, Boys Group, TGIF (for freshmen only), Transition Group for transferred Creed students, Boys Open Gym, Girls Open Gym, Self-Esteem for Girls, New Beginnings, Happy Minds Happy Lives (stress management/coping skills group), Young Men’s Group





NEW HAVEN PUBLIC SCHOOLS

## EXHIBIT B

### STUDENT DATA PRIVACY AGREEMENT SPECIAL TERMS AND CONDITIONS

For the purposes of this Exhibit B "directory information," "de-identified student information," "school purposes," "student information," "student records," "student-generated content," and "targeted advertising" shall be as defined by Conn. Gen. Stat. § 10-234aa.

1. All student records, student information, and student-generated content (collectively, "student data") provided or accessed pursuant to this Agreement or any other services agreement between the Parties are not the property of, or under the control of, the Contractor.
2. The Board shall have access to and the ability to delete student data in the possession of the Contractor except in instances where such data is (A) otherwise prohibited from deletion or required to be retained under state or federal law, or (B) stored as a copy as part of a disaster recovery storage system and that is (i) inaccessible to the public, and (ii) unable to be used in the normal course of business by the Contractor. The Board may request the deletion of any such student information, student records or student-generated content if such copy has been used by the operator to repopulate accessible data following a disaster recovery. The Board may request the deletion of student data by the contractor within two (2) business days of receiving such a request and provide to the Board confirmation via electronic mail that the student data has been deleted in accordance with the request, the date of its deletion, and the manner in which it has been deleted. The confirmation shall contain a written assurance from the Contractor that proper disposal of the data has occurred in order to prevent the unauthorized access or use of student data and that deletion has occurred in accordance with industry standards/practices/protocols.
3. The Contractor shall not use student data for any purposes other than those authorized pursuant to this Agreement.
4. A student, parent or legal guardian of a student may review personally identifiable information contained in student data and correct any erroneous information, if any, in such student data. If the Contractor receives a request to review student data in the Contractor's possession directly from a student, parent, or guardian, the Contractor agrees to refer that individual to the Board and to notify the Board within two (2) business days of receiving such a request. The Contractor agrees to work cooperatively with the Board to permit a student, parent, or guardian to review personally identifiable information in student data that has been shared with the Contractor, and correct any erroneous information therein.

5. The Contractor shall take actions designed to ensure the security and confidentiality of student data.
6. The Contractor will notify the Board, in accordance with Conn. Gen. Stat. § 10-234dd, when there has been an unauthorized release, disclosure or acquisition of student data. Such notification will include the following steps:

Upon discovery by the Contractor of a breach of student data, the Contractor shall conduct an investigation and restore the integrity of its data systems and, without unreasonable delay, but not more than thirty (30) days after such discovery, shall provide the Board with a more detailed notice of the breach, including but not limited to the date and time of the breach; name(s) of the student(s) whose student data was released, disclosed or acquired; nature of and extent of the breach; and measures taken to ensure that such a breach does not occur in the future.

7. Student data shall not be retained or available to the Contractor upon expiration of the contract between the Contractor and Board, except a student, parent or legal guardian of a student may choose independently to establish or maintain an electronic account with the Contractor after the expiration of such contract for the purpose of storing student- generated content.
8. The Contractor and Board shall each ensure their own compliance with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g, as amended from time to time.
9. The Contractor acknowledges and agrees to comply with the above and all other applicable aspects of Connecticut's Student Data Privacy law according to Connecticut General Statutes §§ 10-234aa through 10-234dd.
10. The Parties agree that this Agreement controls over any inconsistent terms or conditions contained within any other agreement entered into by the Parties concerning student data.

# Quote

## Constance Catrone, LCSW

1 Bradley Road, Suite 707  
Woodbridge, Ct. 06525  
Ofc 203-795-1118  
Fax: 203-397-7552  
ccatrone@collaborativementalhealthassociates.com

Service Dates: From 08/22/23 to 06/13/24

Bill To: Metropolitan Business Academy  
115 Water Street  
New Haven, CT 06511

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### Description of work

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Thank you for the opportunity to work with your school again. I am pleased to quote as follows for social work intern supervision and additional services.

- Supervise six master's preparing social work interns who themselves provide 90 hours of work.
- Liaise with university social work departments (Quinnipiac University, Southern Connecticut State University, Smith College, and New York University).
- Provide weekly one-on-one meetings with each intern.
- Provide one weekly group supervision meeting.
- Participate in the Student Staff Support Team (SSST) meetings and activities.
- Participate in child specific team or Care Coordination team meetings.
- Monitor quality and quantity of work provided.
- Evaluate intern performance twice annually as required by the University.
- Attend at least one School Planning and Management Team (SPMT) meeting to report social work intern data.
- Meet with school administration as needed.
- Respond to staff and teacher referrals and communication

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Tax:	\$0.00
<b>Total:</b>	<b>\$20,000.00</b>

### Remarks

Payment Terms: \$20,000 paid over 10 months; \$2,000 per month

**Diane L. Rotnem, Ph.D., LCSW**

*Diplomate in Clinical Social Work*

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26 Long Hill Road

Guilford, CT. 06437-1870

(203)453-1572

[\*dianerotnem@g\\_mail.com\*](mailto:dianerotnem@g_mail.com)

July 7, 2023

Ms. Lauren Chicoski, EdD

Metropolitan Business Academy

115 Water Street

New Haven, CT. 06520

Dear Ms. Chicoski,

Please find below, a quote for itemized professional services to be rendered at Metropolitan Business Academy. This quote is based on a 40 hour week for the academic year September 2023-May 2024.

Individual Supervision	\$ 100/hr (6 students x 40 hours @ \$100)	\$ 24,000
Group Supervision (6 students)	200/hr (6 students x 40 hours @ \$200)	8,000
SSST Meeting/Collaboration	100/hr (1 hour/week x 40 hours @ \$100)	4,000
Teacher Collaboration	100/hr (10 hours/month x 10 months @ \$ 100 000	
		<b>\$ 46,000</b>

Thank you for considering my offer.

Diane L. Rotnem, Ph.D., LCSW

**RAVIT AVNI-SINGERL MSW LCSW**

One Bradley Road, Suite 707, Woodbridge, CT 06525, 203-389-9174  
[www.collaborativementalhealthassociates.com](http://www.collaborativementalhealthassociates.com)

July 6, 2023

Lauren Chicoski, EdD

Metropolitan Business Academy

115 Water Street, New Haven.

Dear Dr. Chicoski,

This is a statement providing you with a quote for potential services to be rendered at Metropolitan Business Academy:

Supervision and support for six (6) MSW-preparing interns

September 2023-May 2024: \$25,000.

Thank You for considering my offer.

Sincerely,

Ravit Avni-Singer, MSW LCSW