



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Amy Melillo-Ruocco, LCSW

Doing Business As, if applicable:

Business Address: 125 Park Ave, Hamden, CT 06517

Business Phone: 203-376-2348

Business email: aruocco1@att.net

Funding Source & Acct # including location code: 2511-6269-56905-NP03

Principal or Supervisor: Sr. Diane Mastroianni, ASCJ

Agreement Effective Dates: From 04/10/2023. To 06/08/2023.

Hourly rate or per session rate or per day rate.

\$75/Hour from 9AM to 2PM. One day a week. \$375 a day

Total Amount: \$3,375

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

To provide social and emotional supports for students attending All Saints Catholic Academy for the 2023 school year. the LCSW will meet with students and follow up with families and staff for a total of 5 hours a day one day a week.

Submitted by: Sr. Diane Mastroianni, Principal Phone: 203-777-5352



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sr. Diane Mastroianni, Principal of All Saints Catholic Academy
Date: April 10, 2023
Re: **Contract for LCSW**

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:** Amy Mellilo Ruocco, LCSW
2. **Description of Service:** *To provide social and emotional supports for students attending All Saints Catholic Academy for the 2023 school year. the LCSW will meet with students and follow up with families and staff for a total of 5 hours a day one day a week.*
3. **Amount of Agreement and hourly or session cost:** \$75/hour...5 hours a day...one day a week, not to **exceed \$3,375**
4. **Funding Source** and account number: 2511-6269-56905-NP03
5. Approximate number of staff served through this program or service: 11
6. Approximate number of students served through this program or service: 150
7. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? No
 - b. What would an alternative contractor cost: We investigated other options and they charge similar or higher rates.
 - c. If this is a continuation, when was the last time alternative quotes were requested? September, 2022.
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? No, ASCA does not have qualified staff to provide these services.

8. Type of Service:

Answer all questions:

- a. Professional Development? No
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not?
- b. After School or Extended Hours Program? No
- c. School Readiness or Head Start Programs? No

9. Other: (Please describe)

To provide social and emotional supports for students attending All Saints Catholic Academy for the 2023 school year. the LCSW will meet with students and follow up with families and staff for a total of 5 hours a day one day a week.

10. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Woman owned
- b. Is the Contractor Local? Yes, she lives in Hamden, CT
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? No
- 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? No
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: Having a social worker offers a support and resource for teachers so they are better able to provide for the needs of each child. This service has been invaluable to us as a school.

11. Contractor Selection: In this section, please describe the selection process, including other sources considered and the rationale for selecting the contractor. Please answer all questions:

- a. What specific skill set does this contractor bring to the project? Please attach a copy of the contractor's resume if an individual or link to contractor website if a company:
Amy is a Licensed Clinical Social Worker in the State of Connecticut who completed her Master's Degree at Adelphi University. See attached for resume.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department?
Amy was hired due the relationship that she already had with faculty and students in my building. Her services to us have played a vital role in assuring that our faculty receives the proper training to meet the needs to the students in their care. She has established a good rapport with faculty, staff, students and families.
- c. Is the contractor the lowest bidder? If no, why? Why was this contractor selected? Amy already has a rapport with the children, families and faculty in my building. She has proven successful throughout the years in providing essential services to us. Other social workers or SEL programs would require much more funding.
- d. Who were the members of the selection committee that scored bid applications?
Principal and Administrative staff
- e. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department. N/A

12. 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? ASCA does not have the staffing or funding to support the social and emotional needs of its students in the way that they need given their circumstances. Amy provides this expertise for us. Amy will be supervised by the principal, Sr. Diane Mastroianni. Regular meetings will exist between them to discuss effectiveness. The principal will be responsible for measuring performance and monitoring Amy's performance to ensure the social and emotional needs of the students are met.
- b. If this is a **renewal/continuation service** attach a copy of the evaluation or archival data that demonstrates effectiveness.
- c. How is this service aligned to the District Continuous Improvement Plan?
The service is aligned with a focus on the social-emotional wellness of children.

13. Why do you believe this Agreement is fiscally sound?

Amy's experience as a licensed social worker and her experience with the faculty and staff provide the skill sets needed to assist our students. For one day a week, this cost is reasonable compared to other options researched.

14. What are the implications of not approving this Agreement?

Our student population is one where there are many social and emotional needs. The effects of COVID continue to play a role in our school. We continue to serve students who struggle with social interactions and who are at least 2 years behind in learning. Not having a professional on staff runs the risk of students and families not getting the proper support. The social worker puts our students in a position for success.



ALL SAINTS

CATHOLIC ACADEMY

Faith · Academics · Community

423 Ferry St. New Haven, CT 06513
ph: 203-777-5352 fax: 203-865-1271
admissions@asca.eduk12.net
www.AllSaintsNewHaven.org

Evaluation for Amy Melillo-Ruocco, LCSW

Date: March, 2023

Completed by: Sr. Diane Mastroianni, ASCJ
Principal

Amy has been with All Saints Catholic Academy for 2.5 years. She came to us highly recommended by a number of faculty and staff who have worked with her in other schools. ASCA's population is one that requires much intervention with students regarding academics, behavior, social emotional issues and classroom dynamics. Amy has been instrumental in working with the faculty and staff as a whole as well as individually in guiding them through a process of providing the necessary intervention for students. These have included, but are not limited to the following:

1. **Academic Intervention-** In Middle School and Early Childhood classes we have had numerous students in need of speech, resource room, evaluations through the New Haven Board of Education, etc. Amy assisted these teachers in filling out forms, making sure the correct language was used and that the details were great enough to assure proper intervention was provided.
2. **New Students-** ASCA accepts many new students every year. This current year we welcomed over 20 new students. Amy meets with teachers and then meets with the students in small groups and individually if necessary to make sure the transition is a smooth one. These meetings cover both academic and social emotional needs of the students.
3. **Family Concerns-** Teachers reach out to Amy when there is concern for family circumstances. Amy becomes the catalyst to ensure students are safe, teachers have the skills needed to provide appropriate support to students and families. These interventions have led to family meetings at school to calling child services if deemed appropriate.
4. **Whole Group Instruction-** Teacher reach out to Amy if there is need for classroom interventions. These often include social skills, Bully Prevention lessons, etc. these are provided as needed and once taught Amy continues to connect with the classroom teacher as well as specific students if necessary.

In each of these circumstances, teacher, students and families have expressed how instrumental and helpful Amy's guidance has been. Amy is not an extra in our building. She is an essential member of the school community. Her expertise allows us the opportunity to ensure that all students are being serviced as fully as possible. My teachers need and value her support.

Amy is very professional, punctual and communicative with all. She and I meet each week to discuss areas of concern and areas of success.

I am very pleased with the services Amy provides at All Saints Catholic Academy.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Amy Melillo Ruocco

FOR DEPARTMENT/PROGRAM:

All Saints Catholic Academy

This Agreement entered into on the 10th day of April 2023, effective (*no sooner than the day after Board of Education Approval*), the 11th day of April, 2023, by and between the New Haven Board of Education (herein referred to as the “Board” and, Amy Melillo-Ruocco, LCSW located at, 125 Park Ave., Hamden, CT 06517 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$375 per day, **for a total of 9 days**.

The maximum amount the contractor shall be paid under this agreement: **Three thousand three hundred seventy five dollars (\$3,375). 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 Title IVA **Program** of the New Haven Board of Education, **Account Number:** 2511 -6269 -56905 **Location Code:** NP03.

This agreement shall remain in effect from 04/10/22 to 06/08/2023.

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

To provide social and emotional supports for students attending All Saints Catholic Academy for the 2023 school year. the LCSW will meet with students and follow up with families and staff for a total of 5 hours a day one day a week.

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.*

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

To provide social and emotional supports for students attending All Saints Catholic Academy for the 2023 school year. the LCSW will meet with students and follow up with families and staff for a total of 5 hours a day one day a week.

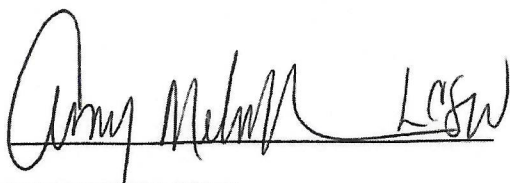
Exhibit A: Scope of Service: *Please attach contractor's detailed Scope of Service on contractor letterhead with all costs for services including travel and supplies, if applicable.*

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

APPROVAL: This Agreement must be approved by the New Haven Board of Education ***prior to service start date.*** Contractors 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's 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.



Contractor Signature

President

3/20/23

Date

Date

Amy Melillo-Ruocco, LCSW
Contractor Printed Name & Title

Revised: 8/2021



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 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



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 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.

Amy Melillo-Ruocco, LCSW

125 Park Ave
Hamden CT. 06517
(203) 376-2348
aruocco1@att.net

July 21, 2022

New Haven Board of Education

Scope of Service:

To provide social and emotional support to students, families and staff attending All Saints Catholic Academy. I will work with the student individually, in small group and whole classroom settings. I will be available to families to help with community resources and make appropriate referrals as needed. I will also consult with teachers and staff to provide resources or assistants to them both in and out of the classroom.

Services will be provided one day(5 hours) a week at a rate of \$375.00 per day.

Sincerely,

Amy Melillo-Ruocco, LCSW

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

PURSUANT TO THE PROVISIONS OF THE GENERAL STATUTES OF CONNECTICUT

THE INDIVIDUAL NAMED BELOW IS LICENSED
BY THIS DEPARTMENT AS A
LICENSED CLINICAL SOCIAL WORKER

AMY MELILLO-RUOCCO, LCSW

LICENSE NO.

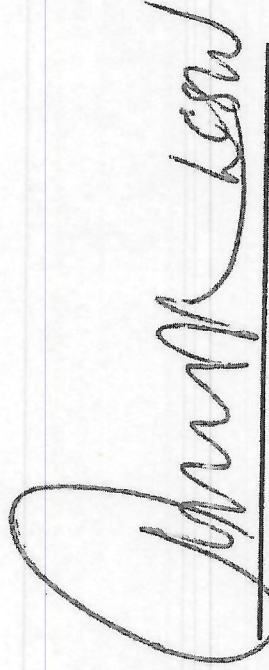
006675

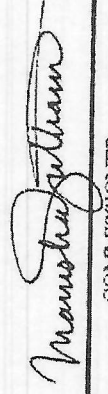
CURRENT THROUGH

02/28/23

VALIDATION NO.

03-939479


SIGNATURE


COMMISSIONER

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Amy Melillo-Ruocco		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 125 Park Ave		Requester's name and address (optional)
6 City, state, and ZIP code Hamden CT 06517		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

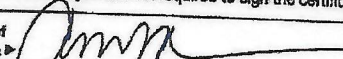
Social security number								
0	4	9	-	6	2	-	8	0 5 6
or								
Employer identification number								
			-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ **4/9/21**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Amy Melillo-Ruocco, LCSW
125 Park Ave.
Hamden, CT. 06517
(203) 376-2348
aruocco1@att.net

Mission Statement

Professional clinical social worker dedicated to serving the needs of diverse individuals, children and families with commitment, empathy and compassion.

Professional Experience

9/2010-Present Licensed Clinical Social Worker in Private Practice

6/2006-6/2020 School Social Worker for Catholic Adcademy and St. Bernadette School K-8 and School Readiness Pre-K

- Individual counseling for children
- Run small groups (socialization skills, anger management, etc.)
- Develop action plans/behavior modification charts
- Classroom observation
- Drug & Alcohol Education
- Bullying Prevention Education
- Character Building
- Peer Mediation
- Provide family and staff trainings and workshops
- Refer children and families to appropriate community agencies

8/31/2009-2015 New Generation Growth and Development Center

- Social Work Consultant for before and after school childcare program
- Consult regarding written policies, plans & procedures
- Provide family workshops & staff trainings as needed
- Available to families and staff upon request
- Provide resources and make referrals as needed

7/2000-11/2006 Catholic Charities, New Haven, CT

Per Diem clinical social worker in Behavioral Health Department

- Provided individual, children, family, and group therapy
 - Conducted initial intake
 - Created treatment plans
 - Maintain clinical documentation
 - provide referrals and collaborate with other treatment providers

10/1998-6/2006 Catholic Charities, New Haven, CT

School Social Worker for six Parochial schools grades K-8 and Four School Readiness Programs

- Run small groups (socialization skills, anger management, etc.)
 - Drug & Alcohol Education
 - Bullying Prevention Education
 - Develop teacher action plans/behavior modification charts
 - Refer children and families to appropriate community agencies
 - Classroom observation upon request
 - Model interventions and strategies in classroom
- Assist families with service needs
 - Provide family and staff workshop

1997 Our Holy Redeemer Parish Outreach, Freeport, NY

- Social Worker/Case Worker
- Assess client's situation and needs
- Advocate for clients and provide concrete services
- Refer clients to appropriate community agencies

Education

Adelphi University, Garden City, NY

1998: Master, Social Work

1997: Bachelors, Social Work

License

Licensed Clinical Social Worker in the State of Connecticut as of 2/28/2008.