



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

SS# OR Tax ID #:

Funding Source & Acct # including location code: Interdistrict Funds 270-433-60-5669

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

Agreement Effective Dates: From 07/19/2022 to 06/30/23.

Hourly rate or per session rate or per day rate. \$1,700.00 per month for maximum of 10 months

Total amount: Not to exceed \$17,000

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 NYU 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: Sequella H. Coleman, Principal
Date: July 5, 2022
Re: Contract for Dr. C. Catrone

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 NYU 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: \$1,700.00 per month for maximum of 10 months not to exceed \$17,000.00
4. **Funding Source** and account number: Interdistrict Funds **270-433-60-56694**
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 \$1,000.**
 - 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 2021**
 - 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?

- i. If this is a professional development program, can the service be provided by existing staff? If no, why not? **N/A**
- 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? **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? **Yes**
- 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: 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? **Quotes**
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: **Dr. Catrone is the SCSU, QU, and NYU social work supervisor and SCSU adjunct professor designated by those universities to supervise the MBA Social Work Intern Unit. We collected three quotes from mental health professionals, and Dr. Catrone is the best quote for this work.**

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? **\$17,000 is a cost effective expenditure that significantly increases social and emotional support services available to over 400 students.**
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.**

Rev: 8/10/2020



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 19th day of July 2022, effective (no sooner than the day after Board of Education Approval), the 20th day of July 2022, 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 \$1,700 per month, for a total of 10 months.

The maximum amount the contractor shall be paid under this agreement: Seventeen thousand dollars (\$17,000). 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 **Interdistrict Magnet Program** of the New Haven Board of Education, **Account Number:** 270-433-60-56694.

This agreement shall remain in effect from 07/19/2022 to 06/30/23.

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 2022-2023. 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

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.

Contractor Signature

President
New Haven Board of Education

7/5/2022

Date

Date

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

Revised: 11/27/19

EXHIBIT A SCOPE OF SERVICE

Supervision of social work interns will begin August 22, 2022 and conclude June 13, 2023 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, 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 2021-2022, the social work interns had approximately 466 individual sessions with 129 individual students, which is about 17% of total student population. This dropped from 33% in the previous academic year. See below for data from prior years.

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

*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

Social Work Intern Data from 2021-2022

By Grade Level	9th	10th	11th	12th
# of individual students	45	39	24	21
# of sessions	122	151	94	99

MBA has also averaged at least 90% graduation rate over the six-year partnership period.



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.

Constance Catrone, DSW, LCSW
1 Bradley Road, Suite 707
Woodbridge, Ct 06525
(Cell) 203 795 1118
License # Ct 0001675
ccatrone@collaborativementalhealthassociates.com

Adjunct Faculty, School of Social Work, Department of Health and Human Services, Southern Connecticut State University, New Haven, Ct. 8/2016-present.

Human Behavior in the Social Environment
Treatment of Adolescents and Emerging Adults
Seminar in Field Work

Silver School of Social Work, New York University, 9/2021- 12/2021.
Social Work Practice III

Private Practice, 1 Bradley Road, Woodbridge, Connecticut
October 1980-present

Psychotherapy with children, adolescents and adults, family therapy. Private and contracted supervision to clinicians.

Clinical Social Work Field Supervisor; (August 2013- ongoing) NYU, SCSU, Quinnipiac University. Supervise a unit of 6 master's preparing social work interns completing their field work placement at an inner-city magnet high school.

EAP Counselor, Value Options; Onsite Yale New Haven Hospital
August 2011-October 2013; Off site – ongoing

Central Region Director Child and Family Services, Community Mental Health Affiliates; New Britain, Ct
(September 2008- July 2011) Manage a service delivery system of adult, child, and family mental health services covering the Central region of Connecticut that includes home based and office-based interventions. Supervise program coordinators; ensure budgetary integrity and compliance with contractual obligations and licensing requirements. Develop and monitor quality improvement activities; liaison with funder; DSS, DCF, United Way.

Behavioral Health Services Coordinator, School Based Health Centers (SBHC) Department of Health, City of Bridgeport, Bridgeport, Ct. (August 1998-August 2008)

- Designed supervised and managed a public health-oriented continuum of school based behavioral health services in 11 school-based health centers.
- **Prevention Project Director, (1999-August 2008)** Designed, implemented, and managed an innovative system of school based mental health interventions, including evidence-based prevention and treatment strategies.

Clinician, part time, Family Services Woodfield, Bridgeport, Connecticut. Welfare to Work consultant.

Clinical Supervisor, Child Guidance Center, North Central Connecticut Mental Health Systems, (Currently CHR) Enfield, Connecticut

Staff Therapist and Project Coordinator of the Parent Enrichment Program (A parent Aid program, Bridgeport Child Guidance Center

Coordinator, Therapeutic Foster Care Program

The Children's Center, Hamden, Connecticut.

Medical Social Worker; Yale New Haven Hospital, Pediatrics, New Haven, Ct.
Children's Hospital, Boston, Ma

Consultation

Clifford Beers Wellness Center Project: (9/2011- 4/2015)

- Provided program development and clinical care consultation to CBC's management and staff on implementation of an *Integrated Model of Behavioral Health Care.*

Family Divorce Consultation Center, New Haven, Connecticut

- Private group practice supporting families in custody disputes and post-divorce adjustment issues.

Casey Family Services, Bridgeport

- Consultant to Post Adoptive Services and Family Connections,

Clinical Instructor, Department of Psychiatry, Yale University School of Medicine,

- New Haven, Connecticut. For 8 years I provided supervision to a variety of mental health providers who were pursuing advanced degrees.

Education

New York University, Silver School of Social Work,
Doctorate in Social Welfare (DSW), May 2021.

Capstone: **The Intersection of Relational Psychoanalytic Constructs and Social Justice in Clinical Practice**

University of Chicago

School of Social Service Administration

Master of Arts; Dixon Award Recipient for Excellence

Simmons College, Boston Massachusetts

Bachelor of Arts; -Majors Sociology/Spanish

Certificate in Executive Education, Simmons School of Management,
Boston, Ma. October 2008

Facilitative Leadership Training, Institute for Social Change

Results Based Accountability, Charter Oak Group

Publications

Catrone, C. (June 30, 2021, online publication). The school to prison pipeline: A failed holding environment. *Journal of Psychosocial Studies*,
<https://doi.org/10.1332/0.1332147867321X1621593313247>

Catrone, Constance. (2021). An Integrated Treatment of Psychosomatic Disorders and Disorders of the Self: The Role of Alexithymia. *Psychoanalytic Social Work*. 28,
<https://doi.org/10.1080/152288782020.1809475>

Catrone, C. (2020). The Impact of the COVID-19 Pandemic on the Relational World of the Patient-Clinician Dyad: Obstacles and Opportunities. In C. Tosone (Ed.). *Shared Trauma, Shared Resilience During a Pandemic: Social Work in the Time of COVID-19*. Springer

Catrone, C. and Lois Sadler, " A Developmental Model for Teenage Parent Education"; *Journal of School Health*. February 1984, Vol. 54, No.2 68-71.

Sadler, L. and Constance Catrone, "The Adolescent Parent: A Dual Developmental Crisis"; *Journal of Adolescent Health Care*. 1983:4: 100-5.

Professional Presentations

The School to Prison Pipeline: Impact on BIPOC Adolescent Identity, May 4, 2021; Antiracist and Multicultural Practice Conference; NYU Talks.

The School to Prison Pipeline: The Relational Context of Adolescent Development, The 42nd Annual International Psychohistorical Association Conference, May 24, 2019, New York, NY

Working with Traumatized Children presented to various professional groups as in-service training.

Child Psychotherapy, A six-week seminar presented by the Connecticut Society of Clinical Social Work

School Based Mental Health, Southern Ct. State University annual conference. (2000;2002;2006;2007)

Combining Individual and Family Therapy in the Treatment of Adolescents annual meetings of the American Orthopsychiatry Association:

Toronto, Canada-April 1984

Boston, Massachusetts-April 1983

San Francisco, California-April 1982

Other Professional Activities:

Member, Connecticut Society for Psychoanalytic Psychology

Member American Federation of Clinical Social Workers

Member, Association of Psychoanalytic Social Workers

Foreign Language

Spanish

References available upon request.