



**NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET**

Please Type

Contractor full name: Alyssa Guarino, RDH

Doing Business As, if applicable:

Business Address: 529 Woodward Avenue, New Haven, CT 06512

Business Phone: 203-927-0509

Business email: alyssaguarino@gmail.com

SS# OR Tax ID #: 045-94-0647

Funding Source & Acct. # 2512-6239-50110

Principal or Supervisor: Sue Peters, Director SHCs/Dental Clinic

Agreement Effective Dates: From 02/03/22 To 06/30/22

Hourly rate or Per session rate or Per hour rate: \$47/hr (not to exceed 882 hrs)

Total amount: Not to exceed \$21, 714.

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

As a part time, per diem Registered Dental Hygienist, Ms. Guarino will prepare for and conduct school-wide dental screens at 6 schools: Troup, King Robinson, Baranard, Truman, Brennan-Rogers, and Hill Central, and apply dental sealants on enrolled students. She will also accurately enter documentation of services and notify parents of screening results. She will also provide administrative and/or on-site support of the dental clinics and the dental program.

Submitted by: Sue Peters Phone: 475-220-1238



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Sue Peters, APRN: Director SBHC/Dental Clinics
Date: January 5, 2021
Re: Agreement for Per Diem RDH

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: Alyssa Guarino, RDH**
2. **Description of Service: Ms. Guarino will conduct school-wide screens to students in program schools. (Hill Central, Troup, Brennan-Rogers, Barnard, Truman, King Robinson).**
3. **Amount of Agreement and hourly or session cost:**
Per hour rate: \$47/hr (not to exceed 882 hrs)
Total amount: Not to exceed \$21, 714.
4. **Funding Source and account number: 2512-6239-50110**
5. Approximate number of staff served through this program or service: **0**
6. Approximate number of students served through this program or service: **3,000**
7. **Continuation/renewal or new Agreement? New Agreement**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? **N/A**
 - b. What would an alternative contractor cost: **RDH per diem: \$46-\$50/hour**
 - c. If this is a continuation, when was the last time alternative quotes were requested? **N/A**
 - d. For new or continuation: is this a service existing staff could provide. If no, why not?
No. The existing two dental staff are providing FT direct preventive services to enrolled students in the dental clinics.
8. **Type of Service:**
Answer all questions:
 - a. Professional Development? **N/A**
 - 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? **N/A**
 - c. School Readiness or Head Start Programs? **N/A**
 - d. Other: (Please describe) **Health Services: Direct dental screens**
9. **Contractor Classification:**
Answer all questions:
 - a. Is the Contractor a Minority or Women Owned Business? **Woman**
 - b. Is the Contractor Local? **Yes**
 - c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national?
N/A-individual
 - d. Is the Contractor a public corporation? **No**
 - e. Is this a renewal/continuation Agreement or a new service? **New Service**
 - f. If it is a renewal/continuation has cost increased? If yes, by how much?
 - g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: **No. This service must be performed by licensed health professionals**
10. **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:**
Ms. Guarino brings more than 4 years experience as an RDH in CT serving children and adults from both urban and suburban areas and has among the highest productivity and excellent recommendations from colleagues and supervisors. She has been providing school-based services to students in several districts for the past 2 years.
11.
 - a. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source designation from the City of New Haven Purchasing Department? **The per diem position was advertised on Indeed for 2 weeks.**

- b. Is the contractor the lowest bidder? If no, why? Why was this contractor selected?
This person was selected based on her experience working in schools, her skillset and and on her interview.
- c. Who were the members of the selection committee that scored bid applications?
- d. If the contractor is Sole Source, please attach a copy of the Sole Source designation letter from the City of New Haven Purchasing Department.

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? **School-wide screens provide a valuable service to students and parents which identifies any potential dental need, and assists staff to prioritize care for students based on screening results.**
 - 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? **Yes, by providing health services in school, we help students stay in school and be more available to learn.**
13. Why do you believe this Agreement is fiscally sound? **The per diem rate for this person is on the lower end for this work.**
14. What are the implications of not approving this Agreement? **We would be unable to conduct these screens and to identify the broader need for dental care among our students.**

AGREEMENT

By And Between

The New Haven Board of Education

AND

Alyssa Guarino, RDH

FOR DEPARTMENT/PROGRAM:

School Dental Clinic Program

This Agreement entered into on the day of December 27, 2021, effective, the 3rd day of February 2022, by and between the New Haven Board of Education (herein referred to as the "Board") and, Alyssa Guarino, located at 529 Woodward Avenue, Apt D. New Haven, CT 06517, (herein referred to as the "Contractor").

1. **SCOPE OF SERVICE:** *Description of service deliverables attached-Exhibit A*
Ms. Guarino will provide part time per diem services to provide school-wide dental screens, data collection and administrative support for dental clinic staff as needed. from February 3rd, 2022 through June 30th, 2022.

Compensation: Compensation will be made for satisfactory performance of services outlined in this agreement upon submission of itemized invoices which includes a detailed description of work performed and date of service. The maximum amount the contractor shall be paid under this agreement is twenty one thousand seven hundred and fourteen dollars (\$21,714). Payment is \$47/hr that will not to exceed 882 hours.

Fiscal support for this Agreement shall be by **Seal CT! Dental Sealant Program** of the New Haven Board of Education, **Account Number:** 2512-6239-50110.

This agreement shall remain in effect from February 3, 2022 to June 30th 2022.

Exhibit A: Scope of Service: *Please attach contractor's detailed Scope of Service 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' 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

Yesenia Rivera, President New
Haven Board of Education

12-30-2021

Date

Date

Alyssa Guarino Contractor

Name Printed or Typed

Exhibit A
Alyssa Guarino, RDH

Per Diem Dental Hygienist Support Scope of Services for:
NHPS School Health Centers
2021-2021

SCOPE OF SERVICE:

Part-time Per Diem RDH Contractor: Role/Responsibilities

The contractor will:

- Maintain current professional CT license/s required for this position during the period of this agreement;
- Perform the following services in at least 6 schools: Troup, Barnard, Truman, Brennan-Rogers, Hill Central and King Robinson:
 - Conduct School-wide Dental screenings and notify parents of dental needs;
 - Provide sealants to enrolled students in these schools
- Provide administrative and on-site support to dental clinic when needed;
- Prepare supplies and data collection spreadsheets, billing and consent forms for screens per protocols in the Policy & Procedure manual and document completion of tasks;
- When appropriate, initiate referrals of students to their dentists, or other care providers;
- Adhere to all requirements for reporting, data collection, and other activities as directed by the Dental Program Director;
- Follow established policies and procedures, objectives, reports, safety, environmental and infection control standards as outlined in your site's Policy & Procedure manual;
- Participate in promoting the awareness, enrollment and utilization of dental services among students, staff and families;
- Participate in all required team meetings;
- Maintain inventory of necessary dental supplies, equipment and materials;

The RDH will provide the Program Director with the following documentation upon hire and submit current documentation if any items expire:

- CPR certification
- RDH License for CT
- PPD test results (annually)
- Evidence of Hepatitis B series (or signed waiver)

Evidence of COVID vaccination or exemption status. If exempt, weekly Covid testing is required.

Evidence of annual flu shot (optional but strongly recommended)

Copy of liability insurance



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.

Revised: 10/2/18