



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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Please Type

Contractor full name: Tanaeya Ervin

Doing Business As, if applicable:

Business Address: 1 Vineyard Lane, East Haven, CT 06512

Business Phone: 203-668-0699

Business email: tanaeyabrown@gmail.com

Funding Source & Acct # including location code: Title IVA 2023 2511-6291-56905-NP07

Principal or Supervisor: Gina Panza

Agreement Effective Dates: From 3/12/24 To 6/28/24

Hourly rate or per session rate or per day rate.

\$60/Hour, for up to three days per week, up to 90 hours total by June 30, 2024.

Total Amount: \$5400

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 St. Thomas's Day School for the 2024 school year. The LCSW will observe and meet with students and follow up with staff for a total of 90 hours during the contract period.

Submitted by: _____

Jim Murphy, St. Thomas's Day School



NEW HAVEN PUBLIC SCHOOLS

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Gina Panza, Head of School, St. Thomas's Day School
Date: March 4, 2024
Re: Tanaeya Ervin

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:** Tanaeya Ervin

Description of Service: *To provide social and emotional supports for students attending St. Thomas's Day School for the 2024 school year. The LCSW will observe and meet with students and follow up with staff for a total of 90 hours during the contract period.*

2. **Amount** of Agreement and hourly or session cost: \$60/hour for 90 hours over the contract period not to exceed \$5,453

3. **Funding Source** and account number: Title IVA 2023, 2511-6291-56905-NP07

4. Approximate number of staff served through this program or service: 25

5. Approximate number of students served through this program or service: 120

6. **Continuation/renewal or new Agreement?**

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much?
- 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?
- d. For new or continuation: is this a service existing staff could provide. If no, why not? No, St. Thomas's does not have qualified staff to provide these services.

7. 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

8. Other: (Please describe)

To provide social and emotional supports for students attending St. Thomas's Day School for the 2024 school year. The LCSW will observe and meet with students and follow up with staff for a total of 90 hours during the contract period.

9. 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 East Haven, 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? new
- f. If it is a renewal/continuation has cost increased? If yes, by how much? N/A
- 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.

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:

- 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: Tanaeya is a Social Worker in the State of Connecticut who completed her Master's Degree at Southern Connecticut State 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?
We interviewed a number of candidates and Tanaeya was selected due to her background and interest in working with the age group of our school. Her work is a vital component of allowing us to observe and support any behavioral needs of our students that could impact their ability to learn, thrive and grow. 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? No, Tanaeya was selected because of her background and availability.
- d. Who were the members of the selection committee that scored bid applications? Head of School and Assistant Head of School
- 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

11. 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? St, Thomas's 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. Tanaeya provides this expertise for us. Tanaeya will be supervised by the Head of School, Gina Panza and the Assistant Head of School, Sarah Walters. Regular meetings will exist between them to discuss effectiveness. The Head of School will be responsible for measuring performance and monitoring Tanaeya'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. n/a
- 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.

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

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

13. 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.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Tanaeya Ervin

FOR DEPARTMENT/PROGRAM:

St. Thomas's Day School

This Agreement entered into on the 11th day of March, 2024, effective (*no sooner than the day after Board of Education Approval*), the 12th day of March 2024, by and between the New Haven Board of Education (herein referred to as the "Board" and, Tanaeya Ervin 1 Vineyard Lane, East Haven, CT 06512 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount \$60/Hour, for a total of 90 hours.

The maximum amount the contractor shall be paid under this agreement: Five thousand, four hundred (\$5,400). 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:** 2511-6291-56905 **Location Code:** NP07, Title IVA.

This agreement shall remain in effect from 3/12/24-6/28/24.

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

To provide social and emotional supports for students attending St. Thomas's Day School for the 2024 school year. The LCSW will observe and meet with students and follow up with staff for a total of 90 hours during the contract period.

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
New Haven Board of Education

7/21/24
Date

Date

Tanaya Emn, school social worker
Contractor Printed Name & Title



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.

Revised: 10/2/18

Tanaeya Ervin

1 Vineyard Lane
East Haven, CT 06512
(203) 668-0699
tanaeyabrown@gmail.com

February 21, 2024

New Haven Board of Education

Scope of Service:

To provide social and emotional support to students, families and staff attending St. Thomas's Day School. I will work with the student individually and 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 both in and out of the classroom.

Services will be provided three days a week at a rate of \$60.00 per hour.

Sincerely,

Tanaeya Ervin



TANAEYA ERVIN, LCSW

• Hamden, CT 06514 • 2036680699 • tanaeyabrown@gmail.com

SOCIAL WORKER

A self-motivated, loyal employee with varied experience including behavior technician, lead program specialist, and paraprofessional, with hands-on and educational experience in client guidance and counseling. Experience includes assessments of clients possessing a variety of emotional, mental, and behavioral problems; counseling and guidance to individuals and groups in danger of becoming reckless. An attentive listener can offer entry-level social work expertise to better the lives of others.

INTERNSHIP EXPERIENCE

Elm City College Preparatory Elementary School- Greenfield, New Haven, CT School Social Work Intern 8/2017-5/2018

Provide school-based interventions, including but not limited to:

- a) Individual and group counseling
- b) Crisis intervention (DCF, 211,911)
- c) Case management for “at risk” students.
- d) Collaborate with school-based staff and administrators.
- e) Serve as a liaison and advocate for students and parents.
- f) Evaluating the process policy and procedure in referring a scholar to SSW, 504 plan, and PPT services/meetings.
- g) Engaging, supporting, and identifying client populations through school-level and community-based SSW services. Identifying potential oppressed groups and populations. Create and implement plans that can lead to change.
- h) Will complete work around the McKinney Vento homelessness law. Supporting families who have been or facing homelessness. Assist families of scholars with mental diagnosis ensuring 504, BIPS, FBA’s, and IEP are updated and being utilized within the educational environment.

Department of Children’s and Families, New Haven CT

Social Work Intern High-Risk Newborn Unit and Investigations 8/2019 to 5/15/2020

- a) Research and visit community-based service programs used by the department.
- b) Transports children and/or clients to and from supervised visits
- c) Supervise family visits in the home setting and/or the office.
- d) Observe family interactions during visits and take notes that will be reviewed by SW and included in the case file.
- e) Participating in racial justice activities, to become mindful of how cultural differences such as racism and oppression may affect family’s responses to the child welfare system.
- f) Medical, other service providers, and court appointments
- g) Obtain medical, social, and other records to assist SW in developing family history; make collateral contacts to community agencies such as schools, doctors, police, and social service agencies to obtain necessary information.
- h) Shop for clients for food, clothing, and household items
- **Completed Training-** Mandated Reporter, Car Seat, LINK, Evidence-Based and Promising Practice Models of In-Home Intervention, Safety Decision Making Safety Assessment Training, Reasonable and Prudent Parent Standard Training, Early Childhood Practice Guide Training, Motivational Interviewing, Child Protective Services, Intimate Partner Violence Policy and Practice Guide, Overview of Immigration Policies, Protocols, and Practice Web Training.

PROFESSIONAL EXPERIENCE

Pathways to Wellness, Hamden, CT

Mental Health Therapist, 10/7/21- Present

- Provides therapy to individuals, families, or groups and assesses the clinical needs of children and families.
- Completes biopsychosocial.
- Gather information about community mental health needs and resources that could be used in conjunction with therapy.
- Diagnosis and treat mental health disorders.
- Create and implement a treatment plan based on each client's needs.
- Documents and evaluates all services and procedures to be in adherence with state statutes, COA standards, and Pathways to Wellness Standards.
- Knowledgeable of medical necessity and documents accordingly.
- Completes training for evidence-based treatment and for working with clients with problem sexual behavior.
- Participates in weekly supervision.
- Compliance with all State, and local regulatory mandates including but not limited to DCF, DSS, and local health departments Report any suspected instances of child abuse to DCF.

ACES Village School, North Haven, CT

EIBI Social Worker, 9/30/22-6/20/23

- Systematic screening and evaluation of student needs and ongoing assessment of student progress.
- Full spectrum of direct intervention services: early intervention, individual counseling, group counseling, social skill training (e.g. violence prevention/conflict resolution, emotional regulation), family advocacy and support groups, home visits, crisis intervention, and transition planning.
- Participation in Planning and Placement Team meetings, development and monitoring of the progress of Social/Emotional/Behavioral goals and objectives for students' Individual Educational Plans, and collaboration with teaching and behavioral staff on classroom and individual behavioral intervention plans.
- Training and modeling of effective intervention techniques for team members.
- Participate in relevant professional growth and continuing education opportunities.
- Collaboration and communication with team members within the agency and in the community, to effectively plan and coordinate services.
- Maintenance of student/client information and documentation of services in a manner that meets and protects the confidentiality of individuals and families.
- Connection with resources including referrals to community services, triage, and case management.
- Coordination of referrals to programs including facilitating program tours and processing intakes.

Warren Harding High School, Bridgeport, CT

School Social Worker-Teen Pregnancy/Daycare, 8/16/2021-9/16/23

- Performs counseling services to students with diverse issues.
- Performs direct service to students who need support with managing motherhood.
- Confers with students individually and in group settings.

Tanaeya Ervin

- Establishes and maintains professional relationships with school personnel and professionals in the community by advocating for the students and families.
- Assesses and interprets mental health, environmental, and socio-economic issues.
- Determines appropriate level of service to meet the adaptive needs of students.
- Assists in the development and implementation of comprehensive behavioral plans for students.
- Selects or develops goals specific to student needs participates in IEP/PPT meetings and consults regarding the compilation of documentation for student records.
- Attendance at selective professional development conferences/seminars to further enhance professional knowledge.
- Collaborates with administrators, teachers, parents, agencies, and paraprofessionals in planning to meet the needs of individual students.
- Motivates and reinforces positive student behavior.
- Provides support to parents by helping parents understand the need for special programs, special education, counseling, or other educational services.
- Enables students to cope more successfully with school, home, and environmental stressors.

Yale New Haven Hospital/ Pediatrics, New Haven CT

Pedi/ OB Social Worker, 6/20/2021-12/31/2021

- Develop a full psychosocial crisis intervention assessment responsive to Neonatal, Pediatric, Adolescent, Adult, and Geriatric patient/family needs and concerns.
- Diagnose biopsychosocial functioning, disability, and impairment for Neonatal, Pediatric, Adolescent, Adult, and Geriatric patients.
- Develop a treatment intervention plan responsive to the Neonatal, Pediatric, Adolescent, Adult, and Geriatric patient/family problems and formulate clinical impressions.
- Utilize, as a treatment modality, individual, couples, family, and/or group psychotherapy.
- Provide information, consultation, and professional support to interdisciplinary team members and colleagues within the department.
- Provide education to staff related to an individual and/or family's psychosocial needs.
- Maintain an up-to-date, accurate, and appropriate record of social work activities in the patient's medical chart which does not violate confidentiality.
- Attend educational seminars to maintain and meet expectations set forth by Hospital and departmental standards.

Charles Hayden School- BGV, Milford, CT

School Social Worker- Middle School, 8/17/2020-6/18/2021

- Completes admission, IEP Progress Summaries, PPT/IEP goals, objectives, and related assessment and discharge summaries.
- Provides clinical services as dictated by the IEP service plan including group and individual treatment, family contacts, collaboration, case management, and home visits when appropriate.
- Completes documentation for all services provided in the electronic record as well as any hard copies the home school district may require.
- Develop Crisis Behavior Assessment and ensure proper implementation in the classrooms.
- Meets regularly for supervision with an assigned supervisor.
- Attends and facilitates (as assigned) team meetings and group/psychiatric supervision meetings as scheduled.
- Maintains a flexible work schedule to provide needed services to children and families.

Tanaeya Ervin

- Adheres to and supports the milieu behavioral/social skills model as well as Therapeutic Crisis Intervention guidelines.
- Interfaces with parents, outside providers, etc to provide comprehensive services for students.
- Participates in PPT meetings with the required information regarding specific cases, relevant issues, and related resources.
- Collaborates with the classroom teacher regarding in-class data acquisition in direct relation to all social and behavioral objectives and prepares a report of updated progress to present at the PPT at least 5 days before the meeting (documents should be sent to the school district and guardian).
- Administer and score behavioral and social benchmark assessments/ data three times per year (using Aimsweb).

Yale New Haven Hospital/ WW1 Children Inpatient Psych, New Haven, CT

Milieu Counselor, 11/25/2018- 6/20/2021

- Assists the nursing staff in maintaining a therapeutic milieu /environment to ensure the care and treatment of patients.
- Engages in anticipatory planning and problem-solving in collaboration with the primary/associate nurse within the milieu/environment.
- Provides environmental and emotional safety for each patient through consistent limit setting, physical holding, and restraining, as well as monitoring activities and interactions of visitors, under the direction of the registered nurse.
- Follows the patient care plan preserving patients' safety, dignity, and autonomy. Assists the RN in obtaining specimens within 24 hours of orders; obtains and records accurate I&O data and accurately records behavioral scale observations, while preserving patient's safety, dignity, and autonomy.
- Collaborates with members of a multidisciplinary team offering suggestions and recommendations on addressing patient/family needs.
- Observes and documents behavioral responses to interventions in the NCP in a clear concise manner utilizing the nursing process format.

Children Community Program, New Haven, CT

Mentor, 11/01/2018-Present

- Build rapport each time I meet with a mentee
- Challenge and/or encourage a mentee depending on what the situation requires
- Offer opportunities to problem solve and exchange ideas
- Provide feedback that is honest, open, and positive
- Take a genuine interest in helping the mentee succeed
- Engaging the mentee in community activities
- Provide suggestions to the best of one's knowledge that helps the mentee reach their goals

Yale New Haven Hospital/ Cel 1 General Adult Psych, New Haven, CT

Mental Health Worker Psych, 1/8/2018- 11/25/2018

- Provides individualized patient care to ensure the safety and dignity of the patient.
- Collaborates with members of a multidisciplinary team offering suggestions and recommendations on addressing patient/family needs.
- Assists the nursing staff in maintaining a therapeutic milieu to ensure the care and treatment of patients.
- Acts as a facilitator/co-facilitator in select unit-based task-oriented and /or recreation groups.

Tanaeya Ervin

- Participates in unit activities that promote a cohesive group.
 - Participates in interdisciplinary staff meetings and if unable to attend, reads and signs minutes.
-

EDUCATION

Bachelor of Sciences - Psychology , University of Bridgeport, Bridgeport, CT	2016
Masters of Sciences- Social Work , Southern Connecticut State University, CT	2020

CERTIFICATIONS

· Certified Nursing Assistance · First Aid · CPR · PMT TCI CBT Motivational Interviewing