

**NEW HAVEN PUBLIC SCHOOLS
AMENDMENT TO AGREEMENT**

CONTRACTOR: Hajer Ahmad **AMENDMENT #:** 1

GRANT # if applicable: 19041700-56697 (General Funds) **AGREEMENT #:** 91331311

ATTACH COPY OF FULLY EXECUTED AGREEMENT

GRANT NAME: (General Funds) **DATE:** August 14, 2020

FUNDING SOURCE FOR AGREEMENT: General Funds

ACCT # FOR AGREEMENT: 19041700-56697-0000

ORIGINAL AMOUNT OF AGREEMENT: \$1,000

AMOUNT OF AGREEMENT PRIOR TO THIS AMENDMENT: \$1,000

 x **ACTUAL** OR **ESTIMATE**

AMOUNT OF THIS AMENDMENT: \$2,000

 X **INCREASE** OR **DECREASE**

AMOUNT OF AGREEMENT INCLUDING THIS AMENDMENT: \$3,000

FUNDING SOURCE & ACCT # FOR AMENDMENT: ESSERF Grant - 25506342-56694-0000

DESCRIPTION AND NEED FOR AMENDMENT: To increase funding of \$1,000 by \$3,000 to \$3,000 (total) and, to increase the number of hours from 40 by 80 to 120 (total hours) to cover costs of increased translations due to Covid-19. The original agreement through General Funds was for \$1,000 and this amendment through ESSERF Grant adds \$2,000.

ALL OF THE TERMS AND CONDITIONS OF ORIGINAL AGREEMENT REMAIN IN FULL FORCE AND EFFECT

CONTRACTOR'S SIGNATURE: Hajer Ahmad 08/18/2020
(Name) (Date)

Arabic Translator
(Title)

NEW HAVEN BOARD OF EDUCATION:

President

(Date)



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Hajer Ahmad

Doing Business As, if applicable:

Business Address: 69 Pope Street New Haven, CT 06512

Business Phone: 203-506-0469

Business email: hajer_ah@yahoo.com

SS# OR Tax ID #:

Funding Source & Acct # including location code: 19041700-56697-0000

Principal or Supervisor: Jessica Haxhi

Agreement Effective Dates: From 07/27/20 To 06/30/2021.

Hourly rate or per session rate or per day rate: \$25.00 per hour.

Total amount: \$1000.00

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

Translation from English to Arabic or Arabic to English of written materials such as letters, forms, surveys, etc. and in-person translation of meetings for New Haven Public Schools. Proofreading of previously translated materials may also be requested.

Submitted by: Jessica Haxhi Phone: (475) 220-1405



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Hajer Ahmad

FOR DEPARTMENT/PROGRAM:

World Languages Department

This Agreement entered into on the 27 day of July 2020, effective (*start date no sooner than the day after Board of Education Approval*), on the 28 day of July, 2020, by and between the New Haven Board of Education (herein referred to as the "Board" and, Hajer Ahmad located at, 69 Pope Street., New Haven, CT 06512 (herein referred to as the "Contractor").

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$25 per hour for a total of 40 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: One thousand dollars (\$1000.00). 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 World Languages General Funds **Program** of the New Haven Board of Education, **Account Number:** 19041700-56697 **Location Code:** 0000.

This agreement shall remain in effect from July 27, 2020 to June 30, 2021.

SCOPE OF SERVICE: *Please describe service deliverables, including, locations and costs for service, including travel and supplies, if applicable. A detailed Scope of Service with pricing must be attached as Exhibit A).*

This contract is for translation from English to Arabic or Arabic to English of written materials such as letters, forms, surveys, etc. and in-person translation of meetings for New Haven Public Schools. Proofreading of previously translated materials may also be requested.

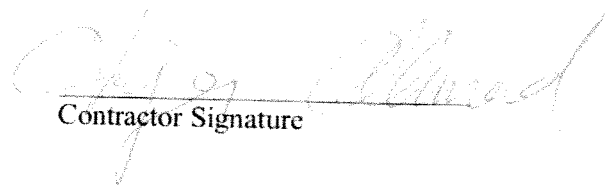
Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

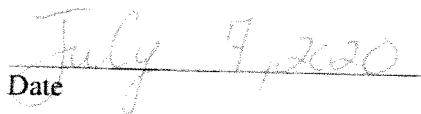
Exhibit B: Student Data and Privacy Agreement: Attached

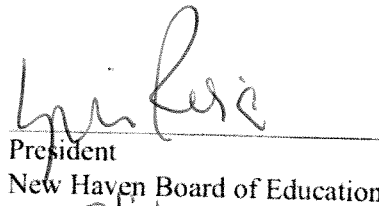
APPROVAL: This Agreement must be approved by the New Haven Board of Education **prior to service start date**. Contractors may begin service no sooner than the day after Board of Education approval.

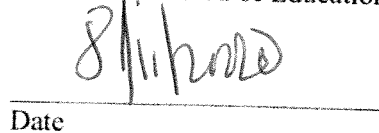
HOLD HARMLESS: The Contractor shall insure and/or indemnify the Board and its members, employees and agents against all claims, suits, and expenses, including reasonable attorney's fees, in connection with loss of life, bodily injury or property damage arising from any neglect act or omission of the 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


Date


President
New Haven Board of Education


Date

Hajer Ahmad
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 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.