



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 07/1/21 To 06/30/2022.

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

Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Jessica Haxhi, Supervisor of World Languages
Date: June 21, 2021
Re: Contract for Translation

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:** Hajer Ahmad
2. **Description of Service:** 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.
3. **Amount** of Agreement and hourly or session cost: \$1,000 at \$25/hour
4. **Funding Source** and account number: 19041700-56697-0000
5. **Continuation/renewal or new Agreement?**
Answer all questions:
 - a. If continuation/renewal, has the cost increased? If yes, by how much? This is a renewal and the cost has not increased. It has remained at \$25/hour for at least 8 years.
 - b. What would an alternative contractor cost: Professional translation services charge \$35-80 per hour (or per page) for the same services and usually require a two-hour minimum for any meeting or document.
 - c. If this is a continuation, when was the last time alternative quotes were requested? Every year, I reach out to professional translators to determine costs; they are always \$35-80/hour, usually \$60/hour for Arabic.
 - d. For new or continuation: is this a service existing staff could provide. If no, why not? Staff such as a teacher could not provide this without paying them extra funds.
6. **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? no

- b. After School or Extended Hours Program? no
- c. School Readiness or Head Start Programs? no
- d. Other: (Please describe) Translation of documents and meetings

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes
- b. Is the Contractor Local? Yes
- 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? Continuation
- f. If it is a renewal/continuation has cost increased? If yes, by how much? No increase.
- g. Will the output of this Agreement contribute to building internal capabilities? If yes, please explain: This agreement allows schools to communicate with parents and students through translation of documents and meetings.

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. This contractor has advanced language proficiency in the language to be translated as well as English.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Interviews and observation of translation skills.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: This contractor has already worked in this capacity for us and has done excellent work. Ms. Haxhi checks in regularly with schools to determine quality of work and communications.

9. Evidence of Effectiveness & Evaluation

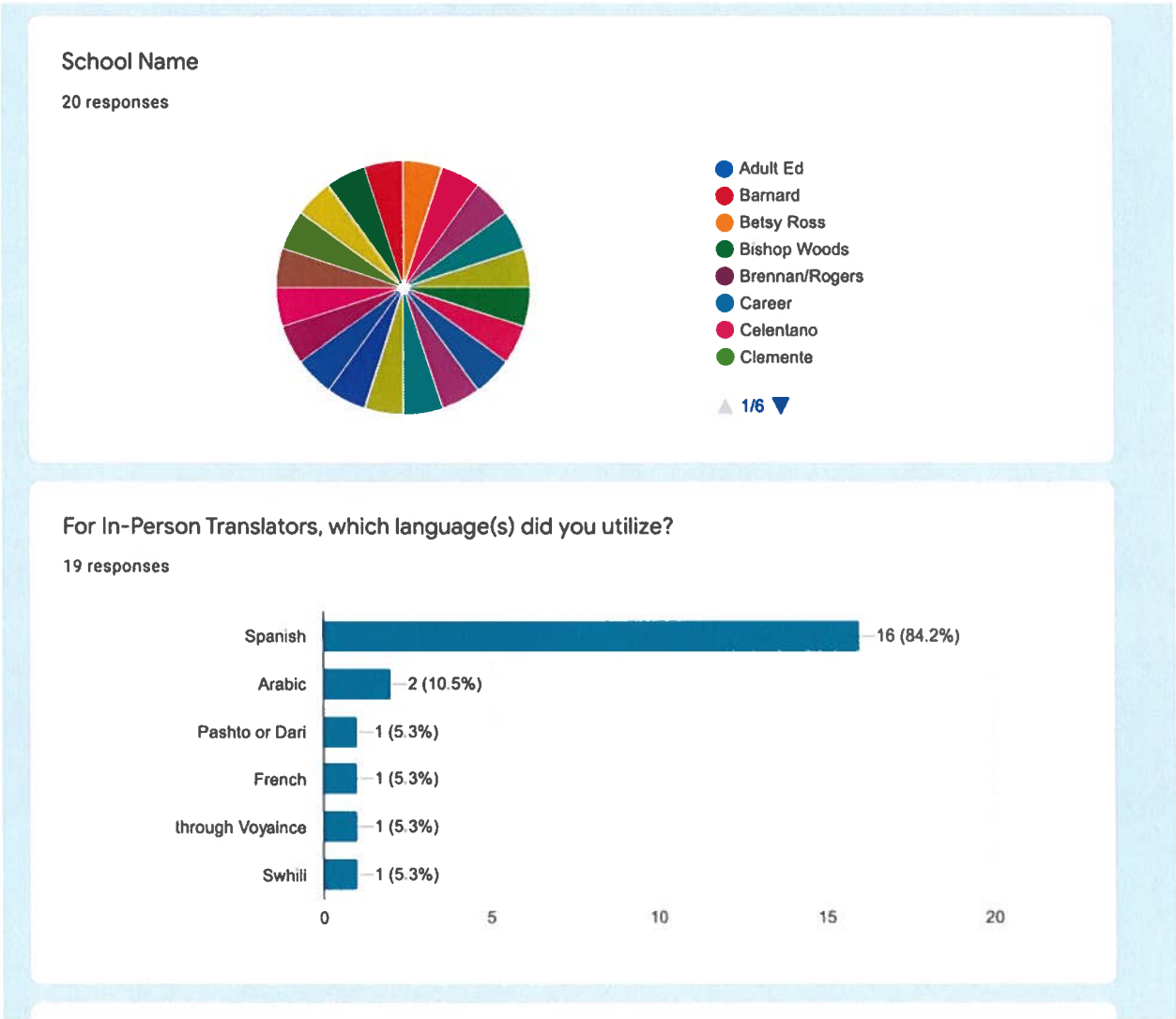
Answer all questions

- 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? This contractor enables schools to communicate with parents and students through translation of documents and meetings. Ms. Haxhi checks in regularly with schools to determine quality of work and communications, and interacts with all translators on contract regularly.
- b. If this is a renewal/continuation service attach a copy of the evaluation or archival data that demonstrates effectiveness. See attached survey of school PPT chairs.
- c. How is this service aligned to the District Continuous Improvement Plan? Having translators on contract for the languages most spoken in our schools allows us to communicate with parents and students in a timely and cost-effective manner.

10. Why do you believe this Agreement is fiscally sound? Yes

11. What are the implications of not approving this Agreement? Schools and administrators would not be able to communicate with families and students in need of translation services in this language.

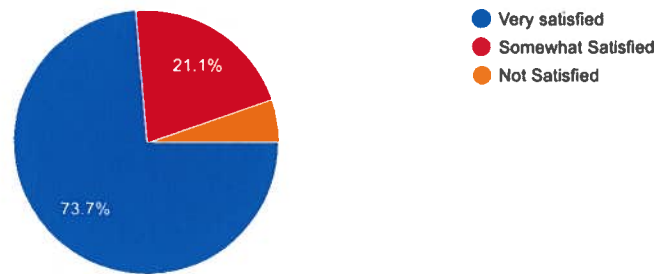
NHPS Translation Services
 Survey of PPT Chairs, June 2021
 Results



*Please note that there was an "other" choice in which chairs entered the last two responses.

What was your level of satisfaction with the translator's skills and abilities?

19 responses



Comments included:

- Satisfaction with the in-person translators, with specific mentions of M. Rosa.
- Request that document translation of PPTs be done faster (this will be addressed).
- Notes that some schools use on-site personnel (world language teachers, social worker, office staff) for translations.
- Pros and cons of using the Voiance phone-in service for parent calls (not PPTs); for some languages (such as Khmer), wait times were long. (this will be addressed)



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 28th day of June 2021, effective (*start date no sooner than the day after Board of Education Approval*), on the 1st of July, 2021, 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 1, 2021 to June 30, 2022.

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.

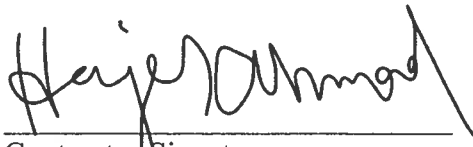
Exhibit A: Scope of Service: Please attach contractor's detailed Scope of Service with all costs for services including travel and supplies, if applicable.

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*. 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

June 7, 2021

Date

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.

Revised: 10/2/18