



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Fazila Mansoori

Doing Business As, if applicable:

Business Address: 139 Elm Street, West Haven, CT 06516

Business Phone: 203-443-6080

Business email: Mansoorifl4@gmail.com

SS# ●R 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.

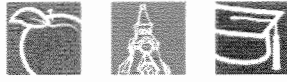
Hourly rate or per session rate or per day rate: \$25.00 per hour.

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 Pashto/Dari or Pashto/Dari 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: July 20, 2020
Re: Contract for Translation

Executive Summary/ Statement: (Please provide 1-2 sentences describing the Service – do not leave blank):

This contract is for translation from English to Pashto/Dari or Pashto/Dari 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.

Amount of Agreement and the Daily, Hourly or per Session Cost: \$ 1000.00

\$25 per hour of in-person translation or time spent on written translation.

Funding Source & Account #: 19041700-56697-0000

Key Questions: (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. Please describe how this service is strategically aligned to the District Continuous Improvement Plan?
It is essential that we provide translation of documents and meetings so that families may engage in full participation with their child's education.
2. What specific need will this contractor address?
Translation of documents and in-person translation for meetings.
3. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection:
New translators are chosen via recommendation and in consultation with speakers of the language. We have found this method of locating translators to be efficient, as they are usually familiar with educational terminology. This translator has worked for NHPS for at least the past

2 years. The contractor's work is reviewed and evaluated yearly.

4. If this is a continuation service, when was the last time the alternatives were sought?
Each year, Jessica Haxhi reviews the translator expenditures and assesses whether (1) a continuation is merited and (2) whether use of an outside translation service would be more efficient/economical. The contractor listed here has done high quality work for the district and has familiarity with district and educational terminology. 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.
5. What specific skill set does this contractor bring to the project?
Advanced language proficiency in the language to be translated as well as English.
6. How does this contractor fit into the project as a whole? (If the contractor is an individual, please attach a copy of their resume):
This is a necessary service in order to ensure that parents and students have equal access to the correspondence and meetings of New Haven Public Schools.
7. Is this a new or continuation service? Continuation service.
8. If this is a continuation service has cost increased? It remains \$25/hour, as it has been for at least the last 7 years.
 - a) If yes, by how much?
 - 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) Is this a service existing staff could provide? Why or why not? No, this service requires considerable time and language expertise.
9. Evidence of Effectiveness: How will the contractor's performance be monitored and evaluated?
Jessica Haxhi oversees the translators, speaks to native speakers about the quality of translations done, and evaluates whether translators should continue each year.
10. If a continuation service, attach a copy of the previous evaluations or archival data demonstrating effectiveness. (If archival data includes lengthy reports, syllabi, training materials, etc., please have a copy available for review. I will provide the annual "Report on District Translations" upon request.
11. If the service is a professional development program, can the training be provided internally, by district staff? n/a
 - a) If not, why not?
 - b) How will the output of this Agreement contribute to building internal capabilities?

Why do you believe this Agreement is fiscally sound?

Professional translation services charge \$35-80 per hour (or per page) for the same service and usually require a two-hour minimum for any meeting or document. This agreement pays \$25/hour and allows us to request hours or even half-hour meetings.

12. What are the implications of not approving this Agreement? We would not be able to provide translation of documents and meetings during the upcoming school year.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Fazila Mansoori

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, Fazila Mansoori located at, 139 Elm Street, West Haven, CT 06516 (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 Pashto/Dari or Pashto/Dari 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'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.

Fazila

Contractor Signature

President
New Haven Board of Education

07-14-20

Date

Date

Fazila Mansoori

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.

Fazila Mansoori

139 Elm Street Apt #6 West Haven, CT 06516 · (203) 443-6080 · mansoorif14@gmail.com

WORK EXPERIENCE

Board of Education, Language Link & Interpretation Translation Inc. (ITI)

Connecticut

Interpreter

December 2016 -Present

- Working with three separate organizations as an independent interpreter and translator for Pashto, Dari, Urdu and Farsi in schools and hospitals as well as in the homes of families in partnership with the Department of Children and Families (DCF) throughout the state

Integrated Refugee and Immigrant Services – IRIS

New Haven, CT

Receptionist and Interpreter

November 2015 – June 2019

- Acted as the primary greeter for clients, volunteers, donors and other visitors
- Maintained a clean, organized and welcoming entry space for all visitors
- Answered incoming phone calls and forwarded them onto appropriate staff members
- Filed expense reports, received and distributed mail, and performed other administrative tasks as needed
- Managed monthly diaper distributions and regulations as required by the Connecticut Diaper Bank
- Addressed and triaged client concerns
- Managed a weekly food bank distributions, paperwork and participant tracking as required by the Connecticut Food Bank
- Assisted new families as they arrived to the US for the first time
- Served as an interpreter for Farsi, Pashto, Dari, Urdu and Hindi speakers

Embassy of Afghanistan

Islamabad, Pakistan

Tutor to the Family of the Afghan Ambassador

July 2014 - Sept 2014

- Planned, prepared and delivered Pashto language lessons to Afghan Ambassador's family

Save the Children

Kandahar, Afghanistan

Social Work Coach

2005- 2008

- Worked in public school to educate teachers about children's rights, particularly the rights of girls, and other child protection policies
- Led Children's Rights Trainings for other facilitators

Oxfam

Kandahar, Afghanistan

Health Promoter, Team Leader

2004-2005

- Monitored health projects for women and children, focusing on good hygiene practices to prevent the spread of disease
- Led a team of staff and volunteers through monthly trainings

UNICEF

Kandahar Province, Afghanistan

Project Assistant

2003-2004

- Implemented the same education project from Save the Children to UNICEF center's throughout Kandahar Province

Save the Children

Kandahar, Afghanistan

Project Assistant

2001- 2003

- Managed multiple outreach centers designed to help educate children working in the streets
- Supervisors and monitored education providers at the center and advocated for children's rights and best education practices
- Explained child protection and rights policies to parents, care takers and those that abused child labor laws

Elementary School Teacher

Helmand Province, Afghanistan

Helmand Province Girls School

1995 to 2000

- Organized and facilitated a home-school program and curriculum for up to 50 first grade students.

Fazila Mansoori

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EDUCATION

Gateway Community College <i>Majoring in Business Management</i>	New Haven, CT August 2019-Present
New Haven Adult Education <i>ESL Classes and GED Received</i>	New Haven, CT 2015-2017
House of Knowledge Institute <i>English Certificate & Graphic Design Diploma</i>	Islamabad, Pakistan 2010-2013
Kandahar University <i>Classes in Marketing, Managing, and Accounting</i>	Kandahar, Afghanistan 2007-2008
Lisa Naswan (Girls High School) <i>High School Diploma</i>	Helmand Providence, Afghanistan 2001

REFERENCES

Elizabeth Johnston
Former Operations Manager
IRIS- Integrated Refugee & Immigrant Services
Former Supervisor
Phone: (207) 318-1273
Email: efjohnston@gmail.com

Linda Bronstein
Senior Case Manager
IRIS- Integrated Refugee & Immigrant Services
Former Co-Worker
Office: (203) 562-2095 x203
Email: lbronstein@irisct.org

Jessica Haxhi
Supervisor of World Languages
New Haven Public Schools
Current Supervisor
Phone: (475)220-1405
Email: JESSICA.HAXHI@new-haven.k12.ct.us