



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

Please Type

Contractor full name: Lucecita Melendez

Doing Business As, if applicable:

Business Address: 130 Coe Avenue, Unit 90, East Haven, CT 06512

Business Phone: 203-815-9153

Business email: Lucymelendez227@gmail.com

SS# OR Tax ID #:

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

Principal or Supervisor: Jessica Haxhi

Agreement Effective Dates: From 9/14/21 To 06/30/2022.

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

Total amount: \$ 2,500.00

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

Translation from English to Spanish or Spanish to English of written materials such as special education documents, letters, 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:** Lucecita Melendez
2. **Description of Service:** Translation from English to Spanish or Spanish to English of written materials such as special education documents, letters, 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: \$2,500.00 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 new contract with this contractor, but the rate has remained at \$25/hour for at least 7 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? n/a
 - 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? New
- 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 Spanish and English. In addition, she has experience working with families in special education meetings.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Interviews and recommendation from NHPS employee.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: This contractor was recommended by a NHPS employee, after much searching for someone to fulfill this role. Ms. Haxhi interviewed her and contacted her reference.

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.
- 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? Teachers and administrators would not be able to communicate with families and students in need of translation services in this language. Families would not be able to read the special education documentation without translation.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

Lucecita Melendez

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 day of July, 2021, by and between the New Haven Board of Education (herein referred to as the “Board” and, Lucecita Melendez, 130 Coe Avenue, Unit 90, 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 of \$25 per hour for a total of 100 days, hours or sessions.

The maximum amount the contractor shall be paid under this agreement: Two thousand, five hundred dollars (\$ 2,500.00). 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 September 14, 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 Spanish or Spanish to English of written materials such as special education documents, letters, 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


Date

Date

Lucecita Melendez
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

Lucy Melendez
130 Coe Avenue, East Haven, CT 06512 (203) 815-9153
lucymelendez227@gmail. Com

EDUCATION

Post University, Waterbury, CT June, 2016-
present
Bachelor's Degree in Criminal Justice Expected graduation
date:2021

New Haven Sponsor Hospital Program, New Haven, CT
January, 2013
Certificate in Emergency Medical Technician

AHEC, New Haven, CT
Certificate in Medical Interpreting
January, 2009

Computer Business Institute, D/B/A Stone Academy, New Haven, CT
Certificate in Paralegal Studies June,
1990

CORE COMPETENCIES

- *Conduct intakes, assessment, treatment plans, extensive case management.
- *In-home, community based and health care setting experience.
- *Extensive Crisis Intervention skills; Strengths based approach to advocacy with the judicial system.
- *Experience with children, adults and families from diverse cultures and income levels
- *Extensive experience as a co-facilitator of a Psycho-educational children's group
- *Ability to work well independently, as well as in a group.
- *Extensive experience in working with the New Haven Community resources, and its surrounding towns, to ensure families are connected, and make good use of these.
- *Extensive experience in community outreach.
- *Extensive experience in health information management of records, reports, and confidential documents.
- *Extensive experience in managing clerical and administrative duties and responsibilities.
- *Extensive experience working with domestic violence and sexual assault victims.
- *Extensive experience testing individuals for HIV, Hep C, and administer Narcan
- *Extensive experience in working collaboratively, and having successful outcomes with The Department of Children and Families, Department of Social

Services, the judicial system, local police departments, New Haven Housing Authority, Community Action Agency, The Rape Crisis Center of Milford, Office of Victim Services, Clifford Beers Clinic and local hospitals and clinics, Connecticut State Police and Department of Probation & Parole.

*Fluent in the Spanish language and hold a certificate as medical interpreter.

*Extensive knowledge in Covid response and Covid outreach resources

*Extensive knowledge, support and response with the Covid 19 pandemic.

*Specialized experience in overseeing operation of vaccine clinics, Covid testing sites, providing leadership support for unit staff, assessing and addressing immediate needs, as well as supporting, and providing enhanced attention to vulnerable, at-risk individuals, and high risk communities.

*Extensive experience in providing supervision of a program. Adhering to all supervisory responsibilities, while ensuring program employees are fulfilling their duties as well.

PROFESSIONAL EXPERIENCE

Covid Ambassador Supervisor for Ambassador Program

July, 2021-present

CT Department of Public Health-AMN Healthcare

- Provide supervisor support to a team of 10 people within the Ambassador Program
- Ensuring Ambassadors are complying with all the duties of the program and providing coaching, training, and 1 on 1 support as needed.
- Ensuring quality assurance and control to program standards.
- Approving timesheets, mileage reimbursements, and paid time off
- Completing regular auditing of incentives and documents supporting these.
- Preparing & completing Performance Improvement Plans for program members.

Bilingual Community Outreach Specialist for Covid Response Unit

December, 2020-June, 2021

CT Department of Public Health-AMN Healthcare

- Conducting general and targeted Covid related contact tracing and outreach, intended to maximize contact with vulnerable populations.
- Assisting specific local health departments with contact tracing (e.g. help with language, etc.). Assisting in community outreach and prevention efforts (e.g. conducting virtual educational workshops and presentations and/or contributing to the design of community outreach materials, including videos and public service announcements.
- Leading contact tracing efforts within Covid outbreak situations across the state involving vulnerable populations, as requested by local health departments and the state Epi Outbreak team

- Facilitate “Warm Handoffs” to community resource coordinators and local health department care coordinators.
- Provide critical community feedback to DPH for program planning and evaluation.
- Seeking out potential site for mobile vaccine clinics, and coordinate mobile vaccine clinics in underserved communities, and providing site support to the clinic and its staff.
- Providing virtual, and in person, presentations on Covid vaccines to workplaces, churches, law enforcement, municipal staff, and various demographic communities throughout the State of Connecticut.

Senior Supervisor Bilingual Care Coordinator

April, 2008-January 31, 2020

Family Centered Services of CT, New Haven, CT

- Supervision and training of new program employees.
- Provided clinical appointment scheduling support to families and providers
- Providing assessments to families and monitoring child and family needs.
- Facilitating communication among PCP, family, and other providers. Developing, monitoring, updating, and following up with care planning and care plans.
- Offering supportive on site and home-based services including counseling and education.
- Coordinating inter-organizationally.
- Advocating with and for the family.
- Finding, coordinating, and promoting effective and efficient use of current resources.
- Monitoring outcomes for child, family, practice and other activities needed and/or requested by the family.

Part Time Network Navigator-OTL (Outreach, Testing & Linkage)

March, 2014-Present

Liberty Community Services

- Assess and provide housing case management for all clients in the program with a focus on the chronically homeless.
- Connect clients with medical and therapeutic support and resources for those who are homeless, convicted ex-offenders, and, individuals living with HIV/AIDS.
- Connect clients released from prison with the resources, re-entry services, and AA and NA programs.
- Counseling, education, and testing for individuals who would choose to have an HIV test or Hep C test.

- Administer testing for HIV, Hep C, administer Narcan and train individuals on the use of self-administration of Narcan.
- Proper, and accurate specimen collection and labeling
- Proper, and accurate collection of client information and entry into database

Domestic Violence Trainer

July, 2014- May, 2016

Connecticut Association for Foster and Adoptive Parents (CAFAP)

- Provided workshops/trainings on domestic violence and its effects on children throughout various Department of Children and Families locations in Connecticut.

Bilingual Victim Advocate

May, 2006-April, 2008

Family Centered Services of CT, New Haven, CT

- Assess client safety and assist in creating safety plans,
- Make referrals for evaluation and treatment,
- Assist in emergency placement and accessing community resources,
- Provide support and conduct crisis intervention,
- Educate and assist victim in compensation process,
- Assist in application for victim notification (Savin) and monitor status,
- Monitor caseload through field visits, victim correspondence and phone contact,
- Maintain short term case management
- Promote the agency and present community education programs,
- Help elders to report incidences of victimization.

Bilingual Senior Parent Educator

Nov. 2004-April, 2006

Family Centered Services of CT, New Haven, CT

- Provide role modeling, family advocacy, referrals and case management services to families.
- Make weekly home visits to educate parents about child development, limit setting, behavior management, child safety and other related aspects of positive parenting and to strengthen parenting skills
- Provide skill building in areas such as parent-child communication and daily living skills, including household management and budgeting.
- Link families to other needed services in attempts to decrease parental isolation.

Pediatric Referral and Scheduling Coordinator

Jan. 2001-April, 2002

Yale New Hospital, New Haven, CT

- Created and organized pediatrician's schedules.
- Assisted patients with scheduling specialty appointments.
- Worked closely with pediatricians and specialty clinics with "follow-up" of patients.
- Obtained prior payment authorizations from health insurance companies.

Bilingual Legal Assistant

Nov. 1988-Jan. 2001

Law Offices of Alan E. Silver, P.C., New Haven, CT

- Managed own caseload of personal injury, workers compensation and medical malpractice files prior to files being submitted for settlement.
- Assisted attorneys with preparation of all court documents, such as, Appeals, Briefs and Motions, which included limited statute research.

Additional Experience & Volunteer Experience

-YMCA of Middletown July 2006 to July, 2007. Youth Mentor. Mentored at risk teenage females.

-Presentations provided on a voluntary basis to groups that are in training to become sexual assault crisis counselors at the Rape Crisis Center of Milford

-Presentations provided to Connecticut State Police Academy recruits

Group Facilitator Experience:

2007 to September,2012 : Co-Facilitating Psycho-educational Children's Group at Family Centered Services of CT, for children who have been exposed to violence through grant from the Office of Victim Services for the State of