



NEW HAVEN PUBLIC SCHOOLS
AGREEMENT COVER SHEET

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Please Type

Contractor full name: NaTakallam, LLC

Doing Business As, if applicable:

Business Address: 2 Columbus Avenue, Apt. 24A, New York City, NY 10023

Business Phone: +1-831-747-7640

Business email: Danica.harootian@natakallam.com

SS# OR Tax ID #:

Funding Source & Acct # including location code: 2528-6290-56694-0000 (Qatar Arabic Grant)

Principal or Supervisor: Jessica Haxhi

Agreement Effective Dates: From 02/09/21. To 06/01/2021.

Hourly rate or per session rate or per day rate: \$150/session + \$195 admin. fee
Total amount: \$2,145.00

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

NaTakallam provides Arabic language and cultural sessions in which refugees or other displaced individuals living abroad present to classrooms and student groups. For New Haven, they will do two online presentations open to grade 8-12 students on "Immigration and Life Stories of Refugees." Eleven 1-hour sessions will be will take place during districtwide Arabic classes and will focus on culture and language.

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: February 1, 2021
Re: Agreement with NaTakallam, LLC for Arabic-Related Sessions

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: NaTakallam, LLC**

2. **Description of Service:**

NaTakallam provides Arabic language and cultural sessions in which refugees or other displaced individuals living abroad present to classrooms and student groups. All presenters are vetted and trained. NaTakallam has worked with 10,000 students, including over 30 university partners and 200 K-12 schools. The Qatar Foundation International Arabic Grant that NHPS currently receives includes funding to hold an Arabic Festival for all students in Arabic classes. In lieu of that in-person event, a series of online sessions with NaTakallam will be held. Two will be open to all NHPS students in grades 8-12 on “Immigration and Life Stories of Refugees.” Eleven 1-hour sessions will be divided among the districtwide Arabic classes at four schools and will focus on culture and language, with increasing amounts of language practice for the upper levels.

3. **Amount** of Agreement and hourly or session cost: \$2,145 (\$150/session +\$195 admin. fee)

4. **Funding Source** and account number: 2528-6290-56694-0000

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

Answer all questions:

- a. If continuation/renewal, has the cost increased? If yes, by how much? n/a
- b. What would an alternative contractor cost: There are no other contractors offering this particular service, connecting schools with Arabic-speaking presenters/refugees abroad.
- 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? NaTakallam finds and trains refugees worldwide, arranges all of the sessions, and provides a discussion guide. They are able to offer us a range of presenters and topics. It would not be possible for NHPS to arrange a similar experience for students due to the extensive background knowledge, training, and contacts that would be necessary.

6. Type of Service:

Answer all questions:

- a. Professional Development?
 - i. If this is a professional development program, can the service be provided by existing staff? If no, why not? n/a This is a program for students to attend.
- b. After School or Extended Hours Program? n/a
- c. School Readiness or Head Start Programs? n/a
- d. Other: (Please describe). NaTakallam will do two online presentations open to grade 8-12 students on “Immigration and Life Stories of Refugees.” Eleven 1-hour sessions will be will take place during districtwide Arabic classes and will focus on culture and language.

7. Contractor Classification:

Answer all questions:

- a. Is the Contractor a Minority or Women Owned Business? Yes, the founder is a Syrian woman named Aline Sara (<https://natakallam.com/about/>)
- b. Is the Contractor Local? They are based in New York City and work with refugees in Lebanon, Argentina, Turkey, Yemen, Iraq, Burundi, Egypt, France, Brazil, Italy and Germany, and others.
- c. Is the Contractor a Not-for-Profit Organization? If yes, is it local or national? They are a “social enterprise” – combining social service with providing a paid service. They are not a non-for-profit organization.
- d. Is the Contractor a public corporation? It is an LLC.
- e. Is this a renewal/continuation Agreement or a new service? New service.
- 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: Teachers who attend the sessions will certainly gain insight and a discussion guide for talking with students about refugee and immigration issues.

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. There are no other organizations doing similar work, bringing together the need to provide an income source for refugees while providing high-quality, vetted programs for K-12 schools and universities. NaTakallam finds and trains refugees worldwide, arranges all of the sessions, and provides a discussion guide. It would not be possible for NHPS to arrange a similar experience for students.
- b. How was the Contractor selected? Quotes, RFP/RFQ, Sealed Bid or Sole Source? Sole source.
- c. Please describe the selection process including other sources considered and the rationale for selecting this Contractor: Mrs. Haxhi had been looking at a variety of options for offering students a unique experience in lieu of the citywide Arabic Festival normally held in the spring. This organization came to her attention at a national convention. She then had extended conversations with the organization, Qatar Foundation International, and Yale University (both of which had worked with the organization successfully in the

past). A quote was requested and Qatar Foundation confirmed that we could use their funding for this purpose.

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? The Qatar Foundation International Arabic Grant includes funding for NHPS to hold an Arabic Festival for all students in Arabic classes. Due to COVID-19 concerns, a live event of that sort cannot be held. Therefore, NaTakallam gives us the opportunity to offer both the general 7-12 population and our Arabic classes some special learning-centered events. Two sessions will be open to all NHPS students in grades 8- 2 on the topic of "Immigration and Life Stories of Refugees." This topic aligns perfectly with the World Languages Level II curriculum unit on Immigration, as well as learning in other subject areas. In addition, eleven 1-hour sessions will be take place during districtwide Arabic classes at four schools and will focus on culture and language, with increasing amounts of language practice for the upper levels.
 - 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? This service falls under Goal #4 of the Strategic Plan, "Preparation for College, Career, and Life." The diverse language offerings in NHPS prepare students for the workforce of the 21st Century, and to be responsible and caring global and community citizens. New Haven is a sanctuary city with a number of refugee students in our schools; interacting with and hearing the stories of refugee individuals will encourage greater understanding and empathy among all students, while giving Arabic language class students the chance to practice their language skills. The challenge of all of the Humanities courses (social studies, ELA, world languages, the Arts), is to find ways to help students learn about events, history, and places that they may not have encountered in their daily lives. The more we can bring these places and events to life through travel and guest speakers, the more students are able to access the Humanities and engage as citizens in college, career, and life. This project brings the refugee experience and Arabic language to life.
10. Why do you believe this Agreement is fiscally sound? This agreement is fiscally sound because we will be able to provide 2 citywide presentation sessions for grades 8-12 (up to 500 students/teachers each) and 11 more comprehensive, smaller, language sessions reaching approximately 300 students in Arabic classes in 4 schools. For the content and preparatory work, \$150/session is a very reasonable price. If 1000 students and teachers attend the general sessions, plus 300 in the other sessions it works out to \$1.65/person for attendance.
11. What are the implications of not approving this Agreement? We would not be able to spend the funds awarded us by the Qatar Arabic Grant and would have to return them. This would also put us in jeopardy of not being able to receive future funds, or as much funding, in the future.



NEW HAVEN PUBLIC SCHOOLS

AGREEMENT
By And Between
The New Haven Board of Education
AND

NaTakallam, LLC

FOR DEPARTMENT/PROGRAM:

New Haven Public Schools, World Languages

This Agreement entered into on the 8th day of February 2021, effective (*start date no sooner than the day after Board of Education Approval*), on the 9th day of February, 2021, by and between the New Haven Board of Education (herein referred to as the “Board”) and, NaTakallam, LLC., located at 2 Columbus Avenue, Apt. 24A, New York City, NY 10023 (herein referred to as the “Contractor”).

Compensation: The Board shall pay the contractor for satisfactory performance of services required the amount of \$150/per session, (plus \$195 administrative fee) for a total of 13 sessions.

The maximum amount the contractor shall be paid under this agreement: Two thousand, one hundred, and forty-five dollars (\$2,145). 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 the **Qatar Arabic Grant Program** of the New Haven Board of Education, **Account Number:** 2528-6290-56694 **Location Code:** 0000.

This agreement shall remain in effect from February 9, 2021 to June 1, 2021.

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

NaTakallam provides Arabic language and cultural sessions in which refugees or other displaced individuals living abroad present to classrooms and student groups. For New Haven, they will do two online presentations open to grade 8-12 students on “Immigration and Life Stories of Refugees.” (tentative date, March 31st). Eleven 1-hour sessions between March 1st and June 1st will take place during districtwide Arabic classes and will focus on culture and language. See Scope of Service attached.

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' 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.

Danica Harootian
Contractor Signature

President
New Haven Board of Education

Jan. 20, 2021
Date

Date

Danica Harootian, Head of University & K-12 Partnerships
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.



Price Quote

TO: Jessica Haxhi, Supervisor of World Languages, New Haven Public Schools
FROM: Danica Harootian, Head of University & K-12 Partnerships, NaTakallam

DATE: January 7, 2021

NaTakallam (“we speak” in Arabic) is a social enterprise startup that provides income opportunities to refugees and displaced persons through opportunities in the language sector (language lessons, cultural exchange and translation services). We offer sessions in Modern Standard Arabic and multiple Arabic dialects, as well as Persian, Spanish, French, Kurdish and Armenian. NaTakallam has worked with 9000 students, including over 30 university partners and 200 K-12 schools. To date, NaTakallam has disbursed around \$1 million USD in income to our displaced Conversation Partners.

K-12 NaTakallam Pricing

Virtual Classroom Sessions	Price per session	Total
Single Session	\$225.00	\$225.00
Three Sessions	\$195.00	\$585.00
Ten Sessions	\$150.00	\$1500.00
	(\$150 per session for four sessions or more)	
Small Group (2-5 students)	\$30.00 - \$75.00	
1-1 Session	\$20.00	



Proposed Package

Name	New Haven Public Schools
Session Type	Language & Cultural Exchange
Price per session	\$150.00
Number of Sessions	13
Subtotal	\$1,950.00
Administrative Fee	\$195.50
Total	\$2,145.00

This package includes sessions conducted for the New Haven Public School district or any of the following individual schools:

- Columbus Family Academy, Grades 6-8
- Engineering and Science University Magnet School, Grades 6-8
- Engineering and Science University Magnet School, High School Levels I-IV
- Jepson Magnet School, Grades 6-8
- Wilbur Cross High School, Level I-IV



NaTakallam provides the following:

- Conversation Partners (CPs) from a variety of backgrounds. All CPs are refugees or displaced persons located around the world and hired through NaTakallam.
- Availability of our CPs for the duration of the program schedule.
- Session Discussion Guide (optional)
- Arabic phrasebook (optional)

Statement of Services:

NaTakallam K-12 **cultural exchange sessions** are implemented in English, Arabic or a mixture of the two languages. These virtual sessions are designed as co-curricular activities that complement existing teachers' lesson plans regarding geography, migration, displacement, history and culture of the Middle East. Students practice critical thinking skills as they participate in these active cultural exchange sessions designed to build empathy and global awareness. The Conversation Partner provides a personal narrative of their displacement, professional development and the personal effects of global events. Sessions can be tailored to program goals and student learning objectives.

NaTakallam K-12 Arabic **language sessions** are implemented in Modern Standard Arabic or Levantine, Lebanese, Egyptian, Yemeni or Sudanese Arabic. These virtual sessions are designed as co-curricular activities that complement teachers' lesson plans at an appropriate language level. Students develop their conversational Arabic skills as they focus on speaking practice with the Conversation Partner, a native speaker. The sessions also build empathy and friendship through repeated exchange. Conversation Partners collaborate with the teachers to activate designed vocabulary targets and grammar lessons covered in the classroom.