



FLOYD COUNTY BOARD OF EDUCATION  
Anna Whitaker Shepherd, Superintendent  
442 KY RT 550  
Eastern, KY 41622  
Telephone (606) 886-2354 Fax (606) 886-4550  
www.floyd.kyschools.us

Linda C. Gearheart, Board Chair - District 1  
William Newsome, Jr., Vice-Chair - District 3  
Dr. Chandra Varia, Member- District 2  
Keith Smallwood, Member - District 4  
Steve Slone, Member - District 5

**Consent Agenda Item (Action Item):**

Approve limited contract for services with Central Kentucky Interpreting Referral, Inc., to meet interpreting needs for the 2022-2023 school year.

**Applicable State or Regulations:**

Relates to 707 KAR 1:290; 707 KAR 1:300; 707 KAR 1:310; 707 KAR 1:320; 707 KAR 1:340 and 707 KAR 1:350 (Statutory Authority: KRS 156.070 (1), 156.160, 157.220, 157.224, 157, 260, 167.015)

**Fiscal/Budgetary Impact:**

The cost for each needed interpreting service will be paid for using IDEA funds.

**History/Background:**

To ensure that students are evaluated with validity and that results are communicated accurately with parents so that informed decisions can be made concerning eligibility and IEP programming during ARC meetings.

**Recommended Action:**

Approve the limited contract with Central Kentucky Interpreting Referral, Inc., for the 2022-2023 school year.

**Contact Person(s):**

Cinda Francis, Chief of Special Education 606.886.2354

N/A  
Principal

Cinda Francis  
Director

Anna W. Shepherd  
Superintendent

**Date:**  
6-1-22





# Central Kentucky Interpreter Referral, Inc.

P.O. Box 104 • Danville, KY 40423

859.236-9888

[www.CKIRA.org](http://www.CKIRA.org)

## Billing Agreement for American Sign Language Interpreting Service

Our Standard fee is \$120.00\*. Assignments that go beyond two hours will be billed at our Standard base rate (SBR) of \$60.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Standard Base Rate per Hour
Weekdays	7:00am-5:00pm	\$60.00
Weekday Evenings	5:01pm-6:59am	SBR + \$5.00
Weekend Days	7:00am-5:00pm	SBR + \$5.00
Weekend Nights	5:01pm-6:59am	SBR + \$10.00
Postal Holidays**	12:00am-11:59pm	SBR + \$10.00

\*Base Rate is for M-F 7:00am-5:00pm

\*\*Including Christmas Eve

Additional fees, if applicable:

- Interpreters charge travel at the same rate. We will make every effort to find an interpreter in your area. When assessing travel charges, CKIR uses Google Maps. ®
- If your office would like to be notified, before the assignment, where the interpreter will be traveling from, please request a call back when scheduling the appointment.
- If an assignment is longer than two hours, CKIR may have to schedule two interpreters to work as a team which would be the same fee as above for each interpreter.
- Out-of-town assignments involving travel, meals, lodging, etc.

Cancellation Policy- You will receive an invoice based on the above rate schedule for:

- Assignments that are cancelled with less than 24-hour notification, excluding weekends/holidays.
- Assignments where an interpreter was requested but not needed.
- Assignments lasting more than two hours requiring a team of two interpreters.
- Assignments when the requested interpreter arrives, but the Deaf or Hard of Hearing client does not.
- Inclement Weather- CKIR does not bill if your entire office/business must close due to weather however, if you are open, then our standard cancellation procedures will apply.

All request and/or cancellations of interpreter services must be communicated through our main number at 859-236-9888, faxed to 859-336-8705, or emailed to [easytoreserve@ckira.org](mailto:easytoreserve@ckira.org). On site interpreters are not permitted to accept cancellations and/or scheduling requests. All cancellations must be communicated with our main office weekdays between 8:00am-4:00pm. Calls that come in after 4:00pm and/or during weekends will be counted as received at 8:00am the next business day.

I have read, understand, and agree to the above information regarding payment for services rendered. A copy or facsimile of this document will be considered an original. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of Interpreters for the Deaf.

\_\_\_\_\_  
Company Name

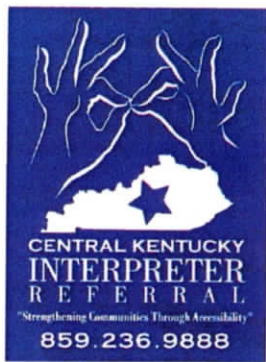
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature and Date

Central Kentucky Interpreter Referral, in accordance with KRS 309.300 to 309.319 only uses American Sign Language Interpreters who are licensed to practice as an Interpreter in Kentucky.

Under KRS 309.301 collegiate Interns from a nationally accredited university are allowed a waiver to work without a license while under direct and indirect supervision from their University Professors and Internship Placement Supervisors.





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## Billing Agreement for Spanish Interpreting Services

Our Standard fee is \$90.00\*. Assignments that go beyond two hours will be billed at our Standard base rate (SBR) of \$45.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Standard Base Rate per Hour
Weekdays	7:00am-5:00pm	\$45.00
Weekday Evenings	5:01pm-6:59am	SBR + \$5.00
Weekend Days	7:00am-5:00pm	SBR + \$5.00
Weekend Nights	5:01pm-6:59am	SBR + \$10.00
Postal Holidays**	12:00am-11:59pm	SBR + \$10.00

\*Base Rate is for M-F 7:00am-5:00pm

\*\*Including Christmas Eve

Additional fees, if applicable:

- Interpreters charge travel at the same rate. We will make every effort to find an interpreter in your area. When assessing travel charges, CKIR uses Google Maps. ®
- If your office would like to be notified, before the assignment, where the interpreter will be traveling from, please request a call back when scheduling the appointment.
- If an assignment is longer than two hours, CKIR may have to schedule two interpreters to work as a team which would be the same fee as above for each interpreter.
- Out-of-town assignments involving travel, meals, lodging, etc.

Cancellation Policy- You will receive an invoice based on the above rate schedule for:

- Assignments that are cancelled with less than 24-hour notification, excluding weekends/holidays.
- Assignments where an interpreter was requested but not needed.
- Assignments lasting more than two hours requiring a team of two interpreters.
- Assignments when the requested interpreter arrives, but the Deaf or Hard of Hearing client does not.
- Inclement Weather- CKIR does not bill if your entire office/business must close due to weather however, if you are open, then our standard cancellation procedures will apply.

All request and/or cancellations of interpreter services must be communicated through our main number at 859-236-9888, faxed to 859-36-8705, or emailed to [easytoreserve@ckira.org](mailto:easytoreserve@ckira.org). On site interpreters are not permitted to accept cancellations and/or scheduling requests. All cancellations must be communicated with our main office weekdays between 8:00am-4:00pm. Calls that come in after 4:00pm and/or during weekends will be counted as received at 8:00am the next business day.

I have read, understand, and agree to the above information regarding payment for services rendered. A copy or facsimile of this document will be considered an original. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of Interpreters for the Deaf.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature and Date

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## Billing Information

Company Name

Floyd Co. Schools

Billing Contact Person

Cinda Francis / Stacy Simpson

Phone Number

606-886-2354

Fax Number

Email Address

Cinda.Francis@floyd.ky.schools.us  
stacy.simpson@floyd.ky.schools.us

Physical Address

Floyd Co. Schools

442 Ky Rt. 550

Eastern, Ky 41622

Mailing Address if Different

CKIR automatically sends invoices via email. Please advise if you would prefer to have your invoices mailed.