

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 2023-2024 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 2023-2024 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:

May 1, 2023



Central Kentucky Interpreter Referral, Inc.
P.O. Box 104 • Danville, KY 40423
859.236.9888

**Servicios De Traducciones
De Kentucky Central**

Open 24 hours, 7 days a week
Abierto las 24 horas. Lunes a Domingo

*Sign Language and
Foreign Language Translation*

Billing information:

Company Name Floyd Co. Schools

Contact person for billing Cinda Francis/ Stacy Simpson

Phone 606-886-2354

Fax 606-886-4550

Email Address Cinda.Francis@floyd.kyschools.us
Stacy.Simpson@floyd.kyschools.us

Physical Address 442 Ky Rt 550
Eastern ky 41622

Mailing Address same as above

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



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Dear Manager,

We are sending out our billing agreement for interpreting services to ensure that all offices, medical facilities, schools, and social services are current with regards to our billing procedures.

Our office strictly adheres to the **Registry of Interpreters for the Deaf***, which is our professional organization, with regards to our billing practices. If you have any questions, please reference RID's online resources to confirm that we are in alignment with RID's standard billing recommendations.

As members of the RID, we feel it is very important to follow their recommendations because it standardizes our profession and helps our customers know what to expect from any and all interpreters who practice within our community.

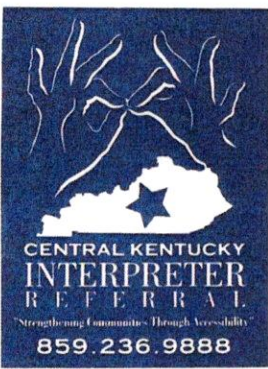
Our interpreters work very hard to develop the skills necessary to earn the credentials of a Nationally Certified American Sign Language Interpreter. The Educational requirements for licensure are stringent. In today's standards a Bachelor's Degree is commonplace as part of requirement process to practice as an interpreter. Additionally, nationally written and performance assessments as well as ongoing annual professional development are required to maintain licensure.

When an American Sign Language Interpreter enters your business, regardless of their agency affiliation or freelance status, you have the right to ask to see their RID membership card as well as their license to work as a Sign Language Interpreter in Kentucky. If they do not have these items or cannot produce them, this should be a *red flag* that they could possibly be working outside their credentials.

Please see the enclosed billing agreements. Have them looked over by your approving body. Please call our office if you have any questions and fax them back to us at 859-936-8705.

Sincerely,

Jennifer Paycheck MA.Ed. NIC
Director of Operations



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Greetings,

As a non-profit organization, the mission of Central Kentucky Interpreter Referral Inc. is to strengthen communities through accessibility. We do this by providing quality interpreting services to community businesses.

Our customers here in Kentucky are already feeling the benefits of working with Central Kentucky Interpreter Referral Inc. From courtrooms to hospitals, from businesses to conferences, from Doctors to Lawyers, we are your choice for interpretive services.

The majority of our work is at your location providing onsite interpreting. We also provide document translations and phone interpreting as your needs arise. We have interpreters 24 hours a day. We provide emergency services to hospitals, police, protective services, and businesses like yours on a regular basis no matter when we are called, and we are happy to do so. We remove your worries about compliance to language accessibilities as defined in the American Disabilities Act and Title VI, while providing you a manageable and cost-effective solution to meet the needs of your business.

To make an appointment for interpreting services, you are welcome do contact us using any of the ways below. Our office hours are Monday through Friday 8:00am-4:00pm.

1. Email our Interpreter Scheduling Coordinator at easytoreserve@ckira.org
2. Send a Fax to our Interpreter Scheduling Coordinator at 859-936-8705
3. Call our office at 859-236-9888

Our billing method is set up to be easy, convenient, and professional for you. Interpreters arrive with a timesheet which they fill out at the end of your assignment. The interpreter and you the customer signs it. Later, you will receive an invoice from CKIR for the services rendered. We feel this presents a very professional demeanor to you and your client. Our prices are well within industry standards. See the rate sheet in our brochure for prices.

Give us a call and let us help you,

Jennifer Paycheck MA. Ed. NIC
Director of Operations



Central Kentucky Interpreter Referral, Inc.
 P.O. Box 104 • Danville, KY 40423
 859.236-9888 www.CKIRA.org

Billing Agreement for American Sign Language Interpreting Services

Fee Structure Our initial fee is \$110.00*. Assignments that go beyond two hours will be billed an additional \$55.00* per hour. Billing is accrued in 15-minute increments.

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

*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 Mapquest. ®
- 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 scheduled 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 859-936-8705, or emailed to 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. In the event that CKIR must retain a collection agency or law firm to collect past due balances owed to CKIR, you agree to pay any and all collection agency fees, court costs, attorney fees or incidental costs associated with collecting. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of Interpreters for the Deaf.

Floyd Co Schools

Company Name

Print Name and Title

Signature and Date

*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

Fee Structure: Our initial fee is \$80.00.* Assignments that go beyond two hours will be billed an additional \$40.00 per hour. Billing is accrued in 15-minute increments.

Days and Times		Rate
Weekdays	7:00am-5:00pm	Standard Base Rate (SBR)
Weekday Evenings	5:01pm-6:59pm	SBR + \$5.00 per hour
Weekend Days	7:00am-5:00pm	SBR + \$5.00 per hour
Weekend Evenings	5:01pm-6:59am	SBR + \$10.00 per hour
Postal Holidays**	12:00am-11:59pm	SBR + \$10.00 per hour
*Base Rate: Weekdays 7:00am-5:00pm		**Including Christmas Eve

- Telephone Interpretation: 30 minute minimum. Please call for details.
- Written Translation: \$0.23 per word with a \$40.00 minimum. Please call for details.

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 Mapquest. ®
- 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 scheduled but not needed.
- Assignments lasting more than two hours requiring a team of two interpreters.
- Assignments when the requested interpreter arrives, but the Spanish speaking 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 859-936-8705, or emailed to easytoreserve@ckira.org On site interpreters are not permitted to accept cancellation: 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. In the event that CKIR must retain a collection agency or law firm to collect past due balances owed to CKIR, you agree to pay any and all collection agency fees, court costs, attorney fees or incidental costs associated with collecting. I further understand that Central Kentucky Interpreter Referral Inc. supports the interpreting profession as well as the Registry of Interpreters for the Deaf.

Floyd Co. Schools

Company Name

Print Name and Title

Signature and Date