



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

07/11/24

AGENDA ITEM (ACTION ITEM):

Consider/Approve: Contracting with The Hearing Speech and Deaf Center of Greater Cincinnati on a contractual agreement basis to provide Educational Interpreters to students who are deaf and/or hard of hearing per their IEPs in order to comply with state and federal guidelines.

APPLICABLE BOARD POLICY:

01.1 Legal Status of the Board

HISTORY/BACKGROUND:

The District has 4 students who require deaf and hard of hearing (DHH) interpreters as a related service per their IEP. KCS D employs a single in-house interpreter, with three educational interpreter roles currently posted; however, no suitable applicants have applied at this time. As a result, we would like to continue to contract with The Hearing Speech and Deaf Center of Greater Cincinnati to provide sign language interpreter services to 3 students per their IEP.

FISCAL/BUDGETARY IMPACT:

The estimated cost of this service is \$100,000 for interpreting services to facilitate communication for the 2024-2025 school year. This cost is based on an hourly rate of \$75.00 dollars. The services will be paid for out of Special Education-General Fund.

RECOMMENDATION:

Approval to: Contract with The Hearing Speech and Deaf Center of Greater Cincinnati on a contractual agreement basis to provide Educational Interpreters to students who are deaf and/or hard of hearing per their IEPs in order to comply with state and federal guidelines.

CONTACT PERSON:

Danielle Rice


Principal/Administrator


District Administrator


Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda. Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent’s mailbox.



**HEARING
SPEECH + DEAF
CENTER**

American Sign Language (ASL) Interpretation Services Agreement

2825 Burnet Ave, Suite 330
Cincinnati, Ohio 45219
(513) 487-7711

Hearing Speech + Deaf Center's (HSDC) Community Services for the Deaf Department (CSD) is one of several designated Community Centers for the Deaf in the State of Ohio. CSD is the only full-service, comprehensive program serving people who are Deaf or hard of hearing in the tristate area. We operate 365 days per year, 7 days a week and 24 hours a day to meet the needs of those we serve.

Hearing Speech + Deaf Center is a non-profit agency. **Fees generated from our services go back to the community.** We offer a wide range of free and discounted programs and services for people who are Deaf and hard of hearing such as Advocacy, Education, video phone access, Deaf Zoo Day, free tax preparation, Americans with Disabilities Act (ADA) consultation, etc.

CSD interpreters meet qualifying requirements for Ohio, Kentucky and Indiana. All of our interpreters adhere to the professional Code of Ethics of the Registry of Interpreters for the Deaf and/or the National Association of the Deaf.

Please complete the following information to establish an agreement for Interpreting Services:

Name of Business: The Kenton County School District

Address: 1055 Eaton Drive Fort Wright, KY 41017
Street Address City State, Zip Code

Service Contact: Danielle.rice@kenton.kyschools.us , tiffany.barnes@kenton.kyschools.us

Email

Billing Contact: Nancy Hoffman, nancy.hoffman@kenton.kyschools.us

Name Phone Email

Email Invoices to: Nancy Hoffman, nancy.hoffman@kenton.kyschools.us 859- 344-8888

Name Phone Email

Do you have a special portal for invoice submission? No
If yes, please use space provided below. instruction

Special Invoicing Instructions: Please provide instruction for portal submission of payment request.

Interpreting Fees – In Person Interpreting

On-Site Business Hours	\$ 75.00 per hour
On-Site Non-Business Hours	\$ 85.00 per hour
On-Site Legal (Court, Hearing, Deposition)	\$ 95.00 per hour
Private Events (weddings, funerals, or other occasions) – per rates above and payment required in advance	
Minimum charge	2 hours

Note: Rates are quoted per interpreter

Video Remote Interpreting (VRI) - Scheduled

Business Hours.....	\$ 1.95 per minute
Non-Business Hours/Scheduled less than 24 hours	\$ 2.15 per minute
Legal.....	\$ 2.50 per minute
Minimum charge	1 hour

Note: Rates are quoted per interpreter

On-Demand Video Remote Interpreting*

Business Hours.....	\$ 1.85 per minute
Non-Business Hours	\$ 1.95 per minute
Legal.....	\$ 2.50 per minute

*Minimum charge – 2 minutes for calls over 30 seconds and then billed per minute

Note: Rates are quoted per interpreter

Billing for a Block of Time: A "block of time" refers to the amount of time the service is requested. If the request is made for more than two (2) hours, billing will reflect the total number of hours requested and any additional time provided. If the interpreter is dismissed early, the scheduled block of time will be billed.

Cancellations: You are responsible for notifying CSD immediately, **by phone, at 513-487-7711**, or email: coordinator@hearingspeechdeaf.org to cancel any requested service. Any services cancelled less than twenty-four (24) hours in advance will be billed at 50% of the scheduled time or a two (2) hour minimum, whichever is greater*

*Please note that services scheduled less than 24 hours in advance are subject to the same cancellation policy.

Overlap of Interpreter Time: In the event that one interpreter must relieve another interpreter from duty (example: hospital or emergency room services), there will be a brief overlap of services billed to ensure appropriate report to oncoming interpreter (overlapping charge will not exceed 15 minutes)

Patient/Consumer No-Show/Cancelled On Arrival: The wait time for a patient/consumer is 15 minutes. Any services cancelled due to the patient/consumer not showing up for the appointment will be billed for 50% of the scheduled time or a two (2) hour minimum, whichever is greater.

Appointments requiring 2 interpreters: Appointments greater than 1.5 or more hours in duration may require 2 interpreters and is at the discretion of the HSDC interpreting coordinator.

2 Effective 1/1/2023

Notes:

- Business Hours – Monday – Friday 8 am to 5:00 pm (excluding holidays*)
- Non-Business Hours – Evenings, Weekends, Holidays* (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and Christmas), and requests with less than 24 hours-notice
- Rates are quoted per interpreter
- A \$ 25.00 surcharge will be added per appointment for services in the following counties to allow for travel: Preble, Montgomery, and Brown counties in Ohio;
- A \$ 35.00 surcharge will be added per appointment for services in the following counties to allow for travel: Greene Clinton, Highland, and Adams counties in Ohio; Pendleton, Bracken, Grant, and Gallatin counties in Kentucky; and Dearborn, Ohio and Switzerland counties in Indiana

Payment Terms: Unless otherwise stated, invoiced charges are due and payable upon receipt. Invoices over 30 days past due are subject to a 1.5% late fee. Please include your account and invoice number on all checks to ensure your account is credited accurately. If you wish to pay by credit card, please contact our Billing Department at (513) 487-7721

Remit payments to: Hearing Speech + Deaf Center 2825 Burnet Ave., Ste 330, Cincinnati, OH 45219

Purchase Order Requirements: Yes

If yes, please specify details for this process. Invoices are processed and paid after monthly Board meetings.

W-9 Requested? No

If yes, email for submission: _____

Please return full agreement, all (3) pages:

Scan and email to: coordinator@hearingspeechdeaf.org

Fax: (513) 221-1703

Mail: Hearing Speech + Deaf Center
2825 Burnet Avenue, Suite 330
Cincinnati, Ohio 45219

I agree to the current terms in HSDC's American Sign Language (ASL) Interpretation Services Agreement. This agreement will automatically renew on an annual basis. Upon changes to rates or terms of this agreement, the Authorized Representative will be required to sign an updated agreement.

(Authorized Representative – please **print**)

(Authorized Representative **signature**)

Date

To schedule an appointment, please call 513-487-7714 or email: coordinator@hearingspeechdeaf.org

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