

KY Interpreting Service Contract

KY Interpreting Services

3251 Dahl Road

Duluth MN 55804

kyinterp@gmail.com

218.393.3504

Point of Contact: Stephanie Agenes

Location of Services: Rock Ridge School District

Office: 1405 Progress Pkwy, Virginia, MN 55792

Service: Sign Language Interpreting

Date of services: July 1, 2026 – June 30, 2027

Rate:

Billed at a base rate of 2 hours for any job of 2 hours or less in duration.

\$55/hour for Pre-certified sign language interpreter.

\$75/hour for certified sign language interpreter.

Evenings/Weekends base rate of \$160 per interpreter for any job up to 2 hours 5pm – 8am and Saturday/Sunday. Additional time increments will be billed to the half hour.

Some assignments over 2 hours long will have 2 interpreters depending on content. Regular school days will have 1 educational interpreter to provide language access in accordance with the IEP and Interpreter guidelines and best practices as per the Code of Professional Conduct from the Registry of Interpreters for the Deaf (RID). This may include but not be limited to interpreting pre & post teaching content, facilitating language development through interpreting in both ASL and English as well as continued collaboration with the educational team.

Travel: Daily school hours will be billed including travel hours for interpreters.

Cancellation Notice: 48 business hour cancellation notice required. If canceled within 48 business hours, the job will be billed in full.

Late Payment Notice: Payment must be received within 30 days of the sent date of the invoice. Beyond 30 days as per Minnesota Law, interest may be charged and added to the bill.

Stephanie Agenes

By signing this document (print name) _____ agrees to pay the above charges.

Signature: Stephanie Agenes Date: July 21, 2026

KY Interpreting Services Signature: Kathleen J. Smith Date: 7/23/26