

## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MUO), entered into on August 1, 2024, by and between RJP Interpreting, LLC., PO Box 224 Delaware, OH 43015, and Big Walnut Local Schools (BWLS), 110 Tippet Ct. Sunbury, Ohio 43074, is established to provide American Sign Language (ASL) services for deaf and hard of hearing patients

### **MISSION**

This collaboration between the two aforementioned parties has been established with the following intended mission in mind:

To provide quality substitute sign language interpreting services for deaf and hard of hearing students on an as-needed basis.

### **SERVICES COOPERATION**

**RJP Interpreting, LLC**, shall render and provide the following services that include, but are not limited to:

1. Provide quality sign language interpreting to deaf and hard of hearing students on a substitute basis when contacted by designated employee(s) of BWLS who have the authority to request services.
2. Submit a monthly invoice to BWLS for services rendered.
3. Keep record of FBI background checks for individuals that are providing sign language interpreting services and provide them to BWLS as requested.

**Big Walnut Local Schools** shall render and provide the following services that include, but are not limited to:

1. Contact RJP Interpreting, LLC, at 740-803-8266 or rjpinterpreting@gmail.com, as soon as it is known that substitute interpreting services are needed.
2. Rate of payment: Payment of \$65.00 per hour with a two hour minimum. Round Trip travel time for the scheduled interpreter will also be charged at the aforementioned rates. To avoid the cancellation fee, RJP Interpreting, LLC (740-803-8266) must be contacted at least 24 hours before the scheduled interpreting assignment. Otherwise, a cancellation fee will be charged for the entire time of the scheduled assignment.
3. Payment will be mailed to RJP Interpreting at PO Box 224 Delaware, OH 43015, or paid by direct deposit to RJP Interpreting bank account of record within 30 days of receipt of invoice

### **TERM**

This agreement shall remain in effect for 12 months, and may be terminated by either party in writing with 30 days notice.

### **AUTHORIZATION AND EXECUTION**

The signing of this MOU does not constitute a formal undertaking, and as such it simply intends that the signatories shall strive to reach, to the best of their abilities, the goals and objectives stated in the MOU. This Agreement shall be signed by RJP Interpreting, LLC, and Big Walnut Local Schools and shall be effective as of the date first written above.

**RJP INTERPRETING LLC:**

**Big Walnut Local Schools:**

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Debra Rigsby Co-Owner

Janae Pierce Co-Owner      Date

Authorized Signature, Title      Date