

DEPARTMENT OF SPECIAL SERVICES
Township of Union Public Schools
M - E - M - O - R - A - N - D - U - M

TO: Pat Ditri
FROM: Kim Conti *KC*
RE: Board Agenda Item
DATE: September 30, 2013

The committee recommends and I so move that the Board approve an amendment to the August 20, 2013 agenda item, P-21, with inlingua, 95 Summit Avenue, Summit, NJ 07901 to provide translation and interpretation services for the school year 2013-2014 in accordance with the information in the hands of each board member. The amendment will be for an additional \$5,200.00 in services not to exceed \$5,400.00. (Account number 11-000-216-320-01-19.)

P-15. The Superintendent recommends, the committee concurs and I so move that the board approve Andrea Steenson, Coordinator of Elementary Testing for the 2013-2014 school year at an annual stipend of \$3,000.

P-16. The Superintendent recommends, the committee concurs and I so move that the board amend hours for Summer 2013 nurses for sports physicals as follows: (a) Connie Novoa - 43 hours at \$38.25 per hour not to exceed \$1644.75; (b) Gayle Sumner - 40 hours at \$38.25 per hour not to exceed \$1530; (c) Melanie Lemar - 15 hours at \$38.25 per hour not to exceed \$573.75 and (d) Connie Sensor - 35 hours at \$38.25 per hour not to exceed \$1338.75.

P-17. The Superintendent recommends, the committee concurs and I so move the board approve that the board approve staff to perform in-house professional development for the 2013-2014 school year in accordance with the information in the hand of each board member.

P-18. The Superintendent recommends, the committee concurs and I so move that the board approve two days of staff development on Suicide Prevention and Awareness delivered by Amy S. Jacob, LCSW. Each session will be two hours at \$400 per session not to exceed \$800. (Acct# 7075/11-000-219-320-01-19)

P-19. The Superintendent recommends, the committee concurs and I so move that the board approve Union County Educational Services Commission to provide bedside instruction for the 2013-2014 school year on an "as needed" basis for district students in an amount not to exceed \$30,000 in accordance with the information in the hands of each board member. (Acct # 7693/11-150-100-320-01-19)

P-20. The Superintendent recommends, the committee concurs and I so move that the board approve Alyssa Shanley to provide speech therapy services to district students at a rate of \$65 per hour during August, 2013. (Acct # 11-000-216-100-78-19-SS19)

P-21. The Superintendent recommends, the committee concurs and I so move that the board approve inlingua, 95 Summit Avenue, Summit, New Jersey to provide translation services for the 2013-2014 school year at fee not to exceed \$200 in accordance with the information in the hands of each board member. (Acct # 7043/11-000-216-320-01-19)



September 30, 2013

Dear Kim:

Thank you for inquiring about our translation services. We gladly welcome the opportunity to assist your school with its translation needs.

inlingua has been providing translation and interpretation services in New Jersey for over 25 years. We belong to an international network of language centers that utilizes the most highly qualified translators and interpreters. Our professionals have extensive language expertise in various fields such as medicine, business, law, science, and technical areas. We have a strong background in the translation of everything from business cards to technical manuals, lab and medical reports, contracts, patents, marketing brochures, and catalogs.

Our translation rates are based per word, and our interpretation rates are based per hour, depending on the language. If you ever need an estimate for a project or meeting that your company is planning, we will provide one promptly and free of charge. We're sure you'll find that our prices are very competitive, and are confident that we have the necessary qualifications and experience to supply top quality work. We can also provide references upon request.

In addition to providing professional translation and interpretation services, **inlingua** is recognized worldwide as a leader in language training; there are over 300 different **inlingua** language centers all over the world. The schools in Summit, Ridgewood and New York teach a number of languages on a one-on-one basis using the **inlingua** method, a practical technique in which the student begins speaking the language from the very first lesson.

We will be happy to answer any additional questions that you may have, so please don't hesitate to call. We look forward to hearing from you in the near future.

Sincerely,

A handwritten signature in cursive script that reads 'Susan Baldani'.

Susan Baldani
Translation Coordinator
(908) 522-0622



TRANSLATION RATES 2013

	... into English (non-technical) (rate per word)	English into ... (non-technical) (rate per word)	Minimum Charge (300 words or less) Into English. \$10.00 more if into a foreign language
Arabic	30¢	34¢	\$90
Chinese	32¢	34¢	\$90
Czech/Slovak/Bulgarian	28¢	30¢	\$90
Danish	26¢ - 30¢	32¢ - 34¢	\$90 (up to 350 words)
Dutch	28¢	30¢	\$90
Farsi	30¢	34¢ - 36¢	\$100
Finnish	28¢	30¢	\$90
French	22¢ - 24¢	24¢ - 26¢	\$80 (up to 350 words)
French (Canadian)	26¢	28¢	\$90 (up to 350 words)
French/Haitian Creole	30¢	32¢	\$90
German	22-24¢	24¢ - 30¢	\$80 (up to 350 words)
Greek	30¢	32¢	\$90
Gujarati	26¢-34¢	28¢-36¢	\$100
Hebrew	30¢	32¢	\$90
Hmong	32¢	34¢	\$100
Hungarian	28¢	30¢	\$90
Indonesian	34¢	36¢	\$100
Italian	22¢	24¢	\$80 (up to 350 words)
Japanese	34¢	36¢	\$100
Korean	32¢	34¢	\$90
Marathi	36¢	38¢	\$110
Nepali	32¢	34¢	\$100
Norwegian	26¢	28¢ - 34¢	\$90 (up to 350 words)
Polish	24¢	28¢ - 30¢	\$90 (up to 350 words)
Portuguese	22¢	24¢ - 28¢	\$80 (up to 350 words)
Romanian	30¢	32¢	\$90
Russian	28¢	30¢	\$90
Serbo-Croatian	28¢	30¢	\$90
Spanish	22¢	24¢	\$80 (up to 350 words)
Swedish	26¢	28¢	\$90 (up to 350 words)
Thai	26¢	28¢	\$90 (up to 350 words)
Turkish	26¢	28¢	\$90 (up to 350 words)
Ukrainian	28¢	30¢	\$90
Urdu	34¢	36¢	\$100
Vietnamese	32¢	34¢	\$100
Other languages	Please call		
Notarized affidavit	\$10 per certification, \$15 into foreign language \$10 current copy \$25 per certified copy of a previous translation.		



Rush surcharge	A rush surcharge of 25% – 50% applies. May also apply for other assignments, depending on document length.
Proofreading	Minimum charge per hour. (1,000 words/hour)



**CONSECUTIVE INTERPRETATION RATES
EFFECTIVE January 2013**

\$90 per hour	\$110 per hour	\$120 and above per hour
SPANISH	PORTUGUESE HEBREW ALBANIAN CZECH SLOVAK ITALIAN POLISH GREEK GERMAN	GREEK FRENCH ARABIC HUNGARIAN VIETNAMESE HAITIAN CREOLE RUSSIAN SERBO-CROATION TURKISH (\$120.00) GUJARATI URDU KOREAN (130.00) CHINESE* (140) HINDI (140) SIGN LANGUAGE (\$140-\$160) INDONESIAN* (\$160.00) JAPANESE – see below.
		Other languages also available.

JAPANESE: Half-day or full-day rates apply.

Half-day: \$1400 (up to 4 hours)

Full-day: \$2400 (up to 8 hours)

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Rates may be higher for highly technical subject matter.

A two-hour minimum applies for all interpretation assignments.

*May be a 3 Hour Minimum depending on the interpreter.

General Travel fees are \$50 per hour

Cancellations are accepted without charge up to 24 hours before the assignment begins (unless otherwise specified) and up to 48 hours for sign-language assignments. If you have an interpreter scheduled for Monday, you must call by 4:00 pm on Friday. Late cancellations are charged the two-hour minimum. If cancellations are made within two hours of the assignment, travel may be charged as well.

Simultaneous interpretation rates vary for each assignment.



TRANSLATION/INTERPRETATION SECRECY
AGREEMENT

I, the undersigned, confirm and agree that I have received or may receive, in the performance of translation or interpreting services, information from Union Township Schools in New Jersey which is of confidential nature. I acknowledge that this information is secret and confidential. I will not reveal any of this information to any party or use this information for my benefit or for the benefit of any other person, firm or corporation.

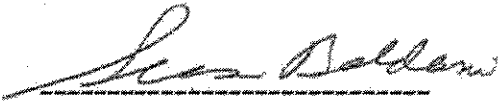
Susan Baldani

Name

Translation Coordinator

9/30/13

Date



Signature