



Mendocino County Office of Education Routing Sheet

Department: Special Education

Requisition #: _____

Title: Point Arena Schools Unified MOU Physical Therapy

| Step | Name | Signature | Date |
|------|--|---------------------------|------------|
| 1 | Initiator | <i>Lilyanna Redin</i> | 07/08/2025 |
| 2 | Program Manager/Coordinator | <i>Trina Wagar</i> | 07/08/2025 |
| 3 | Director of Department | <i>Isaac Ramey</i> | 07/08/2025 |
| 4 | Grant Administrator | <i>Debbi Conner</i> | 07/09/2025 |
| 5 | Director Internal Fiscal | <i>Debbi Conner</i> | 07/09/2025 |
| 6 | Risk Manager | <i>Kiley M. Heath</i> | 07/11/2025 |
| 7 | Final Approval <input checked="" type="checkbox"/> Ed Services <input type="checkbox"/> Business & Administrative Services | <i>Nicole Odell</i> | 07/14/2025 |
| 8 | Superintendent | <i>Nicole H. Glentzer</i> | 07/16/2025 |

I have reviewed all attached documentation linked at the end of page two.

Step 2 Agree Step 5 Agree Step 8 Agree
 Step 3 Agree Step 6 Agree Step 9 Agree
 Step 4 Agree Step 7 Agree



MEMORANDUM OF UNDERSTANDING

2025-2026

Mendocino County Office of Education (MCOE)

AND

Point Arena Schools Unified School District

Description of Services: Physical Therapy Services

AUTHORITY TO CONTRACT: The undersigned person, if signing on behalf of an organization, warrants that he or she has the authority to enter into this Memorandum of Understanding on behalf of the organization.

In witness whereof, the parties have executed this MOU on the date written:

Nicole H. Glentzer

Nicole H. Glentzer, Superintendent
Mendocino County Office of Education
2240 Old River Road
Ukiah, CA 95482

07/16/2025

Date

Warren Galletti

Superintendent/Designee

07/30/2025

Date



MEMORANDUM OF UNDERSTANDING BETWEEN
MENDOCINO COUNTY OFFICE OF EDUCATION (MCOE) AND
POINT ARENA SCHOOLS UNIFIED SCHOOL DISTRICT (LEA)

PHYSICAL THERAPY SERVICES

I. Recitals

- A. This Memorandum of Understanding (MOU) sets forth the roles and responsibilities of the Mendocino County Office of Education (MCOE) and the participating Local Educational Agency (LEA) for the provision of Physical Therapy (PT) services and evaluations as legally mandated for students within districts and charter schools.
- B. All costs associated with the operation of MCOE Physical Therapy Services will be proportionately shared by each district's actual usage of services. This includes, but is not limited to: salary, health and benefits, mileage, administrative costs, and supplies.
- C. Districts will be billed quarterly based on submitted District Service Reports.

II. Terms

A. Effective Date and Duration

This MOU shall be effective from **July 1, 2025 through June 30, 2026**. It shall remain in effect for the duration stated unless amended in writing by mutual consent of both parties. Either party may terminate this agreement with **30 days' written notice** to the other party.

III. Scope of Work:

MCOE Shall:

This can include, but is not limited to, the following:

1. Delivering direct Physical Therapy Services to students ages Birth-22 as specified in their IEP/IFSP.
2. Participation in IEP/IFSP team meetings in order to develop appropriate goals and services.
3. Conducting comprehensive evaluations to determine eligibility for PT services.
4. Collaboration and supervision of Physical Therapy Assistant.
5. Training staff in the appropriate use of equipment and assistive technology.
6. Monitoring progress on individualized student goals and documenting accordingly.
7. Consulting regularly with educational teams to ensure effective implementation of services.
8. Providing professional development and training to school personnel.
9. Maintaining and submitting Medi-Cal billing documentation for service reimbursement.

10. Recommending, sourcing, and ordering appropriate equipment for students with low incidence disabilities.

The project coordinator for this program is:

Name: Isaac Ramey, Senior Director, Special Education

Email: iramey@mcoe.us

Phone Number: 707-468-5181

LEA Shall:

1. Provide access to the School or District Student Information System (SIS) to ensure accurate service documentation.
2. Utilize MCOE's established Physical Therapist Request for Support Forms.
3. Provide signed assessment plans for evaluations in a timely manner.

IV. Fiscal/Budgeted Agreements

MCOE shall:

1. Invoice the LEA quarterly for Physical Therapy services for the 2025-2026 school year, total sum approximately \$138.00 an hour.
2. Upon request, furnish audit documentation to substantiate any invoiced amounts for a minimum of **three (3) years**.
3. Base first, second, and third quarter billing on estimated costs and known usage at the time.
4. Reconcile budgeted costs at the close of the school year based on each district's actual usage of services.

LEA shall:

1. Remit full payment to MCOE within **30 days** of receiving each invoice.
2. Review quarterly invoices and coordinate with MCOE regarding any discrepancies or needed documentation.

V. General Terms

1) Indemnification

Each party (the **LEA/COE** and **MCOE**) shall indemnify, defend, and hold harmless the other party, including their respective officers, employees, agents, and representatives, from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, and damages (including, without limitation, interest, penalties, and reasonable attorney fees and costs) that arise from, or are related to, any breach or failure of the indemnifying party to perform any of the representations, warranties, and agreements contained in this Agreement.

2) California Law

This Agreement shall be governed by, and the rights, duties, and obligations of the parties shall be determined and enforced in accordance with the laws of the State of California. The parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Mendocino County, California.

3) Rules and Regulations

All rules and regulations of MCOE and all federal, state, and local laws, ordinances and regulations are to be observed strictly by staff members providing services pursuant to this Agreement.

4) Audit

MCOE or its agent shall have the right to review and to copy any LEA/COE records and supporting documents pertaining to the performance of this MOU. LEA/COE agrees to maintain such records for a minimum of three years.

5) Independent Agents

This MOU is by and between independent agents and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents. LEA/COE employees shall have no rights to MCOE employee benefits, including pension, retirement, health and welfare, and any other similar benefits as a result of this Agreement.

6) Nondiscrimination

Any service provided by the parties pursuant to this Agreement shall be free from discrimination based on sex, sexual orientation, ethnic-group identification, race, ancestry, national origin, religion, color, mental or physical disability, pregnancy, marital or parental status, or any other unlawful consideration.

7) Insurance

All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such a requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.