



Mendocino County Office of Education Routing Sheet

Department: Special Education

Requisition #: _____

Title: Point Arena Schools Unified MOU Occupational Therapy

Step	Name	Signature	Date
1	Initiator	<i>Lilyanna Redin</i>	05/30/2025
2	Program Manager/Coordinator	<i>Trina Wagar</i>	06/03/2025
3	Director of Department	<i>Isaac Ramey</i>	06/04/2025
4	Grant Administrator	<i>Debbi Conner</i>	06/04/2025
5	Director Internal Fiscal	<i>Suzanne Steely</i>	06/04/2025
6	Risk Manager	<i>Kiley Heath</i>	06/05/2025
7	Final Approval ☒ Ed Services ☐ Business & Administrative Services	<i>Nicole Odell</i>	06/05/2025
8	Superintendent	<i>Nicole H. Glentzer</i>	06/06/2025

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: Occupational 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

06/06/2025

Date

Warren Galletti

Superintendent/Designee

06/06/2025

Date



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

OCCUPATIONAL THERAPY SERVICES

I. Recitals

A. This MOU aims to detail the roles and responsibilities of MCOE and LEA for Occupational Therapists to perform legally mandated evaluations and services for districts and charters. All costs associated with the operation of the MCOE/SELPA Occupational Therapy Services will be proportionately shared by each district's usage of the Occupational Therapy Services. This includes salary, health and benefits, mileage, administrative costs, and supplies. Districts will be billed quarterly based upon submitted District Service Reports.

II. Terms

The effective date of this Agreement is from July 1st, 2025 to June 30th, 2026. The terms of this Agreement shall remain in force unless mutually amended. Either party may terminate this Agreement upon 30 days written notice.

III. Scope of Work:

MCOE Shall:

Provide Occupational Therapy Services at a rate of \$1,104.00 per day, as needed.

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

Provide direct Occupational Therapy for students ages Birth-22 years old as outlined in their IEP/IFSP.

Provide comprehensive evaluations to determine qualification for services.

Provide Tier 1 and Tier 2 interventions for motor, handwriting, or sensory needs.

Train staff in proper use of equipment and technology.

Monitor individual goals and progress on goals.

Consult with educational teams.

Provide training to school staff members.

Maintain MediCal Billing for reimbursement for services.

Determine and order 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:

Provide access to the School/District SIS.

Utilize Occupational Therapist request for support forms.

Provide assessment plans for evaluation in a timely manner.

IV. Fiscal/Budgeted Agreements

MCOE shall:

Deliver program or service invoice to LEA quarterly for the 2025-2026 school year, total sum approximately \$138.00 an hour. Per request MCOE will provide audit documentation to substantiate any invoice amounts for a minimum of three years.

The LEA will be billed for actual supplies, cell phone reimbursement, professional development, and mileage fees at the end of the term. Mileage fees will be billed at the current federal rate at the time services are rendered.

The above amount does not include any negotiated salary increases that may be granted during the year. The final billing will be adjusted to actual costs.

LEA shall:

Remit payment to MCOE within 30 days of invoice submission.

V. General Terms

1) Indemnification

LEA/COE shall hereby indemnify, defend, and hold harmless MCOE, and MCOE's 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 MCOE may incur or suffer and that rise from, or are related to any breach or failure of LEA/COE 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.