

# **BIGFORK PUBLIC SCHOOLS**

## **BOARD OF TRUSTEES BUSINESS MEETING**

**Thursday, June 13, 2024**  
**12:00 pm – District Office**

### **AGENDA**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. COMMENTS FROM THE AUDIENCE ON NON-AGENDA ITEMS – The Board Chairperson will recognize members of the audience wishing to speak on any public matter within the jurisdiction of the school board that is not on the agenda unless the Chairperson determines that the demands of individual privacy clearly exceed the merits of public disclosure. Contested cases and other adjudicative proceedings do not constitute public matters. The Board is legally prohibited from taking action on any matter discussed during public comment on non-agenda items unless specific notice of that matter is included on the agenda. Comments made by members of the audience do not represent official position or policy of the school district.  
  
COMMENTS FROM THE AUDIENCE ON AGENDA ITEMS- The Board Chairperson will recognize members of the audience wishing to speak on agenda matters of significance in advance of action taken on those matters by Board.
- IV. APPROVAL OF THE AGENDA
- V. NEW BUSINESS
  - A. 2024-25 Occupational Therapist Contract – Superintendent Stack
- VI. FUTURE MEETING SCHEDULE
  - Wednesday, July 10, 2024
  - Tuesday, August 20, 2024
  - Wednesday, September 11, 2024
  - Wednesday, October 9, 2024
  - Wednesday, November 13, 2024
  - Wednesday, December 11, 2024
- VII. ADJOURN

\*Executive Session may be called pursuant to MCA 2-3-203(3) when the Board Chairman determines that, “the demand of individual privacy clearly exceeds the merit of public disclosure.” Personnel or student agenda items require prior notice to the individual(s) involved who may request the discussion be held in open session.

**SPECIAL EDUCATION DEPARTMENT**

**Bigfork School District #38**

**CONTRACT FOR OCCUPATIONAL THERAPY SERVICES**

**2024-25 School Year**

This agreement is made by and between Bigfork School District #38 and Rheanna Taylor, Occupational Therapist,

**IT IS AGREED AS FOLLOWS:**

1. Ms. Taylor, OT, shall provide Bigfork School District the services of occupational therapist for the 2024-25 school year. It is understood that Ms. Taylor is registered with the American Occupational Therapy Association, or it's equivalent, and licensed by the State of Montana.
2. Services to be provided will include, but not be limited to:
  - a. Participation upon request and the therapist's availability in the referral process using the procedure established by Bigfork School District #38.
  - b. In compliance with the rules governing IDEA, evaluate children referred for fine and perceptual motor, sensory processing or adaptive equipment needs to determine if the child is eligible under the criteria set forth in IDEA and all applicable state laws.
  - c. Upon request and availability, attend evaluation and IEP meetings for students eligible or being determined eligible for services under IDEA for fine motor needs.
  - d. Provide a written report of the evaluation results with recommendations for school and home interventions the student needs in order to benefit from his/her educational program because of fine motor implications. This report is the property of the school district and applicable to all laws pertaining to student records, including laws and policies governing release and transfer of student records.
  - e. In consultation with the school district IEP team, develop an intervention plan in the area of fine and perceptual motor skills to address the child's fine motor needs.
  - f. Provide training of assigned individuals and other teaching staff in incorporating the motor activities into the child's routine. These activities will be monitored, reviewed, and re-evaluated on a regular basis and changed as appropriate based on the needs of the child.
  - g. Submit adequate documentation for the purposes of Medicaid billing.

3. Ms. Taylor will follow the consultative/pre-referral process established by Bigfork School District prior to beginning any initial evaluation.
4. All intervention plans developed as a related service for fine motor needs will be written in compliance with state and federal regulations which state that:
 

“A student shall receive related services only when the related services are required to assist the student with a disability from the student’s special education.”
5. It is agreed that Ms. Taylor will be responsible for maintaining his own professional liability insurance, worker’s compensation insurance, all other similar employee insurance coverage, W-9, tax deductions, current valid Driver’s License, and benefits. Both parties recognize Ms. Taylor as an independent contractor providing these services. **Appropriate documentation of W-9, personal insurance coverage and current licensure will be on file at Bigfork School District no later than 08/28/24.**
6. If cancellations are necessary, Ms. Taylor asks to be notified as soon as possible on or before the scheduled morning. In the event of missed sessions, the sessions will occur at another time in order to meet the IEP obligations.
7. A schedule of student services will be left with the Special Services Office and Case Manager for each student receiving occupational therapy on a monthly basis.
8. Bigfork School District agrees to pay Ms. Taylor at the rate of \$60.00 (sixty) dollars per hour, per visit for professional services rendered. Services shall begin at the start of the 2024-25 school year and continue through the end of the 2024-25 school year. Bills will be submitted to the Special Education Director by the first of each month, including an itemized list of services with student initials, services provided, and amount of time.
9. This contract shall remain in effect through the 2024-25 school year unless terminated by either party upon 30 days written notice. Notice shall be given by certified, postage pre-paid mail.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024.

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Occupational Therapist

Date

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Chairperson, Bigfork School District 38

Date

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Clerk, Bigfork School District 38

Date