

# Memorandum

Zion-Benton Township High School

**DATE:** June 17, 2025

**TO:** The Board of Education

**FROM:** Dr. Jesse J. Rodriguez, Superintendent and  
Jennifer Lang, Director of Specialized Services

**RE:** 2025-2026 COTA Recommendations

District 126 currently receives Occupational services through Therapeutic Connections LLC on a contractual basis. These are services that are necessary for our students but are not currently cost effective for the District to provide. I recommend that the Board of Education approve the continuation of contractual services through :

<u>Service</u>	<u>2024-2025 rate/hr</u>	<u>Projected 2025-26 rate/hr</u>
Occupational Therapy Services	\$51	\$53.04

\*The increase is to accommodate the agreed upon 4% increase.

JL



# **ZION-BENTON**

TOWNSHIP HIGH SCHOOL DISTRICT **126**

## **COMMITTED TO EDUCATIONAL EXCELLENCE**

3901 W. 21st Street  
Zion, IL 60099  
(847) 731-9300  
[www.zb126.org](http://www.zb126.org)

**Dr. Jesse J. Rodriguez**  
Superintendent of  
Schools

**Dr. Jim Woell**  
Chief School Business  
Official

**Ms. Cynthia Moreno**  
Chief Human Resources  
Officer

**Dr. Chris Pawelczyk**  
Executive Director of  
Leadership Support &  
Community Outreach

**Mr. Jacob Carlson**  
Executive Director of  
Student & Specialized  
Services

**Mr. Jack Niemi**  
Executive Director of  
Athletics

**Mr. Art Hernandez**  
Executive Director of  
Safety & Security

**Dr. Melissa Digangi**  
Executive Director of  
Academics

**Dr. Cheri Bridge**  
Executive Director of  
Technology & Innovation

**Ms. Bonnie Felske**  
School Principal  
ZBTHS

**Mr. Kevin Wiland**  
School Principal  
Zion-Benton East

**Mr. Michael Isaacs**  
Assistant Principal  
Zion-Benton East

**Dr. Diallo Brown**  
Assistant Principal  
ZBTHS

This agreement is made as of July 1, 2025 between Zion-Benton Township High School District 126 and Lisa Johnson, Certified Occupational Therapy Assistant (COTA) to provide occupational therapy services on the premises, under the direct supervision of a licensed Occupational Therapist of the District for the 2025-26 school year.

1. The rate of payment is \$53.04 per hour. The District will make payments once per month on the date of the regularly scheduled Regular School Board Meeting, provided that the District receives an invoice from the COTA two weeks prior to the date of the meeting. The invoice must indicate the dates worked, the hours worked (in no less than quarter hour increments), the students served, and the meetings attended.
2. No federal, state, or payroll taxes will be deducted from payments to the COTA. No benefits including health or dental insurance, unemployment insurance, disability compensation, or mileage reimbursement will be provided by the District.
3. The COTA will maintain private malpractice and liability insurance with the insurance carrier of their choice, with limits of liability not less than \$1,000,000, and will provide proof thereof upon demand of the District. The District will maintain insurance for professional liability with limits of liability not less than \$2,000,000 aggregate.
4. The COTA will maintain state licensure and certification, and will provide proof thereof upon demand by the District.
5. This agreement shall begin on July 1st, 2025, and terminate on June 30th, 2026. Either party shall have the right to terminate this agreement at any time without cause upon giving 45 days advance written notice to the other party at the address set forth below.
6. The COTA will provide therapy services and associated administrative activities at the school district during normal school hours. These services will be provided in accordance with applicable federal and state laws and in accordance with the policies and procedures of the District. Supervision hours may be completed outside normal school hours. The number of billable hours will not exceed seven (7) hours per day and billable days will not exceed ninety (90) days for the school year without prior written approval.
7. The COTA will prepare treatment records in accordance with the requirements of the District.
8. The District will provide therapy equipment and supplies as agreed upon by the parties. The District will also provide the COTA with the appropriate space from which to provide therapy.
9. The COTA will maintain on file at the job site signed documentation reflecting supervision activities. This supervision documentation shall contain the following: date of supervision, means of communication, information discussed and the outcomes of the interaction. Both the supervising occupational therapist and the occupational therapy assistant must sign each entry.

*Embracing Our Past, Enhancing Our Present, and Enlightening Our Future.*



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10. All notices shall be provided in writing and delivered to the following addresses:

Service Provider:  
Lisa Johnson

District:  
Zion-Benton Township High School District 126  
One Z-B Way  
21st Street & Kenosha Road  
Zion, IL 60099  
Attn: Dr. Jim Woell

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date