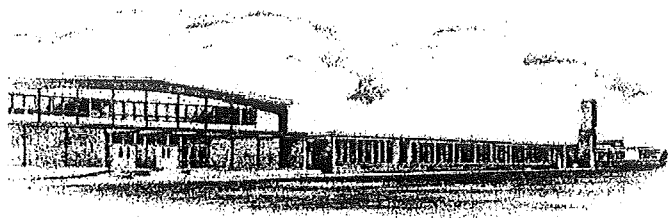


Highland School District No. 305

112 Boulevard Ave - PO Box 130
Craigmont, Idaho 83523-0130
Phone 208-924-5211 FAX 208-924-5614
<http://www.sd305.org>



Brad Baumberger
Superintendent
Athletic Director

Sarah Hatfield
Principal K-12
Curriculum Dir.

Nathan Weeks
Business Manager

Shannan Randall
Office Manager

School Board
Trustees:
Nathan Stigum
Ed Pentzer
Mere Jo Haight
Jason Davis
Erle Striebeck

May 22, 2017

Re: 2017-18 Special Education Director Contract, Kerrie Raines

- Assist with correction of IEP's and Eligibility reports
- Mentoring IEP/Eligibility meetings
- Assisting file destruction operations
- General file checklist for all files
- What is required by Medicaid to maximize reimbursement
- What will be required for the Medicaid audit
- Organization of SPED files to state standards

Services to be provided: Contract for 500.00/month, \$6,000.00/year: June 2017 – May 2018

Kerrie Raines will provide services identical to that as a District Special Education Director. The duties will be done under the supervision of and in conjunction with Superintendent of Schools, Brad Baumberger. The duties of the Special Education Director will include but not limited to:

1. One day a month on-site supervision, file review, program monitoring
2. Available by phone and or email
3. Ensure special education file compliance
4. Complete and maintain all special education requirements with state: Compliance Tracking Tool, Alternate Assessments, 60 day time lines, Early Childhood transitions reporting, special education discipline tracking etc...
5. Crisis Prevention Intervention Training (Seclusion/Restraint) for special education staff at a cost of workbooks of \$13.00 per person. This training can cost from 900.00 to 1800.00 per person if you sent to Boise for a two day or three day training.
6. Attend and conduct IEP meetings when needed after school
7. Preparation/Review of documentation for Medicaid reimbursement

Kerrie Raines will provide services at an agreed cost of 500.00 a month. Reimbursement for services will be equal to \$6,000.00 total. This amount includes one day per month of travel to Highland to review all special education activities. If there is more than one day of travel in a month an extra cost of .55 cents per mile for travel will be billed Highland School District monthly.