

## Highland Joint 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

July 7, 2014

Re: 2014-15 Special Education Director Contract, Kerrie Raines

**Sarah Hatfield**  
Principal K-12  
Curriculum Dir.

- 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

**Nathan Weeks**  
Business Manager

**Shannan Randall**  
Office Manager

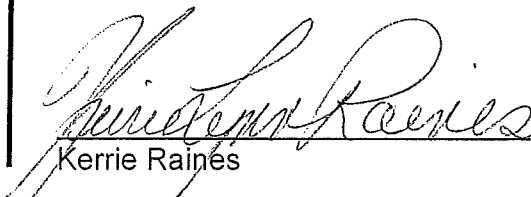
**Services to be provided:** Contract for 500.00/month, \$4,500.00/year:  
September 2014-May 2015

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.

This amount includes one day per month of travel to Highland to review all special education activities for the 2014-2015 school year of 2014-2015 (September-May). Total reimbursement for services will be equal to \$4,500.00. 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 monthly.

  
Kerrie Raines

  
Brad Baumberger