



REPORT TO CITY COUNCIL

FROM: Steven C. Carter, City Manager *SCC*

DATE: May 20, 2011

SUBJECT: FY 11/12 SUMMER YOUTH EMPLOYMENT PROGRAM SS 2011- 040

A. Introduction: The purpose of this memorandum is to present a proposal of the Champaign Community Unit 4 School District for the Summer Youth Employment Program (Attachment A). The Program would utilize \$195,310 in Urban Renewal Funds to support this initiative, as directed by the City Council on May 27, 2011. Council guidance is requested.

B. Action Requested: The Administration recommends that Council direct staff to draft an agreement with Unit 4 Schools for the purpose of providing work and work-related activities this summer for Champaign teenagers between the ages of 14 – 19 and place it on the June 7, 2011 Regular Council Agenda.

C. Prior Council Action:

- City Council has allocated CDBG funding to Community Service Grants since FY 96/97 that have supported youth and teen enrichment and work-related activities.
- During the 2007 budget study sessions, Council directed staff to fund community service grants for FY 07/08 from the Urban Renewal fund in place of the CDBG fund (SS 2007-033) in order to avoid any appearance of a conflict of interest.
- In September 2007, Council identified its 2008-2012 Goals and Action Plans, and formally adopted them by Resolution in December 2007. Included were “Continue operation of the Garden Hills Neighborhood Action Team and implement actions to address neighborhood needs” and “Work with Unit 4 Schools, the Champaign Park District, and non-profit agencies to evaluate youth programming and implement actions to address unmet needs.”
- In June 2008, Council approved grant agreements with Unit 4 School District, Champaign Park District, and Don Moyer Boys and Girls Club for implementation of the Garden Hills Youth Pilot Program in FY 08/09 [CB 2008-135].
- In April 2009, Council approved setting aside \$300,000 in the Urban Renewal fund as a one-time (over two years) funding to address issues relating to the economy and the expansion of CommUnity Matters [SS 2009-025].
- On May 17, 2011 during the budget study session, Council directed staff to partner with the Champaign Unit 4 School District to design a Summer Youth Employment Program for 2011 summer implementation utilizing \$195,310 from the Urban Renewal fund.

D. Background:

1. Previous Summer Youth Employment Program. In 2005, the City of Champaign and the Police Community Relations Committee (PCRC) began addressing juvenile issues during the

summer months by implementing a Summer Youth Employment Program (SYEP). Financial support was provided by the University of Illinois, Cities of Champaign and Urbana, Champaign Urbana Mass Transit District and the Housing Authority of Champaign County. The Urban League of Champaign County implemented the program and the goal of the program was to identify fifty high school students between the ages of 16 - 18 and offer them a positive work experience. Since the Urban League closed, the City has continued to partner with community agencies such as Illinois WorkNet and Unit 4 Schools to support summer youth employment initiatives; however, we have done so with limited funding.

2. Addressing Juvenile Issues Remains Priority. City Staff and Council continue to work with citizens, Champaign Community and Police Partnership (CCAPP, formerly the PCRC), Champaign Unit 4 Schools, Champaign Park District, United Way of Champaign County (and affiliated organizations) to address challenges facing youth and teenagers living in the community. Priorities focus on personal development, academic success, job skills, secondary education and career development. The CommUnity Matters Program, including the Operation Hope component, continues to support these priorities to assist youth and families living in the Champaign community.

3. Community and Police Forum. On March 15, 2010, community members, local law enforcement and youth participated in an all community meeting to discuss police-community relations and youth issues. A recurring theme during this dialogue was a need to develop on-going programs that would prepare youth for employment and career opportunities, assist youth in handling conflict and peer pressure, and provide you with safe, constructive, social and recreational opportunities.

4. Financial Need for Summer Programming. Last year there were no federal dollars available for summer youth employment for teenagers between the ages of 14-17. This year economic challenges at the local, state and federal level continue to hinder new opportunities for youth to engage in enrichment activities and job-readiness training during the summer months.

According to a report by the Center for Labor Market Studies (CLMS) at Northeastern University entitled, "The Steep Decline in Teen Summer Employment in the U.S., 2000-2010 and the Bleak Outlook for 2011 Summer Teen Job Market," shows that annual teen employment rates have dropped from nearly 46 percent in 2000 to under 27 percent in 2010, the lowest rate ever recorded in the nation's postwar history. Even as the economy and overall employment rates started to recover over the last year, teen employment continued to fall.

5. Champaign Unit 4 Schools Propose Program. Champaign Unit 4 Schools propose to offer a job placement program during the seven-week period of June 13-July 29, 2011. With City support, the Unit 4 2011 Summer Youth Job Placement Program would serve 150 Unit 4 students aged 14-19.

E. Alternatives:

1. Direct staff to draft an agreement with the Champaign Unit 4 School District to implement a Summer Youth Employment Program for FY10/11.
2. Do not fund the Champaign Unit 4 School District Summer Youth Employment Program as presented and direct staff to consider other opportunities.

F. Discussion of Alternatives:

Alternative 1 would direct staff to prepare and agreement with the Champaign Unit 4 School District to implement a 2011 Summer Youth Employment Program and schedule it for approval on a regular City Council agenda.

a. Advantages

- This program will provide an opportunity for teenagers to experience work readiness and job training skills.
- This program will assist youth in handling conflict resolution, anger management and decision-making.
- The City would continue to strengthen partnerships with the Unit 4 School District in addressing community needs.

b. Disadvantages

- This funding will be taken from the Urban Renewal Fund and could delay FY11/12 future projects.
- The program will only be limited to Unit 4 Students.
- Young adults over the age of 19 and not a Unit 4 student will not be eligible for this program.

Alternative 2 do not proceed with the summer youth program as proposed and provide alternative direction to staff.

a. Advantages

- Council may wish to utilize Urban Renewal Funds for other purposes.

b. Disadvantages

- Summer employment programming will not be possible unless Council identifies an alternate source of funding to support the proposal.

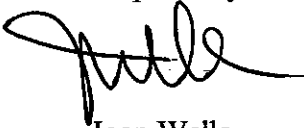
G. Community Input. Citizens provided input at the May 17, 2011 Study Session. On-going feedback for the need of a summer youth employment program has been received at the monthly meetings of the Champaign Community and Police Partnership. Additional information was gathered at the Community and Police Forum held on March 15, 2010 at the Hawthorne Suites in Champaign, IL. Further public input will be provided at the Study Session.

H. Budget Impact: One-time funding from the Urban Renewal Fund in the amount of \$195,310 is available for FY 11/12. The use of these funds will improve the quality of life for families and youth of the Champaign community. The use of Urban Renewal funds for a summer youth program is consistent with adopted financial policies that state these fund will be used “for projects identified in cooperation with citizen groups or those determined to further the City’s neighborhood wellness goals.”

I. Staffing Impact: The Summer Youth Employment Program will impact Staff from the Neighborhood Services Department and the City Manager’s Office - Community Relations Division

who will serve as a resource to assist in the implementation of the program. The Champaign Unit 4 School District will be responsible for implementing the program.

Prepared by:

A handwritten signature in black ink, appearing to read 'Joan Walls', written in a cursive style.

Joan Walls
Deputy City Manager for Community Relations

Champaign Community Unit School District 4
Summer Youth Job Placement Program
City of Champaign
May 18, 2011

Table of Contents

Cover Page	1
Table of Contents.....	2
Executive Summary	3
Proposal Narrative	4
General Proposal Information	4
Program Design and Elements	4
Administrative Budget	7
Budget.....	9
Budget Justification	10
Appendix A—Job Descriptions.....	13

Champaign Community Unit School District 4
Summer Youth Job Placement Program
City of Champaign
May 10, 2011

Executive Summary

Champaign Community Unit School District 4 (Unit 4) proposes to offer a job placement program during the seven-week period of June 13-July 29, 2011. The Unit 4 2011 Summer Youth Job Placement Program will serve 150 Unit 4 students aged 14-19 work and work-related activities.

All youth served by this proposed program will be currently enrolled Unit 4 students.

Services include:

1. Job readiness skills (of at least 20 hours) during the week of June 13-17, 2011;
2. Work and work related experiences up to 20 hours per week during the six-week period of June 20-July 29, 2011;
3. Evaluation and follow-up activities for the participants.

I. General Proposal Information

Introduction and experience providing proposed services

Champaign Community Unit School District 4 (Unit 4) was awarded funds for the Summer 2009 WIA Summer Jobs program. A two-academy model was developed and piloted that served approximately 135 Unit 4 students. For this 2011 Summer Jobs Placement Program, Unit 4 proposes to offer a similar program that will be streamlined based upon experiences in the 2009 pilot year. Specifically, Unit 4 will offer one job placement Program for up to 150 in-school youth during the seven-week period of June 13 and July 29, 2011. The district is seeking funds from the City of Champaign for this proposal.

Participants attending the Program will be currently enrolled Unit 4 students.

The Program will provide:

1. work readiness and job training skills (to include anger management, decision making and conflict resolution) and;
2. work and work-related placement and services.

Unit 4 is uniquely qualified to provide the proposed services. The district has an ongoing educational and supportive relationship with the program participants. Unit 4 is responsible for and invested in preparing all of our students for healthy and productive lives. The Unit 4 Mission Statement states clearly:

...in partnership with the community, (we will) guide all students in gaining knowledge, skills and attitudes necessary to direct their lives, improve a diverse society and excel in a changing world by providing dynamic, resource-rich learning environments and experiences in which people and lifelong learning are valued.

The work and work-readiness enrichment and support services provided in this proposal are designed to increase the likelihood all student participants will be prepared for the world of work or post-secondary education when their secondary career comes to a close.

Agencies to be utilized

Unit 4 will work closely with the City of Champaign, Champaign Police Department and the University of Illinois Office of Equal Opportunity and Access to deliver this program.

II. Program Design and Elements

The Summer Youth Job Placement Program will address themes relevant to the WIA Summer Youth Employment Program and Operation Hope (Community Matters):

1. Preparing for and succeeding in employment

- a. Provide work-readiness skills;
- b. Support participants in work or work-related experiences;
- c. Allow participants to explore a variety of work or work-related experiences.

2. Providing support services for youth

- a. Offer work readiness seminars, guest speakers and work place shadowing opportunities;
- b. Develop service learning opportunities for younger participants to experience a wide variety of work placement venues.

3. Offering services intended to develop the potential of youth as citizens and leaders

- a. Create/enhance a positive post-secondary education or work-related mentality in the minds of participants;
- b. Guide and reinforce positive work-related skills.

Summer work and work-related experience opportunities will be applicable to participants' career aspirations or chosen field of college study and designed to address the work readiness skills that are assessed during the orientation period.

Job Placement Program

- Population: Unit 4 in-school youth
- Academic/work readiness orientation (first week) 20 hours work-work readiness; interpersonal skills, conflict resolution, anger management, decision making
- Work (weeks 2-7): Participants will be placed in work and work-related experiences in the Champaign community that complement their interests, work readiness and basic skill levels.
- Number of participants: 150 participants total

Staffing (job descriptions are attached)

District Program Supervisor will supervise and offer support for the Job Placement Program Staff:

Summer Youth Jobs Program Coordinator

4 Worksite Coordinators

Secretarial support

Program elements where payment to participants will take place

Students will be eligible for two \$500 compensations (first paid upon successful completion of first half of program: July 6, 2011 and the second upon successful completion of the second half of the program). Student Expectations for Success will be set in a manner similar to the 2010 Summer Youth Development Program that Unit 4, the City of Champaign, Operation HOPE and other organizations developed and implemented (90% attendance, no police activity on record and meet requirements of their job placement.)

Methods to record time, attendance and progress:

Time cards for each participant will be filled in on a daily basis, after participants have completed their work hours. Worksite Coordinators and the business or agency-based work supervisors will fill out weekly readiness standards (found on the back of the Champaign Consortium time cards). The Jobs Program Coordinator is ultimately responsible keeping track of time cards and making sure they are in compliance with Champaign Consortium and Illinois Worknet protocols. The Summer Youth Jobs Program Coordinator has Secretarial support and the assistance of 4 Worksite Coordinators to keep track of the participants' time cards.

Additional support services:

The Summer Youth Jobs Program Coordinator will maintain communication between the Jobs Program and participants, parents or guardians. This position will conduct informational meetings at the beginning of the program, manage a database of participant contact information and coordinate the "end of program" ceremony or celebration.

Work-readiness support services will arrange for guest speakers, work-site visits and other services to support the work-readiness portion of this program; the Summer Youth Jobs Coordinator will be responsible for this support service.

Placement services:

During the orientation week, participants will have the opportunity to explore career options and complete interest inventories as well as learn job readiness skills. Participants in the Summer Youth Job Placement Program will attend “Work Readiness Training” that includes:

1. Communication skills
2. Decision-making skills
3. Interpersonal skills
4. Lifelong learning skills
5. Appropriate attire, conduct, time management

Participants enrolled in the Job Placement Program will be placed in work that matches their skill and interest levels, based upon assessments and interest inventories taken during the orientation period. The Summer Youth Jobs Program Coordinator is responsible for developing work and work sites which are appropriate and meaningful for participants. Work will begin on job development in the weeks prior to the student orientation. The ground work for this was laid during the 2009 WIA Summer Jobs Program. The Summer Program Coordinator and the Worksite Coordinators will work with the student and his or her family to identify a range of appropriate placement settings.

Reporting and Evaluation

The District Program Supervisor will provide documentation of services provided to the City during the Summer Youth Job Placement Program to the City of Champaign by August 31, 2011. Information will include:

- Number of students served (ethnicity, SES);
- Number of students completing program;
- List of employers;
- Employer and student feedback summary;
- Expense report.

III. Administrative Budget

Official name: Champaign Community Unit School District #4

Maintenance and management of fiscal records: Mr. Gene Logas, CFO

Maintenance and management of programmatic records: Assistant Superintendent for Achievement and Pupil Services

EEO Officer: Ms. Beth Shepperd, Director of Human Resources

In-kind services: Unit 4 will provide program oversight by the Director of Achievement and Pupil Services. The Director's time commitment will vary from 2-4 hours weekly. Total time commitment is estimated to be 15 hours between June 1 and August 15. Office and classroom space for the Summer Youth Job Placement Program will be provided in a Unit 4 building, to be determined.

Total amount of Federal funding received by organization: \$9,433,858 (p. 16 of the 2009 audit, Federal Revenue). Annual audits are conducted by an independent agency. The 2009 audit was completed and there were no discrepancies or corrective measures needed to improve operations.

Need for funding: The Job Placement Program cannot take place without external funding. Unit 4 believes the program is designed as a comprehensive and meaningful extension of the academic and support services provided to our student population during the school year. The additional skills and positive attitudes gained by virtue of participating in the Job Placement Program will provide invaluable support for the overall academic and post-secondary potential of the participants.

Payroll calculation and staff compensation (hourly/salaried): All Unit 4 staff are paid on a bi-weekly basis. Ten-month staff (teachers and support) are paid 21 or 23 times per year (depending on their contract) unless they elect to have their pay spread over the calendar year and thereby receive 26 pay checks per year. Twelve-month staff automatically receives 26 payments per year.

Support staff salaries are paid based on an hourly rate and number of hours per day worked, and number of days worked per year. Salary is determined by multiplying total hours worked by the hourly rate. To arrive at the bi-weekly pay amount, the annual salary is divided by the number of payments elected for the year.

Students who successfully fulfill program requirements will be eligible for two \$500 compensations. Each compensation will be based upon their participation in each half of the program. The total amount available to a successful student, \$1,000, is comparable to an amount they would earn at \$8.25/hour for 20 hours/week for six weeks. In consultation with the Business Office and the CFO, Gene Logas, it was determined that two compensations, rather than weekly checks to successful students, would be the most efficient and effective manner to distribute funds. The Summer Jobs Program Coordinator will be responsible for submitting names to the Business Office in a timely fashion in order for student checks to be processed. In accordance with similar programs, funds to students are considered "educational

compensations” and are not subject to FICA or Medicare and are paid out of accounts payable, rather than the payroll department.

IV. Budget Justification

The total requested for this program is: \$195,310.13 which includes 20% administration and 80% for student compensations and transportation.

Break down and justification/explanation of expenses:

Salaries--\$27,944.28

Position	Rate	Explanation	Amount
District Program Supervisor	\$5000	Compensation	\$5000
Summer Youth Jobs Program Coordinator	\$25.00/hour	6 hours/day (4 days/week, 10 wks) 40 days	\$6000
Worksite Coordinators (4 positions)	\$17.03/hour	6 hours/day (4 days/wk, 9 wks) 36 days	\$14,713.92
Program clerical support	\$2000	Compensation	\$2000.00
Business Office— student payment set up	\$23.61	4 hours total	\$94.44
Business Office— student payment processing	\$16.99	2 check runs, 2 hours, 2 people	\$135.92
Total Salary			\$27,944.28

Job descriptions are attached in Appendix A.

District Program Supervisor will receive a compensation for work from June 1-August 5 with a report to the City submitted by August 31, 2011. This person will be the contact person and supervisor for all program-related activities.

The **Summer Youth Jobs Program Coordinator** will work from the June 1-August 5 (10 weeks, 4 days per week—40 days) and receive \$25.00/hour. This position will work 6 hours per day. The rate of pay is consistent with Unit 4 rates for parallel or comparable

positions. This position has the primary responsibility of developing worksite placements for the 150 participants in the Job Placement Program, supervising the Worksite Coordinators and ensuring program documentation is filed appropriately.

Worksite Coordinators will work from June 7-August 6 (9 weeks, 4 days/week—36 days) and receive \$17.03/hour. This position will work 6 hours each day. The rate of pay is consistent with parallel positions within Unit 4. These positions (4 total) have the primary responsibility of supporting Job Placement Program participants through the orientation process, place the participants in an appropriate job setting and monitor and support the participants in their worksites throughout the six-week work experience.

Secretarial Support. This position will support the Summer Youth Job Placement Program by providing supportive services with documentation, telephone calls, data compilation, and word processing. This position will work approximately 20 hours/week from June 13-July 29. The compensation provided is consistent with Unit 4 pay in parallel positions.

B. Fringe Benefits--\$6,765.85

Type of position	Benefit	Rate	Basis	Total
Non-certified	IMRF	16.4188%	\$27,944.28	\$4588.12
	FICA	6.2%	\$27,944.28	\$1732.55
	Medicare	1.45%	\$27,944.28	\$405.19
	Life		\$20.00	\$20.00
	Health		\$20.00	\$20.00
Total				\$6,765.85

IMRF is the Illinois Municipal Employee Retirement Fund which Unit 4 pays for all non-certified employees who work a specified number of days. FICA and Medicare are standard for non-certified Unit 4 workers. Life and Health Benefits have a line item, should dollars need to be drawn down to fulfill this responsibility.

C. Other Costs—\$5,600

Cost	Amount
Summer Program Celebration	\$2,100.00
Mileage Reimbursement	\$3,500.00
Other Costs total	\$5,600.00

Summer Program Celebration: The District Program Supervisor, in conjunction with the Summer Youth Job Program Coordinator, will provide a culminating program celebration for all program participants and their parents. The event will be held at a Champaign Park District pavilion or at a Unit 4 school building. It will be organized with supplies purchased by program employees.

Mileage Reimbursement: Unit 4 Program employees will be allowed to submit mileage reimbursement for miles driven to support participants enrolled in the Summer Youth Job Placement Program. The current Unit 4 mileage rate is \$.51/mile.

Paid Work Experience and Other Participant Payments and Services

1. Paid Work Experience--\$161,475

Participant	# enrolled	Total compensation		Explain	Amount
Jobs	150	1000		Paid in two installment	\$150,000
Total					\$150,000

The above table reflects the compensation payment to 150 individuals (paid in two \$500 installments).

2. Other Participant Payments and Services--\$5000

Service	# Participants	Rate	Hours	Explained	Total
Transportation	130				\$5,000.00

Total					\$5,000.00
-------	--	--	--	--	------------

Transportation costs (bus passes primarily) are also included in this section of the budget.

Appendix A-----Champaign Community Unit School District NO.4

Champaign, Illinois

Title: District Program Supervisor

Qualifications:

1. Bachelor's Degree
2. Have Experience in Program supervision and coordination
3. Possess good interpersonal communication skills
4. Possess ability in project planning and evaluation

REPORTS TO:

JOB GOAL: To coordinate widespread commitment and shared responsibility between the District's High school(s) and business community organizations, and labor to ensure the integrity of the program. To assist Summer Youth Employment School sites meet program goals through collaborating with administrators, school personnel and community agencies. To direct the work of personnel assigned to the Summer Youth Employment program in a manner that results in meeting program goal.

PERFORMANCE RESPONSIBILITIES:

1. Provide training, supervision and management of Summer Youth Employment staff.
2. Review, monitor and implements program improvement strategies.
3. Collect and monitor program data.
4. Investigate and recommend strategies specific to monitoring the fidelity of the program.
5. Coordinate, enhance and evaluate all school-based summer youth program activities.
6. Coordinate corporate, community, and other educational institution's involvement in the program to provide field trips, job shadowing and mentoring opportunities for students.
7. Maintain a database with student contact information.
8. Participate in the activities of various groups and organizations within the community to foster and promote school/corporate and school government relations.
9. Work directly with Workforce network in the coordination of all school/Workforce network activities in pursuit of the program.

Terms of employment: Evaluation:

Champaign Community Unit School District NO.4

Champaign, Illinois

Title: Summer Youth Jobs Program Coordinator

Qualifications:

1. Hold Bachelor's Degree or higher.
2. Possess experience in program supervision
3. Possess good interpersonal communication skills
4. Possess ability in project planning and evaluation
5. Have experience in Summer youth employment

REPORTS TO:

JOB GOAL: Ensure widespread commitment and shared responsibility between the Districts high school(s) business community organizations and labor, provide input for educational development and instructional design, secure qualified job sites for summer youth program and ensure the integrity of the program.

PERFORMANCE RESPONSIBILITIES:

1. Develop and maintain school/business partnership programs.
2. Coordinate corporate, community, and other educational institutional involvement in the program in order to provide field trips, job shadowing and mentoring opportunities for students.
3. Maintain and analyze longitudinal data by the Program, the school, class and students.
4. Participate in the activities of various groups and organizations within the community to foster and promote school/corporate and school government relations.
5. Work directly with Workforce network in the coordination of all school/Workforce network activities in pursuit of the program.
6. Supervise the education for careers worksite coordinators and summer youth employees.

Terms of employment:

Evaluation:

Champaign Community Unit School District NO.4

Champaign, Illinois

Title: Worksite Coordinator

Qualifications:

1. Meet requirements for approval as a teacher aide.
2. A record of work experience with children and adults in an educational setting preferred.
3. Knowledge of and ability to relate to a culturally and linguistically diverse learning community.
4. Ability to work with high school aged students to develop career goals.
5. Knowledge and ability to teach students and families expectations of potential employers.
6. Ability to work with disadvantaged youth to develop job readiness skills
7. Locate work sites for high school age students.
8. District-based student support experience preferred.

REPORTS TO:

JOB GOAL: To serve as a career services liaison for identified high school students to provide assistance with developing work readiness skills, and obtaining employment.

PERFORMANCE RESPONSIBILITIES:

1. Serves as liaison between school, home and related community agencies.
2. Makes home visits and job site visits as deemed necessary to build and maintain communication between the student's community partners and the schools.
3. Works directly with students to help secure employment.
4. Develops and implements a plan to train students in general workforce expectations and devises a system to develop the skills needed to obtain employment.
5. Collaborates with local employers and other stakeholders to identify specific area of need as it relates to the employment of high school students.
6. Arrange site visits to expose students to as many available opportunities as possible.
7. Performs other related duties as assigned.

Terms of employment: Evaluation:

CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

TITLE: Office Secretary III – Pupil Services

QUALIFICATIONS:

1. High school diploma, GED equivalent education, or compensating experience.
2. Type a minimum of 45 words per minute.
3. Pass written clerical test with 80% accuracy.
4. Possess word processing, database, and other computer-related skills.
5. Possess good human relations and communication skills.

REPORTS TO: Director of Pupil Services

JOB GOALS: To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the Department of Pupil Services

PERFORMANCE RESPONSIBILITIES:

1. Performs receptionist duties for the Director of Pupil Services, providing answers to inquiries when appropriate and/or directing calls to the appropriate person(s).
2. Schedules appointments for the Director of Pupil Services.
3. Performs typing, word processing, and filing duties as assigned.
4. Complete all necessary forms for special education in relation to federal, state and local requirements.
5. Enters all data relating to the department.
6. Assist Administrative Assistant for Student Services to propose for hearings.
7. Maintains all appropriate records, including, but not limited to, attendance of tuition students to and from district, private day and residential facilities, professional leave, IEP release time, and special education personnel, etc.
8. Prepares and monitors reports for all.
9. Take minutes for appropriate department meetings.
10. Communicates with representatives of Illinois State Board of Education, Regional Office of Education, and cooperating school districts.
11. Maintains the McKinney – veto Act report and other legal documents related to homelessness.
12. Works with the Director in coordination of the home/hospital instruction.
13. Monitors all contracts for day school students, residential students, and hospital students.
14. Maintains, in conjunction with the business department, all budgets for special education, supplies, equipment, travel, consultants, release time, etc.
15. Performs other related duties as assigned by the Director of Pupil Services.

TERMS OF EMPLOYMENT: Work year to be established by the Board of Education, salary and benefits as determined by the contractual agreement.

EVALUATION: By the Director of Pupil Services in accordance with the contractual agreement.

Unit 4 Summer Job Placement Academy

Administrative costs

Salaries			
Position	Salary/Hourly	X Months/Weeks	Total
District Program Supervisor	\$ 5,000.00	stipend	\$ 5,000.00
Summer Youth Program Coord	\$ 25.00	6 hours/day (4 days/week, 10 wks) 40 days	\$ 6,000.00
Worksite Coordinators (4 posi	\$ 17.03	6 hours/day (4 days/wk, 9 wks) 36 days	\$ 14,713.92
Secretarial support	\$ 2,000.00	stipend	\$ 2,000.00
business office support			
payment set up	\$ 23.61	4 hours @ 23.61	\$ 94.44
payment process	\$ 16.99	2 people*2hours*two payments @ 16.69	\$ 135.92
		Salaries Subtotal	\$ 27,944.28

Fringe Benefits			
Type	Rate	Basis	Total
IMRF	16.4188%	\$ 27,944.28	\$ 4,588.12
FICA	6.2000%	\$ 27,944.28	\$ 1,732.55
Medicare	1.4500%	\$ 27,944.28	\$ 405.19
Life		\$ 20.00	\$ 20.00
Health		\$ 20.00	\$ 20.00
		Fringe Benefit Subtotal	\$ 6,765.85

G. Other Costs (Itemize)		
Summer Program Ceremony (staff purchase and set up --category 400 "supply")		\$ 2,100.00
mileage reimbursement (.51/mile)		\$ 3,500.00
	total other costs	\$ 5,600.00

total administrative costs **\$ 40,310.13**

Direct to students

transportation for students	bus passes	\$ 5,000.00
students educational stipend		
150	1000	\$ 150,000.00
Paid in two instr	\$ -	

\$ 155,000.00

total **\$ 195,310.13**