

## RESOLUTION CITY OF SAINT PAUL, MINNESOTA

Presented by \_\_\_\_\_

- 1 WHEREAS, the City of Saint Paul, Police Department (SPPD) has been granted funds in the amount of \$53,760  
 2 from the Initial Teaching Alphabet Foundation (ITA) for use during the 2012-2013 school year, and  
 3  
 4 WHEREAS, these funds are to be used to provide intervention in reading and writing for thirty five (35) to forty five  
 5 (45) elementary and middle school students at three after school Police Activities League ITA Literacy Clinics; and  
 6  
 7 WHEREAS, the 2012 financing and spending plan needs to be amended for these funds; and  
 8  
 9 WHEREAS, the Mayor pursuant to Section 10.07.1 of the Charter of the City of Saint Paul, does certify that there  
 10 are available for appropriation funds of \$30,000 in excess of those estimated in the 2012 budget; and  
 11  
 12 WHEREAS, the Mayor recommends that the following addition be made to the 2012 budget:

14 **2400 (436) Police - Special Grant Fund - Accounting Unit (Activity) 1034277 (34277) ITA After School Tutoring (PAL)**

| Obj Code (Account)       |                                      | CURRENT<br>BUDGET | CHANGES | AMENDED<br>BUDGET |
|--------------------------|--------------------------------------|-------------------|---------|-------------------|
| <b>Spending Changes</b>  |                                      |                   |         |                   |
| 50235 (0132)             | Part Time Non-Certified              | -                 | 25,081  | 25,081            |
| 51930 (0439)             | Fringe Benefits                      | -                 | 1,919   | 1,919             |
| 55850 (0359)             | Other - Special Materials & Supplies | -                 | 3,000   | 3,000             |
|                          |                                      | 0                 | 30,000  | 30,000            |
| <b>Financing Changes</b> |                                      |                   |         |                   |
| 49680 (3699)             | Private Grants                       | -                 | 30,000  | 30,000            |
|                          |                                      | 0                 | 30,000  | 30,000            |

- 26 THEREFORE BE IT RESOLVED, that council accepts this grant and authorizes the City of Saint Paul to enter into,  
 27 and Chief Thomas Smith to implement the attached agreement with the ITA Foundation; and  
 28  
 29 THEREFORE BE IT RESOLVED, that the Saint Paul City Council approves these changes to the 2012 budget.

|           | Yeas | Nays | Absent |
|-----------|------|------|--------|
| Bostrom   |      |      |        |
| Brendmoen |      |      |        |
| Carter    |      |      |        |
| Lantry    |      |      |        |
| Stark     |      |      |        |
| Thune     |      |      |        |
| Tolbert   |      |      |        |

Requested by Department of: **POLICE**



By: **Thomas E. Smith, Chief of Police**

Approved by the Office of Financial Services

By: \_\_\_\_\_

Approved by City Attorney

By: \_\_\_\_\_

Approved by Mayor for Submission to Council

By: \_\_\_\_\_

Adopted by Council: Date \_\_\_\_\_

Adoption Certified by Council Secretary

By: \_\_\_\_\_

Approved by Mayor: Date \_\_\_\_\_

By: \_\_\_\_\_

# INITIAL TEACHING ALPHABET FOUNDATION

P.O. Box 11355 - Hauppauge, NY 11788

KEITH BUB  
*President*

July 27, 2012

Mr. Thomas E. Smith  
Chief of Police  
City of Saint Paul  
367 Grove Street  
Saint Paul, MN 55101

Dear Mr. Smith,

The Board of Directors of the Initial Teaching Alphabet Foundation has approved your grant request in the amount of \$53,760.00 for use during the 2012-2013 school year, "to provide intervention in reading and writing for 35-45 elementary and middle school students at three after school Police Activities League ita Literacy Clinics", as outlined in your grant proposal of May 4, 2012.

Enclosed are two copies of the Agreement by Grantee. Please return an executed copy to us. Upon receipt of the executed copy of the Agreement by Grantee, we shall send a check for \$53,760.00.

We look forward to receiving your progress reports with samples of the children's work.

Upon completion of the grant period, we require an evaluation of the project and a full financial accounting of how the grant funds were expended.

The board appreciates your use of the Initial Teaching Alphabet for helping students with basic literacy skills and looks forward to your continued success.

Sincerely,



Keith Bub

Enclosure: Two (2) Agreement by Grantee

INITIAL TEACHING ALPHABET FOUNDATION, INC.  
PO Box 11355, Hauppauge, New York 11788

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Keith Bub  
President/Treasurer

Maurice S. Spanbock  
Secretary

**Agreement by Grantee**

As a condition to the receipt of a grant in the amount of \$53,760.00 to the undersigned to be made by the Initial Teaching Alphabet Foundation (the "Foundation"), the undersigned City of Saint Paul Police Department, 367 Grove Street, Saint Paul, MN 55101 (the "Grantee") hereby agrees to the following:

1. **PURPOSES.** The grant is made for the following purposes:

“to provide intervention in reading and writing for 35-45 elementary and middle school students at three after school Police Activities League ita Literacy Clinics”, as outlined in your grant proposal of May 4, 2012.

2. **REPAYMENT.** The Grantee shall advise the Foundation of any part of a grant not used for the purpose of the grant. Upon advice from the Foundation, the Grantee shall thereupon either promptly refund the unused portion of the grant or rollover the funds to the next year's grant.

3. **REPORTING.** The Grantee shall submit to the Foundation full and complete reports on the manner in which the funds granted have been spent and the progress made by the Grantee in accomplishing the purposes of the grant. Such reports shall be made as of the last day of the mid-term of the Grantee's fiscal year and as of the end of the Grantee's fiscal year. The reports must be furnished to the Foundation promptly after each reporting period as previously stated. The Foundation may require the Grantee to submit additional information and reports.

4. **ACCOUNTING.** The grant funds shall be shown separately on the Grantee's books, and a record shall be kept by the Grantee of the disbursement of the grant funds and expenditures made in furtherance of the purpose of the grant. Vouchers consisting of bills, invoices, canceled checks, receipts, etc. shall be permanently retained by the Grantee as evidence of expenditures made. The Grantee shall make its books and records available to the Foundation at reasonable times if requested.

5. **PROHIBITED ACTIVITIES.** The Grantee will not use any of the grant funds:
- (a) To carry on propaganda, or otherwise to attempt, to influence legislation (within the meaning of section 4945(d)(1) of the Internal Revenue Code);
  - (b) To influence the outcome of any specific public election, or to carry on, directly or indirectly, any voter registration drive (within the meaning of section 4945(d)(2) of the Code);
  - (c) For any grant to an individual for study, travel, or other similar purposes, unless such grant satisfies the requirement of section 4945(d)(3) and (g) of the Code;
  - (d) For any grant to another organization unless such grant complies with the requirements of section 4945(d)(4) of the Code (relating to the exercise of expenditure responsibility); or
  - (e) For unreasonable administrative or other excessive expenses, or for any purpose which is not exclusively religious, charitable, scientific, literary, educational; or for the prevention of cruelty to children and animals, within the meaning of section 170(c)(2)(B) of the Code.

6. **VIOLATION.** It is understood that the Foundation has the right to withhold any future payments under this grant or any other grant to the Grantee in the event that it has reason to believe that the Grantee has used the grant funds other than for the purpose for which granted or has otherwise violated any of the provisions of this agreement.

**Grantee:** City of Saint Paul  
Police Department

**Grantor:** Initial Teaching Alphabet Foundation

By: \_\_\_\_\_  
Title: Chief of Police  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Director Office of Financial Services  
Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Assistant City Attorney  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Director of HREEO  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Title: Mayor, City of Saint Paul  
Date: \_\_\_\_\_

**Pride, Professionalism, and Partnership  
Through After-school Tutoring for At-risk Youth:**

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**A Grant Proposal to the ITA Foundation  
Police Activities League  
Police Department: City of Saint Paul  
Saint Paul, MN**

**Introduction:** The Saint Paul Police Department provides after-school activities in low-rent and Section 8 housing developments in order to foster positive relationships between at-risk youth and police officers, build strong communities, and reduce crime. In the course of working on homework with these at-risk youth, it has become very clear that many struggle with basic reading and writing, even at the high school level. Without adequate literacy skills, their hopes of leading productive lives are greatly diminished. In order to meet their needs, the Police Activities League, led by Sergeant Ray Jefferson, requests a grant of \$53,760 from the Initial Teaching Alphabet Foundation for the 2012-13 funding cycle.

The proposed Police Activities League ITA Literacy Clinic plans to serve students at the following three after-school centers:

1. Jackson Street Village: This center serves formerly homeless families who are for the first time in stable housing. The children at this center, ranging from first grade through middle school, have had many schooling disruptions and few opportunities to establish bonds with educators. We hope to change that with tutors who will provide one-on-one help and attention during the school year.
2. Merrick Community Services Center: The African-American students at this center range from first through 8<sup>th</sup> grade. Some of them can barely read or write. Some of them are the most severely disabled readers of all of the students we wish to serve.
3. Ames Lake Community Center: Most of the families in this center are immigrants from South America with a few Somali families. Most parents speak very little English. The children range from first grade through middle school.

**Primary Objectives:**

1. Provide ITA intervention in reading and writing for 35-45 elementary and middle school students in after-school clinics.
2. Provide literacy-related free-time activities (creating greeting cards in ITA, compiling books of student writings, birthday celebrations with tutors and police officers, etc.)

**Project Outcomes:** As a result of the one-on-one tutoring and social interventions, we expect that:

1. Students will improve reading and writing skills by one-two grade levels
2. Students and their families will form positive relationships with police officers, the tutors, and each other
3. Students will experience lower drop-out rates and lower juvenile delinquency by participants

**Project Evaluation:**

1. Evaluation of student academic progress will be measured by pre and post-tests of reading, spelling, and writing, using the Qualitative Reading Inventory, the WRAT Spelling subtest, and a timed writing assignment.
2. Evaluation of community and family relationships with the Saint Paul Police department will be measured by an evaluation survey completed by the students and parents (to be developed).
3. Evaluation of delinquency and dropout rates will be measured by comparative data

**Budget Request:**

**Personnel:**

|   |          |
|---|----------|
| Coordinator (arranging spaces, materials, scheduling tutors, communicating with families) | \$12,000 |
| Project Supervisor (K-12 Reading Teacher)   | \$20,000 |
| Tutors (2 per center)   | 9,600    |
| FICA Benefits   | 3,160    |

Materials (\$3,000 per center)

9,000

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**Total Requested:**

**\$53,760**

**Project Personnel Biographies:**

**Elizabeth Hanegraaf: Project Supervisor and Tutor**

- K-8 Licensure/Elementary Education degree from St. Cloud State
- Special Education Minor.
- K-12 Reading Licensure candidate
- Master of Arts in Literacy Education program, Saint Mary's University of Minnesota (expected completion date fall, 2012)
- Taught 4th grade in two different schools
- Academic Coach, assisting a 5th grade team for a year.

**Samantha Loe: Project Coordinator and Tutor**

- Bachelor of Science in Law Enforcement, Metropolitan State University  
(Expected completion date spring, 2013)
- Mentor Coordinator, St. Paul Police Department Police Activities League
- Mentor Day Specialist, St. Paul Police Department Police Activities League
- Youth Programmer, St. Paul Police Department Police Activities League

**Sergeant Ray Jefferson: Police Activities League Director**

- Bachelor of Arts in Criminology, Metropolitan State University
- Administrative Officers Course, Southern Police Institute, University of Louisville
- Youth Program Director, St. Paul Police Department ACOP; A Community Outreach Program
- Mentor Program Developer, St. Paul Police Department Police Activities League



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

367 Grove Street Telephone: 651-291-1111  
Saint Paul, Minnesota 55101 Facsimile: 651-266-5711

May 4, 2012

Keith Bub  
President  
Ita Foundation  
P.O. Box 11355  
Hauppauge, NY 11788

Dear Mr. Bub:

The City of Saint Paul Police Department has been a leader in the community-policing arena for many years. As part of that leadership, our department has worked continuously to create strong partnerships with other organizations that enhance our crime prevention and youth programs such as our Police Activities League (PAL).

The Saint Paul Police Activities League (PAL) was established in 2002 and is currently serving youth ranging in age from 6 to 18 years old. PAL was developed as a crime prevention strategy and to create a way to build positive relationships between youth and members of law enforcement. The traditional goal of Saint Paul PAL is to prevent Saint Paul youth from committing crimes.

Youth today are faced with a host of risk factors that increase their chances of engaging in problem behaviors. Research indicates that effective prevention programs must both reduce risk factors that increase the likelihood of problem behavior and enhance protective factors that buffer children from those risks.

Through our PAL mentoring programs, we have found that one primary risk factor, literacy and low academic performance, is a major contributor to drop out and juvenile delinquency rates. A partnership with your Foundation will allow our PAL program to produce a well rounded, risk-focused prevention strategy. Through this coordinated approach, our youth will benefit from programming that builds social skills, provides academic enrichment, and encourage them to engage in healthy lifestyles that embrace positive behaviors.

Thank you for considering our grant request.

Sincerely,

Thomas E Smith  
CHIEF OF POLICE