

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Finance Department; File

SUBJECT: ACCEPTANCE OF THE ENGLISH LITERACY - CIVICS EDUCATION CONTINUATION GRANT FROM THE TEXAS EDUCATION AGENCY

DATE: August 28, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance ratifies submission of a continuation grant application and authorizes acceptance of \$101,500 from the Texas Education Agency (TEA) to continue the English Literacy - Civics Education (EL-Civics Ed.) Project at the Margarita Huantes and Willie Velasquez Learning and Leadership Development Centers (LLDCs) for the period July 1, 2003 through June 30, 2004. This ordinance also approves a budget and personnel complement.

Staff recommends this ordinance be approved.

BACKGROUND INFORMATION

TEA awarded a \$107,000 EL-Civics Ed. Project grant to the Department of Community Initiatives in 2001 and \$101,500 to continue the project in 2002. This ordinance authorizes acceptance of \$101,500 for the final year of a three-year continuation grant from TEA for the EL-Civics Ed. Project.

The goal of the Project is to help program participants improve their English-speaking skills and through the Civics component, enable participants to gain knowledge of local, state and federal governmental structures while developing an understanding of key elected, appointed and employed leadership. The project is also designed to help participants identify and deal with civic issues and challenges and to prepare them for citizenship so as to become contributing members of the San Antonio community.

It is proposed that 180 individuals will participate in the project. Two classes will be offered at the Margarita Huantes and three classes at the Willie Velasquez LLDC. Students will meet twice a week over a 41-week period during the program year. Classroom instruction will be supplemented with guest speakers from various governmental entities and field trips.

The personnel complement for the EL – Civics Education project consists of a Program Coordinator, a part-time Secretary I (.5 FTE), and part-time instructors. Required TEA Adult and Community Education System (ACES) performance measures data include the number of participants enrolled, hours of instruction, average daily attendance and the academic gains per student at each assessment.

The EL – Civics Ed. Project, in keeping with the Department's overarching goal of program quality and performance accountability, ensures comprehensive program content and consistent delivery utilizing a standardized curriculum.

Listed below are the performance measures for the first and second year of the EL-Civics Ed. Project as well as the proposed measures for FY2003-04.

| | FY2001-02 | | FY2002-03 | | FY2003-04 |
|--------------------------------------|------------------|-----------------|------------------|-----------------|------------------|
| | Actual | | Actual | | Proposed |
| Number of Students | 228 | | 156* | | 180 |
| | Actual | TEA Goal | Actual | TEA Goal | TEA Goal |
| Gain in BEST ** Oral Scores | 78% | 47% | 67% | 47% | 83% |
| Gain in BEST Written Literacy Scores | 67% | 47% | 79% | 47% | 83% |

* Program year began in November due to late award notification

** BEST - Basic English Skills Test

POLICY ANALYSIS

The City's commitment to reduce adult illiteracy in our community began in August 1987 when City Council established the San Antonio Commission on Literacy. In April 1988, City Council approved a Commission proposal for the City's current literacy program. The EL – Civics Ed. Project is an excellent expansion of ESL and Citizenship in our community.

This action is a continuation of existing City policy to provide human development opportunities to individuals over the age of 17 and to help prepare adult learners to be better job candidates and citizens. It also reinforces the Human Development goals of raising the education and skill level of San Antonio residents.

FISCAL IMPACT


The ordinance authorizes the acceptance of \$101,500 from TEA to support the EL-Civics Education Project. The grant does not require a match or other additional general funds.

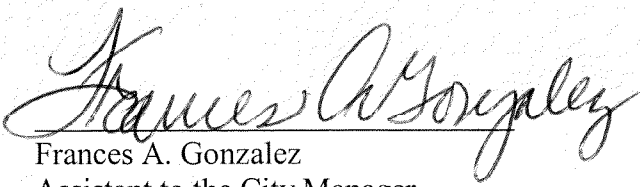
COORDINATION

Coordination has occurred with the City Attorney's Office and the Finance Department.


SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant to the City Manager

Approved:


Terry M. Brechtel
City Manager

**DEPARTMENT OF COMMUNITY INITIATIVES
ENGLISH LITERACY/CIVICS EDUCATION GRANT**

Attachment II

26-041003

July 1, 2003 - June 30,2004

| Index No. | ESTIMATED REVENUES | BUDGET |
|--------------------------|---|------------------|
| 073767 | Texas Education Agency | \$101,500 |
| | TOTAL REVENUES | \$101,500 |
| APPROPRIATIONS | | |
| Activity 38-16-17 | | |
| | Object Codes | |
| 763169 | Regular Salaries 01-010 | \$42,051 |
| 763177 | FICA 01-030 | 3,217 |
| 763193 | TMRS 01-040 | 4,891 |
| 763201 | Flex Benefits 01-050 | 4,908 |
| 763219 | Life Insurance 01-051 | 63 |
| 763227 | Workers Comp 01-060 | 0 |
| 763235 | Communication 02-110 | 1,497 |
| 763243 | Pagers, Mobile Phones 02-112 | 105 |
| 763250 | Mail & Parcel 02-113 | 0 |
| 763268 | Rental of Facilities 02-116 | 1,000 |
| 763276 | Travel-Other 02-127 | 2,200 |
| 763284 | Education/Training 02-128 | 300 |
| 763292 | Car Allowance 02-130 | 0 |
| 763300 | Fees to Professional Contractors 02-160 | 1,500 |
| 763318 | Temporary Salaries 02-161 | 17,362 |
| 763326 | ADP 02-172 | 720 |
| 763334 | Binding, Printing 02-181 | 2,533 |
| 763342 | Office Supplies 03-210 | 0 |
| 763474 | Food 03-216 | 500 |
| 763482 | Library Materials 03-236 | 5,750 |
| 763490 | Computer Software 03-243 | 3,000 |
| 763508 | Other Commodities 03-244 | 2,911 |
| 763516 | Direct Welfare 04-276 | 800 |
| 763524 | Indirect 04-280 | 4,375 |
| 763540 | Computer Equipment 05-360 | 0 |
| 763557 | Machinery & Equipment, Other 05-373 | 1,817 |
| | TOTAL APPROPRIATIONS | \$101,500 |

**DEPARTMENT OF COMMUNITY INITIATIVES
ENGLISH LITERACY / CIVICS EDUCATION GRANT
26-XXXXXX**

Attachment III

July 1, 2003 - June 30, 2004

| PERSONNEL COMPLEMENT | | No of Positions |
|-----------------------------|---------------------|------------------------|
| Position No | | |
| 0915 | Program Coordinator | 1 FTE |
| 0017 | Secretary I | 0.5 FTE |
| 0930 | Instructors | 5 Permanent/PT |