



San Diego Chapter
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7490 Opportunity Road, Suite 202
San Diego, CA 92111

Dear Katie Bowles:

The purpose of this letter is to communicate to the Tarif Khamissa Foundation (TKF), our intent to collaborate professionally to create courseware for K6-12 teachers that will help them develop skills to recognize signs of violence and gang influence in their students and in the classroom. We understand this is an important need that your Foundation has identified, as you pursue your mission to provide successful violence prevention programs in our community.

We represent the International Society for Performance Improvement San Diego Chapter (ISPI SD). Our vision is to customize Human Performance Technology to meet the goals of our clients. In the case of TKF, we will use a systematic approach to improving teacher's competence to handle problematic gang-related behavior in the classroom. Each month we will have one or more deliverables for you to review. We expect to deliver a complete solution by December 2009. The tentative project timeline is attached.

In our meeting with you on December 28, 2008, you communicated to us that your Foundation has been impacted by the global economic downturn in the form of less funding for resources. We also understand that you are limited in time, yet some of your staff possess great expertise in the subject matter. You may have other contacts and access to the project's target audience. Therefore, we will use your resources' availability wisely.

In January 2009, ISPI SD conducted an initial analysis of teachers' learning context and characteristics. In order to develop a successful solution for the teachers' requirement for violence avoidance education, we are developing a survey for current and pre-service teachers. It will be distributed in cooperation with the San Diego State College of Education. Further, we will seek out volunteers to prototype solutions as they are developed.

We propose a short, bi-monthly feedback meeting with you, as our main client. When practical and relevant, we trust that you will include others in your organization. The main agenda for these meetings will be to gauge your reactions to our deliverables. Are we on track with TKF's mission? Do you have prior experience with our approach? Do you have any suggestions for improvement?

ISPI SD is grateful for the opportunity to collaborate with TKF to help stop youth violence. We look forward to a mutually satisfying project relationship.

Please give us feedback regarding this letter.

Sincerely,

Community Project 2009 participants